



108 E. Green St.
Third Floor, City of Ithaca (City Hall)
Ithaca, NY 14850
Tel: (607) 274-6565 | Fax: (607) 274-6558

REQUEST FOR PROPOSALS (RFP) **— CONSULTING SERVICES —** **December 20, 2021**

Background

The Ithaca Urban Renewal Agency (IURA) is seeking professional consultant services to provide technical assistance on an independent contractor basis for development, administration, and implementation of its community development program, including loan underwriting.

IURA is a public benefit corporation charged with development and implementation of the U.S. Department of Housing & Urban Development Entitlement Program and other grants/programs on behalf of the City of Ithaca, NY. The City anticipates receipt of approx. \$1 million through the Entitlement Program in 2022, consisting of allocations of Community Development Block Grant Program (CDBG) and HOME Investment Partnerships Program (HOME) funds to assist housing, community facilities, economic development, and public service projects. The IURA also undertakes redevelopment projects to strengthen neighborhoods and business districts, including land acquisition/disposition and private-public partnership initiatives.

The IURA anticipates contracting for services at this time for approximately \$10,000.00 in 2022. Contract extensions of up to three years with the selected contractor(s) may be negotiated in the future based on this RFP, subject to applicable procurement regulations and the needs of the IURA. The amount of contracted services for future years may increase or decrease.

Scope of Services

The firm or individual will be expected to provide the following consultant services:

1. Community Development Lending: Underwriting and advice on management of loan portfolio, including but not limited to:

- Development of written credit analysis reports in compliance with CDBG guidelines for public financing of economic development activities
- Advice on loan security and collateral
- Advice on loan agreements and promissory notes
- Advice on project structuring, including identification of other loan products where appropriate
- Advice on private-public partnership structuring agreements
- Advice on collection in event of a loan default
- Advice on record-keeping and job reporting

2. CDBG: Advice on how to best utilize CDBG resources to achieve IURA community development objectives, including but not limited to:

- Compliance with CDBG regulations and requirements
- Project structuring, including subsidy layering
- Management of Program Income
- Best practices
- Identification of match financing sources
- Funding agreements

3. HOME: Advice on how to best to utilize HOME resources to achieve IURA community development objectives, including but not limited to:

- Compliance with HOME regulations and requirements
- Project structuring, including subsidy layering
- Management of Program Income
- Best practices
- Identification of match financing sources
- Funding agreements

4. General Community Development Technical Assistance: Advice on planning, administration, and implementation of community development projects, including housing, economic development, community facilities, and public services.

Selection Criteria

The IURA will rank the proposals received based on an evaluation of:

Relevant Experience & Expertise	30%
Technical Skills	30%
Cost	30%
Section 3 Qualified*	<u>10%</u>
	100%

The IURA will select, at its option, one or more contractors with which to enter into an agreement for services. The selection will be made in rank order.

Proposals

Proposals should include the following:

1. Background information which describes the nature and history of the firm or individual, including client lists and references.
2. Specific information regarding the firm or individual's experience and technical expertise regarding the Scope of Services, including experience with CDBG/ HOME programs and loan underwriting.
3. Identification and resumés of person(s) who will provide the actual services.
4. Identification of the Scope of Services addressed by the proposal. A proposal may offer to provide services meeting the entire Scope of Services of the RFP, or specialized services addressing a portion of the Scope of Services. For instance, a proposal could offer to provide CDBG and loan underwriting services, but not HOME-related services.
5. A schedule of costs for services to be provided, including hourly rates for labor and the method of calculating all other costs, including reimbursable expenses. The elements of each hourly rate must be broken out to include labor, overhead, and profit. The IURA will award a cost reimbursement, rather than a fixed-price contract.
6. Section 3 certification if claiming Section 3 status.

Submission Procedures

The proposal should be addressed to:

Charles Pyott, Contracts Monitor
Ithaca Urban Renewal Agency
108 E. Green St.
Ithaca, NY 14850

Proposals may be e-mailed to cpyott@cityofithaca.org or faxed to (607) 274-6558 to meet the deadline, if a follow-up hard copy is mailed the same day.

Proposals should be received by the IURA no later than: 3:00 P.M., JANUARY 14, 2021.

* The purpose of Section 3 of *The Housing and Urban Development Act of 1968* (12 U.S.C. 1701u) (Section 3) is to ensure employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to low- and very-low income individuals, especially recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very-low income individuals. ("Section 3" means Section 3 of the Housing and Urban Development Act of 1968, as amended 12 U.S.C. 1701u).

A business concern seeking to qualify for a Section 3 contracting preference shall certify or submit evidence that the business concern qualifies as a Section 3 business concern. A Section 3 Business Concern is a business concern that is: (1) fifty-one percent (51%) or more owned by Section 3 residents; or (2) whose permanent full-time employees include persons of whom at least thirty percent (30%) are currently Section 3 residents, or were Section 3 residents within three years of the date of first employment with the business concern; or (3) provides evidence of a commitment to sub-contract in excess of twenty-five percent (25%) of the dollar award of all sub-contracts to be awarded to business concerns that meet the qualifications set forth in items (1) or (2) above.

