

AGREEMENT FOR

**Consolidated Plan Development for FY 2015-2019 and Annual Action Plan for Community Revitalization
City of Glendale Solicitation No. 14-3**

This Agreement for a Consolidated Plan for FY 2015-2020 ("Agreement") is effective and entered into between CITY OF GLENDALE, an Arizona municipal corporation ("City"), and Ask Development Solutions, Inc., a Michigan Corporation, authorized to do business in Arizona, (the "Contractor"), as of the 2 day of October, 2014.

RECITALS

- A City intends to undertake a project for the benefit of the public and with public funds that is more fully set forth in **Exhibit A**, pursuant to Solicitation No. 14-1 (the "Project"),
- B City desires to retain the services of Contractor to perform those specific duties and produce the specific work as set forth in the Project attached hereto;
- C City and Contractor desire to memorialize their agreement with this document

AGREEMENT

In consideration of the Recitals, which are confirmed as true and correct and incorporated by this reference, the mutual promises and covenants contained in this Agreement, and other good and valuable consideration, City and Contractor agree as follows:

1. Key Personnel; Sub-contractors.

1.1 Services. Contractor will provide all services necessary to assure the Project is completed timely and efficiently consistent with Project requirements, including, but not limited to, working in close interaction and interfacing with City and its designated employees, and working closely with others, including other contractors or consultants, retained by City

1.2 Project Team.

a Project Manager

- (1) Contractor will designate an employee as Project Manager with sufficient training, knowledge, and experience to, in the City's option, complete the Project and handle all aspects of the Project such that the work produced by Contractor is consistent with applicable standards as detailed in this Agreement;
- (2) The City must approve the designated Project Manager, and
- (3) To assure the Project schedule is met, Project Manager may be required to devote no less than a specific amount of time as set out in Exhibit A.

b. Project Team.

- (1) The Project manager and all other employees assigned to the project by Contractor will comprise the "Project Team."
- (2) Project Manager will have responsibility for and will supervise all other employees assigned to the project by Contractor.

c. Discharge, Reassign, Replacement.

- (1) Contractor acknowledges the Project Team is comprised of the same persons and roles for each as may have been identified in the response to the Project's solicitation.
- (2) Contractor will not discharge, reassign or replace or diminish the responsibilities of any of the employees assigned to the Project who have been approved by City

without City's prior written consent unless that person leaves the employment of Contractor, in which event the substitute must first be approved in writing by City.

- (3) Contractor will change any of the members of the Project Team at the City's request if an employee's performance does not equal or exceed the level of competence that the City may reasonably expect of a person performing those duties or if the acts or omissions of that person are detrimental to the development of the Project

d. Sub-contractors.

- (1) Contractor may engage specific technical contractor (each a "Sub-contractor") to furnish certain service functions.
- (2) Contractor will remain fully responsible for Sub-contractor's services.
- (3) Sub-contractors must be approved by the City, unless the Sub-contractor was previously mentioned in the response to the solicitation.
- (4) Contractor shall certify by letter that contracts with Sub-contractors have been executed incorporating requirements and standards as set forth in this Agreement.

2. **Schedule.** The services will be undertaken in a manner that ensures the Project is completed timely and efficiently in accordance with the Project.

3. **Contractor's Work.**

3.1 Standard. Contractor must perform services in accordance with the standards of due diligence, care, and quality prevailing among contractors having substantial experience with the successful furnishing of services for projects that are equivalent in size, scope, quality, and other criteria under the Project and identified in this Agreement.

3.2 Licensing. Contractor warrants that:

- a. Contractor and Sub-contractors will hold all appropriate and required licenses, registrations and other approvals necessary for the lawful furnishing of services ("Approvals"), and
- b. Neither Contractor nor any Sub-contractor has been debarred or otherwise legally excluded from contracting with any federal, state, or local governmental entity ("Debarment")
 - (1) City is under no obligation to ascertain or confirm the existence or issuance of any Approvals or Debarments or to examine Contractor's contracting ability.
 - (2) Contractor must notify City immediately if any Approvals or Debarment changes during the Agreement's duration and the failure of the Contractor to notify City as required will constitute a material default under the Agreement

3.3 Compliance Services will be furnished in compliance with applicable federal, state, county and local statutes, rules, regulations, ordinances, building codes, life safety codes, and other standards and criteria designated by City.

