COMMUNITY REVITALIZATION PROGRAM FUNDED BY THE AMERICAN RESCUE PLAN ACT (ARPA)

Request for Proposals
for
Administrative Services of the Community Revitalization Program

Request for Proposal #2023-RFP-12

Issued on: September 26th, 2023

Proposal Responses Due: October 20, 2023

City of Joplin – City Hall

Attention: Holly Stone, Project Coordinator

Planning, Development, and Neighborhood Services

hstone@joplinmo.org

602 S Main Street, Joplin, MO 64801

Table of Contents

Section I Executive Summary..... 3
Invitation..... 3
Background..... 3
Grant Projects..... 3
Purpose..... 4

Section II General Instructions..... 6
Point of Contact..... 6
Timeline of Proposal..... 6
Brevity..... 6
Addenda and Revisions..... 6
Submission Requirements..... 7
Deadline for Submission of Interest..... 8

Section III Project Scope..... 9
General Statement..... 9
Scope of Services..... 9-10

Section IV Evaluation..... 11
Qualifications of Respondents..... 11
Scoring of Proposals..... 11
Additional Considerations..... 12
Selection..... 12-13

Section V General Information and Requirements..... 14
Minimum Effective Period of Proposal..... 14
Public Information..... 14
MBE/WBE/DBE..... 14
Type of Contract..... 14
No Lobbying..... 14
City's Reservation of Rights..... 14
Acceptance of Evaluation..... 14
Methodology..... 14
No Reimbursement for Costs..... 14
Eligible Respondents..... 15
Reference Checks..... 15
Award or Disbursement of Funds..... 15
Nonconforming Terms and Conditions..... 15
Debarment..... 15
Rejection..... 15
RFP Submission Form..... 16-17

Section I
Executive Summary

Invitation
Written proposals subject to the conditions herein stated and attached hereto, will be received at:

602 S. Main, Joplin, MO 64801, 4th Floor

October 20th, 2023 by 2:00 p.m. Central Time

For providing the services as described below for the City of Joplin (The City).

Background
The federal American Rescue Plan Act ("ARPA") of 2021 established a Coronavirus State and Local Fiscal Recovery Fund ("SLFRF") for the purpose of responding to the impact of COVID-19 and the affects felt within communities, residents, and businesses across the nation. The funding aims to provide governments with the resources to respond to the public health emergency and its economic impacts within four allowable use categories.

The Department of Treasury awarded the State of Missouri a $2.5 billion share of the federal funding and the Missouri General Assembly appropriated $100 million of the State Fiscal Recovery Funds to the Missouri Department of Economic Development ("DED") for community development and revitalization. The DED then established a competitive program entitled Missouri ARPA Community Revitalization Grant Program. The City of Joplin applied to and was awarded $3.5 million with a 50% funding match requirement for allowable activities. The $3.5 million local match is provided through the City's local ARPA award.

The City of Joplin will expend funds under the "negative economic impacts" allowable use category. This permits a response to the negative economic impacts caused or made worse by COVID-19 as codified in Title VI of the Social Security Act. Funding will be divided between three projects as related to housing and community revitalization.

Grant Projects
Our projects will invest in community economic recovery in the wake of COVID-19. The grant award allocates the $7,000,000 funding to three projects for neighborhood improvements, a goal that was identified by citizens, championed by City Administration, and supported by the members of City Council.

Most importantly, the projects selected to improve Joplin's neighborhoods will achieve the required use of ARPA funding and serve disproportionately impacted and impacted households and communities by facilitating home purchases, repairing and restoring affordable housing, and removing vacant, dilapidated residential units to make way for new affordable housing opportunities.

The grant was awarded to accomplish three projects under the community revitalization program as follows:

Home Down Payment and Closing Cost Assistance ($3,000,000)
The City seeks to further its long-term goal of increasing economic opportunity to qualified beneficiaries by using these funds to facilitate the path to homeownership. The Joplin Homeowner Assistance Program II will be a new iteration of a previously successful program

that provided assistance to citizens in the wake of the 2011 tornado funded by federal CDBG-DR dollars.

