



**CITY OF GREELEY
Purchasing**

**Request for Qualifications
RFQ #F24-04-040**

Five-Year Housing for All Strategic Plan

for

Housing Solutions Department

**REQUEST FOR QUALIFICATIONS (RFQ)
RFQ #F24-04-040**

Procurement Contact: Shantelle Griego
Email Address: Purchasing@greeleygov.com
Telephone Number: 970-350-9333

Qualifications must be received no later than the date indicated in the Schedule of Events below.

Qualifications received after this date and time will not be considered for award.

ONLY ELECTRONIC RFQ RESPONSES WILL BE ACCEPTED.

Email your RFQ Response to purchasing@greeleygov.com. Only emails sent to purchasing@greeleygov.com will be considered as responsive to the request for qualifications. **DO NOT** submit your RFQ Response to multiple email addresses. Emails sent to other City emails may be considered as non-responsive and may not be reviewed.

Qualifications shall be submitted in a single PDF file under 20MB. The Qualifications must not exceed 25 total pages, excluding cover letter, index or table of contents, front and back covers, billing rate schedule, any mandatory required exhibits, and title pages/separation tabs. Pages shall be 8 ½ x 11 inch except for up to four (4) pages of 11 x 17 inches. Eleven-point font or larger must be used for the qualifications and appendices. Resumes and billing rates, if included as an appendix are not considered part of the 25 pages.

The RFQ number and Project name must be noted in the subject line, otherwise the qualifications may be considered as non-responsive to the RFQ.

Electronic submittals will be held, un-opened, until the time and date noted in the RFQ documents or posted addenda.

Schedule of Events (subject to change)	All times are MST
RFQ Issued	04/17/2024
Virtual Optional Pre-Qualification Meeting	04/26/2024 at 9:00AM via Microsoft Teams, see link at the bottom of page 2
Inquiry Deadline	04/30/2024 by 2:00PM
Final Addendum Issued	05/03/2024
Qualifications Due Date	05/17/2024 by 2:00PM via email to Purchasing@Greeleygov.com
Interviews	Week of 05/27/2024
Notice of Award (tentative)	Week of 06/10/2024

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 281 237 531 097
Passcode: oeKneZ

Dial-in by phone

[+1 347-966-8471,,927430525#](#) United States, New York City

[Find a local number](#)

Phone conference ID: 927 430 525#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

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2	Sample Contract
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“Public Viewing Copy: *The City is a governmental entity subject to the Colorado Open Records Act, C.R.S. §§24-72-200.1 et seq. (“CORA”). Any proposals submitted hereunder are subject to public disclosure by the City pursuant to CORA and City ordinances. Vendors may submit one (1) additional complete proposal clearly marked “FOR PUBLIC VIEWING.” In this version of the proposal, the Vendor may redact text and/or data that it deems confidential or proprietary pursuant to CORA. Such statement does not necessarily exempt such documentation from public disclosure if required by CORA, by order of a court of appropriate jurisdiction, or other applicable law. Generally, under CORA trade secrets, confidential commercial and financial data information is not required to be disclosed by the City. Proposals may not be marked “Confidential” or ‘Proprietary’ in their entirety. All provisions of any contract resulting from this request for proposal will be public information.”*

SECTION I. BACKGROUND, OVERVIEW, AND GOALS

A. Background

The City of Greeley is a home rule municipality with a council-manager form of government and is the county seat and the most populous municipality of Weld County, Colorado. Greeley is in northern Colorado and is situated 52 miles north-northeast of the Colorado State Capitol in Denver. According to the U.S. Census Bureau, the population of the city is roughly 111,000 which makes it the 10th-most populous city in Colorado. The City has an annual budget of ~\$490M with a fiscal year that starts Jan 1st, and employees over 1100 employees. Greeley is a major city of the Front Range Urban Corridor and home to the University of Northern Colorado which is a public baccalaureate and graduate research university with approximately 12,000 students and six colleges as well as Aims Community College, which has served the community since 1967.

Greeley's population is projected to increase to over 135,000 residents by 2032 and is expected to exceed 200,000 by 2055.

In recent years, Greeley and the Weld County region have noted growth in many ways including:

- 4th Fastest-Growing Metro Area in the United States (2021)
- 126% Increase in Building Construction- Northern Colorado (2021-2022)
- 36% of Colorado population growth was in Weld County (2022)

B. Overview: Greeley City Council Vision- Housing For All

The City of Greeley (COG) is committed to serving its residents through transparent, effective, and efficient operational practices and long-term strategic planning.