3.4 Coordination; Interaction.

- a. For projects that the City believes requires the coordination of various professional services, Contractor will work in close consultation with City to proactively interact with any other professionals retained by City on the Project ("Coordinating Project Professionals")
- b. Subject to any limitations expressly stated in the Project Budget, Contractor will meet to review the Project, Schedule, Project Budget, and in-progress work with Coordinating

Project Professionals and City as often and for durations as City reasonably considers necessary in order to ensure the timely work delivery and Project completion.

- c. For projects not involving Coordinating Project Professionals, Contractor will proactively interact with any other contractors when directed by City to obtain or disseminate timely information for the proper execution of the Project

3.5 Work Product

- a. Ownership Upon receipt of payment for services furnished, Contractor grants to City, and will cause its Sub-contractors to grant to the City, the exclusive ownership of and all copyrights, if any, to evaluations, reports, drawings, specifications, project manuals, surveys, estimates, reviews, minutes, all "architectural work" as defined in the United States Copyright Act, 17 U.S.C § 101, *et seq.*, and other intellectual work product as may be applicable ("Work Product")
 - (1) This grant is effective whether the Work Product is on paper (e.g., a "hard copy"), in electronic format, or in some other form
 - (2) Contractor warrants, and agrees to indemnify, hold harmless and defend City for, from and against any claim that any Work Product infringes on third-party proprietary interests.
- b. Delivery Contractor will deliver to City copies of the preliminary and completed Work Product promptly as they are prepared.
- c. City Use.
 - (1) City may reuse the Work Product at its sole discretion.
 - (2) In the event the Work Product is used for another project without further consultations with Contractor, the City agrees to indemnify and hold Contractor harmless from any claim arising out of the Work Product.
 - (3) In such case, City shall also remove any seal and title block from the Work Product.

4. **Compensation for the Project.**

- 4.1 Compensation. Contractor's compensation for the Project, including those furnished by its Sub-contractors will not exceed **\$22,400**, as specifically detailed in **Exhibit B** (the "Compensation").
- 4.2 Change in Scope of Project. The Compensation may be equitably adjusted if the originally contemplated scope of services as outlined in the Project is significantly modified
 - a. Adjustments to the Compensation require a written amendment to this Agreement and may require City Council approval.
 - b. Additional services which are outside the scope of the Project contained in this Agreement may not be performed by the Contractor without prior written authorization from the City.
 - c. Notwithstanding the incorporation of the Exhibits to this Agreement by reference, should any conflict arise between the provisions of this Agreement and the provisions found in the Exhibits and accompanying attachments, the provisions of this Agreement shall take priority and govern the conduct of the parties.

5. **Billings and Payment.**

5.1 Applications

- a. Contractor will submit monthly invoices (each, a "Payment Application") to City's Project Manager and City will remit payments based upon the Payment Application as stated below.

- b. The period covered by each Payment Application will be one calendar month ending on the last day of the month or as specified in the solicitation

5.2 Payment

- a. After a full and complete Payment Application is received, City will process and remit payment within 30 days.
- b. Payment may be subject to or conditioned upon City's receipt of:
 - (1) Completed work generated by Contractor and its Sub-contractors; and
 - (2) Unconditional waivers and releases on final payment from Sub-contractors as City may reasonably request to assure the Project will be free of claims arising from required performances under this Agreement.

5.3 Review and Withholding City's Project Manager Will timely review and certify Payment Applications.

- a. If the Payment Application is rejected, the Project Manager will issue a written listing of the items not approved for payment
- b. City may withhold an amount sufficient to pay expenses that City reasonably expects to incur in correcting the deficiency or deficiencies rejected for payment.