The original program will serve as the template for this program's project documentation, procedures, and policies revised to meet the grant award as well as DED and ARPA rules and regulations.

- This project will provide zero-interest, forgivable loans to be used for down payment and closing cost assistance to impacted and disproportionately impacted beneficiaries within the City of Joplin
- The City seeks to assist 75+ households at a cap of $40,000 per beneficiary and no more than 20% of the purchase price
- Beneficiary will be based on Income Based eligibility: Applicant's household income must be at or below 300% of Federal Poverty Guidelines based on the size of household

Home Rehabilitation and Repairs ($2,000,000)

To further the goal of recovering from the economic harms caused by COVID-19 coupled with the need to preserve existing affordable housing, the City will provide funding to eligible beneficiaries for needed exterior home improvements. The City plans to enter into a contract with Community Housing Development Organization(s) (CHDOs) and other potential housing non-profit agencies to make the home repairs.

This project is also a second iteration of a previously successful program financed with CDBG-DR funds entitled Joplin Homeowner Repair Program ("JHRP").

- This project will provide assistance to qualified beneficiaries within four Qualified Census Tracts 101, 106, 108 and 110 within the City of Joplin to make minor exterior repairs such as roof replacement, siding replacement, window replacement, porch repairs, HVAC upgrades, and sidewalk repairs.
- The City seeks to assist 80+ households at a cap of $25,000 per beneficiary.

Demolition for Residential Home Construction ($2,000,000)

The final project will assist in the goal to improve Joplin neighborhoods, reduce crime, and create an opportunity for new affordable housing units. The allocation funds the demolition of abandoned, blighted, or dilapidated vacant residential housing units within four Qualified Census Tracts 101, 106, 108 and 110. This project will utilize the City's existing process of the demolition of dangerous structures.

- The City seeks to address 200+ abandoned and dilapidated properties.

Purpose

The purpose of this RFP is to select a firm that will be a partner in administering the Community Revitalization Program. The City of Joplin is hereby requesting written proposals to provide the day-to-day administrative services for the approved projects described above. The City is looking for grant administration support through the program expenditure deadline of September 30, 2026, or until the funds are expended, whichever occurs first.

Firms must be collaborative and willing to take direction from City staff. The winning firm will work closely with the City to ensure full compliance with required regulations pursuant to DED and ARPA SLFRF regulations. For more information on evaluation criteria, please refer to section four, Evaluation.

Bidding firms must have a thorough understanding of Federal Housing Programs specific to ARPA programs, with additional experience preferred in the Department of Housing and Urban Development ("HUD") compliance and other regulations, as well as all cross-cutting regulations required in other relatable programs, and all other external requirements for each of the program components, and other federal and state agency requirements (when, and if applicable under each program component).

The City seeks to promote and ensure the fairest, most efficient means to obtain the benefits of the most qualified, responsive, and responsible proposal.

Section II

General Instructions

Point of Contact
The City designates the following person as its representative and Point-of-Contact for this RFP:

Joplin City Hall
Holly Stone, Program Coordinator
602 S. Main Street, 4th Floor
Joplin, Missouri, 64801
hstone@joplinmo.org

Respondents shall restrict all contact with the City and direct all questions in writing regarding this RFP, including questions regarding terms and conditions and technical specifications, to the Point of Contact.

Timeline of Proposal (Anticipated, but is subject to change)

RFP Released by the City	September 26th, 2023
Deadline for Final Questions	October 6th, 2023
City Responses to Submitted Questions	October 10th, 2023
Proposal Submission Deadline	October 20th, 2023 by 2:00pm (CST)
Interviews as needed	October 26 – 27, 2023
Contract Finalization	Week of October 30th, 2023
Council Meeting to Award Contract	November 20, 2023

Brevity
Qualifications shall be prepared simply, providing a straightforward, concise description of the Respondent's ability to meet the requirements of this RFP. Excessive information will not be considered favorably.

