

**GREENVILLE COUNTY REDEVELOPMENT AUTHORITY
REQUEST FOR QUALIFICATIONS
STRATEGIC PLAN SERVICES**

A. Introduction:

This document details the requirements for submission of qualifications to provide facilitation and consulting services to update the strategic plan for the Greenville County Redevelopment Authority (GCRA).

B. Issuing Office:

This Request for Qualifications (RFQ) is issued by: The Greenville County Redevelopment Authority, 301 University Ridge, Suite 2500, Greenville, SC 29601, (864) 242-9801. The Greenville County Redevelopment Authority administers Greenville County's housing and community development programs. The mission of the agency is "to improve the quality of life for citizens of Greenville County through the implementation of innovative community development and revitalization strategies". This is accomplished by assisting low and moderate-income persons directly through housing rehabilitation and new homeownership opportunities, supporting affordable rental, assisting with infrastructure improvements, and supporting public service programs, and funding the demolition and clearance of substandard properties.

C. Submission Requirements:

The Greenville County Redevelopment Authority is requesting qualifications for a professional consulting firm to assist the Board and staff with revising its current strategic plan. Firms must have previous experience in developing strategic plans of public agencies or private non-profit organizations. A copy of the current GCRA Strategic Plan and other associated documents are available for review prior to a submission. The successful firm may be required to comply with any and all applicable Federal requirements as listed in the attached Addendum A. A successful firm should be able to provide the following services and must show evidence of this in the request for qualifications. Services may include at a minimum:

- Produce a final product, the GCRA Strategic Plan, which may include an updated or revised vision, mission, and strategic goals which will guide the organization for the next five years.
- Advise in the needs assessment process that includes stakeholder interviews, focus groups, staff input, client surveys, partner surveys, and community surveys.
- Advise the agency in developing the tools to be utilized in possible surveys, focus groups, and stakeholder interviews.
- Facilitation of a board and staff retreat focused on reviewing or modifying the agency mission, vision, and focus areas (goals).

- Prepare and deliver a clear, complete and concise presentation to the GCRA Board of Directors which includes demographic and other relevant information, along with information obtained from stakeholder interviews, focus groups, input from staff, client surveys, and partner agency surveys.
- Lead the facilitation of the Board for the purpose of review and comment on a draft Strategic Plan, setting strategic goals and the approval of any revisions to the mission and vision.

Firms providing submissions are required to provide the following as well:

1. A Letter of interest stating your interest and understanding of the submission.
2. Resumes of key staff and partners that will be assisting the GCRA Board and staff with developing the strategic plan. Attention will be focused on staff with non-profit or public governance experience. This will not exclude organizations that have a track record of developing successful plans for private for-profit corporations.
3. Provide a list of past and present clients similar to GCRA, identifying the name of the client, with a reference person's name, telephone number, and email address if possible.
4. Indicate any potential conflicts of interest, pending litigation, or regulatory action by any entity that may create a conflict of interest with the GCRA.

D. Response Deadline:

Electronic Portable Document Format (PDF) or Microsoft Word document of the proposal must be submitted to the attention of Stan Wilson, 301 University Ridge, Suite 2500, Greenville SC 29601 by 5:00 p.m. Thursday, February 11, 2016. Proposals can also be sent by email to: swilson@gcra-sc.org. You may contact the Greenville County Redevelopment Authority for other proposal submission formats. Any proposal received after the deadline will not be reviewed. It is the responsibility of the submitter to verify submission of electronic documents by email. The GCRA reserves the right to reject any proposal and act in what it determines to be in the best interest of the citizens of Greenville County and to meet federal procurement requirements in accordance with federal regulation 24 CFR Part 85. For additional information, you may contact the Greenville County Redevelopment Authority at (864) 242-9801, extension 114 or by email: swilson@gcra-sc.org.

The Greenville County Redevelopment Authority is an equal employment opportunity organization and prohibits discrimination based on race, color, sex, religion, handicap, or national origin. Minority and women contractors and professionals are encouraged to apply.

ADDENDUM A

- A. Covenant Against Contingent Fees. The Consultant warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Consultant for the purpose of securing business and that the Consultant has not received any non-Authority fee related to this Contract without the prior written consent of the Authority. For breach or violation of this warranty, the Authority shall have the right to annul this Contract without liability or at its discretion to deduct from the Contract price or consideration the full amount of such commission, percentage, brokerage or contingent fee.

- B. Interest of Certain Federal Officials. No member of or delegate to the Congress of the United States and no Resident Commissioner shall be admitted to any share or part of this Contract or to any benefit to arise therefrom: Provided, that the foregoing provision of this paragraph shall not be construed to extend to this Contract if made with a corporation for its general benefit.

