**NORTHWEST SUBURBAN HOUSING COLLABORATIVE**

**REQUEST FOR PROPOSAL FOR CONSULTING SERVICES CONTRACT:**

# INTER-JURISDICTIONAL HEALTH-HOUSING CONSULTANT

November 7, 2016

The Metropolitan Mayors Caucus, in collaboration with participating northwest suburban communities, currently including Arlington Heights, Buffalo Grove, Mount Prospect, Palatine, and Rolling Meadows (the “Participating Communities”), is accepting proposals from parties for a consulting services contract with the Participating Communities as an Inter-jurisdictional Health-Housing Consultant. Responding parties must meet all qualifications as set forth below and conform to the other requirements set forth herein.

Proposals must be submitted not later than **November 30, 2016 at 5:00pm CST.** No consideration will be given to information/proposals received after that date and time, except as otherwise provided for herein. All documentation must be submitted and addressed as follows:

Contact Information, Inquiries, and Response to RFP: Inter-jurisdictional Health-Housing Consultant should be directed to:

Allison Milld Clements

Director of Housing Initiatives

Metropolitan Mayors Caucus

233 S. Wacker Drive, Suite 800

Chicago, IL  60606

[amilld@mayorscaucus.org](mailto:amilld@mayorscaucus.org)

All statements and qualifications received will be considered confidential and not available for public review until after an Inter-Jurisdictional Health-Housing Consultant consulting services contract has been awarded by the Participating Communities or their designee. All proposals should be submitted with the attached cover page information.

Applicants are advised to adhere to the requirements of this Request for Proposal. Failure to submit all information requested herein or to follow the above instructions may be sufficient grounds for disqualification.

Attached are a required Proposal Cover Page, a description of the consulting services sought, and a document setting forth additional proposal requirements and information.

**THE METROPOLITAN MAYORS CAUCUS, ON BEHALF OF THE PARTICIPATING COMMUNITIES, RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS AND TO WAIVE ANY IRREGULARITIES.**

**PROPOSAL REQUIRED Cover Page**

**(Must be attached to front of Proposal)**

**To: Allison Milld Clements, Metropolitan Mayors Caucus**

**From:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposal Submittal: Consulting Services Contract - Inter-Jurisdictional Health-Housing Consultant**

**I have read and understood all of the information provided with this Request for Proposal and agree to abide by the conditions set forth therein. My signature below indicates my acceptance of all such conditions and my request to perform contractual consulting services as an Inter-Jurisdictional Health-Housing Consultant for the Participating Communities.**

**Signature of proposing party:**

**BACKGROUND**

The Northwest Suburban Housing Collaborative was created in 2011 to help five municipalities in Chicago’s Northwest Suburbs develop regional solutions to common housing challenges. A senior housing need assessment conducted for the Collaborative in 2013 revealed that home maintenance is a primary concern for many seniors. As a result, the Collaborative partnered with the North West Housing Partnership to launch a new Handyman Program in 2014 for residents 65+ years of age. The program has made over 600 home repair service calls for senior residents since that time. The Collaborative also completed a Senior Resource Guide which provides information on transportation, housing, and senior services offered throughout the northwest suburbs.

In the upcoming year, the Collaborative will continue to explore ways to improve how seniors can make their homes within the community safer and easier to live in as they age. The Collaborative plans to focus on how it can make better health-housing connections in order to expand the reach of its Handyman Program. The Collaborative is also interested in providing information on residential energy efficiency resources to the local community.

**GENERAL POSITION DESCRIPTION**

The consultant is responsible for researching how to design a health-housing initiative that builds upon the Collaborative’s Handyman Program, including a better understanding of Baltimore’s CAPABLE Initiative and how a similar model could be implemented in the Northwest suburbs.

**RESPONSIBILITIES/DUTIES**

* Research and document existing programs underway in the Northwest suburbs that can assist with aging in place efforts and be potential points of coordination with the Handyman Program.
* Hold meetings with at least 2 local hospitals to explore common priorities and potential coordination of health-housing connections including aging in place efforts.
* Research and document the operation of Baltimore’s CAPABLE Initiative.
* Determine how to best design a home safety assessment that can be paired with the Handyman Program services.
* Create a detailed plan for how to expand the Handyman Program into a comprehensive health-housing initiative that can support aging in place in the Northwest suburbs.
* Research potential funders that could be a good fit to support the NWSHC’s workplan, particularly the aging in place efforts such as the Handyman program (as is or an expanded version) or other health-housing initiatives.
* Engage with the Retirement Research Foundation around a potential application and prepare/submit LOI and funding proposal (if invited).
* Catalogue existing energy efficiency resources available to both homeowners and renters in the Northwest suburbs.
* Prepare monthly written update of activities and attend monthly Collaborative meetings.

**MINIMUM QUALIFICATIONS**

* Familiarity with and understanding of federal, state, and local programs related to housing and housing funding;
* General working knowledge of health-housing connections;
* Three or more years related experience working with local governments, public housing authorities, community-based organizations, not-for-profit organizations, developers or on similar affordable housing/health and/or related issues;
* Demonstrated ability to work effectively with diverse constituencies, including government officials, community-based organizations, developers, or not-for-profit organizations;
* Strong analytical, written and oral communication skills required;
* Ability to work independently and take initiative;
* Computer literacy and strong organizational skills;
* Good financial standing with each of the Collaborative (e.g., no outstanding invoices, charges, debts or liabilities of any kind owed except for any matters paid under protest or being actively contested in the appropriate administrative or legal forum).