Addenda and Revisions
All questions and inquiries must be submitted to the City Point of Contact, Holly Stone at hstone@joplinmo.org by October 6th, 2023.

Questions should be asked in consecutive order following the organization of the RFP. Each question should begin by referencing the RFP page number, section title, and question number (if applicable) to which it relates.

One comprehensive response to all submitted questions will be publicly released as an addendum to the RFP and distributed to firms that submitted questions, inquiries, or clarifications.

All such addenda issued by the City shall be issued before the proposals are due as part of the RFP, and all Respondents shall acknowledge receipt of and incorporate the addenda in its Responses.

Respondents shall consider only those clarifications and interpretations that the City issues by addenda five (5) days prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the City and should not be relied upon in preparing its Responses.

Any additional information, including addenda will be posted on the city website at http://joplinmo.org/index.aspx in the left-hand column under Bids/Projects. Respondents may check the website regularly, sign up to receive notifications, or reach out to the point of contact and request to be added to the addenda distribution list.

Submission Requirements

Respondents shall carefully read the information contained in this RFP and submit a complete response to all requirements and questions. Incomplete qualifications will be considered non-responsive and subject to rejection. It is not necessary to repeat the question or statement in the Responses; however, it is essential to reference the page number and question number.

The Respondent shall submit:

1. One (1) original with (6) identical copies of the Response in print
   a. Response shall be a maximum of forty (40) printed pages
   b. The cover, table of contents, divider sheets, resume/CVs, and Submission Form do not count as printed pages
   c. Hard copies of RFP materials must be enclosed in a sealed envelope (box or container) addressed as noted below;
   d. The package must clearly identify the submittal deadline and that the response is for the **Administrative Services of the Community Revitalization Program, RFP #2023-RFP-12**
   e. No 3-ring binders please
2. One (1) PDF copy provided on USB drive
3. An original signature must be included on the "THE CITY OF JOPLIN REQUEST FOR PROPOSAL SUBMISSION FORM"
4. No electronic submissions will be accepted

Hand delivered packets must be submitted to:

Joplin City Hall Planning, Development, and Neighborhood Services
4th Floor
602 S. Main Street
Joplin, MO 64801
8:00am-5:00pm Monday – Friday

Packets delivered by post must be addressed to:

City of Joplin
Attn: Holly Stone, Program Coordinator
Planning, Development & Neighborhood Services
602 S. Main Street, 4th Floor
Joplin, MO 64801

Deadline for Submission of Interest
The Respondent will submit its Responses at the location above by the time described below:

2:00 PM Friday
October 20th, 2023

RFPs received after this time and date will not be considered.

Properly submitted Reponses by the Respondents will not be returned. Responses and any other information submitted by Respondents in response to this RFP shall become the property of the City.

Section III
Project Scope

General Statement
The City of Joplin requests proposals from qualified organizations for administrative services of the Community Revitalization Program. The firm shall work with the City of Joplin to administer the projects of the Community Revitalization Program listed within the executive summary.

The City expects the winning respondent to work on-site for key implementation duties as selected projects require frequent interactions with beneficiaries.

The outline below is inclusive but not necessarily an exhaustive list of required activities; some elements of the sections below have been initiated and coordination will be key.

The City reserves the right to seek clarification on any or all proposal submittals.

Scope of Services

Program Design
- Review the City of Joplin's project formulation.
- Review and revise program management document templates, as needed.

Program Administration
- Portfolio Management processes and tools for organizing and managing programs and project files.
- Work directly with assigned staff tasked to manage program operations for ARPA Community Revitalization projects.
- Assist assigned staff in developing a community outreach and communication plan, ensuring information reaches those who are disproportionately impacted and impacted individuals/households.
- Deliverables
    - Day-to-Day Administration of the Down Payment Assistance Project
    - Oversight of the CHDO for the Home Repair and Rehabilitation Project
    - Oversight of the Demolition Project
- Applicant Processing
    - Assist the City in evaluating the income eligibility of prospective beneficiaries for the Downpayment Assistance Project, including but not limited to the following tasks:
        - Application intake and assistance
        - Documentation verification and review
        - Support document retention
        - Provide administrative support with applicant appeal process and issue tracking
        - Assist with communicating the applicant's status

Timeliness
- Ensure the program funds are spent by the September 30, 2026 deadline set by DED.

