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Neighborhood House
Strong Families. Strong Communities. Since 1906.



Informal Solicitation

High Point Services Planning Initiative Community Input Assessment Process

(Solicitation No. 3967 - Revised)

Proposals Due by:

2:00 p.m. on Friday, February 6, 2009

The Seattle Housing Authority (SHA) is soliciting proposals from firms interested in performing the following:

Project Description:

The Seattle Housing Authority (SHA), in partnership with Neighborhood House and the High Point Parks & Recreation Community Center, is seeking proposals from firms interested in conducting a community assessment at High Point called the High Point Services Planning Initiative Community Input Assessment Process.

Scope of Work:

The successful Consultant under this solicitation will be asked to work with the Seattle Housing Authority (SHA), Neighborhood House and the High Point Parks & Recreation Community Center to conduct a community assessment at High Point as described below:

Overview

High Point, located in West Seattle, is one of the Seattle Housing Authority's communities currently being redeveloped into a mixed-income community. Its population is expected to grow to 4,200 by 2012 at build-out, including approximately 1,300 youth. To respond to the need for a variety of on-site social services, Neighborhood House is constructing a new neighborhood center that will serve as the central community gathering place and offer a variety of human services and educational programs. In addition to this, the High Point Parks & Recreation Community Center is currently operating and providing recreational activities to the community.

The Seattle Housing Authority, Neighborhood House, and the High Point Parks & Recreation Community Center want to ensure that the programming of services offered by the new center will respond to the current needs and desires of High Point community members and the surrounding community. For this reason, this partnership is seeking the assistance of a consultant to perform the services described within this solicitation. In general, this includes:

- 1.) Gather the opinions of current community members and key stakeholders about the types of services and programming that are needed; and,
- 2.) Analyze the types of future programming service needs that are not currently planned for in the new neighborhood center or are not currently accessible in the surrounding community. Due to the large youth population at High Point, a special emphasis of this work should be on youth and their families.

The process of gathering information about needed and desired services programs shall include input from community members (both renters and homeowners) and key stakeholders who represent the diversity of the High Point community in terms of age, gender, language, and familial status (e.g., child, parent, elder). While SHA does not track demographic information for owner-occupied units, demographic information for people living in SHA-owned rental units is available. Approximately 1,182 individuals live in the High Point rental units, which have the following demographic representation:

| Community Representation | Percentage | Number of Individuals |
|---------------------------------|-------------------|------------------------------|
| Youth 0-18 | 54% | 617 |
| Adults | 41% | 478 |
| Seniors | 5% | 55 |
| Total | 100% | 1,150 |

The main languages spoken by residents include East African (Somali, Oromo, Amharic, and Tigrinya) and Southeast Asian languages (Vietnamese and Cambodian).

For the purposes of this solicitation, further information about High Point may be found on SHA's website at: www.seattlehousing.org
 (See Redevelopment/HighPoint/Community under that link).

Deliverables

The successful consultant will be expected to deliver the following services:

- 1.) Conduct an assessment of community and stakeholder viewpoints about existing services, community-building activities, educational and recreational needs and desires, to include the following:
 - a) Coordinate and establish an information-gathering process, including conducting interviews and/or focus groups, to obtain information from High Point community members and other stakeholders (e.g., current High Point community partners and service providers). The information-gathering process should involve a minimum of 100 youth living at High Point, and a minimum of 100 adults living at

High Point, with a strong proportional representation of the various language groups. The information shall reflect their opinions regarding the types of community services needs and identify desired human services, community-building activities, educational and recreational programs, and prioritization of same.

- b) The information gathered should include community members' opinions about services/programs currently being offered on-site in the High Point community or in the surrounding community, and their suggested improvements to services, community-building, recreational and educational programs that are currently offered. The assessment should also include identification and overview of relevant data and/or emerging trends affecting youth and other residents (e.g., youth violence trends, school trends, impacts of the economy on residents, etc.).

