

The Norwalk Housing Authority PHA Plan is seeking proposals for the preparation of the 2018 and 2019 Annual Performance Assessment and Report of the PHA Plan in Accordance with HUD regulations.

To obtain a copy of the RFQ, please contact Anabell De La Cruz at adelacruz@norwalkha.org or call at 203-838-8471 ext. 140.

HOUSING AUTHORITY OF THE CITY OF NORWALK
Request for Qualification PHA Plan
March 10, 2017

The Norwalk Housing Authority, a HUD standard performer, is seeking proposals for the preparation of the 2018 and 2019 Annual Performance Assessment Report of the PHA Plan in accordance with regulations of the Department of Housing and Urban Development. The Plan preparation shall include at least three (3) separate meetings with each of the following groups:

1. Staff members
2. Resident Advisory Board (RAB)
3. Housing Advocates

Services shall include consultation with staff, Resident Advisory Board and housing advocates at each stage of development, and minutes of each meeting, draft document preparation, review and updates as needed after meeting with staff, RAB and advocates, public hearing and revisions for final presentation to and approval by the Board of Commissioners and submission to HUD.

This shall be presented at the November Board of Commissioners meeting, which is generally scheduled for the third Wednesday. A Public Hearing and approval by the Board of Commissioners is generally scheduled at the regular Board of Commissioners meeting in December, on the second Wednesday. It's possible that a further meeting with the Board of Commissioners may be required if major revisions are necessary as a result of the Public Hearing, although this has not been necessary for many years.

Respondents shall submit a proposed schedule by task, a lump sum proposal, separating travel expense, provide hourly rates for each participant for additional services, a statement certifying that the consultant is not debarred, suspended or otherwise prohibited from professional practice or performance of services by any Federal, State or Local Agency, a statement identifying key personnel performing services and experience and their role in the engagement by 4:00pm on April 10,

2017. If joint contractors or consultants are proposed describe the joint experience of the lead contractor and consultant (s).

The selected consultant will be required to provide worker's Compensation and General Liability Insurance in an amount of at least \$1,000,000.

Proposals will be evaluated on complete scope of services (25 points), previous experience (including with NHA) (25 points), scheduling and capacity (25 points), and cost (25 points). This information may be clarified through telephone interviews.

Norwalk Housing Authority reserves the right to reject any and all proposals received, to waive technicalities, to seek additional information and to negotiate changes to submitted proposals based Norwalk Housing Authority needs and available funds in accordance with HUD Handbook 7460.8 Rev 1.

For additional information please contact Candace Mayer, Deputy Director, at (203) 838-8471 ext. 140 or via email at cmayer@norwalkha.org. with the subject of 2018 & 2019 PHA Plan Proposal no later than March 27, 2017.