With a balanced perspective for serving residents now and planning for the community's future, Greeley City Council and leadership have created a blueprint (a strategic plan) of the most important work that will help us be a leading municipal government across the state.

Greeley is a city that knows where it came from and where it is going. With a clear picture of who we are and pride in our roots, the Greeley City Council 2037 vision honors the strength, bountiful resources, diversity, entrepreneurial and creative spirit that is Greeley now and in the future.

Greeley will be a future-focused city. One that is intentionally developed, safe, affordable, innovative, sustainable, healthy, and inclusive. *Seven Key Focus Areas* will guide the work that will affirm Greeley as a place where people choose to make their dreams come true and call home:

1. Business Growth
2. Community Vitality
3. High Performance Government
4. Housing For All
5. Quality of Life Amenities
6. Safe & Secure Communities
7. Sustainable Infrastructure and Mobility

Where people grow up and live impacts their educational attainment, health disparities, career opportunities, and creation of general wealth.

In April 1968, Title VIII of the Civil Rights Act of 1968- commonly known as the Federal Fair Housing Act- was passed just days after the assassination of Rev. Martin Luther King Jr. Fair Housing is essential to the ethical commitment of the city and plays a central role in our community. The impact of historical discrimination persists to this day and such inequities limit the availability and stability of housing. The laws of this nation, our state, and the City of Greeley seek to ensure such equality of choice for all transactions involving renting or buying a home, receiving a mortgage, seeking housing assistance, and engaging in other housing related activities.

C. Goals: Housing Solutions Department- Five Year Housing for All Strategic Plan

The COG's Housing Solutions Department is committed to ensuring access to safe, affordable, and fair housing for all residents. The Department plays a critical role in implementing housing policies, programs, and initiatives to address the housing needs of the community.

The Department is responsible for the general oversight of housing initiatives for the COG. This includes housing specific projects ranging from affordable housing to executive level housing. The Department also manages entitlement allocations from the U.S. Department of Housing and Urban Development (HUD) for Community Development Block Grant (CDBG); Home Investment Partnership (HOME); private activity bonds and other applicable state and federal funding resources.

The Department is seeking innovative proposals from qualified strategic planning firms or contractors ("consultants") to lead the city through a streamlined strategic planning process designed to:

- Define the future of the Housing Solutions Department by charting a clear path for the next five years. This includes outlining COG's vision, priorities, goals, and objectives for 2025-2030.
- Identify incentive programs to stimulate desired housing in community opportunity areas: affordable through executive.
- Position the department within the broader housing and economic development ecosystems. This includes understanding how the plan connects/intersects/has interplay with those on the local, regional, state, and federal levels (as applicable), as well as incorporates relevant sector and cross-sector related policies, priorities, and strategic guidance.
- Support COG in addressing Greeley's critical mixed income housing needs and creates positive and equitable outcomes for Greeley's community members and economic development initiatives.

The plan must address housing strategy through a race/ethnicity equity lens including housing development, economic development, exploration of a local housing fund(s), informational technology, communications, partnerships, and staffing/personnel needs. The planning process should prioritize these areas while leaving space/opportunity for other areas of need that arise out of the stakeholder engagement process.

The selected consultant will solicit input from a diverse array of internal and external stakeholders and is expected to submit the results of this feedback in a formal comprehensive report and presentation(s) to the City Council. Following engagement with all stakeholders, a formal strategic plan document must be developed, approved, and disseminated.

Upon successful completion and dissemination of the strategic plan (and upon approval from the city) Phase II of the process would involve the creation of an implementation plan designed to support the city in operationalizing plan outcomes.

The COG's Housing Solutions Department is soliciting proposals from qualified agencies or consultants to provide a Strategic Housing Plan. This plan will assist the Housing Solutions Department, in collaboration with other departments within the city, to develop incentives for developers and builders, create or modify relevant code, and explore fund creation options for community housing needs.