2.) Conduct a review and analysis of existing and planned services that directly respond to community and stakeholder viewpoints, including:

- a) Research and become familiar with the existing services offered to the High Point community and the services and educational programs planned for the new neighborhood center.
- b) Research and become familiar with existing community-building activities and recreational activities offered at High Point.
- c) Analyze the information gathered from the community in response to items 1) a and 1) b cited above, and determine:
 - a.) The extent to which existing or planned services align with the community's feedback;
 - b.) New services, activities, and programs needed to be planned for; and,
 - c.) Improvements needed to be made to existing programs.

3.) Develop recommendations about the types of services, community-building activities, recreational and educational programs that need to be made available to community members, and identify potential providers that have the expertise to respond to the unmet needs.

4.) Prepare and submit a final written report, which includes separate sections addressing each of the principal components of the assessment as indicated below. The report must also include an executive summary.

- a) Assessment of community and stakeholder viewpoints about services, community-building activities, educational and recreational needs and desires;
- b) Review of existing services and planned services that directly respond to community and stakeholder viewpoints; and,
- c) Make recommendations about the types of services, community-building activities, and educational and recreational programming that need to be made available to community members and potential service-provider partner agencies with expertise that might be able to respond to the community's unmet needs, as determined by the assessment (item 1) above).

Schedule: It is anticipated that the work will be performed between March 1, 2009 and June 1, 2009.

The final written report must be delivered to SHA by June 1, 2009, with a draft report delivered to SHA by May 22, 2009.

Anticipated Contract Duration: SHA expects to execute a Contract for services for six (6) months. At SHA's option, a Change Order may be executed extending the Contract for up to one additional six-month period along with appropriate adjustments in the scope of work and compensation.

Estimated Amount: The estimated fees for the contract to be executed based on this solicitation is \$17,000.

The amount must include all line-item expenditures that cover all costs for this project. Please include costs for room rental for focus groups, food, interpretation and translation, as needed.

Proposal Contents: The proposal must:

- Include a cover letter
- Address each of the evaluation criteria noted below
- List the names of staff and/or work team to be assigned to this project and include a copy of their resumes. Specific tasks for each staff and/or work team member involved in the project must be described. Single-employee firms may apply under this solicitation but must provide specific information about the people who will assist them as part of a work team and what the individual roles will involve for each work team member.
- Include a list of three references (including agency or business name of client, contact person, address, and telephone number).
- Include a completed Section 3 Business Certification form and Section 3 Resident Employment Plan (attached).
- Be limited to a total of seven (7) pages (resumes are not included in the page limitation).

Evaluation Criteria: SHA will evaluate proposals received based on the following criteria. Your proposal should directly address each of the criteria below:

| Evaluation Criteria | Maximum Number of Points |
|---|--------------------------|
| <p>1) Description and qualifications of business</p> <p>a) Description of business, including its mission, primary recipients of the business's services, current projects, staffing capacity and qualifications (including demonstrated ability to work with limited-English-speaking residents), annual budget, description of any previous projects similar in scope to the project in this solicitation, and key partners;</p> <p>b) Qualifications and relevant experiences of personnel to be assigned to this project. List the names of staff/work team to be assigned to this project, including their role, and include a copy of their resumes.</p> | <p>25 points</p> |

| | |
|---|--------------------------|
| <p>2) Plan for achieving deliverables, to include the proposed process for collecting input (i.e., number of focus groups, individual interviews, verbal survey, number of High Point youth and number of adults who will be involved in providing community input, etc.), a description of who will be asked for input (include a description of the diversity of the community members, including language groups, and a list of key stakeholders), and a schedule of project implementation steps, with dates of completion that will result in the final written report to be delivered to SHA by June 1, 2009, with a draft report delivered to SHA by May 22, 2009.</p> | <p>50 points</p> |
| <p>3) Budget: Not to exceed \$17,000. The amount must include all line-item expenditures and all staff/team member costs that cover all costs for this project. The funding agencies will provide some basic support for implementation of project, but the successful firm should have a plan and budget for staffing that will be adequate for complete project implementation.</p> | <p>25 points</p> |
| <p>TOTAL</p> | <p>100 points</p> |

Due Date: Proposals must be submitted to the attention of John Forsyth, Community Services Administrator for SHA, by the time and date indicated above by one of the following delivery methods:

- **Mail Delivery:** Seattle Housing Authority
PO Box 19028
Seattle, WA 98109-1028
- **Hand Delivery:** Seattle Housing Authority
120 Sixth Ave. North, Seattle, Washington
- **FAX:** (206) 615-3484
- **E-Mail:** jforsyth@seattlehousing.org

Due Date for Questions: Any questions or requests for further information must be directed in writing no later than 12:00 Noon on Thursday, January 29, 2009 to John Forsyth by one of the above delivery methods.