Compliance/Reporting
- Assist with required information for quarterly reporting to State and Federal granting agencies.

Meetings
- Attend meetings in conjunction with and/or on behalf of the City of Joplin.

    - Kick-off, project status, program status, applicant intake, stakeholder

Monitoring

- Internal Controls
    - Provide support to the City in ensuring effective internal monitoring system is in place.
- Risk Management
- Issue Management

Coordination

- Coordinate grant and project compliance, if necessary.
- Coordinate Home Repair Project with CHDO.

Technical Assistance

- Coordinate any technical assistance with DED or SLFRF, as needed.

Closeout / Audit Preparation

- Provide all documentation required for any program closeout.

Other support related to the Community Revitalization Program as required by the City.

Section IV

Evaluation

Qualifications of Respondents

For consideration, proposals must contain evidence of experience and abilities in the specified area and other disciplines directly related to the proposed services included elsewhere in this solicitation.

Emphasis shall be on the quality, completeness, clarity of content, responsiveness to the requirements, and an understanding of the City's needs as it relates to the administration of the Community Revitalization Program.

The Respondent may be required before the award of any contract to show to the complete satisfaction of the City that it has the necessary facilities, ability, programmatic understanding, staffing, and financial resources to provide the services specified herein in a satisfactory manner.

The Respondent may also be required to give a past complete history and additional references in order to satisfy the City in regard to the Respondent's qualifications.

The City may make reasonable investigations deemed necessary and proper to determine the ability of the Respondent to perform the work, and the Respondent shall furnish to the City all information for this purpose in a timely manner.

The City reserves the right to reject any offer if the evidence submitted by, or investigation of, the Respondent fails to satisfy the City that the Respondent is properly qualified to carry out the obligations of the contract and to complete the work described therein.

Scoring of Proposals

Scoring will emphasize management, organization, availability of key staff, skill, financial, and other necessary resources to perform the work or provide the services required in timely manner.

Company Profile: (10 Points)

Respondents must provide a listing of all personnel who will be assigned to this project. If the Respondent will need to hire additional staff to satisfy this engagement, please briefly elaborate with a tentative plan of action.

Please include an explanation of each person's area of responsibility, years of related experience, geographic location, tentative onsite presence quantified by percentage, and the resume or CV for each professional assigned to this project. Please attach an organizational chart to include any associated decision-makers that will or may have a role in the proposal or project management process.

Commencement: (10 Points)

Scoring will emphasize the ability to commence services, with a thorough understanding or familiarity of related regulations, promptly or within the time specified. Responders must have sufficient and qualified staff immediately available to contract solicitations with the ability to enter into and manage any components targeted by the RFP.

Experience: (20 Points)

Respondent must provide three (3) examples of directly relatable experience corresponding to

the services requested by the City. Please include the name, title, address, telephone number, and email for each client contact. Examples proving the ability to coordinate multiple projects should be included and will be considered in the scoring. Scoring will also emphasize the firm's experience and results related to governmental audits, review, and monitoring.

Approach Strategy: (20 Points)

Scoring will emphasize the project approach, proven implementation, and/or management strategies by the team of ARPA projects, as well as State of Missouri DED Community Revitalization Programs.

References: (15 Points)

Scoring will emphasize quality of references as well as the quality of performance of previous contracts or services.

Cost Proposal: (25 Points)

Please provide a cost proposal to accomplish the scope of work with a not to exceed annual cost. Respondents shall also provide hourly information by title/function assigned to the project as shown below.

Department	Title/Function	Average Hourly Rate for Contract Term	Estimated Number of FTE Hours	Total Cost
			Grand Total	

Additional Considerations

Please explain the local presence that your firm will have in the community. It will be paramount to have firm expertise available for staff.