The strategic planning process should involve outreach and engagement, including but not limited to the following partners, COG departments and groups:

- Community Members: focus groups made up of diverse groups to represent the full spectrum of socio-economic demographics, as well as include representation of federal and state protected classes (e.g. disability, race, national origin, ancestry, sex, sexual orientation, gender identity, gender expression, creed, religion, age, marital status, familial status, source of income, and veterans/military status).
- Community Well Being: Housing Solutions, Homeless Solutions, Immigrant Affairs and Code Compliance
- Regional housing professionals and neighboring municipal housing departments.
- City Manager's Office: Strategic Initiatives
- Intentional Growth and Strategic Infrastructure: Water & Sewer, Economic Development and Urban Revitalization, Community Development, Public Works & Transportation

- Community Resilience and Vibrancy: Communications & Engagement, Office of Emergency Management, Culture Parks & Recreation, Intergovernmental Affairs
- Chief Information Officer: Performance & Data Analytics, Information Technology, Office of 311, High Performance Management
- City Attorney's Office
- Police & Fire Departments
- Community stakeholders: Non-profit housing and human service-related agencies
- Developers of Housing: Non-profit and for-profit developers and builders- both local and national
- Current and prospective large and mid-size employers
- Real Estate Professionals: Local realtors and finance professionals
- Equity and Inclusion professionals: local and national practitioners engaged in racial equity assessment and solutions implementation for housing desegregation.

SECTION II. STATEMENT OF WORK

A. Scope of Services

As part of the strategic planning process, the consultant will, without limitation, outline a clear methodology/approach that addresses all aspects of the planning process, with the desired outcome being a streamlined process that incorporates all aspects requested in the shortest reasonable timeframe. The planning process should include:

- **Engagement strategy:** including stakeholder groups and city departments listed above- types of input, cultural competency strategy, proper means for gathering data and information, challenges, opportunities, priorities, and timelines.
- **Evaluation:**
 - Analysis of *At Home Greeley: Housing Needs Assessment (June 2023)*- current housing stock needs and future housing needs related to projected population and economic growth in the next 30 years.
 - Review city ordinances, resolutions, processes, city codes and policies related to the planning and development of housing at all levels of affordability including executive level housing.
 - Racial equity impact assessment of historical legacies, environmental justice, and structures and systems that repeat patterns of exclusion, and intentional interventions to integrate racial equity into housing solutions.
 - Key priorities, strengths, weaknesses, opportunities, threats, and trends in strategic growth needs related to housing.
 - Analysis of regional communities and national benchmark communities housing initiatives, programs, local funding source generation etc.
 - Costs associated with providing needed services and functions for the city.
- **Recommendations:**
 - Resource requirements, local housing fund creation options/best-practices within unique needs of Greeley's housing stock and economic growth projections.
 - Menu of incentives and initiatives tailored to the unique needs of Greeley based on evaluations and engagement.
 - Optimal structure for staffing and partnerships.
 - Ecosystem integration and alignment plan identifying, analyzing, and recommending shared priorities and goals to understand how the strategic plan fits into the larger housing ecosystem and interplay with those in affordable housing and public housing ecosystems. Including insight into relevant sector-related policies, priorities, and strategic guidance.
- **Feedback dissemination:** Creative presentation (or other audio visual) presenting findings to key stakeholder groups sharing results in a phased approach with the Executive Leadership Team, Mayor's Task Force on Homelessness, City Council, and the public.

- **Strategic plan development and dissemination:** developing, vetting, revising, finalizing, and presenting to the City Council a final five-year strategic plan document. The consultant will advise on optimal plan format and length (with the understanding that there may be a summary version of the report digestible for lay audiences) and appropriate communications plan.

Phase II- Implementation Plan: Upon successful completion of the five-year strategic plan, the city will determine if the consultant will be awarded phase II of the project which involves the developing of an implementation plan. The implementation plan must take into consideration how the city will operationalize the plan's elements. The consultant will, without limitation, develop a plan that addresses operations, performance metrics, financials, etc., all tied to the goals outlined in the broader strategic plan.

- Develop clear and comprehensive projections on the Return on Investment (ROI) for potential housing projects and associated incentives.
- Other elements the consultant feels are critical to address.

Deliverables: As part of the primary deliverables at the conclusion of this process will include the following:

1. Comprehensive report derived from full scope of work & racial equity impact assessment that outlines the initial design:
 - a. Defines the future of the Housing Solutions Department by charting a clear path for the next five years: vision, priorities, goals, and objectives.
 - b. Identifies incentive programs to stimulate desired housing: affordable to executive.
 - c. Regional, state, and federal housing and economic development ecosystem integration/alignment.
 - d. Addresses Greeley's critical mixed income housing needs.
2. Various creative presentations (including audio/visual, online dashboard) designed to share feedback with key community groups and stakeholders.
3. Culturally competent and inclusive information sharing sessions where presentations are delivered to community groups and stakeholders.
4. "City of Greeley: Five-Year Strategic Housing Plan" document for City Council approval outlining vision, priorities, goals, and objectives for 2025-2030.
5. Communication plan for sharing key elements of the strategic plan.
6. Phase II: Implementation Plan contingent on future approval by the city.