6. Termination.

6.1 For Convenience City may terminate this Agreement for convenience, without cause, by delivering a written termination notice stating the effective termination date, which may not be less than 30 days following the date of delivery

- a. Contractor will be equitably compensated for Service and Repair furnished prior to receipt of the termination notice and for reasonable costs incurred
- b. Contractor will also be similarly compensated for any approved effort expended and approved costs incurred that are directly associated with project closeout and delivery of the required items to the City.

6.2 For Cause City may terminate this Agreement for cause if Contractor fails to cure any breach of this Agreement within seven days after receipt of written notice specifying the breach.

- a. Contractor will not be entitled to further payment until after City has determined its damages. If City's damages resulting from the breach, as determined by City, are less than the equitable amount due but not paid Contractor for Service and Repair furnished, City will pay the amount due to Contractor, less City's damages, in accordance with the provision of § 5.
- b. If City's direct damages exceed amounts otherwise due to Contractor, Contractor must pay the difference to City immediately upon demand, however, Contractor will not be subject to consequential damages of more than \$1,000,000 or the amount of this Agreement, whichever is greater

7. Conflict. Contractor acknowledges this Agreement is subject to A R S. § 38-511, which allows for cancellation of this Agreement in the event any person who is significantly involved in initiating, negotiating, securing, drafting, or creating the Agreement on City's behalf is also an employee, agent, or consultant of any other party to this Agreement.

8. Insurance.

8.1 Requirements Contractor must obtain and maintain the following insurance ("Required Insurance").

- a. Contractor and Sub-contractors. Contractor, and each Sub-contractor performing work or providing materials related to this Agreement must procure and maintain the insurance

coverages described below (collectively referred to herein as the "Contractor's Policies"), until each Party's obligations under this Agreement are completed.

b. General Liability.

- (1) Contractor must at all times relevant hereto carry a commercial general liability policy with a combined single limit of at least \$1,000,000 per occurrence and \$1,000,000 annual aggregate for each property damage and contractual property damage.
- (2) Sub-contractors must at all times relevant hereto carry a general commercial liability policy with a combined single limit of at least \$1,000,000 per occurrence
- (3) This commercial general liability insurance must include independent contractors' liability, contractual liability, broad form property coverage, XCU hazards if requested by the City, and a separation of insurance provision
- (4) These limits may be met through a combination of primary and excess liability coverage.

c. Auto A business auto policy providing a liability limit of at least \$500,000 per accident for Contractor and \$500,000 per accident for Sub-contractors and covering owned, non-owned and hired automobiles

d. Workers' Compensation and Employer's Liability. A workers' compensation and employer's liability policy providing at least the minimum benefits required by Arizona law.

e. Notice of Changes. Contractor's Policies must provide for not less than 30 days' advance written notice to City Representative of

- (1) Cancellation or termination of Contractor or Sub-contractor's Policies;
- (2) Reduction of the coverage limits of any of Contractor or and Sub-contractor's Policies; and
- (3) Any other material modification of Contractor or Sub-contractor's Policies related to this Agreement

f. Certificates of Insurance.

- (1) Within 10 business days after the execution of the Agreement, Contractor must deliver to City Representative certificates of insurance for each of Contractor and Sub-contractor's Policies, which will confirm the existence or issuance of Contractor and Sub-contractor's Policies in accordance with the provisions of this section, and copies of the endorsements of Contractor and Sub-contractor's Policies in accordance with the provisions of this section.
- (2) City is and will be under no obligation either to ascertain or confirm the existence or issuance of Contractor and Sub-contractor's Policies, or to examine Contractor and Sub-contractor's Policies, or to inform Contractor or Sub-contractor in the event that any coverage does not comply with the requirements of this section.
- (3) Contractor's failure to secure and maintain Contractor Policies and to assure Sub-contractor policies as required will constitute a material default under the Agreement.

g. Other Contractors or Vendors.

