

# **The City of Valdosta, GA**

## **REQUEST FOR QUALIFICATIONS**

**#01-23-24**

**FOR**

**Consulting Services for the Preparation of the U.S. Department of Housing and Urban Development (HUD) 2025-2029 Consolidated Plan, 2025 Annual Action Plan and 2025 Analysis of Impediments to Fair Housing**

**DUE DATE: September 15, 2023**

**11:00 AM EST**

**Department of Finance  
Purchasing Division  
City Hall  
216 E Central Avenue, 2nd Floor  
Valdosta, Georgia 31601**

**229-259-3525**

## NOTICE TO PROPOSERS

1. Any prices offered by proposers on any item or service offered to the City of Valdosta shall be the price effective at the date of delivery.
2. No delivery date of “ASAP” (As Soon As Possible) shall be considered acceptable on items that have a maximum delivery date listed in the specifications.
3. The City of Valdosta reserves the right to accept or deny any or all items where maximum delivery date, as listed in the specifications if not met by proposer.
4. Signature below of authorized agent for proposer shall constitute recognition and acceptance of all conditions of the sale as listed above.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Agent

### FUND APPROPRIATION CONTIGENCY

The proposer and the City recognize that the continuation of any contract after the close of any given fiscal year of the City of Valdosta shall be subject to the approval of the budget of the City of Valdosta providing the contract is an approved expenditure. The City does not guarantee that the expenditure will be actually adopted each year by governing authorities.

### INDEMNIFY AND HOLD HARMLESS

Proposers further agrees to indemnify, defend, and hold harmless the City against (1) any and all losses, claims, damages, law suits, and liabilities for any personal injury, death, or property damage arising out of or as a consequence of any work performed pursuant to a contract from this Request for Qualifications, (2) any and all expenses related to claims or lawsuits resulting from the above including court costs and attorney fees, (3) any and all penalties and damages incurred by reason of proposer’s failure to comply with any applicable laws, ordinances, or regulations.

### DEFAULT

In case of default by the awarded contractor or any other reason deemed appropriate by the City, the City may by providing 30 days written notice cancel this contract and make award to another contractor. The City reserves the right to recover the excess cost by deduction from an unpaid balance or by invoicing the defaulting contractor for any price differences.

## **GENERAL SPECIFICATIONS**

It is the intent of these specifications and scope of work to furnish the City of Valdosta with the following requisitioned equipment or services, according to the attached. It is clearly understood that the following are minimum specifications and are made in order to show the exact specifications of the equipment or services proposed.

The City of Valdosta reserves the right to accept any or all conditions or to choose the proposer considered to be in their best interest.

The final decision of will be made upon the award of the City of Valdosta Mayor and Council.

**NO RFQ WILL BE CONSIDERED IF RECEIVED AFTER THE DATE AND TIME SPECIFIED.**

**Please put the RFQ No. on the outside of your return envelope or package.**

Please be aware that private and public mail carriers are not always reliable on next day delivery in our area. Please assure your response is sent in plenty of time to reach us. As you know, late responses are not acceptable. If you utilize the US Postal Service and mail your response, they must be mailed to our post office box listed below. DO NOT mail to the physical address.