B. Period of Award

The completion date of providing the required qualifications and services shall be June 30, 2025.

If the City desires to extend the contract to no later than thirty (30) days prior to expiration, the City's Purchasing Contact may send a notice in writing to the vendor requesting firm pricing for the next twelve-month period. After the City evaluates the firm pricing qualification from the vendor, it will determine whether to extend the contract. All awards and extensions are subject to annual appropriation of funds. The provisions of the foregoing paragraphs with respect to extensions of the terms of the contract shall be null and void if the contract has been terminated or revoked during the initial term or any extension thereof. All decisions to extend the contract are at the option of the City.

C. Minimum Mandatory Qualifications of Offeror

The Consultant (including sub-consultants) shall meet the following minimum mandatory qualifications for the proposal to be considered for evaluation. Any submittal not meeting a minimum qualification will be disqualified and cannot be considered for further evaluation.

- A clean record on SAM.gov or ability to get registered with SAM.gov within 30 days of the notice of selection.
- Have any required licenses and permits necessary to provide the services in State of Colorado, if required for certifying plans, reports, etc. This includes all sub-consultants on their team.

SECTION III. ADMINISTRATIVE INFORMATION

A. Issuing Office

The City's contact name listed herein is to be the sole point of contact concerning this RFQ. Offerors shall not directly contact other personnel regarding matters concerning this RFQ or arrange meetings related to such.

B. Official Means of Communication

All official communication from the City to offerors will be via postings on an electronic solicitation notification system, the Rocky Mountain Bid System (www.rockymountainbidsystem.com). The Purchasing Contact will post notices that will include, but not be limited to, qualification documents, addenda, award announcement, etc. It is incumbent upon offerors to carefully and regularly monitor the Rocky Mountain Bid System for any such postings.

C. Inquiries

Prospective offerors may make written inquiries by email before the written inquiry deadline concerning this RFQ to obtain clarification of requirements. There will be an opportunity to make inquiries during the pre-qualification conference, if any. No inquiries will be accepted after the deadline. Inquiries regarding this RFQ (be sure to reference RFQ number) should be referred to:

E-Mail: Purchasing@greeleygov.com
Subject Line: RFQ #F24-04-040

Response to offerors' inquiries will be published as addenda on the Rocky Mountain Bid System in a timely manner. Offerors cannot rely on any other statements that clarify or alter any specification or other term or condition of the RFQ.

Should any interested offeror, sales representative, or firm find any part of the listed qualifications, specifications, terms and conditions to be discrepant, incomplete, or otherwise questionable in any respect, it shall be the responsibility of the concerned party to notify the Purchasing Contact of such matters immediately upon discovery.

D. Insurance

The successful contractor will be required to provide a Certificate of Insurance (Exhibit 3) or other proof of insurance naming the City of Greeley as "additional insured". Coverage must include COMMERCIAL GENERAL LIABILITY coverage with minimum limits of \$2,000,000, and WORKER'S COMPENSATION coverage with limits in accordance with State of Colorado requirements.

COMPREHENSIVE AUTOMOBILE LIABILITY with minimum limits for bodily injury and property damage coverage of at least \$1,000,000, plus an additional amount adequate to pay related attorneys' fees and defense costs, for each of Consultant's owned, hired or non-owned vehicles assigned to or used in performance of this agreement.

The City shall be named as additional Insured for General and Auto Liability Insurance.

E. Modification or Withdrawal of Qualifications

Qualifications may be modified or withdrawn by the offeror prior to the established due date and time.

F. Minor Informalities

Minor informalities are matters of form rather than substance evident from the response or insignificant mistakes that can be waived or corrected without prejudice to other vendors. The Purchasing Manager may waive such informalities or allow the vendor to correct them depending on which is in the best interest of the City.

G. Responsibility Determination

The City will make awards only to responsible offerors. The City reserves the right to assess the offeror's responsibility at any time in this RFQ process and may not make a responsibility determination for every offeror.