For purposes of the City of Ithaca, a Section 3 resident is: (1) a public housing resident; or (2) an individual who lives in the City of Ithaca and whose income falls within the guidelines for low- or very low income.

Section 3 certification forms are ATTACHED.

Miscellaneous

1. It is anticipated remuneration for contracted services will be funded in whole or in part by Federal funds. Contracts with therefore be subject to all applicable Federal regulations.
2. The IURA reserves the right: to reject any or all proposals; to negotiate any elements of a proposal; to conduct interviews at its sole discretion; and to solicit and/or select contractors for the program outside of the scope of this Request for Proposals.
3. The IURA assumes no responsibility or liability for costs incurred by respondents to this RFP, including any requests for additional information, interviews, or negotiations.
4. Additional information regarding this RFP may be obtained at the address shown above or by calling: (607) 274-6565.



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Application for Certification as Section 3 Resident

This form is to be used by individual persons requesting to be certified as a Section 3 Resident for purposes of Section 3 employment opportunities created on HUD-funded construction projects in the City of Ithaca.

Name: _____	Phone Number: _____
Address: _____	E-Mail: _____
City, State Zip: _____	

I hereby certify I am a person of low- or moderate-income and a Section 3 Resident because (check one):

- I am a Section 3 Resident because I currently reside in a public housing unit owned by the Ithaca Housing Authority.
- I am a Section 3 Resident because I am a City of Ithaca resident and my family income is 80% or less than the median income for the area (see attached City of Ithaca MSA family income limits).
- I am a person experiencing homelessness in the City of Ithaca.

Employment Skills – To help link you with appropriate employment opportunities, please describe your construction skills or experience: _____ _____

CERTIFICATION

I hereby certify all of the information provided above is true and correct, and I agree to provide acceptable documentation, if requested, that confirms the accuracy of my residency, family size and income, and employment skills. Further, I authorize the IURA to release my name and contact information for the purposes of future employment opportunities on HUD-funded construction projects in the City of Ithaca.

Signature: _____

Date: _____

(Return this completed form to the IURA, 108 E. Green St., Ithaca, NY 14850, cpyott@cityofithaca.org.)



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Section 3 Resident Family Income Limits

City of Ithaca, NY Metropolitan Statistical Area (MSA)

2021-22

	Household Income					
	1 person	2 persons	3 persons	4 persons	5 persons	6 persons
80% Median Income	\$50,200	\$57,400	\$64,550	\$71,700	\$77,450	\$83,200

The City of Ithaca, NY MSA includes all of Tompkins County. These figures are updated annually by the U.S. Department of Housing & Urban Development (HUD) and available at: www.huduser.org. Revised annual income limits are normally released in June.



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Application for Certification as a Section 3 Business

This form is to be used by businesses requesting to be certified as a Section 3 Business for purposes of Section 3 contracting opportunities created on HUD-funded construction projects in the City of Ithaca.

Business Name: _____	Phone Number: _____
Business Address: _____	E-Mail: _____
City, State Zip: _____	

I hereby certify that the above named business is a Section 3 Business because (check one):

- I am a Section 3 Resident and have 51% or more ownership of the business. (Attach a completed application for certification as a Section 3 Resident.)
- I am the primary owner of the business and at least 30% of my full-time, permanent workforce are currently Section 3 Residents, or were Section 3 Residents within 3 years of date of first employment with the business. (Attach a payroll listing all current full-time employees and completed applications for certification as a Section 3 Resident for all employees claiming Section 3 status.)
- I am the primary owner of a business who commits to award subcontracts on a HUD-assisted construction project(s) located in the City of Ithaca to qualified Section 3 businesses for at least 25% of the total dollar amount of the contract. (Attach a list of subcontracted Section 3 businesses and subcontract amount.)

Business Information:
Date business established: _____ Federal Tax ID#: _____
Legal status of business (check one): <input type="checkbox"/> sole proprietor <input type="checkbox"/> corporation <input type="checkbox"/> partnership <input type="checkbox"/> limited liability
List construction trade(s) or services offered by the business: _____

CERTIFICATION

I hereby certify all the information provided above is true and correct, and I agree to provide acceptable documentation, if requested, that confirms the accuracy of my statements. Further, I authorize the IURA to release my name and contact information for the purposes of future contracting opportunities on HUD-funded construction projects in the City of Ithaca.

Owner's Name (PRINT): _____ Title: _____

Signature: _____ Date: _____

(Return this completed form to the IURA, 108 E. Green St., Ithaca, NY 14850, cpyott@cityofithaca.org.)