

RESOLUTION NO. 2018-511

A RESOLUTION AWARDED A CONTRACT TO TRIAD ASSOCIATES, VINELAND, NJ, FOR GRANT CONSULTING SERVICES FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT/HOME PROGRAMS.

WHEREAS, the City of Vineland has heretofore advertised for proposals for Grant Consulting Services to provide Technical Assistance for the Community Development Block Grant/HOME Programs; and

WHEREAS, the Request was published on the City's official website and in the City's official newspaper; and

WHEREAS, one proposal was received and referred to the Director of the Community Development Program for evaluation and recommendation; and

WHEREAS, it has recommended that a contract for the required services be awarded to Triad Associates, Vineland, NJ, based upon the proposal received, pursuant to a fair and open process; and

WHEREAS this contract is awarded in an amount not to exceed \$118,000.00, for the period which shall run concurrently with the City's Program Year (July 1 to June 30) and be effective for a two (2) year period beginning July 1, 2018, with the option to renew for one (1) additional two (2) or two (2) additional one (1) year terms; and

WHEREAS, the availability of funds for said Contract to be awarded herein have been certified by the Chief Financial Officer; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Vineland that said contract for Grant Consulting Services to provide Technical Assistance for the Community Development Block Grant/HOME Programs, be awarded to Triad Associates, Vineland, NJ, based upon the proposal received, pursuant to a fair and open process, in an amount not to exceed \$118,000.00, for the period which shall run concurrently with the City's Program Year (July 1 to June 30) and be effective for a two (2) year period beginning July 1, 2018, with the option to renew for one (1) additional two (2) or two (2) additional one (1) year terms.

Adopted:

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President of Council

ATTEST:

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City Clerk

**REQUEST FOR RESOLUTION FOR CONTRACT AWARDS**

(professional service, EUS, software maintenance, etc.)

September 13, 2018



1. Service (detailed description): Grant Consulting Services
2. Amount to be Awarded: \$ see attached cost proposal  
 Encumber Total Award *Per Ken H. Not to exceed \$118,000*  
 Encumber by Supplemental Release
3. Amount Budgeted: \$118,000.00
4. Budgeted: By Ordinance No.  
Or Grant: Title & Year: HUD HOME & CDBG funding approval P.Y. 2018
5. **\*\*Account Number to be Charged:** Account numbers to be assigned when new financial system becomes operational.
6. Contract Period: Contract period which shall run concurrently with the City's Program Year (July 1 to June 30) and be effective for a two (2) year period beginning July 1, 2018 with the option to renew for one (1) additional two (2) year term or two (2) additional one (1) year terms
7. Date To Be Awarded: October 9, 2018
8. Recommended Vendor and Address:  
  
TRIAD Associates 1301 W. Forest Grove Rd. Vineland, NJ 08360
9. Justification for Vendor Recommendation:(attach add'l information for Council review)  
  
TRIAD has successfully provided service to the City of Vineland for over forty years. Their expertise and knowledge of COAH & HUD's rules, regulations and new program requirements will continue to assist the Community Development Program with program delivery.
10.  Non-Fair & Open  
 Fair & Open: How was RFP advertised? Vineland Daily Journal see attached (AOP)
11. Evaluation Performed by: Kenneth J Heather
12. Approved by: \_\_\_\_\_  
  
Robert E. Dickenson
13. Attachments:  
  
 Awarding Proposal  
 Other: \_\_\_\_\_

\* Copy Purchasing Agent

\*\* If more than one account #, provide break down

**COST PROPOSAL**

Triad Associates will undertake the specified tasks in the RFP. While the contract amount is subject to negotiations upon award of the contract, the following illustrates the cost for the specific itemized deliverables and the hourly rate schedule, which includes all travel, clerical and related expenses:

**Deliverables**

Item	Price
Preparation of 2019 Annual Action Plan	\$6,500.00
Preparation of 2018 & 2019 Consolidated Annual Performance Reports (CAPER)	\$6,200.00 per year
Preparation of Environmental Review Record	\$6,000.00 per year
Preparation of Five-Year Consolidated Plan (including 2020 Action Plan)	\$21,160.00*
Preparation of Analysis of Impediments	\$15,000.00**
Residential Rehab Services (Per Project)	\$4,000.00 per case
Hourly rate(s) for any additional services which may be required in connection with CDBG/HOME Programs or other Grant Consulting Services	\$140.00 per hour

\* Proposed fee for the 5-Year Consolidated Plan includes preparation of the 2020 Action Plan

\*\* Proposed fee for Analysis of Impediments is not to exceed \$15,000 to be invoiced hourly at a blended rate of \$140.00 per hour.

**HOURLY RATES:** The following chart includes our current hourly rates. Services provided on an hourly basis will be invoiced at the hourly rate effective at the time of service. These rates include all clerical and related expenses.

