

**VILLAGE OF MAYWOOD
REQUEST FOR PROPOSAL FOR CONSULTING SERVICES CONTRACT:
INTER-JURISDICTIONAL HOUSING COORDINATOR**

Friday, March 6, 2009

The Village of Maywood, in collaboration with the five near west suburban communities of Bellwood, Berwyn, Broadview, Forest Park, and Oak Park (collectively, with Maywood, the Member Communities), is accepting proposals from individuals for a consulting services contract with the Member Communities as an Inter-jurisdictional Housing Coordinator. Responding individuals must meet all qualifications as set forth below and conform to the other requirements set forth herein.

Proposals must be submitted not later than 1:00 p.m., Chicago time, on April 3, 2009, and will be time stamped by the Maywood Village Clerk's Office located at 40 Madison Street, Maywood, Illinois. 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 (in duplicate) and addressed as follows:

RESPONSE TO RFP: INTER-JURISDICTIONAL HOUSING COORDINATOR
c/o Lori Sommers, Director of Community Development
Village of Maywood
40 Madison Street
Maywood, Illinois 60153

No electronic proposals or proposals by facsimile will be accepted. All statements and qualifications received will be considered confidential and not available for public review until after an Inter-Jurisdictional Housing Coordinator consulting services contract has been awarded by the Member 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 VILLAGE, ON BEHALF OF THE MEMBER 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: The Director of Community Development – Village of
Maywood**

From:

Name _____

Mailing address _____

Home address _____

Phone number _____

Fax number _____

E-mail address _____

**Proposal Submittal: Consulting Services Contract - Inter-Jurisdictional
Housing Coordinator**

**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 Housing Coordinator for the Member Communities.**

Signature of proposing party: _____

(For Village Office Use only)

Date/Time Received: _____

Received by: (Initials) _____

CONTRACT CONSULTING SERVICES SOUGHT

The Village of Maywood, on behalf of six near west suburban communities, invites interested parties to submit proposals for the performance of contract consulting services for the Member Communities as an: INTER-JURISDICTIONAL HOUSING COORDINATOR

GENERAL POSITION DESCRIPTION

- Act as an inter-jurisdictional coordinator in aligning the plans, policies, goals, programs, and resources of the six near west suburban communities of Bellwood, Berwyn, Broadview, Forest Park, Maywood and Oak Park (the %Member Communities+), in obtaining Neighborhood Stabilization Program (%NSP+) funding and other housing-related funding from Cook County and the State of Illinois, and in facilitating and coordinating the optimal use of such funding within the Member Communities.

RESPONSIBILITIES/DUTIES

- Work in consort with and at the direction of the Member Communities to create and implement common short and long-term goals in obtaining Neighborhood Stabilization Program funding and other funding from Cook County and the State of Illinois for use in the Member Communities;
- Create efficiencies in communication with Cook County and the State of Illinois by acting as the main point of contact for the Member Communities regarding application for NSP funds and other housing funds for use in the Member Communities, and to ensure consistent interpretation and implementation of NSP requirements;
- Facilitate joint planning, programs and decision-making among the Member Communities related to obtaining and using NSP funds and other housing funds;
- Explore incentives that will encourage local and regional developers to work within priority areas within and approved by the Member Communities;
- Coordinate a variety of activities related to foreclosed properties and optimal use of NSP funds in the Member Communities, including landbanking, acquisition, rehabilitation, marketing and resale of foreclosed or other distressed properties in the Member Communities;
- Identify supportive housing opportunities in new homes created through use of NSP funds;
- Monitor the allocation of NSP funds to ensure that they are being directed to target areas identified by the Member Communities;
- Act as a resource for the Member Communities relative to data and best practices associated with NSP;

- Assemble and coordinate joint employer outreach to discuss employer-assisted housing and engage area employers;
- Complete a long-term needs assessment and action plan relative to local capacity, demand and opportunities for increasing affordable housing opportunities within the Member Communities;
- Create a long-term fundraising plan for the inter-jurisdictional efforts of the Member Communities, including identifying funding sources at all levels and a plan to leverage other public and private resources to supplement NSP funds;
- Formalize the structure of inter-jurisdictional coordination among the Member Communities; and
- Use best efforts to fulfill the above duties and obligations in a diligent and timely manner.

MINIMUM QUALIFICATIONS

- Familiarity with and understanding of federal, State and local programs related to housing and housing funding, including Neighborhood Stabilization Program funding and CDBG funding;
- Three or more years related experience working with local governments, public housing authorities, community-based organizations, not-for-profit organizations, developers or similar on affordable housing and/or related issues;
- Demonstrated ability to work effectively with diverse constituencies, including government officials, community-based organizations, Cook County government, developers, or not-for-profit organizations;
- Strong analytical, written and oral communication skills required;
- Computer literacy and strong organizational skills;
- Graduate degree in urban planning, social service or related fields preferred; and
- Good financial standing with each of the Member Communities (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).

CONTRACT AMOUNT; TERM; LOCATION

- Initial funding for the consulting services contract will be primarily supported through a grant from a third party foundation (the ~~%Grant~~). The successful consulting candidate will be awarded an initial consulting services contract for a one-year term or until funding is exhausted. The consulting services contract shall be for an amount to be determined in advance of contract execution. The contract may be extended by agreement of the parties, should additional funds be available; and

- The successful consulting candidate will be expected to devote 100% of their working time (40 hours per week) in furtherance of the duties and responsibilities set forth herein, from a primary office to be provided by the City of Berwyn.

RESPONSIBILITY and REFERENCES

- The consulting services contract, if awarded, may not be transferred or assigned by the applicant. The successful consultant will be obligated to perform the contracted for work and may not subcontract or outsource the work to another person or entity;
- Please include a description of relevant and related experiences and at least two references with telephone numbers who can help verify your credentials.

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.

After reviewing the proposals, the Village of Maywood's Director of Community Development, on behalf of and in consultation with the Member Communities, will determine which applicants will be interviewed. Interviews will be conducted the week of April 13, 2009.

The Village of Maywood, on behalf of the Member Communities, will evaluate proposals based on cost, qualifications, and additional factors deemed relevant.

The Village of Maywood, on behalf of the Member Communities, 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 cost.

The Village of Maywood, on behalf of the Member Communities, 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 Village and Member Communities and which will, in the sole judgment of the Village and Member Communities, best serve the interests of the Village and Member Communities.

The Village of Maywood, on behalf of the Member Communities, 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 Village of Maywood, on behalf of the Member Communities, 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 Member Communities. Until such time as the Grant is awarded to the Member Communities 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 Member Communities 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 Village and Member Communities 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 Village or Member Communities 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 Member Communities, provided the Member Communities have fulfilled all of their obligations under the contract.

The Village and Member Communities are entitled to act in their sole, absolute and unfettered discretion.

QUESTIONS REGARDING THIS REQUEST FOR PROPOSAL SHOULD BE DIRECTED TO:

Lori Sommers
Director of Community Development
Village of Maywood
40 Madison Street
Maywood, Illinois 60153
708-450-4429
lsommers@maywood-il.org