##### DELIVERABLES

Upon completion of the contract, the selected party shall provide the following information:

* Detailed plan for how to expand the Handyman Program into a comprehensive health-housing initiative that can support aging in place in the Northwest suburbs
* Applications submitted for 1-3 sources of funding to support NWSHC workplan
* Relevant written updates for Metropolitan Mayors Caucus’ periodic progress reports to funders
* Start of catalogue of existing energy efficiency resources available to both homeowners and renters in the Northwest suburbs.

##### CONTRACT AMOUNT; TERM; LOCATION

* Funding for the consulting services contract will be supported through a grant from a third party foundation and Cook County CDBG funds (the “Grant”).  The successful consulting candidate will be awarded a consulting services contract for a period of nine months or until funding is exhausted.  The consulting services contract shall be for an amount to be determined in advance of contract execution, **but shall not exceed $16,000.** The contract may be extended by agreement of the parties, should additional funds be available.
* The consultant should plan to work from their own workplace; however the participating Communities and the Metropolitan Mayors Caucus are willing to provide meeting space, printing and photocopies services as needed.
* The successful candidate may have to carry insurance acceptable to the Collaborative, which may include professional liability insurance.

**AWARD OF CONTRACT**

The following criteria will be used by the Northwest Suburban Housing Collaborative to evaluate the statements and select a consultant:

1. Proposals should illustrate that the consultant has experience to successfully carry out and operate the project with all required components
2. Interview with the Metropolitan Mayors Caucus staff and Collaborative Member representatives

**Submission Requirements**

The submission must include the following elements:

1. Cover letter describing relevant experience and how consultant would approach project.
2. Total cost to complete project, including hourly rate and estimated total hours.
3. Resume or Background of firm, including:

* Educational background,
* Experience,
* Certifications

1. Writing Sample
2. References from at least two (2) communities, professional contacts or organizations where similar duties were performed.

* References should include descriptions of the project.

An electronic proposal submitted electronically to:

Allison Milld Clements, Director of Housing Initiatives, Metropolitan Mayors Caucus

[Amilld@mayorscaucus.org](mailto:Amilld@mayorscaucus.org)

All proposals must be received by **November 30, 2016 at 5:00pm CST.** Late statements will not be accepted.

The Northwest Suburban Housing Collaborative reserves the right to review the statements based on the Applicant’s ability, experience, and thoroughness of information provided.

After reviewing the proposals, the Collaborative will determine which applicants will be interviewed. Interviews will be conducted in December 2016.

##### ADDITIONAL PROPOSAL REQUIREMENTS AND INFORMATION

Proposals must include the responding individual’s qualifications, availability for commencement of the consulting services involved, and experience in accordance with minimum qualifications and consultant responsibilities and duties set forth above.

The Metropolitan Mayors Caucus, on behalf of the Collaborative, will evaluate proposals based on cost, qualifications, and additional factors deemed relevant.

The Metropolitan Mayors Caucus, on behalf of the Collaborative, retains the right to reject all proposals or any individual proposal for any reason. The contract will not necessarily be awarded to the person submitting the lowest proposed cost.

The Metropolitan Mayors Caucus, on behalf of the Collaborative, reserves the right to reject or refuse any or all proposals, or any part thereof, make counter proposals and/or engage in negotiation with any or all persons making a proposal in order to obtain the required and appropriate contractual relationship at a cost acceptable to the Collaborative and which will, in the sole judgment of the Collaborative, best serve the interests of the Collaborative.

The Metropolitan Mayors Caucus, on behalf of the Collaborative, reserves the right to extend the response period, including but not limited, to supply further information, to make revisions in the description and responsibilities and duties set forth herein or to solicit additional proposals from other individuals.

The Metropolitan Mayors Caucus, on behalf of the Collaborative, reserves the right to cancel or amend the RFP at any time, without liability for any loss, damage, cost or expense incurred or suffered by any individual as a result of that change or cancellation. This RFP does not constitute an offer to hire and the submittal of a responsive proposal is not deemed to be an acceptance. The submittal of a proposal is merely an offer to perform contract consulting services which may or may not be accepted by the Collaborative. Until such time as the Grant is awarded to the Collaborative to fund the consulting services contract, no contract shall be entered into. In the event that the Grant is not awarded for any reason, the Collaborative shall be under no obligation to enter into a consulting services contract. Participation in this RFP process does not create any enforceable contract rights.

Each responding individual is solely responsible for the risk and cost of preparing and submitting its proposal to this RFP, and the Collaborative are not liable for the cost of doing so or obliged to remunerate or reimburse any responding individual for that cost. This RFP does not impose on the or Collaborative any duty of fairness or natural justice to any or all responding individuals with respect to this RFP or the process it creates.

The consulting services contract shall provide that the successful candidate may be terminated for any reason and at any time without notice. The consulting services contract shall also provide that upon termination, the successful candidate shall waive any and all claims of any kind he or she may have against the Collaborative, provided the Collaborative have fulfilled all of their obligations under the contract.

The Metropolitan Mayors Caucus and Collaborative are entitled to act in their sole, absolute and unfettered discretion.