## **INSTRUCTIONS TO PROPOSERS**

1. Proposals must be enclosed in a sealed plain envelope, with the RFQ number written on the outside and endorsed with the title of the proposal, and must be filed with the Purchasing Agent of the City of Valdosta, located at 216 E. Central Ave., 2nd Floor. In the event you choose to mail your proposal, it should be mailed to Teffany Edwards, P.O. Box 1125, Valdosta, Ga. 31603.
2. No proposer will be allowed to withdraw his proposal for any reason whatsoever after the RFQ's have been opened for 120 days.
3. The specifications and scope of work represents the minimum general size, weight, capacity and performance characteristics desired in the equipment or services to be purchased. These requirements are not intended to prevent obtaining fair prices or to eliminate competition, but to insure, if possible, that all proposals submitted shall not be subject to correction or alteration after the RFQ has been filed, opened, and publicly read. In view of an unusual wide disparity in details of design and manufacture, complete descriptive literature and manufacturer's specifications must be submitted on each type of equipment offered. The City of Valdosta reserves the right to evaluate any or all RFQ's, particularly where there is a range in specifications. Special consideration will be given to the ready availability of repair parts and service.
4. Federal or State taxes are not applicable to Georgia Municipalities under the United States Code Title 26 and Georgia Exemption Certificate Number 3-465-686-300-1.
5. It is expressly understood by the proposer that written notice of the award or purchase order the City of Valdosta will constitute an agreement and consummate the transaction and will serve together with the proposal, the advertisement, these instructions and the detailed specifications, as the entire form of contract between the parties.
6. The proposer agrees that the City of Valdosta reserves the right to reject any or all proposals, or to accept the part of the RFQ considered to be in the best interest of the City.
7. Specifications and the scope of work referred to are minimum therefore unless otherwise indicated by the proposer, the City will assume proposals meet or exceed all specifications.
8. The names of a certain brand, make or definite specifications are to demote quality standard of the article desired, but do not restrict proposers to the specific brand, make or manufacturer named; it is to set forth and convey to prospective proposers the general style, type, character and quality of the article desired.
9. The City of Valdosta reserves the right to reject all RFQ's as appears in its own best interest and to waive technicalities.

## NON-COLLUSION AFFIDAVIT

The following affidavit is to accompany the RFQ:

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_  
Owner, Partner or Officer of Firm

\_\_\_\_\_  
Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affiant further states as bidder, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding. Affiant also states as bidder, that they have not been a party to any collusion with any officer of the City of Valdosta or any of their employees as to quantity, quality or price in the prospective contract; and that discussions have not taken place between bidders and any office of the City of Valdosta or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public



## GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

Contract No. and Name:

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Contractor's Name:

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### City of Valdosta Georgia Contractor Affidavit

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. §13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with the City of Valdosta, Georgia has registered with and is participating in a federal work authorization program\*, in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with the City of Valdosta, Georgia, the Contractor will secure from subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the City of Valdosta Georgia at the time the subcontractor(s) is retained to perform such service.

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EEV / E-Verify TM User Identification Number

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Date of Authorization

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BY: Authorized Officer or Agent

---

Date

(Contractor Name)

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Title of Authorized Officer or Agent of Contractor

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Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 202\_\_

[NOTARY SEAL]

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Notary Public

My Commission Expires:\_\_\_\_\_

\*any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Contract Act of 1986 (IRCA), P. L. 99-603



**City of Valdosta  
Georgia**

**REQUEST FOR QUALIFICATIONS  
Specification No. 4910**

**CONSULTING SERVICES FOR THE PREPARATION OF THE U.S. DEPARTMENT OF HOUSING  
and URBAN DEVELOPMENT (HUD) 2025-2029 CONSOLIDATED PLAN, 2025 ANNUAL ACTION  
PLAN AND 2025 ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING**

**1. OVERVIEW**

The City of Valdosta (City) is soliciting proposals from qualified firms or individuals to assist the City with the preparation and submission of its 2025-2029 Consolidated Plan (CONPLAN), 2025 One Year Annual Action Plan (AAP) and 2025 Analysis of Impediments to Fair Housing (AI) in order to meet the regulatory requirements of the U.S. Department of Housing and Urban Development (HUD).

Proposer shall be familiar with and follow the attached Exhibit A, Spec 4910 “Guidelines for Preparing a Consolidated Plan Submission for Local Jurisdictions”, which is attached to this Request for Proposal.

**2. PROPOSAL DUE DATE**

Proposals will be accepted up until **11am on September 15, 2023**, in the Finance Department, Purchasing Division, City of Valdosta, City Hall – Second Floor, 216 E Central Avenue, Valdosta, Georgia 31601 and should be mailed to the attention of Ms. Teffany Edwards, Purchasing Agent.

