



## Request for Proposals

Professional Services for the Preparation of:

Five-Year Consolidated Plan  
Annual Action Plan  
Neighborhood Revitalization Strategy Area Plan Update

**Issued By:**

City of Aurora  
Purchasing Division  
44 E. Downer Place  
Aurora IL 60507

**Proposal Contact:**

City of Aurora  
Jolene Coulter  
Director of Purchasing  
[PurchasingDL@aurora-il.org](mailto:PurchasingDL@aurora-il.org)

**RFP Release Date:**

March 11, 2019

**RFP Closing Date:**

April 12, 2019, 5:00 PM CST  
Late submissions are **not** accepted.

**Expected Timeline**

RFP Release:	March 15, 2019
Questions Due:	April 5, 2019
Addendum Posted:	April 8, 2019
RFP Deadline:	April 12, 2019
Staff Review Concludes:	April 26, 2019
Contract to Consultant for Execution:	May 28, 2019
Project Begins:	June 3, 2019
Estimated Project Completion Date:	November 22, 2019
Plans Submitted to HUD:	Spring 2020

**Minority and Women Owned Business Enterprises (MBE/WBE) are encouraged to submit bids on this Project.**

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## **Introduction**

The City of Aurora is seeking professional services to complete the City of Aurora Consolidated Plan (ConPlan) 2020-2024 and an update to the Neighborhood Revitalization Strategy Area (NRSA) in accordance with the Department of Housing and Urban Development (HUD) requirements and all applicable HUD guidelines. The most current version is available on the City website on the Neighborhood Redevelopment Division subpage under “downloads.”

The City of Aurora, Illinois is a CDBG entitlement community, HOME Program participating jurisdiction, and recipient of Emergency Solutions Grant (ESG). The City of Aurora 2018 allocation was \$1,641,455 in CDBG, \$750,553 in HOME funds, and \$136,287 in ESG funds. The City of Aurora 2020-2024 Consolidated Plan is scheduled for substantial completion on November 22, 2019, with submittal to HUD in Spring 2020, or when the 2020 grant amounts are received by the City.

## **City Profile**

Incorporated in 1875, the City of Aurora was the first in the United States to use electric lights for publicly lighting the entire City, achieving the nickname, “City of Lights.”

With a population of 200,965 according to the most recent update to the U.S. Census, the City has steadily grown throughout the years to become the second largest city in the State of Illinois.

The City is accessible through five interchanges on the East/West Tollway Corridor. Corporate offices and commercial growth on the City’s east and west sides continue to expand the City’s boundaries, now stretching from Route 59 on the east to portions beyond Orchard Road on the west. The Far East Side of the City includes the regional Westfield Shoppingtown at Fox Valley (formerly known as Fox Valley Mall) and residential areas and is projected to house 60,000 people within the next twenty years. The City extends into four counties, Kane, DuPage, Kendall, and Will. There are six school districts and seven townships covered within the city limits. There are four historic districts and a large number of individual landmark designations for many of the City’s buildings.

The City of Aurora is rich in history and pride. The future for the “City of Lights” looks bright as the community continues to grow and prosper.

## **Anticipated Scope of Work and Project Approach**

The Consolidated Plan is expected to be a comprehensive document that aligns, at a minimum, the following:

- Community Development Block Grant
- HOME Investment Partnership Program
- Emergency Solutions Grant
- Neighborhood Revitalization Strategy Area (NRSA)

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Proposers will follow the guidelines of the Consolidated Final Rule 24 CFR Part 91 for required contents of the Consolidated Plan. The plan should address housing and homeless needs using the housing market analysis and public input from the community including citizens, outreach organizations/groups, and community officials to develop a strategic plan that address the needs of the community by developing and prioritizing specific goals with progressive attainment of a phase or portion of those goals annually over the five (5) year plan life. The City of Aurora at this time **will not** be making updates to the Analysis of Impediments to Fair Housing Choice that was last completed in 2012. The most current version is available on the City website on the Neighborhood Redevelopment Division subpage under “downloads.”

The plan shall clearly convey the intent to a broad audience, explaining the purpose that the plan serves, identify the community needs, define the strategies and goals, and prioritize the most urgent needs and target areas.