- (1) Other contractors or vendors that may be contracted with in connection with the Project must procure and maintain insurance coverage as is appropriate to their particular contract

- (2) This insurance coverage must comply with the requirements set forth above for Contractor's Policies (e.g., the requirements pertaining to endorsements to name the parties as additional insured parties and certificates of insurance)
- h Policies Except with respect to workers' compensation and employer's liability coverages, City must be named and properly endorsed as additional insureds on all liability policies required by this section
 - (1) The coverage extended to additional insureds must be primary and must not contribute with any insurance or self insurance policies or programs maintained by the additional insureds.
 - (2) All insurance policies obtained pursuant to this section must be with companies legally authorized to do business in the State of Arizona and reasonably acceptable to all parties.

8.2 Sub-contractors.

- a Contractor must also cause its Sub-contractors to obtain and maintain the Required Insurance.
- b City may consider waiving these insurance requirements for a specific Sub-contractor if City is satisfied the amounts required are not commercially available to the Sub-contractor and the insurance the Sub-contractor does have is appropriate for the Sub-contractor's work under this Agreement.
- c Contractor and Sub-contractors must provide to the City proof of the Required Insurance whenever requested.

8.3 Indemnification.

- a To the fullest extent permitted by law, Contractor must defend, indemnify, and hold harmless City and its elected officials, officers, employees and agents (each, an "Indemnified Party," collectively, the "Indemnified Parties"), for, from, and against any and all claims, demands, actions, damages, judgments, settlements, personal injury (including sickness, disease, death, and bodily harm), property damage (including loss of use), infringement, governmental action and all other losses and expenses, including attorneys' fees and litigation expenses (each, a "Demand or Expense"; collectively, "Demands or Expenses") asserted by a third-party (i.e. a person or entity other than City or Contractor) and that arises out of or results from the breach of this Agreement by the Contractor or the Contractor's negligent actions, errors or omissions (including any Sub-contractor or other person or firm employed by Contractor), whether sustained before or after completion of the Project.
- b. This indemnity and hold harmless provision applies even if a Demand or Expense is in part due to the Indemnified Party's negligence or breach of a responsibility under this Agreement, but in that event, Contractor shall be liable only to the extent the Demand or Expense results from the negligence or breach of a responsibility of Contractor or of any person or entity for whom Contractor is responsible
- c. Contractor is not required to indemnify any Indemnified Parties for, from, or against any Demand or Expense resulting from the Indemnified Party's sole negligence or other fault solely attributable to the Indemnified Party.

9. Immigration Law Compliance.

- 9.1 Contractor, and on behalf of any subcontractor, warrants, to the extent applicable under A.R.S. § 41-4401, compliance with all federal immigration laws and regulations that relate to their employees as well as compliance with A.R.S. § 23-214(A) which requires registration and participation with the E-Verify Program.

- 9.2 Any breach of warranty under subsection 9.1 above is considered a material breach of this Agreement and is subject to penalties up to and including termination of this Agreement
- 9.3 City retains the legal right to inspect the papers of any Contractor or subcontractor employee who performs work under this Agreement to ensure that the Contractor or any subcontractor is compliant with the warranty under subsection 9.1 above
- 9.4 City may conduct random inspections, and upon request of City, Contractor shall provide copies of papers and records of Contractor demonstrating continued compliance with the warranty under subsection 9.1 above. Contractor agrees to keep papers and records available for inspection by the City during normal business hours and will cooperate with City in exercise of its statutory duties and not deny access to its business premises or applicable papers or records for the purposes of enforcement of this section.
- 9.5 Contractor agrees to incorporate into any subcontracts under this Agreement the same obligations imposed upon Contractor and expressly accrue those obligations directly to the benefit of the City. Contractor also agrees to require any subcontractor to incorporate into each of its own subcontracts under this Agreement the same obligations above and expressly accrue those obligations to the benefit of the City
- 9.6 Contractor's warranty and obligations under this section to the City is continuing throughout the term of this Agreement or until such time as the City determines, in its sole discretion, that Arizona law has been modified in that compliance with this section is no longer a requirement
- 9.7 The "E-Verify Program" above means the employment verification program administered by the United States Department of Homeland Security, the Social Security Administration, or any successor program