- C. Interest of Member of the Authority or Consultant. No elected official, Authority employee or the Consultant who exercises functions or responsibilities in connection with the carrying out of the Project to which the Contract pertains, and no other officer or employee of Greenville County, South Carolina who exercises any such functions or responsibilities, shall have any private interest, direct or indirect, in this Contract which is incompatible or in conflict with the discharge or fulfillment of his functions and responsibilities in connection with the carrying out of the Project to which this Contract pertains.

- D. Subcontracting. The Consultant shall not subcontract any part of the work covered by this Contract or permit subcontracted work to be further subcontracted without the Authority's prior written approval of the subcontractor. The Authority will not approve any subcontractor for work covered by this Contract, who is at the time ineligible under the provisions of any applicable regulations issued by the Secretary of Labor, United States Department of Labor, to receive an award of such subcontract.

- E. Assignability. The Consultant shall not assign or transfer whether by an assignment or novation, any of its rights, obligations, benefits, liabilities or other interest under this contract without the written consent of the Authority: Provided, however, that claims for money due or to become due the Consultant from the Authority under this Contract may be assigned to a bank trust company or other financial institution, including any federal institution, or to a Trustee in Bankruptcy, without such approval. Notification of any such assignment or transfer shall be furnished promptly to the Authority. No assignment or novation expressly provides that the assignment of the consultant's rights or benefits under the Contract is subject to a prior lien for services rendered and materials, tools and equipment supplied for the performance of the work under this Contract in favor of all

persons, firms or corporations rendering such services or supplying such materials, tools or equipment.

- F. Equal Employment Opportunity. During the performance of this Contract, the Consultant agrees as follows: (1) the Consultant will not discriminate against any employee or applicant for employment because of race, creed, color or national origin. The Consultant shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, creed, color or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Authority setting forth this nondiscrimination clause; (2) the Consultant will, in all solicitations or advertisements for employees placed by qualified applicants, receive consideration for employment without regard to race, creed, color or national origin; (3) the Consultant will cause the foregoing provisions to be inserted in all subcontracts for any work covered by the Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies of raw materials.
- G. Anti-Kickback Rules. Salaries of architects, draftsmen, technical engineers, and engineers and technicians performing work under this Contract shall be paid unconditionally and not less often than once a month without deduction or rebate on any account except only such payroll deductions as are mandatory by law or permitted by the applicable regulations issued by the Secretary of Labor pursuant to the Anti-Kickback Act of June 13, 1943 (48 Stat. 948, 652 Stat. 740; 63 Stat. 108, title 18 U.S.C., Section 874, and title 40 U.S.C., Section 276C). The Consultant shall comply with all applicable Anti-Kickback regulations and shall insert appropriate provisions in all subcontracts covering work under this Contract to ensure compliance by subcontractors with such regulations, and shall be responsible for the submission of affidavits required of subcontractors thereunder except as the Secretary of Labor may specifically provide for variations of or exemptions from the requirements thereof.
- H. Withholding of Salaries. If, in the performance of this Contract, there is any underpayment of salaries by the Consultant or by any subcontractor thereunder, the Authority shall withhold from the Consultant out of payments due to it, an amount sufficient to pay to employees underpaid the difference between the salaries required hereby to be paid and the salaries actually paid such employees for the total number of hours worked. The amounts withheld shall be disbursed by the Authority for and on account for the Consultant or subcontractor to the respective employees to whom they are due.
- I. Claims and Disputes Pertaining to Salary Rates. Claims and disputes pertaining to salary rates or to classifications of architects, draftsmen, technical engineers, and technicians performing work under this Contract shall be promptly reported in writing by the

Consultant to the Authority for the latter's decision which shall be final with respect thereto. Nothing herein, however, shall be construed as relieving the Consultant from its responsibilities as primary contracting party with such subcontractors.

- J. Discrimination Because of Certain Labor Matters. No person employed by the Consultant on the work covered by this Contract shall be discharged or in any way discriminated against because he has filed any complaint or instituted or caused to be instituted any proceeding or has testified or is about to testify in any proceeding under or relating to the labor standards applicable hereunder to his employer.

- K. Audits and Inspectors. At any time during normal business hours and as often as the Authority, HUD and/or the Comptroller General of the United States may deem necessary the Consultant shall make available to the Authority, HUD and/or representatives of the Comptroller General for examination all of its records with respect to all matters covered by this Contract and will permit the Authority, HUD and/or representatives of the Comptroller General to audit, examine and make excerpts or transcripts from such records of personnel, conditions of employment and other data relating to all matters covered by this Contract.