



# CITY OF HAWTHORNE

## REQUEST FOR PROPOSALS (RFP)

### CDBG AND HOME PROGRAM ADMINISTRATION CONSULTANT

#### Fiscal Years 2026-2032

## BACKGROUND

The City of Hawthorne Housing Department (City) is seeking proposals from qualified firms to provide services required for implementing, administering, and providing technical services for the Community Development Block Grant (CDBG) Program and the HOME Investment Partnerships Program (HOME) and other programs that fall under the umbrella of these funding sources and additional funding tied to these programs.

Such projects include but are not limited to the Housing Rehabilitation Program (HRP), Commercial Rehabilitation Program, HOME Acquisition, Rehabilitation, and Rental Programs.

The City receives annual allocations of CDBG and HOME funds and remains current with the submission of all required Consolidated Plans and Annual Action Plans to the U.S. Department of Housing and Urban Development (HUD). The City's current annual allocations are:

CDBG: **\$1,167,217**

HOME: **\$492,431.60**

The selected consultant will perform professional services under the supervision of the **Director of Housing**.

## PURPOSE OF THE RFP

The purpose of this RFP is to solicit proposals from qualified consultants capable of providing professional services related to the administration and implementation of the City's HUD funded programs.

This RFP is intended to:

- Ensure compliance with HUD and the City's procurement policies
- Provide a fair and competitive selection process

- Identify the most qualified consultant to assist the City with federal housing and community development programs

The resulting contract is expected to cover services for **Fiscal Years 2026 through 2032**, subject to annual funding availability and City Council approval.

## **PROPOSAL GUIDELINES AND REQUIREMENTS**

This is an open and competitive process. **Proposals received after Monday, June 1, 2026, at 4:00 PM will not be considered and will be returned unopened.**

**1.** Responses to this request are limited to 25 pages and should address the following information:

**a.** A brief history of the organization proposing to provide Technical Assistance Services including its qualifications to provide the requested scope of services.

**b.** A list of Public Agencies for which the organization has provided Technical Assistance Services for HUD Consolidated Grant programs in the last five (5) years with the most recent services provided within the last twenty-four (24) months; and the name, address, e-mail address and telephone number of a contact person at three (3) or more Public Agencies.

Include the following:

- Agency name
- Address
- Contact person
- Email address
- Telephone number

**c.** Identify the proposed team of individuals who will deliver the requested services, describe the services that each person will provide, and include a current resume for each person.

**2.** The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal.

**3.** Please submit **two (2) original documents and two (2) fully executed copies** of your proposal to:

**City of Hawthorne Housing Department**  
**Attn: Kimberly Mack, Director of Housing**  
**4455 West 126th Street**  
**Hawthorne, CA 90250**

Certificates of insurance are **not required as part of the proposal submission**, but will be required prior to execution of any agreement.

## **PROCUREMENT TIMELINE**

<b>Activity</b>	<b>Date</b>
RFP Release Date	April 15, 2026
Deadline for Questions	May 15, 2026
Proposal Submission Deadline	June 1, 2026
Proposal Review Period	June 2 – June 15, 2026
Consultant Interviews (if necessary)	Week of June 15, 2026
City Council Award Consideration	June 2026
Contract Start Date	July 1, 2026

## **EVALUATION CRITERIA AND SCORING**

Proposals will be evaluated based on the following criteria:

<b>Evaluation Criteria</b>	<b>Maximum Points</b>
Experience administering HUD CDBG and HOME Programs	30
Qualifications and experience of proposed staff	20
Demonstrated knowledge of HUD regulations and compliance	20
Past performance and references from public agencies	15
Cost proposal and overall value to the City	15

**Total Possible Points: 100**

The City reserves the right to interview selected firms prior to final selection.