10. Notices.

- 10.1 A notice, request or other communication that is required or permitted under this Agreement (each a "Notice") will be effective only if
- a. The Notice is in writing; and
 - b. Delivered in person or by overnight courier service (delivery charges prepaid), certified or registered mail (return receipt requested), and
 - c. Notice will be deemed to have been delivered to the person to whom it is addressed as of the date of receipt, if
 - (1) Received on a business day, or before 5:00 p.m., at the address for Notices identified for the Party in this Agreement by U.S. Mail, hand delivery, or overnight courier service on or before 5:00 p.m.; or
 - (2) As of the next business day after receipt, if received after 5:00 p.m.
 - d. The burden of proof of the place and time of delivery is upon the Party giving the Notice, and
 - e. Digitalized signatures and copies of signatures will have the same effect as original signatures

10.2 Representatives

- a. Contractor. Contractor's representative (the "Contractor's Representative") authorized to act on Contractor's behalf with respect to the Project, and his or her address for Notice delivery is

Ask Development Solutions, Inc
c/o Christopher Plummer, President
26558 Primary Drive
Southfield, MI 48034

- b. City. City's representative ("City's Representative") authorized to act on City's behalf, and his or her address for Notice delivery is:

City of Glendale
c/o Mona Francis, Community Revitalization Supervisor
5850 West Glendale Avenue #107
Glendale, Arizona 85301
623-930-3670

With required copy to:

City Manager
City of Glendale
5850 West Glendale Avenue
Glendale, Arizona 85301

City Attorney
City of Glendale
5850 West Glendale Avenue
Glendale, Arizona 85301

- c. Concurrent Notices.

- (1) All notices to City's representative must be given concurrently to City Manager and City Attorney
- (2) A notice will not be deemed to have been received by City's representative until the time that it has also been received by City Manager and City Attorney
- (3) City may appoint one or more designees for the purpose of receiving notice by delivery of a written notice to Contractor identifying the designee(s) and their respective addresses for notices.

- d. Changes Contractor or City may change its representative or information on Notice, by giving Notice of the change in accordance with this section at least ten days prior to the change

11. Financing Assignment. City may assign this Agreement to any City-affiliated entity, including a non-profit corporation or other entity whose primary purpose is to own or manage the Project

12. Entire Agreement; Survival; Counterparts; Signatures.

12.1 Integration. This Agreement contains, except as stated below, the entire agreement between City and Contractor and supersedes all prior conversations and negotiations between the parties regarding the Project or this Agreement

- a. Neither Party has made any representations, warranties or agreements as to any matters concerning the Agreement's subject matter.
- b. Representations, statements, conditions, or warranties not contained in this Agreement will not be binding on the parties.
- c. The solicitation, any addendums and the response submitted by the Contractor are incorporated into this Agreement as if attached hereto. Any Contractor response modifies the original solicitation as stated. Inconsistencies between the solicitation, any addendums and the response or any excerpts attached as Exhibit A and this Agreement will be resolved by the terms and conditions stated in this Agreement.