In addition to creation of the Consolidated Plan and update to the NRSA in paper and electronic form, the final version of the plans must be submitted via the Integrated Disbursement Information System (IDIS) online reporting system of HUD using the e-Con Planning Suite. Proposers must be proficient in the data entry of plans within the system.

The approach proposed for the project should incorporate the following elements, in addition to any other elements or tasks that may be deemed necessary:

- Public Participation Process. The public shall be engaged in the creation of the Consolidated Plan and update to the NRSA. Stakeholders shall include, but not be limited to: citizens, municipal officials, real estate professionals, human services professionals, job workforce/human resources professionals, business owners, local non-profit agencies, Kane County Continuum of Care, and housing developers.
- Coordination with City Staff. The final product should be developed in close coordination with City staff and include interactive feedback as the work proceeds. City staff will assist in the gathering of public contacts for outreach and in scheduling meeting space within the City Hall and other locations for public input.

Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the proposer’s capabilities to satisfy the requirements of this RFP. Emphasis should be given to 1) conformance to the RFP instructions; 2) responsiveness to the RFP requirements; and 3) completeness and clarity of content.

Key deliverables include:

- Complete a 5-year Consolidated Plan based on HUD requirements
- Complete a 2020 Annual Action Plan based on HUD requirements
- Evaluate and Update NRSA to identify goals, objectives, action strategies, and boundaries
- Set-up, Complete and submit the Consolidated Plan and Action Plan to HUD via the eCon Planning Suite.

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- Assist with the Consultation and Citizen Participation Process including multiple focus group meetings
- Review Consolidated Plan, Action Plan, NRSA update, and eCon Planning Suite set-up with staff.
- Make one (1) presentation to the City Council
- Provide progress reports on the completion of the Consolidated Plan upon request.

All drafts of the plan should be submitted as three (3) hard copies and one (1) copy on a flash drive so that additional copies can be made as necessary. Any maps, graphics, tables, drawings, or illustrations should be made available as separate documents for the purposes of utilizing them in subsequent annual action plans to convey the purpose and content of the Consolidated Plan goal. A copyright release will be requested in order for staff to make copies of any copyrighted materials submitted.

Rules Governing Competition

Any requests for interpretation should be submitted in writing to the Director of Purchasing, by e-mail at [PurchasingDL@aurora-il.org](mailto:PurchasingDL@aurora-il.org) by **8:00 am CST, Friday, April 5, 2019**. As appropriate, interpretations will be summarized in the form of an addendum to the RFP, which will be posted to the City's website at <https://www.aurora-il.org/bids.aspx> by **5:00 pm, CST, Monday, April 8, 2019**. Questions received after the Friday, April 5, 2019 8:00 am date/time will not receive a response.

It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this request for proposal.

The City of Aurora reserves the right to reject any and all proposals and has the right in its sole discretion to accept the proposal it considers the most favorable to the interests of the City of Aurora. In the event that all proposals have been rejected, the City further reserves the right to seek out new proposals when such procedure is deemed reasonable and in the best interest of the City of Aurora.

The City of Aurora shall not be liable for any expenses incurred by the applicant including, but not limited to, expenses associated with the preparation of the proposal; any meeting required during the selection process; presentations or interviews; preparation of the cost statement; or final contract negotiations.

All responses to the Request for Proposals will become the property of the City of Aurora.

Addenda

Questions will be answered in the form of an addendum and emailed to all vendors on record associated with this RFP. Changes and clarifications posted in the form of addenda to the RFP may occur prior to the RFP opening date and time.

Proposers have sole responsibility to seek, obtain and properly consider Addendums. Proposers that fail to properly acknowledge receipt of addenda on the outside of their proposal package may be rejected by the City of Aurora, or the City of Aurora may choose to accept the proposal with the sole responsibility upon the Proposer for adhering to the addendums regardless of acknowledgement above.

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Examination of Proposals

Proposers should carefully examine the entire RFP document and any addenda, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the work and the conditions likely to be encountered in performing the work.

