



City of Newburgh
DEPARTMENT OF PLANNING & DEVELOPMENT
City Hall – 83 Broadway
Newburgh, New York 12550

TEL: (845) 569-9400

FAX: (845) 569-9700

REQUEST FOR PROPOSALS

**REQUEST FOR PROPOSAL FOR PROFESSIONAL SERVICES FOR THE
PREPARATION OF THE CITY'S 2010 – 2015 FIVE YEAR HUD CONSOLIDATED
HOUSING & COMMUNITY DEVELOPMENT PLAN AND FY 2010 ANNUAL ACTION
PLAN FOR THE CITY'S COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROGRAM**

Release Date: February 17, 2009

OVERVIEW

The City of Newburgh is an entitlement community receiving approximately \$800,000 in federal funds under the Community Development Block Grant (CDBG) program managed by the U.S. Department of Housing and Urban Development. The Consolidated Plan is intended to provide a unified and comprehensive framework for the City's housing and community development programs.

In December 2008, the City of Newburgh adopted its Sustainable Master Plan. A major component of the Master Plan includes a vision for the City as a sustainable dense urban setting based upon development patterns that reduce auto dependency, increase overall energy efficiencies and promote social justice. These principles are clearly identified in the goals, targets and strategies of the Plan.

A copy of the Master Plan as well as the existing 2004-2009 Consolidated Plan can be accessed via the City of Newburgh web site at www.cityofnewburgh-ny.gov.

SCOPE OF WORK

The Comprehensive Plan will serve as a tool to realize the vision for the City of Newburgh and will proceed under the following outline:

1. Coordinating and Managing the Process

- a. **Required Consultation:** Partnerships among government agencies and between government and private groups are developed in order to marshal government and private resources to achieve intended public purposes. Consultation and coordination with appropriate public/private agencies, State/County or other jurisdictions; health and social services and residents are required to ensure the document is comprehensive. In addition, local health and child welfare agencies must be consulted to examine data on lead based paint hazards and poisonings. Finally, a summary of the institutional structure through which the consolidated plan must be provided with an assessment of the strengths and gaps in the delivery systems to be engaged (i.e. private industry, non-profit organizations, public institutions, etc). In addition to professional consultations, additional meetings with Community Plan Committees and City staff will be required in the development of the Plan.
- b. **Citizen Participation Plan:** Public participation is a key component of successful community planning and a required element of the final Comprehensive Plan; therefore strong experience in obtaining community participation is essential. The successful applicant must develop a public participation plan which includes engaging the public in strategic decision making elements of this project. Given the City's substantial minority and Spanish-speaking population, the successful consultant will also need to address language barriers through the

interpretation of documents and presentations as well as present a culturally diverse and culturally sensitive team. The detailed citizen participation plan must address the following elements:

1. Public Participation
2. Access to information
3. Anti-displacement
4. Publishing the Plan
5. Public Hearings (No less than two (2) hearings and one (1) public forum to solicit public input).
6. Notice of Hearings
7. Access to Meetings
8. Comments
9. Substantial Amendments
10. Performance Reports
11. Availability to the Public
12. Access to Records
13. Technical Assistance
14. Complaints
15. Amendments

2. City of Newburgh Strategic Five Year Plan

The Plan must bring priority needs, priorities, specific objectives, and strategies together in a coherent strategic plan. This section must include a Priority Needs Analysis and Geographic Distribution as well as Specific Objectives to address the priority needs. The Strategic Plan must address the following elements:

1. Homeless Needs
 - a. Inventory of Services and Facilities
 - b. Homeless Strategy and Specific Objectives
 - c. Continuum of Care
 - d. Chronic Homelessness
 - e. Discharge Coordination Strategy
2. Special Needs Populations
 - a. Priority Needs and Specific Objectives
3. Housing
 - a. Priority Needs and Specific Objectives
 - b. Market Analysis
 - c. Needs of Public Housing & Public Housing Strategy
 - d. Lead Based Paint Needs
 - e. Barriers to Affordable Housing
 - f. Fair Housing
 - g. Antipoverty Strategy
 - h. Monitoring
4. Community Development
 - a. Priority non-housing Community Development Needs and Objectives

3. Consolidated Action Plan for FY 2010

In addition to the development of the Five Year Strategic Plan, the consultant will assist in the development of a Consolidated Action Plan for FY 2010 which will outline anticipated activities in keeping with the Five Year Plan.

SCHEDULE

The Five Year Plan as well as the Consolidated Action Plan for FY 2010 is due deliverable to HUD by November 15, 2009.

DELIVERABLE PRODUCTS

The Consultant will provide two (2) hard copies and one (1) electronic copy of the Five Year and Annual Plans.

REQUIRED CONTENT OF PROPOSALS

1. Description of firm, including resume information of principals and professionals who are to be assigned to this project, and present staffing and management of firm.
2. Description of experience in projects of similar type and scope including other plans created for CDBG entitlement communities.
3. A one page-narrative explaining the firm's interest, particular abilities, and qualifications related to this project in compliance with specified schedules.
4. General description of respondent's proposed methodology and scheduling to complete the project.
5. Description of services to be provided by the respondent, which services will be subcontracted and which services will be completed by sub-consultants.
6. Description of community outreach methods and techniques to ensure public participation and input in final plan.
7. Evidence of professional liability and general insurance.
8. Proposed fee structure and expense details for the services proposed based on payments being made at completion of project phases. Respondent to provide total cost of all work and expenses to complete the project. Cost proposal to be segregated to specify individual efforts:
 - a. Cost for development of 2010 – 2015 Five Year HUD Consolidated Housing & Community Development Plan
 - b. Cost for development of FY 2010 Annual Action Plan

SUBMISSION OF PROPOSALS

Qualified firms shall submit four (4) paper copies of the proposal to Lourdes Zapata, Director, City of Newburgh Planning and Development Department, 83 Broadway, Newburgh, NY 12550, no later than 3 p.m. eastern time on **March 10, 2009**. Facsimile or electronic mail submittals will not be accepted.

The front cover of the proposal shall clearly indicate name, address and telephone number of the firm and designated contact person.

Please direct all questions regarding this request for proposal to Lourdes Zapata via e-mail at lzapata@cityofnewburgh-ny.gov.