H. Acceptance of RFQ Terms

A qualification submitted in response to this RFQ shall constitute a binding offer. The autographic signature of a person who is legally authorized to execute contractual obligations on behalf of the offeror shall indicate acknowledgment of this condition. **A submission in response to this RFQ acknowledges acceptance by the offeror of all terms and conditions as set forth herein.**

I. Protested Solicitations and Awards

Right to protest. Any actual or prospective offeror who is aggrieved in connection with the solicitation or award of a contract must protest in writing to the City Manager as a prerequisite to seeking judicial relief. Protestors are urged to seek informal resolution of their complaints initially with the Purchasing Manager. A protest shall be submitted within ten (10) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto. A protest with respect to an invitation for bids or request for qualifications shall be submitted in writing prior to the opening of bids or the closing date of qualifications, unless the aggrieved person did not know and should not have known of the facts giving rise to such protests prior to bid opening or the closing date for qualifications.

1. Stay of procurement during protests. In the event of a timely protest under Subsection (A) of this Section, the Purchasing Manager shall not proceed further with the solicitation or award of the contract until all administrative and judicial remedies have been exhausted or until the City Manager makes a written determination on the record that the award of a contract without delay is necessary to protect substantial interest of the City. (Ord. 75, 1984 §2 (part))

J. Confidential/Proprietary Information

All qualifications will be confidential until a contract is awarded and fully executed. At that time, all qualifications and documents pertaining to the qualifications will be open for public inspection, except for material that is proprietary or confidential. However, requests for confidentiality can be submitted to the Purchasing Contact provided that the submission is in accordance with the following procedures. This remains the *sole responsibility* of the offeror. The Purchasing Contact will make no attempt to cure any information that is found to be at variance with this procedure. The offeror may not be given an opportunity to cure any variances after qualification opening. **Neither a qualification in its entirety, nor billing rates will be considered confidential/proprietary.** Questions regarding the application of this procedure must be directed to the Purchasing Contact listed in this RFQ.

K. Acceptance of Qualifications Content

The contents of the qualification (including persons specified to implement the project) of the successful offeror shall become contractual obligations into the contract award. Failure of the successful offeror to perform in accordance with these obligations may result in cancellation of the award and such offeror may be removed from future solicitations.

L. RFQ Cancellation

The City reserves the right to cancel this RFQ at any time, without penalty.

M. Negotiation of Award

In the event only one (1) responsive qualification is received by the City, the City reserves the right to negotiate the award for the services with the offeror submitting the qualification in lieu of accepting the qualification as is.

N. Contract

A sample copy of the contract award the City will use to contract for the services specified in this RFQ is attached as Exhibit 2. The attached contract is only a sample and is not to be completed at this time. **A submission for this RFQ indicates acceptance of the terms and conditions of the contract.**

O. RFQ Response/Material Ownership

All material submitted regarding this RFQ becomes the property of the City of Greeley, unless otherwise noted in the RFQ.

P. Incurring Costs

The City is not liable for any cost incurred prior to issuance of a legally executed contract and/or a purchase order.

Q. Utilization of Award by Other Agencies

The City of Greeley reserves the right to allow other State and local governmental agencies, political subdivisions, and/or school districts to utilize the resulting award under all terms and conditions specified and upon agreement by all parties. Usage by any other entity shall not have a negative impact on the City of Greeley in the current term or in any future terms.

R. Non-Discrimination

The offeror shall comply with all applicable state and federal laws, rules and regulations involving non-discrimination on the basis of race, color, religion, national origin, age or sex.

S. News Releases

Neither the City, nor the offeror, shall make news releases pertaining to this RFQ prior to execution of the contract without prior written approval of the other party. Written consent on the City's behalf is provided by the City of Greeley's Department of Communications and Engagement.

T. Certification of Independent Price Determination

1. By submission of this qualification each offeror certifies, and in the case of a joint qualification each party, thereto certifies as to its own organization, that in connection with this procurement:
 - a) The billing rates in this qualification have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor.
 - b) Unless otherwise required by law, the billing rates which have been quoted in this qualification have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening, directly or indirectly to any other offeror or to any competitor; and
 - c) No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit a qualification for the purpose of restricting competition.
2. Each person signing the Request for Qualification form of this qualification certifies that:

- a) He/she is the person in the offeror's organization responsible within that organization for the decision as to the qualifications and prices being offered herein and that he/she has not participated, and will not participate, in any action contrary to (1.a) through (1.c) above; or
 - b) He/she is not the person in the offeror's organization responsible within that organization for the decision as to the qualifications and prices being offered herein but that he/she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (1.a) through (1.c) above, and as their agent does hereby so certify; and he/she has not participated, and will not participate, in any action contrary to (1.a) through (1.c) above.
3. A qualification will not be considered for award where (1.a), (1.c), or (2.) above has been deleted or modified. Where (1.b) above has been deleted or modified, the qualification will not be considered for award unless the offeror furnishes with the qualification a signed statement which sets forth in detail the circumstances of the disclosure and the City's Purchasing Manager, or designee, determines that such disclosure was not made for the purpose of restricting competition.
 4. The Contract Documents may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same document. The Contract Documents, including all component parts set forth above, may be executed and delivered by electronic signature by any of the parties and all parties consent to the use of electronic signatures.