Proposal Submission

Three (3) copies and one copy on a flash drive of the proposal must be received by the City of Aurora Purchasing Division prior to 5:00 P.M. on April 12, 2019. All copies of the proposals must be under sealed cover and plainly marked. Proposals shall be delivered or mailed to:

City of Aurora  
Attn: Purchasing Division  
44 East Downer Place  
Aurora, IL 60507

REQUEST FOR PROPOSAL FOR CITY OF AURORA CONSOLIDATED PLAN 2020-2024

Proposal Acceptance Period and Timeline

Staff review of proposals is expected to be completed no later than April 26, 2019. The awarding of the contract is expected by May 28, 2019 pending City Council approval. The project is expected to commence June 3, 2019. The following timeline is anticipated:

RFP Released:	March 15, 2019
Questions Due:	April 5, 2019, 8:00 am CST
Responses/Addendum:	April 8, 2019, 5:00 pm CST
RFP Due Date:	April 12, 2019, 5:00 pm CST
Conclusion of staff review:	April 26, 2019
Contract Sent to Consultant for Execution:	May 28, 2019 (pending City Council approval)
Begin Plan:	June 3, 2019
Complete Consolidated Plan/Action Plan:	November 22, 2019
Submittal to HUD:	Spring 2020

Confidentiality

The content of all proposals will be kept confidential until the selection of the Contractor is publicly announced. At that time, the selected proposal is open for review. After the award of the contract, all proposals will then become public information.

Timeline and Budget

Work shall begin immediately upon award and shall be completed no later than six (6) months from the date of commencement.

Travel reimbursement, including meal reimbursement and transportation costs shall not exceed GSA per diem guidelines at [www.gsa.gov](http://www.gsa.gov). Budgets shall include an itemized cost for the elements described herein. Additional items beyond those outlined in the RFP must be listed in the estimated budget separately.

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Signature Requirements

All proposals must be signed. A proposal may be signed by an officer or other agent of a corporate vendor, if authorized to sign contracts on its behalf; a member of a partnership; the owner of a privately-owned vendor; or other agent properly authorized by a power of attorney or equivalent document. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

News Releases

News releases pertaining to the award resulting from the RFP shall not be made without prior written approval of the City of Aurora.

Disposition of Proposals

All materials submitted in response to this RFP will become the property of the City of Aurora. One copy shall be retained for the official files of the City of Aurora and will become public record after award of the contract.

Modification/Withdrawal of Proposals

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new proposal prior to the final submission date; or submit written modification or addition to a proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City of Aurora after the date of receipt and following any requested presentations.

Late Submissions

Proposals not received by the date and time specified in this request for proposals will not be considered, and will be returned unopened. Fax and emails proposals will not be considered.

Proposal and Submission Requirements

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposals shall not exceed thirty (30) pages in length (*including* letter of transmittal, resumes, title page(s) and index/table of contents). Information in excess of those allowed will not be evaluated or scored. One page shall be interpreted as one side of a single-lined, typed, 8 ½" x 11" piece of paper.

Title Page

Reference the RFP, the name of your firm, address, telephone number(s), name of contact person with their email address and phone number and date.

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Clearly identify the materials by section and page number.

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Letter of Transmittal

Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide the services as specified. In addition, give the name(s) of the person(s) who are authorized to make representations for your firm, their titles, address, email addresses, and telephone numbers. Please include proposal price in this letter of transmittal, and include a fee structure outlining a base price with fees for extra related expenses.

Response to Criteria

The balance of the proposal shall be organized in the following manner.

1. Firm Background: Background on the firm and its associated specialties. An additional page may be included to highlight the background of any proposed subcontractors.
2. Previous Experience: A summary of the firm's experience in working with similar projects. The number of hours worked and total fees charges for projects should also be included.
3. Project Approach: A summary of the firm's anticipated approach for the completion of the Consolidated Plan.
4. Proposed Personnel: Resumes for each of the leading staff members that will perform the majority of the work on the project. Resumes for corporate leadership should not be included unless said individuals will be performing substantial work on this project.
5. Timeline: A schedule of how the Consolidated Plan will be completed.
6. Project Hours: Estimate in detail the number of hours the leading staff members will work on the project. Also estimate the number of hours any other staff members will work on this project.

Criteria

The criteria to consider during evaluations, and the associated point values, are as follows:

Previous Experience (20 points)

Response must describe previous projects that the project team has worked on that are related in size and scope of this project. Describe the dollar amount of the contract and a brief narrative of the successes encountered during the contract period. Address how the experience will help your team to perform under this contract and provide references for each project. The City of Aurora reserves the right to investigate referenced projects, contact references and research other projects the respondent has worked on.