# SCOPE OF SERVICES

## GENERAL PROGRAM SERVICES

- Provide technical assistance for the administration of the City's CDBG and HOME funded programs. Research regulations and best practices and answer technical inquiries regarding eligibility along with monitoring of proposed activities. Work with City staff to determine project eligibility along with monitoring of programs to ensure compliance with all Federal, State, and Local reporting requirements.
- Prepare all reports and notices as required by the U.S. Department of Housing and Urban Development, including but not limited to the **Five-Year Consolidated Plan, Annual Action Plans, and the Consolidated Annual Performance and Evaluation Report (CAPER), Citizen Participation Plan, contractor activity reports, and public notices.**
- Setup and maintain activities and narratives in the Integrated Disbursement Information System (IDIS) or any successor HUD system.
- Prepare all HUD-required reports, notices, and documents necessary to process any City-approved amendments to the Consolidated Plan and/or the Annual Action Plan.
- Provide administration and implementation for the CDBG and HOME Housing Rehabilitation, Commercial Rehabilitation, Acquisition, and Rental Programs.
- Prepare necessary environmental review forms and documentation in compliance with 24 CFR Part 58.
- Prepare the Annual Notice of Funding Availability (NOFA) for CDBG and HOME funding.
- Provide Davis-Bacon wage compliance monitoring and reporting, and Section 3 compliance reporting as required for projects utilizing CDBG or HOME funds.
- During HUD monitoring reviews, assist the City in gathering and providing requested information to assure compliance with HUD requirements.
- Present reports to the City Council, elected officials, City staff, Hawthorne residents, and other audiences as requested.
- Process IDIS drawdowns for the CDBG and HOME programs as requested by the City.
- Provide monthly status reports on the status of programs and projects assigned.

- Provide any other services required to properly administer the City’s CDBG and HOME Programs.

## **PROGRAM ADMINISTRATION**

Provide a lump sum budget for preparation of major planning documents, including but not limited to:

- Consolidated Plan
- Analysis of Impediments (AI)
- Citizen Participation Plan (CPP)
- Limited English Proficiency Plan (LEP)

These documents are typically prepared every three to five years. Proposers should base pricing on current practices. For all other services within the scope of work, the City requests a Not-To-Exceed amount.

Consultants should consider that **a portion of the administration funding must remain with the Housing Department** to cover staff costs and other program-related expenses.

Hourly rates and staffing assignments should also be included to demonstrate how services will be delivered.

## **PROGRAM IMPLEMENTATION SCOPE**

The following programs represent anticipated activities under this contract.

Budgets are listed as **Not-To-Exceed** amounts and may change based on **City Council approval**.

# COMMERCIAL FAÇADE REHABILITATION PROGRAM

Estimated Projects: **1 – 10 Businesses**

Budget: **Not to exceed amount**

## Scope of Work

- Develop program guidelines and applications
- Provide consultation on eligible uses of funds
- Conduct Slum and Blight Analysis
- Marketing and outreach
- Application intake and review
- Property inspections
- Assist businesses and contractors through the improvement process
- Final approval and documentation
- Prepare staff reports, legal advertising, and media releases
- Ensure HUD compliance and reporting

Design services will be performed by a **third-party contractor**.

# RESIDENTIAL HOUSING REHABILITATION PROGRAM

Budget: **Not to exceed amount**

## Scope of Work

- Develop program guidelines and application materials
- Conduct income eligibility verification
- Perform housing inspections and cost estimates
- Coordinate contractor bids and project management
- Ensure compliance with HUD Housing Quality Standards (HQS)
- Monitor Davis-Bacon compliance when applicable
- Prepare environmental reviews
- Oversee construction progress and final inspections
- Maintain complete project files and documentation
- Prepare reports and ensure HUD compliance

# HOME ACQUISITION, REHABILITATION, AND RENTAL PROGRAMS

Budget: **Not to exceed amount**

## Scope of Work

- Consult on eligible uses of funds and program requirements
- Draft Action Plans and amendments as needed
- Manage activity files
- Review program applications
- Provide correspondence and applicant support
- Host informational workshops
- Monitor program compliance when applicable
- Implement program activities including inspections and environmental reviews
- Quarterly performance and financial monitoring
- Prepare staff reports and legal notices
- Ensure HUD compliance and reporting

## SPECIAL PROVISIONS

### TERMS

#### 1. Term of Agreement

Unless sooner terminated pursuant to the provisions below, this agreement shall remain in full force and effect for the proposed period of **July 1, 2026 through June 30, 2032**.

#### 2. Annual Agreement

The Consultant will be required to submit an Annual Professional Services Agreement updating the scope of work and cost to perform such services, which must be approved by the City Council unless the Consultant and the City agree on a fixed Multi-Year Contract.

#### 3. Termination

In its sole discretion, the City may terminate the agreement at any time by giving the consultant a **30-day written notice** of its intent to do so.

### **3(a). Termination for Cause**

The City may terminate the Agreement if the Consultant fails to perform the required services within the specified time period or otherwise fails to perform in accordance with the terms of the Agreement.

