



## **Request For Proposals ("RFP")**

**RFP 2024-14**

### **Choice Neighborhood Initiative ("CNI") Implementation Grant Services: Planning, Grant Writing and Consulting Services**

**Submission Deadline: Wednesday, May 15, 2024, at 5:00 P.M.  
EST**

The Housing Authority of the City of New Bern ("NBHA") invites interested firms and individuals to submit proposals for:

1. Planning, and CNI Implementation Grant Writing ("Planning and Grant Writing Services") and/or
2. CNI Implementation Consulting Services ("Consulting Services")

**Proposals must be submitted electronically in one PDF file to Dee Meadows at [dmeadows@newbernha.org](mailto:dmeadows@newbernha.org). Paper copies of proposals are not requested.** A copy of this RFP is available at <https://www.newbernha.org/procurement-bids-rfps>.

Questions about this RFP must be submitted to [dmeadows@newbernha.org](mailto:dmeadows@newbernha.org) before 5:00 P.M. EST on: **Wednesday, May 8, 2024**. NBHA will provide responses as promptly as possible to each firm that submits a question as well as any firm that requests to be notified of responses.

## **INTRODUCTION**

The purpose of this RFP is to identify firms or individuals who can assist NBHA with planning, writing, submitting, and administering a CNI implementation grant.

NBHA was established in 1933. During the 1940s and 1950s, 579 apartments were built in Craven Terrace and Trent Court. In 1979, NBHA added an additional inventory of housing units specifically for seniors with New Bern Towers. In 2015, Craven Terrace was converted to the U.S. Department of Housing and Urban Development's ("HUD") Rental Assistance Demonstration Program. Craven Terrace is now being managed and operated by a private management company. NBHA has

also invested in a privately managed affordable housing complex, Carolina Avenue Apartments.

The City of New Bern and the NBHA jointly received a 2013 HUD CNI Planning Grant. The \$400,000 grant was used to draft a Transformation Plan for the revitalization of the Greater Five Points area, which includes Trent Court and Craven Terrace as well as other property not owned or managed by NBHA. To download a copy of the Transformation Plan which was completed in 2016, go to <https://choicewbern.com>.

The Greater Five Points Transformation Plan is a partnership between NBHA, the City of New Bern, and public and nonprofit entities whose goal it is to transform one of New Bern's most historic, yet financially distressed, neighborhoods. The Transformation Plan describes a course of action for resident self-sufficiency, neighborhood reinvestment, housing and economic development and historic preservation.

The targeted housing for a CNI Implementation Grant under this RFP is Trent Court located near Tryon Palace. Trent Court consists of 218 dwelling units—all of which are over 70 years old. Of the 218 units, 108 are uninhabitable due to damage caused by Hurricane Florence. NBHA is working with FEMA to obtain funding for redevelopment on and off site primarily within the Greater Five Points area. Ideally, the redevelopment of this property will include affordable mixed-income, mixed-finance housing, as well as neighborhood improvements.

The NBHA requests proposals for either or both (a) facilitating residents and community updates to the 2016 Transformation Plan and utilizing that information in the writing of the grant application and (b) CNI Consulting Services to apply for and support the implementation of the CNI Implementation Grant (the "Grant"). Applications will be considered from both firms and individuals with direct experience related to HUD and/or CNI grant application preparation and program implementation.

Proposers may choose to submit proposals for one or both portions of this RFP. The proposer selected for Planning and Grant Writing Services will be a Planner/Grant Writer. The proposer selected for CNI Consulting Service will be a "CNI Consultant." The same firm or individual may be selected as both the Planner Grant Writer and the CNI Consultant.

## **SCOPE OF SERVICES**

### ***Planning/Grant Writing***

The selected Planner/Grant Writer will provide comprehensive services related to updating the Transformation Plan as well as the planning, writing, and submission of the CNI Implementation Grant to HUD. The Planner/Grant Writer will work closely with the NBHA CNI team and other NBHA staff during the grant application process and grant implementation process if NBHA is awarded the grant.