Proposer must, with sufficient notice, be available to attend City Council meetings and staff meetings and other meetings or presentations related to the fulfillment of this RFP.

Proposer shall specify the name(s) and experience of each person who would perform the items identified in the scope of services, herein. Attached resumes for primary personnel are required.

Proposer shall provide evidence/documentation of all required Certifications for each individual performing technical services.



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Project Approach (20 points)

Response must demonstrate your comprehension of the HUD Consolidated Planning process and guidelines. Also, define any assumptions made in formulating Criteria Response.

Response must outline the methods for accomplishing the proposed contract and address adequacy of proposed Scope of Work. Describe what, when, where, how and in what sequence the work will be done. Identify the amount and type of work to be performed by any subcontractors. Identify any distinct and substantive qualifications for undertaking the proposed contract such as unique approaches or concepts relevant to the required services which the firms may use.

Proposed Personnel, Timeline and Project Hours (20 points)

Response must name the individuals to perform the required services, plus any other professional/technical functions you deem essential to perform the services. Describe the work to be performed by the individuals you name to perform essential functions and detail their specific qualifications and substantive experience directly related to the proposed contract.

Response must also:

1. Discuss both current and potential time commitments of your proposed project staff to all clients;
2. Show a workload allocation table that demonstrates the number of hours that project staff will be devoted to the project, by project phase and cost for each;
3. Discuss the projected workload of each firm (primary contractor and any subcontractors) for all clients;
4. Demonstrate adequate support personnel, facilities and other resources to provide the services required and cost; and
5. Describe other resources of technical capabilities available to the Proposer which will specifically benefit the project.

Proposal Price (20 points)

Committee members will evaluate the price to determine the best overall proposal.

Quality of Proposal (20 points)

Proposers do not respond directly to this criterion. Committee members will rate this criterion based on their perception of the clarity, completeness and presentation of the submittal. This criterion is NOT used to evaluate color, graphics or other visual techniques except as they may detract from legibility.

Evaluation Process

The City of Aurora will evaluate all proposals, and rank them on the basis of the scoring and weighting system outlined above.

The City of Aurora may conduct in-person interviews with the highest-ranked firms. The purpose of the interviews would be to allow for expansion upon the written responses. The final selection will be based on the total of all evaluators' scores and evaluation of any in-person interviews. The highest ranked respondent may then be invited to enter into final negotiations with the City of Aurora for the purposes of contract awarding.



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**Contractual Agreements**

The City of Aurora will execute contracts for the above services. The following are important provisions that will be contained in the contracts:

1. Vendor submittal of W-9 form required.
2. Conflict of Interest Certification
3. Certificate of Insurance
4. Completed City of Aurora Vendor Application Packet

General Requirements

The selected Proposer shall maintain for the duration of the contract and any extensions thereof, at Proposer's expense, insurance that includes "Occurrence" basis wording and is issued by a company or companies qualified to do business in the State of Illinois that are acceptable to the Grantee, which generally requires that the company(ies) be assigned a Best's Rating of A or higher with a Best's financial size category of Class XIV or higher, in the following types and amounts:

(a) Commercial General Liability in a broad form, to include, but not limited to, coverage for the following where exposure exists: Bodily Injury and Property Damage, Premises/Operations, Independent Contractors, Products/Completed Operations, Personal Injury and Contractual Liability; limits of liability not less than:

\$1,000,000 per occurrence and \$2,000,000 in the aggregate;

(b) Business Auto Liability to include, but not be limited to, coverage for the following where exposure exists: Owned Vehicles, Hired and Non-Owned Vehicles and Employee Non-Ownership; limits of liability not less than:

\$1,000,000 per occurrence, combined single limit for:  
Bodily Injury Liability and Property Damage Liability

Certificate of Insurance

The selected Proposer agrees that with respect to the above required insurance that:

(a) The selected Proposer shall be provided with Certificates of Insurance evidencing the above required insurance, prior to commencement of the contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least fifteen (15) days prior to the expiration or cancellation of any such policies;

(b) The contractual liability arising out of the contract shall be acknowledged on the Certificate of Insurance by the insurance company;

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(c) The Proposer (selected) shall be provided with thirty (30) days prior notice, in writing, of Notice of Cancellation or material change and said notification requirement shall be stated on the Certificate of Insurance.

