

**CITY OF JOLIET
HOUSING AUTHORITY OF JOLIET**

**HUD Choice Neighborhood Initiative
Planning Coordinator**

Request for Proposals

DATE January 17, 2025

Introduction

The City of Joliet, partnering with the Housing Authority of Joliet (JHA), is seeking proposals for a HUD Choice neighborhoods Planning Grant Coordinator to assist with the development of a Transformation Plan under the HUD CNI Planning Grant.

Issue Date: January 17, 2025

Submission Deadline: February 5, 2025
Time: 5:00 pm CST

Proposals to be sent to: Dustin Anderson, Director of Community Development
duanderson@joliet.gov

Proposals shall be labeled CNI PLANNING COORDINATOR RFP in the Subject Line.

The RFP title, respondent's name, and address should be in the email body. Emails arriving after 5:00 pm CST will not be accepted.

Failure to submit proposals with the above information or submittal methods may be grounds for rejection.

Offers by any other method will not be accepted by the City.

By submission of a proposal the offeror agrees, if the offeror's proposal is accepted, to enter a contract with the City of Joliet and to complete all work as specified or indicated in the contract documents, for the contract price and within the contract time indicated in the RFP. The offeror further accepts the terms and conditions of the RFP.

The City of Joliet reserves the right to accept or reject any or all proposal, or any proposal, and to waive any informalities or irregularities.

Purpose

The City of Joliet (the City) and the Housing Authority of Joliet (HAJ) are requesting proposals from qualified, experienced professional planning consultants to assist in the creation of the Bicentennial Bluffs Transformation Plan.

The Transformation Plan is a proposed comprehensive neighborhood revitalization strategy, and when implemented will achieve the three core goals of Choice Neighborhoods (Housing, People, and Neighborhood).

The plan will be consistent with the City's strategic goals and HAJ's mission to: "Creating Opportunities; Changing Lives", and sanitary housing or housing assistance, with quality environments and opportunities to low-income people of Joliet, Illinois while laying the foundation for economic sustainability.

The City and Housing Authority of Joliet intend to consider qualified individuals or businesses that possess the professional, financial, and administrative capabilities to provide the services listed herein. The results of the RFP will be evaluated based on the evaluation criteria posed in this RFP. The City reserves the right to negotiate compensation, terms, and conditions of completion with the awarded contractor.

The City and Housing Authority of Joliet understand and anticipates that additional development partners may be necessary at later phases post-award. This scope focuses on the planning award with definite desire to plan well enough to obtain implementation grants in the future.

The Choice Neighborhoods Initiative (CNI) grant application targeted the distressed 356-unit public housing development of Riverwalk Homes and the 170-unit public housing development of Heritage Place Apartments.

The Bicentennial Bluffs Neighborhood, for the purpose of the CNP, is loosely bounded by Theodore Street on the North, Raynor Street on the West, Collins Street on the East, and McDonough Street on the south. The Consultant will support the City and HAJ in the implementation of a multifaceted community engagement process over an 18–24-month period, culminating in the development of a comprehensive Transformation Plan for revitalization of the neighborhood.

This comprehensive community-driven approach requires engagement across the spectrum from high profile community leaders to residents who may need community and supportive services necessary to gain self-sufficiency.

The Planning Coordinator will lead a wide-ranging collaborative planning process among public housing residents, neighborhood residents, business leaders, local political leadership, the Joliet Township High School District, J and numerous local agencies to develop a comprehensive Transformation Plan.

The Planning Coordinator will assist the City, the Housing Authority, and various task forces in conducting a comprehensive resident and community engagement process, which includes collecting data through studies, stakeholder interviews, forums, questionnaires, and workshops. The goal is to bridge the gap between assets and needs of the people, housing, and neighborhood in the area.

The Transformation Plan should create new affordable housing, preserve housing in the surrounding neighborhood, and develop a mixed-use and mixed income community which reduces the concentration of poverty. The Plan should illustrate how the City and Housing Authority of Joliet, through the revitalization of obsolete public housing, will incorporate any displaced public housing residents into a diverse socio-economic neighborhood that improves the quality of life for residents.

The Transformation Plan will integrate housing and neighborhood revitalization plans with a community resources plan that concentrates on the provision of supportive services and supports economic development.