**3. SCOPE OF WORK**

The Consultant will work with staff from the City of Valdosta in preparation of the Consolidated Plan, Annual Action Plan and Analysis of Impediments to be submitted to HUD by **May 15, 2025**. The scope of work for the Consolidated Plan will include the following elements:

- Executive Summary
- Housing & Homeless Needs Assessment
- Housing & Market Analysis
- Five-year Strategic Plan to address the identified housing and community development needs
- Anti-poverty Strategy to reduce affordable housing barriers
- Complete 2025 Analysis of Impediments to Fair Housing
- One-year Annual Action Plan for CDBG funds to implement the Strategic Plan for 2025
- Two (2) Community Focus Groups for public participation
- Interactive online website/survey for public participation

The consultant will review and tabulate data and information supplied by the City, HUD, the U.S. Census Bureau and input from citizens to complete the required Consolidated Plan components per HUD regulations

including all required charts, tables and maps. The product must be provided in a digitized format that, after consultation with the City’s Neighborhood Development Division, is ready for posting on the City’s website and for submission to HUD.

The following documents should be reviewed by all potential responders in order to assess the RFQ’s scope of work requirements:

- 2020-2024 City of Valdosta Consolidated Plan & 2021 Annual Action Plan
- 2020 City of Valdosta Analysis of Impediments to Fair Housing
- HUD Guidance concerning the required elements is outlined in an attachment to this RFQ, “Guidelines for Preparing a Consolidated Plan Submission for Local Jurisdictions” – Exhibit A (due to length of document it is posted at valdostacity.com under “RFQ # 01-23-24 under the Bid Opportunities” tab). This document can also be found on the HUD website at:

[http://www.hud.gov/offices/cpd/about/conplan/toolsandguidance/guidance/local\\_guidelines.doc](http://www.hud.gov/offices/cpd/about/conplan/toolsandguidance/guidance/local_guidelines.doc)

#### 4. SCHEDULE OF WORK

A final draft of the 2025-2029 Consolidated Plan, One-Year Action Plan for 2025 and Analysis of Impediments to Fair Housing will be due to the City on or about February 12, 2025. City Council will then adopt these documents at its meeting in May 2025 prior to submission to HUD by May 15, 2025.

Because there are numerous components of the Consolidated Plan to schedule, including public hearings/meetings and meeting of the City Council, it is the intention of the City to meet with the consultant in October 2023 to commence the project. An overview of the estimated timeframe is listed below:

August 2023 – October 2023	Issue RFQ, select consultant, kick-off meeting
October 2023 – January 2024	Data research & needs assessment, Complete AI
February 2024 – March 2024	Identify funding priorities, hold public meetings, prepare draft 5-year plan & 2020 Action Plan
April 2024	30-day comment period, public hearing & adoption by City Council
May 15, 2024	Submission to HUD

An early task will be to develop a detailed calendar for completion of the work, which must meet the guidelines for completion as indicated above.

#### 5. QUALIFICATION REQUIREMENTS

The following lists the minimum qualification requirements of the respondent(s):

- At least five (5) years of experience providing similar consulting services
- At least three (3) references of clients currently/previously served; at least one of the references to be a city, county or state
- Experience with digital technology such as Word, Excel, GIS and interactive internet technology
- Demonstrated experience preparing Consolidated Plans for cities with populations over 50,000
- Knowledge of:
  - CDBG and HOME regulations



- Consolidated Plan regulations
- Urban planning principles, especially in the areas of sustainability initiatives and smart growth
- Various housing and community development resources and governmental agencies
- FHEO regulations and reporting requirements

## 6. AWARD CRITERIA

The City of Valdosta reserves the right to award the contract generated from this RFQ to the respondent that presents a proposal that best meets the specifications and Statement of Work as listed herein and represents the most beneficial procurement as determined by the City. The award will be made by the City's RFQ Evaluation Committee and shall be based on the respondent's qualifications including, but not limited to, the following:

- Corporate experience & capacity – *15 pts*
- Understanding of work to be performed – *20 pts*
- Understanding of Consolidated Plan program goals – *20 pts*
- Professional expertise of team – *10 pts*
- Prior experience relative to project – *10 pts*
- Completeness, feasibility and quality of scope of services and project schedule – *10 pts*
- Clarity and conciseness of presentation – *10 pts*
- Fee schedule and cost – *5 pts*

The City reserves the right to waive any minor deviation in proposal responses received when such waiver is in the best interest of the City, and reserves the right to modify any requirements, terms or conditions as outlined in this RFQ when such modification(s) is in the best interest of the City.