Upon termination, the Consultant shall provide all completed and partially completed documents, reports, data, and materials prepared under the Agreement.

### **4. Termination by Consultant**

The Consultant may terminate this agreement at any time by giving the City a **30-day written notice**.

### **5. Independent Contractor**

The Consultant shall at all times be considered an independent contractor and not an employee of the City.

### **6. Licenses and Permits**

The Consultant shall maintain all licenses, permits, and approvals legally required to perform the services outlined in this Agreement.

### **7. Personnel**

The Consultant shall provide the name of designated individuals responsible for the day-to-day services provided to the City. The Consultant shall assign only competent personnel to perform services pursuant to this order. If the city, in its sole discretion, at any time during the term of this agreement, desires the removal of any person or persons assigned by the Consultant to perform such services, the Consultant shall remove shall any such person immediately upon receiving notice from the City of its desire to remove such person or persons. The Consultant shall bear sole responsibility for payment of all of the Consultant's employees' and subcontractor's wages and benefits and shall comply with all requirements pertaining to employer's liability, workers' compensation, unemployment insurance, and Social Security.

### **8. Non-Discrimination**

The Consultant shall comply with all applicable federal, state, and local laws prohibiting discrimination.

## **9. Standard of Performance**

The Consultant shall perform all services in a competent, efficient, and professional manner consistent with industry standards.

## **10. Time**

The Consultant shall devote sufficient time to ensure satisfactory performance of services to meet required deadlines.

## **11. Indemnification**

The Consultant shall defend, indemnify, and hold harmless the City of Hawthorne and its officers, employees, and agents from any claims arising from the Consultant's negligence.

# **INSURANCE REQUIREMENTS**

During the performance of services pursuant to this agreement, the Consultant shall maintain the following insurance coverage:

### **A. General Liability and Automobile Liability**

Comprehensive General Liability Insurance and Automobile Liability Insurance with limits of not less than:

**\$2,000,000 per occurrence**

**\$4,000,000 aggregate**

The City of Hawthorne shall be named as an **additional insured**.

### **B. Errors and Omissions Insurance**

Professional Liability Insurance with limits of:

**\$2,000,000 per claim**

**\$4,000,000 aggregate**

### **C. Workers' Compensation**

Statutory Workers' Compensation Insurance as required under California law with a minimum employer's liability coverage of **\$1,000,000**.

## **FEDERAL CONTRACT REQUIREMENTS**

Because this contract is funded with federal funds, the Consultant must comply with all applicable federal requirements including but not limited to:

- **2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards**
- **Davis-Bacon Act (40 USC 3141-3148)**
- **Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708)**
- **Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u)**
- **Equal Employment Opportunity (Executive Order 11246)**
- **24 CFR Part 58 Environmental Review Requirements**
- **24 CFR Part 570 (CDBG Regulations)**
- **24 CFR Part 92 (HOME Program Regulations)**
- **Debarment and Suspension Requirements (2 CFR Part 180)**
- **Byrd Anti-Lobbying Amendment (31 USC 1352)**
- **Drug-Free Workplace Requirements**

### **Records Retention and Access**

The consultant shall maintain all records related to the contract for a minimum of **five (5) years** after final payment and shall allow access to the City, HUD, the Comptroller General of the United States, or their authorized representatives for audit or examination.

## **Conflict of Interest**

The consultant must comply with **24 CFR 570.611 and 24 CFR 92.356** regarding conflicts of interest and shall disclose any potential conflicts prior to contract execution.

## **Consultant not Agent**

Except as the City may specify in writing, the Consultant shall have no authority, express or implied, to act on behalf of the City in any capacity pursuant to this order, to bind the City to any obligation whatsoever.

## **Products and Services**

All documents, reports, and materials produced under this agreement shall become the property of the City of Hawthorne.

## **Consultant Qualifications**

The Consultant shall provide documentation demonstrating the firm's experience and qualifications to perform the services described in this RFP.

## **Scope of Services and Fee Schedule**

The Consultant shall provide a detailed breakdown of the scope of services and a fee schedule separating program administration from optional services.

## **Federal Funding Compliance**

The Consultant agrees to comply with all applicable regulations governing the use of Community Development Block Grant (CDBG) and HOME Investment Partnerships Program funds.

Thank you for your interest in serving the **City of Hawthorne**.