STAFF CATEGORY	RATE
Principal ( <i>Chairman/President/Vice President</i> )	\$175 per hour
Technical Advisor	\$150 per hour
Senior Associate	\$150 per hour
Associate	\$135 per hour
Junior Associate	\$100 per hour

**Cost Proposal Analysis found on page 19 of TRIAD's "Response to Request for Proposals"**

Preparation of 2019 Annual Action Plan (2015) \$6,400.00 \$6,500.00

Action Plan describes activities grantee are planning to accomplish in the upcoming program year

Preparation of 2018 & 2019 Consolidated Annual Performance Reports (CAPER) \$6,200.00 per year

CAPER describes accomplishments in the past year \$6,100.00

Preparation of Environmental Review Record \$5,900.00 \$6,000.00 per year

ERR documents that federally assisted activities will not take place in environmentally sensitive areas

Preparation of Five-Year Consolidated Plan (including 2020 Action Plan) \$21,160.00 \$21,160.00\*

Plan describes goals & objectives for the next five years for the COV & five participating Consortium members. Vineland, Millville, Bridgeton, Fairfield & Pittsgrove Township.

Preparation of Analysis of Impediments \$15,000.00\*\*

A required study to be prepared & submitted prior to the Five-Year Con-Plan, see attach fact sheet. Actual costs might be lower if a regional analysis can be undertaken. A possibly would be collaborating with the other municipalities that have the same requirement to undertake this study.

Residential Rehab Services (Per Project) \$4,000.00 per case

These costs are project delivery and sourced from each project and not admin allocation. This applies to both COAH & HUD HOME rehabs.

Hourly rate(s) for any additional services which may be required in

connection with CDBG/HOME Programs or other Grant Consulting Services \$140.00 \$140.00 per hour

These fees are for general program assistance, projected at 70 hours. Approx. \$10,000.00

\* Proposed fee for the 5-Year Consolidated Plan includes preparation of the 2020 Action Plan

\*\* Proposed fee for Analysis of Impediments is not to exceed \$15,000 to be invoiced hourly at a blended rate of \$140.00 per hour.

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all clerical and related expenses. STAFF CATEGORY RATE: Principal (Chairman/President/Vice President) \$175 per hour, Technical Advisor \$150 per hour, Senior Associate \$150 per hour, Associate \$135 per hour, Junior Associate \$100 per hour





# AFFH FACT SHEET:

## THE DUTY TO AFFIRMATIVELY FURTHER FAIR HOUSING

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### WHAT IS THE DUTY TO AFFIRMATIVELY FURTHER FAIR HOUSING?

From its inception, the Fair Housing Act (and subsequent laws reaffirming its principles) not only prohibited discrimination in housing related activities and transactions but also imposed a duty to affirmatively further fair housing (AFFH). The AFFH rule sets out a framework for local governments, States, and public housing agencies (PHAs) to take meaningful actions to overcome historic patterns of segregation, promote fair housing choice, and foster inclusive communities that are free from discrimination. The rule is designed to help program participants better understand what they are required to do to meet their AFFH duties and enables them to assess fair housing issues in their communities and then to make informed policy decisions.

**For purposes of the rule, affirmatively furthering fair housing** “means taking meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws. The duty to affirmatively further fair housing extends to all of a program participant’s activities and programs relating to housing and urban development.”

**For purposes of the rule, meaningful actions** “means significant actions that are designed and can be reasonably expected to achieve a material positive change that affirmatively furthers fair housing by, for example, increasing fair housing choice or decreasing disparities in access to opportunity.”

### WHAT IS THE PROCESS PROGRAM PARTICIPANTS MUST FOLLOW?

Under the AFFH rule, an “Assessment of Fair Housing” (AFH) will replace the current “Analysis of Impediments” (AI) process. The AFH Assessment Tool, which includes instructions and data provided by HUD, consists of a series of questions designed to help program participants identify, among other things, fair housing issues pertaining to patterns of integration and segregation; racially and ethnically concentrated areas of poverty; disparities in access to opportunity; and disproportionate housing needs, as well as the contributing factors for those issues.

- The Assessment Tool is intended to help communities understand and identify local barriers to fair housing choice. The AFH provides an approach that will help program participants more effectively affirmatively further the purposes and policies of the Fair Housing Act.
- HUD will review the AFH within 60 calendar days after the date of submission. An AFH submission is deemed accepted 61 days after submission unless HUD provides notification on or before that it is not accepted. Non-acceptance notifications will explain the reasons for non-acceptance and how a program participant may remedy deficiencies.
- The AFFH rule establishes specific requirements for the incorporation of the AFH into subsequent Consolidated Plans and PHA Plans in a manner that connects housing and community development policy and investment planning with meaningful actions to AFFH.
- The AFFH rule links existing community participation and consultation requirements to the AFH process to ensure program participants give the public opportunities for involvement in the development of the AFH and in its incorporation into the Consolidated Plan and PHA Plan.