U. Taxes

The City of Greeley is exempt from all federal excise taxes and all Colorado State and local government sales and use taxes. Where applicable, the contractor will be responsible for payment of use taxes.

V. Assignment and Delegation

Neither party to any resulting contract may assign or delegate any portion of the agreement without the prior written consent of the other party.

W. Availability of Funds

Financial obligations of the City of Greeley payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. In the event funds are not appropriated, any resulting contract will become null and void without penalty to the City.

X. Standard of Conduct

The successful firm shall be responsible for maintaining satisfactory standards of employees' competency, conduct, courtesy, appearance, honesty, and integrity, and shall be responsible for taking such disciplinary action with respect to any employee as may be necessary.

The City may request the successful firm to immediately remove from this assignment any employee found unfit to perform duties due to one or more of the following reasons:

1. Neglect of duty.
2. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions or fighting.
3. Theft, vandalism, immoral conduct, or any other criminal action.
4. Selling, consuming, possessing, or being under the influence of intoxicants, including alcohol, or illegal substances while on assignment for the City.

Agents and employees of contractors or consultant working in City facilities shall present a clean and neat appearance.

Y. Damages for Breach of Contract

In addition to any other legal or equitable remedy the City may be entitled to for a breach of this Contract, if the City terminates this Contract, in whole or in part, due to contractor's breach of any provision of this Contract, contractor shall be liable for actual and consequential damages to the City.

Z. Other Statutes

1. The signatory hereto avers that he/she is familiar with Colorado Revised Statutes, 18-8-301, et seq. (Bribery and Corrupt Influence) and 18-8-401, et seq. (Abuse of Public Office) as amended, and that no violation of such provisions is present.
2. The signatory hereto avers that to his/her knowledge, no City of Greeley employee has any personal or beneficial interest whatsoever in the service or property described herein. See CRS 24-18-201 and CRS 24-50-507.

SECTION IV. QUALIFICATION SUBMISSION

Following are the response requirements for this RFQ. All specific response items represent the minimum information to be submitted. Deletions or incomplete responses in terms of content or aberrations in form may, at the City's discretion, render the qualification non-responsive.

RFQ responses must be emailed to purchasing@greeleygov.com. Only emails sent to purchasing@greeleygov.com will be considered as responsive to the request for qualifications. **DO NOT** submit your RFQ Response to multiple email addresses. Emails sent to other City emails will be considered as non-responsive and will not be reviewed.

Qualifications shall be submitted in a single PDF file under 20MB. The Qualifications must not exceed 25 total pages, excluding cover letter, index or table of contents, front and back covers, billing rate schedule, and title pages/separation tabs. Pages shall be 8 ½ x 11 inch except for up to four (4) pages of 11 x 17 inches. Eleven-point font or larger must be used for the qualifications and appendices. Resumes and billing rates, if included as an appendix are not considered part of the 25 pages.

The RFQ number and Project name must be noted in the subject line, otherwise the qualifications may be considered as non-responsive to the RFQ.

Electronic submittals will be held, un-opened, until the time and date noted in the RFQ documents or Posted addenda.

To facilitate the evaluation, the offeror shall submit and organize all responses in the same order as listed in Section V. Statement of Qualifications that are determined to be at a variance with this requirement may not be accepted.

Late proposals will not be accepted. It is the responsibility of the offeror to ensure that the Statement of Qualifications is received at the City of Greeley's Purchasing Division on or before the qualifications due date and time.

SECTION V. RESPONSE FORMAT

The following items are to be included in your qualifications, in the order listed. Deviation from this may render your qualifications non-responsive.

A. Cover Letter

Include a cover letter introducing your company, summarizing your qualifications. This letter should also provide principal contact information for this RFQ, including address, telephone number, fax number, e-mail, and website (if applicable).