12.2 Interpretation

- a. The parties fairly negotiated the Agreement's provisions to the extent they believed necessary and with the legal representation they deemed appropriate
- b. The parties are of equal bargaining position and this Agreement must be construed equally between the parties without consideration of which of the parties may have drafted this Agreement

c The Agreement will be interpreted in accordance with the laws of the State of Arizona

- 12.3 Survival Except as specifically provided otherwise in this Agreement, each warranty, representation, indemnification and hold harmless provision, insurance requirement, and every other right, remedy and responsibility of a Party, will survive completion of the Project, or the earlier termination of this Agreement
- 12.4 Amendment. No amendment to this Agreement will be binding unless in writing and executed by the parties. Any amendment may be subject to City Council approval. Electronic signature blocks do not constitute execution.
- 12.5 Remedies. All rights and remedies provided in this Agreement are cumulative and the exercise of any one or more right or remedy will not affect any other rights or remedies under this Agreement or applicable law.
- 12.6 Severability. If any provision of this Agreement is voided or found unenforceable, that determination will not affect the validity of the other provisions, and the voided or unenforceable provision will be deemed reformed to conform to applicable law.
- 12.7 Counterparts. This Agreement may be executed in counterparts, and all counterparts will together comprise one instrument
13. **Term**. The term of this Agreement commences upon the effective date and continues for a one year initial period. The City may, at its option and with the approval of the Contractor, extend the term of this Agreement an additional four years, renewable on an annual basis. Contractor will be notified in writing by the City of its intent to extend the Agreement period at least 30 calendar days prior to the expiration of the original or any renewal Agreement period. Price adjustments will only be reviewed during the Agreement renewal period. There are no automatic renewals of this Agreement
14. **Dispute Resolution**. Each claim, controversy and dispute (each a "Dispute") between Contractor and City will be resolved in accordance with Exhibit C. The final determination will be made by the City.
15. **Exhibits**. The following exhibits, with reference to the term in which they are first referenced, are incorporated by this reference

Exhibit A Project
Exhibit B Compensation
Exhibit C Dispute Resolution

The parties enter into this Agreement as of the effective date shown above.

City of Glendale,
an Arizona municipal corporation



By: Brenda S Fischer
Its: City Manager

ATTEST


Pamela Hanna (SEAL)
City Clerk

EXHIBIT A

Consolidated Plan Development for FY 2015-2020 for Community Revitalization and Annual Action Plan PROJECT

INTRODUCTION

The Consolidated Plan is created every five years and assists the City to determine community needs. The planning process to create the Consolidated Plan serves as the framework for a community-wide dialogue to identify housing, economic, and community development priorities. The consultant will assist the City in developing the Consolidated Five Year Plan (Five Year Plan) for five fiscal years from 2015-16 through 2019-20. As adopted by the City Council and approved by the U.S. Department of Housing and Urban Development (HUD), the Five Year Plan will set forth the City's policies, programs, and measurable for expenditure of various federal grants that the City receives. Grants currently received by the City and the amounts received for the City's current fiscal year, are as follows:

| | |
|---|--------------|
| Community Development Block Grant (CDBG) | \$ 2,080,497 |
| HOME Investments Partnership Program (HOME) | \$ 512,309 |
| Emergency Solutions Grant Program | \$ 169,835 |

I. Preparation of Consolidated Plan for FY 2015-2020

Contractor will consult with public and private agencies as required in 24 CFR Part 91.100 and solicit public participation.

- 1) Identify list of agencies for consultations, identify contact persons and develop an implementation schedule in conjunction with City staff
 - 2) Review and recommend revisions, where applicable, to the City's current Citizen Participation Plan to ensure compliance with Part 91
 - 3) Work with City staff to ensure the adoption of the revised Plan by the City prior to the initiation of the Consolidated Planning process
 - 4) Develop public notices, consultation letters and/or emails for the initiation of the Consolidated Planning process
 - 5) Provide information for the establishment for access of the City's Integrated Disbursement and Information System (IDIS) for using the eCon Planning Suite to develop the Consolidated Plan.
 - 6) Develop a "control document" using the IDIS template that will serve to track the progress of the completion of the Consolidated Plan.
 - 7) Plan and coordinate at least four regional public meetings with City residents and agencies to inform and receive public input for preparation of the Five Year Consolidated Plan using a) a Public Notice on the City's website and/or in a newspaper of general circulation, b) use the City's Social Media outlets such as Twitter and Facebook or other methods such as quarterly newsletters or public television
 - 8) Facilitate meeting, take notes and document public input into IDIS.
 - 9) Develop a consultation letter and email it to service providers to identify housing and community development needs and priorities.
- A) Review City planning documents, conduct research and analyze data:
- 1) Review the City's planning documents, collect all related data, conduct research, and analyze data in order to identify housing and community development needs and priorities