Statement of Work

The Planning Coordinator will support the City and HAJ in the design, development and submission of its Transformation Plan to HUD by completing the following activities:

Task 1 – Identify and Assess Existing Conditions

1. Review status of prior planning efforts and ongoing/master plans in order to ensure consistency.
2. Describe the current geography, history, historic resources, economic development opportunities, and existing housing market.
3. Provide demographic information on population, employment, property attributes, land use, zoning, property values, building floor area, height, housing conditions and number of units.
4. Review data collection on housing stock, education, infrastructure, and commercial markets.
5. Conduct Urban Design/Development Analysis in conjunction with the City's department of Community Development and the Housing Authority of Joliet.
6. Identify and map neighborhood, commercial, recreational, and social assets, and key institutional anchors.

Task 2 – Identify Issues and Needs – Housing, People, and Neighborhoods

1. Organize and oversee data collection process on resident demographics and needs assessments in areas including education, health, access to healthcare, job skills training, mobility/transportation. Data will be compiled through stakeholder interviews, forums, questionnaires, and workshops.
2. Assist with identifying and obtaining capacity building programs and training for residents and key stakeholders.
3. Lead the effort of conducting neighborhood surveys and business surveys to determine needs assessment.
4. Assess housing needs to include conditions, affordability, vacancy.
5. Assess neighborhood needs to include amenities, jobs, goods/services, public space, mobility/transportation.

Task 3 – Stakeholder Engagement

1. Assist the City, HAJ, and community partners in conducting a comprehensive resident and community engagement process as the basis for the Transformation Plan.
2. Schedule neighborhood resident and stakeholder focus groups, meetings, and charrettes to solicit input to the People, Neighborhood, and Housing Committee Partners for ultimate inclusion into the Transformation Plan.
3. Prepare agendas, materials and exhibits for use during task force and focus group meetings and charettes.

Task 4 – Develop Strategies and Plans -- Housing, People, and Neighborhood:

1. Analyze data collected in foregoing tasks and develop initial strategies for Neighborhood, People, and Housing.
2. Provide short- and long-term planning and implementation strategies including recommendations, lead entity, partners, resources and schedule.

Housing:

- a) Provide strategies on designing and implementing one-for-one public housing replacement through mixed-finance, mixed-income and mixed-use residential development which reduces the concentration of poverty.
- b) Provide guidance on relocation strategy.
- c) Analyze range of options for revitalization, including the feasibility, costs and neighborhood impact of such options.
- d) Ensure all planning efforts are consistent with HUD livability principles, LEED-ND, and affirmatively further fair housing.

People:

- a) Assist in developing effective strategies to achieve People goals and vision, to include a sustainable plan for supportive services.
- b) Assist in developing plan for improving access to high quality education and improved academic and developmental outcomes for children.
- c) Assist in developing plan for the creation of economic development opportunities and effective strategies for job training and employment readiness.

Neighborhood:

- a) Prepare or facilitate detailed conceptual neighborhood plans, photographs, and architectural renderings.
- b) Prepare or facilitate landscape plans that highlight the locations of walkways, trails, parks, and other open space uses.
- c) Develop a sustainable pedestrian-oriented vision for the neighborhood.
- d) Incorporate LEED-ND concepts into neighborhood development as required by HUD.

Task 5 – Transformation Plan

1. Develop the Transformation Plan in accordance with HUD 2024 Choice Neighborhoods Initiative NOFO in accordance with the milestones and associated timeframes established by HUD, including the development and submission of plan outline with content, draft and final Transformation plans.
2. Consider and refine draft and final transformation plans according to stakeholder feedback gathered at meetings, workshops, and charrettes.

Task 6 – Other

1. Be able to prepare detailed timeline for planning in accordance with HUD format.
2. Participate in monthly HUD grant manager conference calls and other calls as needed.
3. Meet with City staff at least monthly to give status updates and written materials.
4. Assist the City in submitting budget and quarterly reports to HUD.
5. Assist in managing content and updating Choice Neighborhoods website hosted by the City.
6. Assist the City in submitting the Final Report to HUD by the earlier of either the expiration of the grant term or 90 days after the full expenditure of funds.
7. Assist with presentation of the Transformation Plan to applicable Board, Commissions, and committees.
8. Ensure that all planning activities are conducted in accordance with the HUD 2024 Choice Neighborhoods Initiative Planning Grant NOFO
9. To best posture the City/HAJ for a future CNI implementation grant application, advise on consistency of planning efforts with the current HUD CNI Implementation Grant NOFO.