B. Use of Subcontractors/Partners

There may be areas for use of subcontractors or partners in this project. If you are utilizing this approach, your qualifications must list the subcontractors/partners, their area(s) of expertise, and include all other applicable information herein requested for each subcontractor/partner. Please keep in mind that the City will contract solely with your company, therefore subcontractors/partners remain your sole responsibility.

C. Minimum Mandatory Qualifications

Include an itemized description of how your company meets each of the minimum mandatory qualifications outlined in Section II, C. Failure to meet or exceed these requirements will disqualify your response.

D. Consultant Information

1. Provide the following information as listed: Company Name, Address, Phone Number, and Names of Principals.
2. Identify the year in which your company was established and began providing consulting services.
3. Firm/Consultant(s) Background: Provide an overview of your firm's or individual consultants' experience, qualifications, and expertise in strategic planning and racial equity impact assessments.
4. Describe any pending plans to sell or merge your company.
5. Provide a comprehensive listing of all the services you provide.
6. Relevant Experience: Describe any relevant experience with municipal clients.
7. Contractors: If any outside contractors will be used for any portion of this project, please include identifying information.

E. Evaluation Criterion #1 – Qualifications & Experience-

1. Demonstrate expertise in strategic planning and racial equity impact assessments, preferably representing municipal clients.
2. Provide references from current or past clients, particularly municipal clients or organizations involved in strategic planning and racial equity impact assessments.

Include, at a minimum, the following information: 1) company name, 2) contact name, 3) phone number, 4) fax number, 5) email address, 6) brief description of project scope and value, 7) status of project.

The City reserves the right to contact the references provided in your qualifications as well as other references without prior notification to you.

3. List the number of people that you can commit to working on this project, roles and qualifications, and the amount of time each is expected to spend on the project.
4. Provide the names and resumes of the key personnel that will be performing the proposed services, including the primary project manager.
5. List the names of the subcontractors you expect to use, the services to be provided by the subcontractors and the amount of time that each is expected to spend on the project. Also, include the names and resumes of the key subcontractor personnel who will be working on the project.
6. Describe the methods and timeline of communication your firm will use with the City's project manager, other involved City staff, and other interested parties.

Evaluation Criterion #2 –Approach to Scope of Work-

1. Proposed Approach: Outline your approach to providing strategic planning services to the City of Greeley's Housing Solutions Department, including strategies for addressing key housing challenges and priorities through a racial equity lens.
2. Clarity and effectiveness of the proposed approach to addressing housing challenges and supporting the City of Greeley's goals.
3. Describe any project approaches or ideas that you would apply to this project and that you feel would enhance the quality of your services.
4. Timeline: Detail a projected timeline for the full scope of the project.

Evaluation Criterion #3 - Public Outreach and Stakeholder Engagement-

1. Describe your approach to public outreach and stakeholder engagement. Describe any innovative tools and strategies the team plans to employ on this project to maximize public outreach.

Evaluation Criterion #4 – Timeline and Resources-

1. Provide a specific timeline or schedule for the work. Show milestones and completion dates on the schedule.
2. Availability of qualified consultants, support staff, and subcontractors to meet the City of Greeley's needs.

F. Qualification Acknowledgement

Include this form as provided in Exhibit 1.

G. Certificate of Insurance

A sample Certificate of Insurance is provided in Exhibit 3.

H. Debarment Form

Include this form as provided in Exhibit 4.

SECTION VI. EVALUATION AND AWARD

A. Qualifications Evaluation

All qualifications submitted in response to this RFQ will be evaluated by a selection committee in accordance with the criteria described below. Total scores will be tabulated, and the highest ranked firm will enter into negotiations.

If the City requests presentations by short-listed offerors, committee members may revise their initial scores based upon additional information and clarification received in this phase. Please note that presentations have been tentatively scheduled per the Schedule of Events on the first page of this RFQ. If your company is invited to give a presentation to the committee, these dates may not be flexible.

In preparing responses, offerors should describe in detail how they propose to meet the specifications as detailed in the previous sections. Specific factors will be applied to qualification information to assist the City in selecting the most qualified offeror for this contract. Following are the evaluation criteria that will be used. Criteria will be assigned a points value.

List Evaluation Criteria here:

1.	Qualifications and Experience	25 Points
2.	Approach to Scope of Work:	25 Points
3.	Public Outreach and Stakeholder Engagement	25 Points
4.	Timeline and Resources	25 Points

A presentation and/or demonstration may be requested by short-listed offerors prior to award. However, a presentation/demonstration may not be required, and therefore, complete information should be submitted with your qualifications.

