

HOUSING AUTHORITY OF THE CITY OF NORWALK
Request for Proposals 2020 PHA Plan
January 28, 2019

The Norwalk Housing Authority is seeking proposals for the preparation of its 2020 PHA 5 Year Plan and the Annual Performance Assessment Report in accordance with regulations of the Department of Housing and Urban Development.

Respondents shall submit a proposed schedule by task, a lump sum proposal separating travel expenses, 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 including their experience and their role in the engagement by **4:00pm on March 15, 2019**. If joint contractors or consultants are proposed describe the experience of the lead contractors and consultants.

To obtain a copy of the RFP, please contact Kras Carlucci at kcarlu@norwalkha.org or call at 203-838-8471 ext. 125.

Proposals are requested to include fees for completion of Performance Assessment Reports and Annual Plans for 2020 with years two (2) and three (3) renewed at the discretion of the Housing Authority. The selected consultant will be required to provide worker's Compensation and General Liability Insurance in an amount of at least \$1,000,000.

HOUSING AUTHORITY OF THE CITY OF NORWALK Request for Proposals 2020 PHA Plan

The Norwalk Housing Authority is seeking proposals for the preparation of its 2020 PHA 5 Year Plan and Annual Performance Assessment Report in accordance with regulations of the Department of Housing and Urban Development. The Plan preparation shall include at least four (4) separate meetings with each of the following groups:

1. Staff members
2. Resident Advisory Board (RAB)
3. Housing advocates
4. NHA Board of Commissioners

Services shall include review of Best Practices, consultation with staff, Resident Advisory Board and housing advocates at each stage of the plan development, and minutes of each meeting, draft document preparation and review 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 a public hearing at the November Board of Commissioners meeting, which is generally scheduled for the third Wednesday. Final approval by the Board of Commissioners will be at the regular Board of Commissioners meeting in December, on the second or third Wednesday.

Respondents shall submit a proposed schedule by task, a lump sum proposal, separating travel expenses, 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 March 15, 2019**. If joint contractors or consultants are proposed describe the joint experience of the lead contractors and consultants.

Proposals are requested to include fees for completion of Performance Assessment Reports and Annual Plan for 2020 with years two (2) and three (3) renewed at the discretion of the Housing Authority. 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 prior Public Housing experience (30 points) and complete scope of services (as may be clarified through telephone interviews 30 points), scheduling and capacity (20 points), and cost (20 points).

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 Kras Carlucci, Director of Housing Operations at (203) 838-8471 ext. 125 or via email at kcarlu@norwalkha.org.