The Scope of Work includes, but may not be limited to, the following:

- Create a detailed proposal for the HUD CNI Implementation Grant;
- Work with NBHA residents, community members, partners, etc. to update the 2016 Transformation Plan
- Provide technical assistance related to the strategic development and submission of an application to HUD for the Grant;
- Advise NBHA and the CNI team on strategies to improve competitiveness under the CNI Implementation Notice of Funding Opportunity ("NOFO") scoring criteria;
- Raise and assist NBHA and its partners in resolving any issues or concerns regarding the application and offer innovative solutions to overcome these issues;
- Coordinate meetings, as Planner/Grant Writer deems necessary, with stakeholders and NBHA's CNI team to gather information and provide information about grant compliance;
- Develop a specific timeline and milestones for the entire Grant application process, including conformance with NOFO scoring criteria and other HUD requirements;
- Draft all sections of the grant application in response to the NOFO;
- Complete and ensure all narrative, exhibits, attachments, documentation and required forms are submitted with the grant application;
- Prepare final grant application for submission to HUD prior to the grant application deadline in accordance with Grant due date;
- Provide all documents to NBHA electronically in Microsoft Office-friendly format; and,

***CNI Consulting (additional services only if requested upon the successful award of a CNI Implementation Grant)***

The full scope for CNI Consulting Services will be developed if NBHA is successful in securing CNI Implementation funds. In general, it is anticipated that the CNI Consultant will provide:

- Guidance & assistance with grant implementation matters, to include but not limited to allowable grant activities, budget requirements, quarterly reporting CNI deadlines and other matters to be determined following successful award.

## **PREFERRED QUALIFICATIONS (AS APPLICABLE)**

Proven track record of a minimum of three to seven years of successful grant writing experience including sourcing, developing, writing, and submitting successful Federal and state government grant proposals.

Excellent grant-writing skills and ability to write persuasive proposals aligned with requirements as demonstrated by CNI grant experience.

Experience in working on grant proposals/submissions, especially preparing grant proposals for a public housing authority and particularly for HUD-related grant programs.

Able to effectively work — and maintain superb interpersonal skills — under pressure, use excellent judgment, and produce a high-quality work product within tight time constraints.

Working knowledge of urban planning principles, community engagement, and the public housing business model.

## **PROPOSAL REQUIREMENTS**

Proposers must submit the following:

1. A cover letter providing an overview of the proposer's capabilities, primary point of contact information, and other information the proposer believes helpful.
2. Demonstration of the proposer's knowledge of HUD-related grants.
3. A schedule of proposed fees. Fees may be presented as a flat fee, hourly, or combination of approaches.
4. A minimum of two references from clients for whom the proposer has successfully performed similar work.

***Proposals for both (or either) Planning/Grant Writing Services and CNI Consulting Services must be submitted in one PDF document containing no more than 50 pages and have a file size no larger than 10 megabytes.*** If a proposer's email is rejected even if the size is less than 10 megabytes, it remains the proposer's responsibility to ensure delivery prior to the deadline. If the proposer encounters email delivery problems, it may contact NBHA via alternative means or via an email without attachments. NBHA may, in its sole discretion, allow alternative proposal delivery methods upon request.

## TERM

NBHA anticipates awarding an initial contract for a period of two years with three additional one-year contract option years.

## EVALUATION CRITERIA

Award(s) will be made to the proposer that best meets the needs of the NBHA and requirements. The proposal package will be the primary basis for awarding a contract. Cost of services will not be the final determination of what is the best value to NBHA but will be considered as an element of the evaluation.

Proposals will be evaluated on the following criteria:

1. Proposer's Approach/Engagement Related to the Scope of Service: 35 Points

The proposer's approach and response to the Scope of Service will be evaluated through an assessment of the proposed approach for each element of work identified in the Scope of Service.

2. Organizational Capacity/Staffing and Qualifications: 25 Points

The proposer's organizational capacity will be evaluated through an assessment of the proposer's staff, specialists', and consultants' experience and qualifications. In addition, the proposer's ability to perform the work in a timely manner will be evaluated through a review of previous performance on similar projects, as well as current and projected capacity and workload.

3. Relevant Experience and Past Performance: 25 Points

Relevant experience and past performance will be evaluated through an assessment of previous similarly related projects completed to date.

4. Proposal Pricing and Fees: 15 Points

The proposed cost will be evaluated through a careful analysis of cost compared to the other proposals and fair market rates for such services.

## SELECTION

**Pursuant to 24 CFR 85.36(d)(3) (competitive proposals), after evaluation of proposal revisions, if any, the contract will be awarded to the responsible person or entity whose qualifications, price and other factors considered, are the most advantageous to NBHA.**

NBHA anticipates making a selection decision at any time after the submission deadline through May, 2024. A proposal should be complete and provide enough information that NBHA can use to determine whether the proposer is qualified. NBHA may request an interview with one or more finalists, but proposers should not

assume that interviews will be granted.

### **REQUIRED TERMS AND CONDITIONS**

The following attachments are incorporated into this RFP (in the event of a conflict between this RFP and the attachments, this RFP shall control):

1. HUD-5369-B, Instructions to Offerors
2. HUD-5369-C, Certifications of Offerors
3. HUD-5370-C, General Conditions

**END OF RFP**

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