Proposals will be accepted from thoroughly competent, experienced and financially qualified individuals or firms as determined solely by the City of Valdosta. Respondents are responsible for submission of accurate, adequate and clear descriptions of the information requested. Omissions, vagueness or inaccurate descriptions or responses shall not be interpreted in favor of the respondent and shall be grounds for rejection.

This document is not an offer to contract but is an RFQ as defined herein, to satisfy user requirements of the City of Valdosta. Neither the issuance of the RFQ, preparation and submission of a response, nor the subsequent receipt and evaluation of any response by the City of Valdosta, will commit the City to award a contract to any respondent even if all of the user requirements in the RFQ are met. The City may modify these requirements in whole or in part and/or seek additional respondents to submit quotations. Only the execution of a written contract will obligate the City in accordance with the terms and conditions contained in such contract.

Respondents may be required to make a presentation of their qualifications to the Evaluation Committee at respondent's own expense.

## 7. PROPOSAL FORMAT

Firms submitting a proposal to the RFQ should provide one (1) original and five (5) copies of their proposal response. One flash drive should be provided with one (1) copy of the submitted proposal. Pages must be numbered. All components must be contained in a binder not more than 1” thick. Submissions containing loose items will not be accepted. The proposal should include the following in clearly-labeled sections to coincide with the RFQ:

### **Contact Information**

This section should contain the following:

- The name, address and email address of the firm
- Name, title, telephone number and email address of the individuals within the firm authorized to commit the company to this contract
- Name, title, telephone number and email address of the individual the City should contact regarding questions and clarifications
- A statement that the firm’s offer will remain in effect for ninety (90) days after acceptance of the firm’s proposal by the City.

### **Technical Response**

This section should contain a description of the firm’s proposed approach with specific reference to the following:

- Project understanding
- Description of any special services provided
- Name and required services of any subcontractors
- Project schedule
- Resumes of key personnel proposed to work on the assignment with emphasis on relevant experience
- A detailed organization chart
- A description and status of comparable project experience
- Three references from comparable types of projects; at least one of the references to be a city, county or state
- Pertinent examples of related work prepared by the consultant
- Information as requested in Section 5, Qualification Requirements
- A completed and signed Exhibit B, attached hereto

### **Cost Summary Section**

This section should provide a total price proposal including sub-totals for each major area of work listed below:

- Personnel costs – list the names of all individuals by job category, who will be assigned to the project. The number of estimated hours and the hourly rate for each individual must be itemized and totaled to arrive at total personnel costs, which includes overhead.
- Travel Per Diem (if applicable) – summarize all estimated travel costs of project staff and the cost of food and lodging for the project staff required for the on-site work required under the Scope of Work.
- Printing/Reproduction – list the costs of printing and reproducing all required reports and procedural materials must be specifically identified and summarized.

- Miscellaneous – list any category of costs, tasks or subtasks not identified in response to the above paragraphs must be specifically identified and summarized in this section.

## 8. **LIABILITY REQUIREMENTS**

Upon award, the successful respondent shall supply and maintain insurance which indemnifies and holds harmless the City, its officers, employees, and agents from and against any and all liability, damage, claims, demands, costs, judgements. Fees, attorney's fees or loss arising directly out of acts or omissions here under by the contractor or third party under the direction or control of the contractor. The successful bidder must furnish the City with Certificates of Insurance prior to commencement of work. The required coverage shall not be less than the following:

Worker Compensation	Statutory Requirements
Georgia Disability Coverage	Statutory Requirements
Public Liability/Property Damage	\$2,000,000 combined single limit policy
Automobile Liability	\$2,000,000
Contractual Liability	Must be stated on Certificate of Insurance
Errors and Omissions	\$2,000,000

**INSURANCE CERTIFICATES SHALL NAME THE CITY OF VALDOSTA AS ADDITIONAL INSURED PARTY AND SHALL STATE THAT ALL COVERAGE SHALL BE PRIMARY TO ANY COVERAGE HELD BY THE CITY.**

## 9. **CANCELLATION**

Any violation of the terms, conditions, requirements and/or non-performance of the agreement resulting from this RFQ shall result in immediate cancellation. The agreement may be cancelled by the City for any other reason(s) upon 30 days written notice.