B. Billing Rates and Direct Expenses

The offeror shall submit a billing rate schedule listing the professional classifications of staff and their hourly billing rates. This includes any sub-consultants being proposed as part of the offerors' team. Any other pricing information will not be considered. Billing rates shall be valid for at least one year from the date of the RFQ. Direct expenses, whether by prime or sub-consultant will be direct pass through to the City and no markup will be allowed on direct expenses. Mileage, hotel and per diem expenses will be per Federal/IRS guidance. **Billing rates will not be part of the evaluation process and will not be considered by the selection team.**

C. Determination of Responsibility of the Offeror

The City of Greeley awards contracts to responsible offerors only. The City reserves the right to make its offeror responsibility determination at any time in this RFQ process and may not make a responsibility determination for every offeror.

The City of Greeley's Municipal Code defines a "Responsible Offeror" as one who has "the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance." The City reserves the right to request information as it deems necessary to determine an offeror's responsibility. If the offeror fails to supply the requested information, the City shall base the determination of responsibility upon any available information or may find the offeror non-responsible if such failure is unreasonable.

COOPERATIVE PURCHASING STATEMENT

The City of Greeley encourages and participates in cooperative purchasing endeavors undertaken by or on behalf of other governmental jurisdictions. To the extent, other governmental jurisdictions are legally able to participate in cooperative purchasing endeavors; the City of Greeley supports such cooperative activities. Further, it is a specific requirement of this proposal or Request for Qualifications that pricing offered herein to the City of Greeley may be offered by the vendor to any other governmental jurisdiction purchasing the same products. The vendor(s) must deal directly with any governmental agency concerning the placement of purchase orders, contractual disputes, invoicing, and payment. The City of Greeley shall not be liable for any costs or damages incurred by any other entity.

**EXHIBIT 1
QUALIFICATION ACKNOWLEDGEMENT**

The offeror hereby acknowledges receipt of addenda numbers _____ through _____.

Falsifying this information is cause to deem your qualification nonresponsive and therefore ineligible for consideration. In addition, falsification of this information is cause to cancel a contract awarded based on one or both of the above preferences.

By signing below, you agree to all terms & conditions in this RFQ.

Original Signature by Authorized Officer/Agent

Type or printed name of person signing

Company Name

Title

Phone Number

Vendor Mailing Address

Fax Number

City, State, Zip

Qualifications Valid Until (at least for 90 days)

E-Mail Address

Website Address

Project Manager:

Name (Printed)

Phone Number

Vendor Mailing Address

Fax Number

City, State, Zip

Email Address

**EXHIBIT 2
SAMPLE CONTRACT**

(Incorporated by Reference)

Please click the link below to access the sample contract.

[City of Greeley Professional Services Contract.pdf](#)

**EXHIBIT 3
SAMPLE CERTIFICATE OF INSURANCE**

Client#: 12170 GRECI

ACORD. CERTIFICATE OF LIABILITY INSURANCE DATE (MM/DD/YYYY)
05/14/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ABC Insurance Company P. O. Box 1234 Anywhere, USA	CONTACT NAME: PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____ E-MAIL ADDRESS: _____ PRODUCER CUSTOMER ID #: _____														
INSURED Sample Certificate	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A : Financial Rating of A</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Financial Rating of A		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSURER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAMS-MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below				<input checked="" type="checkbox"/> WC STALL- WOP LIMITS <input type="checkbox"/> DIH-ER E.L. EACH ACCIDENT \$100,000 E.L. DISEASE - EA EMPLOYEE \$100,000 E.L. DISEASE - POLICY LIMIT \$500,000

DESCRIPTION OF OPERATION / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 City of Greeley is named as Additional Insured on General Liability. Waiver of subrogation is included on Work Compensation. This insurance is primary and noncontributory to insurance policies held by the City.

CERTIFICATE HOLDER City of Greeley 1000 10th St Greeley, CO 80631-3808	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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EXHIBIT 4
DEBARMENT/SUSPENSION CERTIFICATION STATEMENT
(Include one for each sub-consultant as applicable)

The proposer certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal, State, County, Municipal or any other department or agency thereof. The proposer certifies that it will provide immediate written notice to the City if at any time the proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstance.

DUNS # (Optional) _____

Name of Organization _____

Address _____

Authorized Signature _____

Title _____

Date _____