Where technical studies and professional services are required by contracting with a third-party entity, assist the City and HAJ in developing contracting strategies and provide advice and ongoing direction on the design and execution of such studies and services.

Deliverables

A Transformation Plan for the Bicentennial Bluffs Neighborhood which includes text, photographs, graphics, tables, charts and renderings for both existing conditions and visions for the community. The plan should incorporate items identified and agreed upon by stakeholders and the community during charrettes and meetings.

Specific deliverables include:

1. Plan outline with content
2. Draft Transformation Plan
3. Final Transformation Plan

The Transformation Plan will be in full color and include buildings, streetscapes, movement patterns, maps, land use and boundary/entry descriptions. Submit the final Plan in both hard copy and electronic formats which allows easy reproduction, direct web readiness, and the ability to edit. Electronic documents shall not be locked, or password protected. Maps, graphics, and tables will be in a printable format.

Proposal

The proposal shall include the following:

1. Identification of the company or individual(s) including name, address, telephone number, phone number, and email address.
2. Name, title, address and telephone number of contact person during the period of the evaluation process.
3. Statement Of Project Understanding – The submission shall include a statement of the Planning Coordinator’s understanding of the project, including reflections on the scope of work and the firm’s ability to meet the anticipated project milestones. The submission shall also identify a proposed schedule of activities for each planning stage.
4. Staffing and Expertise – Proposals shall describe the proposed project team and discuss proposed team management plan, including a brief description of team members’ expertise and qualifications and role on the team/project. A resume should be provided for each key member. The submission should also include identification of potential subcontractors who will work on the project.
5. Documentation Of Past Experience – The submission should include information pertaining to the Planning Coordinator’s experience working on similar projects (no more than four). For each project, the summary should include the project client and contact information, a description of the Planning Coordinator’s role in the project, project budget and timeframe (planning stage only), a summary of design objectives addressed by the project, a description of mechanisms used to engage public participation and their effectiveness in the project.
6. Fee Proposal – Submissions must include the total proposed fee for the project, including hourly rates of team members and an estimate of time required to complete each phase of the project. Fee proposals shall also provide a budget for travel and materials. All parts of the fee proposal are considered negotiable.

Due to the needs of the agency, proposals received will not be based solely on cost. Cost shall be included as one of the evaluation criteria. The agency will weigh the evaluation criteria to determine which proposal meets the agency’s needs based on full proposals. Low bid does not constitute award of contract.

Selection

Selection will be based primarily on the technical evaluation of each firm's qualifications. Price will be considered as discussed in Selection Process below. The City reserves the right to enter discussions with respondents and to negotiate with respondents. The City in consultation with the Housing Authority will select the submission which is most advantageous to the City. The City may reject any and all proposals.

Evaluation Criteria

All responsive proposals submitted will first be reviewed and evaluated in accordance with the evaluation criteria identified below. The evaluation committee will review all responsive submissions and award points in accordance with the following technical factors:

1. Evidence of ability to perform master planning -- principals, staff, experience, facilities, technical and professional competence. (20 Points)
2. Capability and demonstrated ability of the consultant and/or firm to comply with performance schedules, planning budgets and other planning guidelines. (20 Points)
3. Past performance, experience and quality of work on similar projects involving transformation of distressed housing and design of high quality affordable multifamily housing, and experience in Choice Neighborhoods Initiative program. (30 Points)
4. Experience with project management in a participatory process working with neighborhood residents and community stakeholders and/or grass root community organizations which demonstrate participation and partnerships. (30 Points)

Selection Process

A short list of the most qualified firms will be established based upon the evaluation criteria above. The City will then consider those finalists' price proposals, comparing proposals to the City's budget and/or anticipated costs. Interviews of the finalists may be used to identify the top-rated respondent. The City will then enter negotiations with the top-rated firm. If negotiations fail to conclude in an agreement, the City will enter negotiations with the second rated firm, and so on, until an agreement is reached. All respondents will be notified in writing of final selection results.

Required Certification Forms

The following certification forms must be included with the submission and shall constitute a part of a contract:

- HUD 2516
- HUD 5369-A
- HUD 5369-B
- HUD 5370
- HUD 5370-C
- HUD 5370-EZ
- HUD 5372
- HUD 51000
- HUD 51001
- HUD 51002
- HUD 51004
- HUD 51915
- HUD 51915-A
- HUD 52158
- HUD 53012
- HUD 53012-A
- HUD 53012-B
- HUD 56002