Remote work is acceptable in certain situations, please describe your asynchronous methods of communication between remote and on-site staff.

Respondents may also suggest technical or procedural innovations, alternate approaches, unique strengths, or novel concepts that have been successfully used on other engagements that may allow the City to provide beneficiaries with a higher degree of service.

Please describe your organization's commitment to diversity and inclusion.

Selection

The evaluation of the Responses shall be based on the requirements described in this RFP. A selection committee made up of qualified City staff shall review, evaluate, and rank all properly submitted responses. The selection committee will have only the response to the solicitation to review for selection of finalists. It is therefore important that respondents emphasize specific information pertinent to the work.

The City will reserve the right to include an interview with the Respondent if the City deems it necessary to aid in the ranking process. If needed, the City will contact those Respondents with the top ranked proposals, and each will be **required** to meet with the selection team where the proposals will be reviewed in depth.

After the selection process, the Selection Committee will contact the Respondent that best meets the City's needs and finalize a contract to present to City Council for approval. Final authority of the selection ultimately lies with the Joplin City Council and is subject to opposition of the recommendation from the selection committee.

Section V

General Information and Requirements

Minimum Effective Period of Proposal

All proposals are required to remain in effect for at least 60 days from the date submitted to the City for review. This should be taken into account during budget preparations.

Public Information

All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure.

MBE/WBE

Please state how your firm or any potential sub-contractors participate in the Minority and Women Business Enterprise Initiative (MBE/WBE).

Type of Contract

The final contract form shall be negotiated between and be mutually acceptable to the parties. Any contract(s) resulting from this effort will be negotiated at the sole discretion of City of Joplin, and/or their agents.

No Lobbying

Respondent acknowledges and accepts that from the Date of Issuance of the RFP until a final decision has been made by the City, it will not take any action, make any effort or support or engage others on its behalf to take actions or efforts with attempt to influence the decision-making process for this RFP in the favor of the Respondent. This includes direct contact with the City Council, City Manager and City staff of the City of Joplin, and others who may be engaged in the process or grant program.

Additionally, the Respondent acknowledges and accepts that it will not attempt to use public communication such as the news media, social media, etc. as a means of attempting to influence the RFP evaluation or decision-making process. Any Respondent violating any of the aforementioned conditions is subject to immediate disqualification from consideration.

City's Reservation of Rights

The City may evaluate the Responses based on the anticipated completion of all or any portion of the Project. The City reserves the right to reject any and all Responses and re-solicit for new Responses, or to reject any and all proposals and temporarily or permanently abandon the Project. The City makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFP for any project and no such representation is intended or should be construed by the issuance of this RFP.

Acceptance of Evaluation Methodology

By submitting its Responses to this RFP, Respondent accepts the evaluation process and acknowledges and accepts that the determination of the "most qualified" firm(s) will require subjective judgments by the City.

No Reimbursement for Costs

The Respondent acknowledges and accepts that any costs incurred from the Respondent's participation in this RFP shall be at the sole risk and responsibility of the Respondent.

Eligible Respondents
Only individual firms or lawfully formed business organizations may apply (this does not preclude a Respondent from using consultants). The City will contract only with the individual firm or formal organization that submits its Responses.

Reference Checks
Respondent acknowledges and accepts that through the RFP evaluation process reference checks and background investigation may be conducted as a part of the due-diligence process.

Award and Disbursements of Funds
The City has approved the Joplin ARPA Community Revitalization Program which is available on the City of Joplin website at https://www.joplinmo.org/932/Housing-Neighborhood.

Nonconforming Terms and Conditions
A proposal that includes terms and conditions that do not conform to the terms and conditions in the RFP is subject to rejection as non-responsive. The City reserves the right to permit the Respondent to withdraw nonconforming terms and conditions from its proposal prior to a determination by The City of non-responsiveness based on the submission of nonconforming terms and conditions.