(d) Subcontractors, Independent Contractors, and employees if any, shall comply with or be provided for the same insurance requirements; and

(e) City of Aurora will be named as a primary, non-contributory additional insured on both General and Auto Liability Insurance policies and indicate said status on any Certificates of

Insurance provided to the City pursuant to this project. The address for certificate holder must read exactly as:

City of Aurora  
44 E. Downer Place  
Aurora, IL 60507

(f) Insurance Notices and Certificates of Insurance shall be provided to:

City of Aurora  
Attn: Purchasing Division  
44 E. Downer Place  
Aurora, IL 60507

(g) Acceptance or approval of insurance shall in no way modify or change the indemnity or hold harmless clauses in this agreement, which shall continue in full force and effect.

## 5. Reserved Rights

The City reserves the right at any time and for any reason to reject any and all Proposals, to waive irregularities, or to accept an alternate proposal. The minimum requirements are for purposes of evaluation; proposals that do not meet the minimum qualifications as outlined herein or address submission requirements will be rejected. Proposal evaluation will be completed by the City of Aurora Community Services Department, Neighborhood Redevelopment Division and related entities in accordance with CFR Part 200.

City reserves the right to conduct discussions with any Proposer who submits an acceptable or potentially acceptable proposal. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of such discussions, the Neighborhood Redevelopment Division shall not disclose any information derived from one proposal to any other vendor.

**Any Proposer who owes the City on a past due balance may be disqualified at the City's discretion.**

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The City reserves the right to negotiate specifications, terms, and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The City may require the RFP and the proposer's proposal be incorporated in full or in part as Contract Documents. This implies that this RFP and all responses, supplemental information, and other submissions provided by the vendor during discussions or negotiations may be held by the City of Aurora as contractually binding on the successful vendor.

Upon determination of a proposer's proposal, if the Neighborhood Redevelopment Division deems the proposal to be unacceptable, such vendor shall not be afforded an additional opportunity to supplement its proposal.

The City reserves the right to reject any proposal submitted by any proposer, either named in person or by entity name, or the proposer's principals, shareholders, members, partners, or affiliates, if such names are listed on the System for Award Management (SAM) [www.sam.gov](http://www.sam.gov).

6. Taxes

The City of Aurora is exempt, by law from paying State and City Retailer's Occupation Tax, State Service Occupation Tax, State Use Tax and Federal Excise Tax upon City works and purchases. The City of Aurora's Sales Tax Exemption Number is E9996-0842-07.

7. Payments

The vendor shall furnish the City with an itemized invoice. Payment shall be made in accordance with the provisions of the "Local Government Prompt Payment Act" and with CFR Part 200 after review of costs are deemed reasonable and necessary and in accordance with the contract between the vendor and the City. Vendor will be required to submit a W-9 form and verify remit address and point of contact for billing payment inquiries. If performance or invoice is deemed unsatisfactory for the requested payment, payment will be rejected with notice to the vendor providing reasons for rejection and allowing vendor to respond within thirty (30) days.

8. Fees

The final fees as agreed upon via contract between the City and selected Proposer will not increase during the entire term of the contract unless agreed upon by both parties. Any fees that may be subject to increase must be defined as part of the RFP response and clearly outlined accordingly.

9. Law Governing

A contract resulting from the RFP shall be governed by and construed according to the laws of the State of Illinois and the code of federal regulations 2 CFR Part 200.

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10. Cancellation

Failure to comply with the terms and conditions as herein stated shall be cause for cancellation of the contract. The City will give written notice of unsatisfactory performance and the vendor will be allowed thirty (30) days to take corrective action and accomplish satisfactory control. If at the end of the thirty (30) days, the City deems the vendor's performance still unsatisfactory, the contract shall be canceled. The exercise of its right of cancellations shall not limit the City's right to seek any other remedies allowed by law.

11. Equal Employment Opportunity Requirements

The successful Proposer will be required to certify compliance with Equal Employment Opportunity Regulations as defined by the City and 42 CFR 130.15(b), 41 CFR Chapter 60, and Executive Orders 11246, 11375, 12006 and said orders as amended.