## 10. **ADDITIONAL TERMS and CONDITIONS**

- The successful respondent must comply with all Federal, State and City of Valdosta statutes and codes as may be applicable to the scope of work detailed herein, including all labor laws.
- All respondents must quote their fees in the proposal response clearly labeled "Cost Summary Section"
- Proposals and prices must remain valid for three (3) months
- This contract shall be constituted under the laws of the State of Georgia. All claims, actions, proceedings and lawsuits brought in connection with, arising out of, related to, seeking enforcement of this contract shall be brought in the Supreme Court of the State of Georgia, Lowndes County.

## 11. **CITY CONTACT PERSON**

If there are any questions concerning this RFQ, please contact Anetra Riley, Dir., Neighborhood Development & Community Protection Divisions, City of Valdosta at [ariley@valdostacity.com](mailto:ariley@valdostacity.com). **All questions must be in email format before the question period cut-off time on September 15, 2023 at 4:00 PM EST.**

## **Exhibit A**

Due to length of the document it is posted at the City's website at [valdostacity.com](http://valdostacity.com). Please search "Bid Opportunities" and locate the document under the header of RFQ #01-23-24.

This document can also be found on the HUD website at:

[http://www.hud.gov/offices/cpd/about/conplan/toolsandguidance/guidance/local\\_guidelines.doc](http://www.hud.gov/offices/cpd/about/conplan/toolsandguidance/guidance/local_guidelines.doc)

## Exhibit B

### Request for Proposal Specifications #4910

All terms, conditions and requirements as set forth in this Request for Proposal are acceptable as specified therein.

Yes\_\_\_\_\_ No\_\_\_\_\_

If “NO”, please provide a detailed description and/or explanation of any deviation in your proposal from the specification detailed in the Request for Proposal with your proposal response.

By submission of this proposal, each respondent and each person signing on behalf of any respondent, and in the case of a joint proposal, each party thereto as to its own organization, under penalty of perjury, certifies to the best of its knowledge and belief:

- A. The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other respondent of any competitors; and
- B. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the respondent prior to the opening, directly or indirectly, to any other respondent or to any competitor; and
- C. No attempt has been made or will be made by the respondent to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

The respondent certifies that this proposal is made without any connection with any other person making a proposal for the same purpose, and is in all respects fair and without collusion or fraud, and that no elected official or other officer or employee or person whose salary is payable in whole or in part from the City of Valdosta is directly or indirectly interested therein, or in any portion of the profits thereof.

**As an authorized representative of the identified company, I accept all the terms and conditions identified in Request for Proposal Spec. #4910, except as identified.**

Company Name\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Phone Number

## VENDOR INFORMATION

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

E-Verify Number: \_\_\_\_\_

Have you (company) or are you currently debarred from performing any work for any governmental entity?

Yes \_\_\_\_ No \_\_\_\_

Include a W9 with your proposal.

Include your E-Verify form

## Vendors

JQUAD Planning Group  
Attn: Mr. James Gilleylan  
6010 Spring Creek Parkway  
Plano, TX 75024

Or P.O. Box 803288  
Plano, TX 75024

Western Economic Services  
212 SE 18<sup>th</sup> Avenue  
Portland, OR 97214

Mullin & Lonergan Associates Inc.  
900 Vinial Street, Suite B-414  
Pittsburgh, Pennsylvania 15212

Marketek  
100 Waverly Way, NE  
Atlanta, GA 30307

Planning/Communications  
7215 Oak Ave.  
River Forest, IL 60305

Morris Consulting Group  
205 Dental Drive, #9  
Warner Robbins, GA 31088

Southwest Georgia Regional Commission  
Mr. Mark Hopkins  
181 E. Broad St.  
Camilla, GA 31730

South Georgia Regional Commission  
Mrs. Kim Hobbs  
327 W. Savannah Ave.  
Valdosta, GA 31601