Responses that are qualified with conditional clauses, alterations, items not called for in the RFP documents, or irregularities of any kind are subject to rejection by the City, at its option. Failure to comply with requirements contained in this RFP may result in the rejection of the Responses.

Debarment
By submitting a proposal, the Respondent certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Missouri or the Federal government and that it is not a person or entity that is currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Missouri or the Federal government. Respondents must be registered at SAM.GOV to be eligible.

Stylistic Considerations
The City's official font is Tahoma. The official color palette is RGB: Regal Blue 18 58 84, Blue Lagoon 0 91 130, Storm Dust 95 95 93, Wasabi, 131 162 38, Buttered Rum 209 177 14, Rust 191 80 11.

Rejection
The City makes no representations of any kind that an award will be made as a result of this RFP or subsequent interview or recommendation. The City reserves the waive any formalities or minor technical inconsistencies or delete any item/requirements from this RFP when deemed to be in City's best interest.

THE CITY OF JOPLIN

REQUEST FOR PROPOSAL SUBMISSION

#2023-RFP-12

Company

_____

Address _____

Contact Person _____

Telephone Number _____

Email _____

NOTE TO RESPONDENTS: SUBMIT ENTIRE SECTION WITH RESPONSE. THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED, AND RETURNED WITH THE RESPONDENT'S QUALIFICATIONS. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH THE QUALIFICATIONS MAY RESULT IN REJECTION OF THE QUALIFICATIONS.

SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED QUALIFICATIONS OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS, WHICH MAY RESULT FROM THE SUBMISSION OF RESPONDENT'S QUALIFICATIONS, AND THE RESPONDENT MAY BE REMOVED FROM ALL PROPOSER LISTS. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND, AT THE JRC'S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT.

By signature hereon, Respondent acknowledges and agrees that (1) this RFP is a solicitation for Interest and is not a contract or an offer to contract; (2) the submission of Responses by Respondent in response to this RFP will not create a contract between the City and Respondent; (3) Neither the City or the Committee, or any of their representatives, have made a representation or warranty, written or oral, that one or more contracts with the City will be awarded under this RFP; and (4) Respondent shall bear, as its sole risk and responsibility, any cost which arises from Respondent's preparation of a response to this RFP.

By signature hereon, Respondent offers and agrees to furnish to the City all of the products and/or services more particularly described in its Responses, and to comply with all terms, conditions and requirements set forth in the RFP documents and contained herein.

By signature hereon, Respondent affirms that they have not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant, elected officials, leadership or staff of the City or partner organizations in connection with the submitted Responses.

By signature hereon, the Respondent hereby certifies that neither the Respondent nor the firm, corporation, partnership or Developer represented by the Respondent, or anyone acting for such firm, corporation, or institution has violated the antitrust laws of this state, or the Federal antitrust laws, nor communicated directly or indirectly the Responses made to any

competitor or any other person engaged in such line of business.

By signature hereon, Respondent represents and warrants that:

Respondent is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFP;

Respondent has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFP;

By signature hereon, Respondent certifies that the individual signing this document and the documents made part of the RFP is authorized to sign such documents on behalf of the company and to bind the company under any agreements or other contractual arrangements, which may result from the submission of the Response.

By signature hereon, Respondent affirms that no compensation has been received for participation in the preparation of the specifications for this RFP.

By signature hereon, Respondent affirms that it has not violated any of the noted No-Lobbying provisions or specification contained in this RFP.

By signature hereon, Respondent agrees to defend, indemnify, and hold harmless the City and the Committee, all of their officers, agents and employees from and against all claims, actions, suits, demands, proceedings, costs, damages, and liabilities, arising out of, connected with, or resulting from any acts or omissions of Respondent or any agent, employee, subcontractor, or supplier of Respondent in the execution or performance of any agreements or other contractual arrangements which may result from the submission of these Responses.

Submitted and certified this ____day of

_____.

BY:

Signature Date:_____

Name (Printed):

_____

Title: _____

Signature:

_____