12. Compliance

Will comply with applicable federal statues as per 24 CFR Part 570 and 24 CFR Part 92 including:

- Civil Rights  
The Proposer agrees to comply with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, the Fair Housing Act, Section 104 (b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063 as amended by Executive Order 12259 (Equal Opportunity in Housing), Executive Order 11246 as amended by Executive Orders 11375, 11478, 12086 and 12107 (Equal Employment Opportunity), and Executive Order 13279 (Equal Protection of Laws for Faith-Based and Community Organizations).
- Conflict of Interest  
In the procurement of supplies, equipment, services, and construction work, the recipient shall conform to the Conflict of Interest provisions as outlined in 24 CFR Part 570.611 and 24 CFR Part 85.36 and 24 CFR Part 84.42 as applicable. Specifically, the Proposer, its employees or designees, agents, consultants or officials and directly related persons to aforementioned persons, that exercise any responsibility or attain knowledge related to the responsibilities of the activity as per this Agreement shall not have or gain a financial interest or any such benefit as a result of procurement or activities carried out as part of this Agreement.
- Hatch Act  
The Proposer agrees that no funds provided, nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V United States Code.

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- Affirmative Action  
The Proposer shall use its best efforts to obtain the participation of services, supplies, and other purchases from minority group members and women-owned businesses.
  
- Section 504, the Architectural Barriers Act of 1968 and the Americans with Disabilities Act  
The Proposer acknowledges compliance with the Rehabilitation Act of 1973, specifically including Section 504 and as amended meaning the recipient shall not discriminate on the basis of a handicap in employment or in programs for qualified handicapped persons. Further, the recipient shall comply with the Architectural Barriers Act of 1968 and the Americans with Disabilities Act as related to the access of and construction of facilities or places as used or developed in part or whole and an activity governed under this Agreement for persons with disabilities. The ADA mandates that structurally-based architectural and communications barriers be removed, provided that the removal be readily achievable, easily accomplished and capable of being accomplished with little difficulty or expense.
  
- Drug-free Workplace  
The Proposer certifies it will provide a drug-free workplace by:
  - Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the recipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required as above;
  - Notifying the employee in the statement required as above that, as a condition of employment under the grant, the employee will:
    - Abide by the terms of the statement; and
    - Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
    - Notifying the Grantee within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction.
    - Taking one of the following actions, within thirty (30) days of receiving notice with respect to any employee who is so convicted:
      - i. Taking appropriate personnel action against such an employee, up to and including termination; or
      - ii. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
      - iii. Making a good faith effort to continue to maintain a drug-free workplace.

### 13. Termination for Cause

The City may terminate its Contract with the Contractor, for cause, upon ten (10) days prior written notice to the Contractor indicating the Contractor's default in the performance of any term of the Contract.

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14. Termination for Convenience

The City of Aurora may terminate its Contract with the Contractor, for its convenience, at any time by thirty (30) days written notice to the Contractor. In the event of the City's termination of the Contract, the Contractor will be paid for those services actually performed up to the point of the termination effective date. Partially completed performance of the Contract will be compensated upon a signed statement of completion submitted by the Contractor which shall itemize each element of the performance and which upon review and approval by the City will be paid.

The City reserves the right to reject all Proposals; to request additional information concerning any Proposal for purposes of clarification; to accept or negotiate any modification to any Proposal, following the deadline for receipt of all Proposals; and to waive any irregularities, if such would serve the best interest of the City.

Any requests for interpretation should be submitted in writing to the Director of Purchasing, by e-mail at [PurchasingDL@aurora-il.org](mailto:PurchasingDL@aurora-il.org) by **8:00 am CST, Friday, April 5, 2019**.

As appropriate, interpretations will be summarized in the form of an addendum to the RFP, which will be posted to the City's website at <https://www.aurora-il.org/bids.aspx> by **5:00 pm, CST, Monday, April 8, 2019**. Questions may not be communicated by the telephone. Questions received after the Friday, April 5, 2019 8:00 am date/time will not receive a response.

It is the sole responsibility of the respondent to be knowledgeable of all addenda related to this request for proposal.