Administrative Information:

- **About the Seattle Housing Authority:** Visit our web site at www.seattlehousing.org/ for more information about the Seattle Housing Authority.
- **Deadline for Submission of Proposals:** Proposers are responsible for ensuring that SHA receives the proposal as indicated above by the stated deadline. Proposals received after the deadline will not be considered.
- **Section 3 Requirements:** Section 3 of the Housing and Urban Development Act of 1968 (hereinafter "Section 3") requires SHA to the greatest extent feasible to provide employment opportunities to Section 3 residents. Section 3 residents include residents of SHA communities and other low-income residents of Seattle. Each Proposer is required to submit with their Proposal a Resident Employment Plan that

will result in hiring Section 3 residents to perform the work contemplated by this informal solicitation, and a Section 3 Business Certification form.

A. Section 3 Contract Language: The following language regarding Section 3 will be included as part of the contract to be executed based on this informal solicitation.

1. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
2. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
3. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers representative of the contractors commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
4. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontractor in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
5. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractors obligations under 24 CFR part 135.

6. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
 7. With respect to work performed in connection with Section 3-covered Indian Housing Assistance, Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this Contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this Contract that are subject to the provisions of Section 3 and Section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with Section 7(b).
- Payment Requirements: Proposers should be aware that SHA will only make payments on the Contract issued under this solicitation after the work being billed has been completed, and will pay reimbursable expenses only upon receipt of an invoice for the reimbursable expenses. No advance payments will be made to the proposer, who must have the capacity to meet all project expenses in advance of payments by SHA.
 - Insurance Requirements: The individual or business selected by SHA will be required to provide acceptable evidence of insurance prior to beginning work. The following summarizes the required insurance coverage. Additional requirements are detailed in the contract that SHA will execute with the selected individual or business.
 1. Commercial General Liability Insurance with the following minimum coverage: \$1,000,000 each occurrence, and \$2,000,000 aggregate. The Seattle Housing Authority must be named as an Additional Insured on this policy.
 2. Employers Liability or Washington Stop Gap Liability with the following minimum coverage: \$1,000,000 each accident
 3. Commercial Automobile Liability Insurance with the following minimum coverage: \$1,000,000 combined single limit coverage
 4. Workers Compensation policy.
 - Diversity: The Seattle Housing Authority strongly encourages small businesses, minority business enterprises (MBEs), women business enterprises (WBEs), HUD Section 3 businesses, and socially and economically disadvantaged businesses to submit proposals or to participate in this work as sub-consultants.
 - Rights Reserved by SHA: SHA reserves the right to waive as an informality any irregularities in proposals, to reject any or all proposals, and to cancel this solicitation at any time prior to contract award. SHA also reserves the right to award all or any portion of the work specified in this Informal Solicitation to any proposer(s). Prior to making a selection decision, SHA reserves the right to interview any or all individuals

or businesses submitting a proposal, and to check references as part of the final evaluation process. Any protest of the selection process shall be resolved in accordance with SHA's Procurement Policies, which may be reviewed at the following web site address:

[http://www.seattlehousing.org/business/guidelines/pdf/Procurement Policies.pdf](http://www.seattlehousing.org/business/guidelines/pdf/Procurement_Policies.pdf)

In the event that information obtained from the reference checks reveals concerns about the proposer's past performance and their ability to successfully perform the contract to be executed based on this solicitation, SHA may, at its sole discretion, determine that the proposer is not a responsible proposer and may select the next highest-ranked proposer whose reference checks validate the ability of the proposer to successfully perform the contract to be executed based on this solicitation. In conducting reference checks, SHA may include itself as a reference if the proposer has performed work for SHA, even if the proposer did not identify SHA as a reference.