- 2) Glean data from HUD provided data and maps in IDIS. Make any adjustments to or prepare alternate data sets for input in IDIS.
 - 3) Develop required maps using CPD Maps or GIS software to show areas of minority and low- income concentration, low- and moderate-income areas and distribution of resources
- B) Conduct a Housing Market Analysis as required by the Consolidated Plan.
- 1) Prepare a Housing Market Analysis showing number of housing units, cost of housing, affordability, housing conditions, need for owner and rental rehabilitation, public and assisted housing, homeless housing needs, special needs facilities and services
 - 2) Assess rental and ownership needs of the region's middle income (80%-120%) workforce
 - 3) Identify barriers to affordable housing
 - 4) Review the incidence of lead-based paint hazards
- C) Conduct a Needs Assessment as required by the Consolidated Plan:
- 1) Prepare a Needs Assessment including information from IDIS and the consultation process noted above to identify the City's needs related to affordable housing, community development and homelessness.
 - 2) Identify needs related to disproportionately greater needs, public housing homeless needs, non-homeless special needs and non-housing community development needs.
 - 3) Conduct survey of City residents and other stakeholders to determine priority needs.
- D) Develop a Comprehensive Strategic Plan identifying priorities and strategies.
- 1) Develop a list of priority needs based on the above tasks including research and consultations.
 - 2) Develop a Strategic Plan showing how the City will meet the needs established by its priorities and describing strategies that the City will undertake to serve its priority needs
 - 3) Prepare plan elements including, but not limited to, geographic priorities, anticipated resources, the institutional delivery structure, goals, and an anti-poverty strategy.
 - 4) Review and revise, where applicable, monitoring policies and procedures, affirmative marketing plan and housing.
- E) Develop Draft Consolidated Plan and Facilitate Plan Review Process:
- 1) Develop the draft Consolidated Plan in IDIS and/or as a Microsoft Word document.
 - 2) Provide CITY staff with a draft Consolidated Plan for review and editing in Microsoft Word and in IDIS.
 - 3) Attend City Council meeting to review draft Consolidated plan and receive and document input. Meeting shall be advertised as a venue to receive public comments.
 - 4) Complete editing of the Consolidated Plan and provide the number of copies for the public comment period as required in the contract
 - 5) Plan and coordinate with staff a 30-day comment period where the draft Consolidated Plan will be placed on the City's website, libraries, the Cape Cod Commission and other community locations.
 - 6) Upon completion of the 30-day comment period, the Offeror shall document any public comments and make changes to the Plan and/or incorporation of public comments in the Plan. The Consultant will assist City staff in ensuring that the written public comments are acknowledged and responses

provided in writing, where relevant

- 7) The Consultant will complete the final Consolidated Plan and make any changes in IDIS. The Consultant will coordinate with City staff to submit the final Plan to the City Council for approval. The Consultant will be available to make a presentation and answer questions regarding the Consolidated Plan. The meeting will be advertised as a public meeting and public comments will be received.
- 8) Any public comments shall be included with the final approved plan to HUD and uploaded to IDIS

II. Preparation of First Year FFY 2015 Annual Action Plan

The Offeror will provide the following services to assist the City in preparation of the First –Year Annual Action Plan:

A) Conduct Agency Consultations and Public Participation Meetings.

1. Identify list of agencies for consultations, identify contact persons and develop an implementation schedule in conjunction with City staff
2. Review and recommend revisions, where applicable, to the City's current Citizen Participation Plan to ensure compliance with Part 91.
3. Work with City staff to ensure the adoption of the revised Citizen Participation Plan by the City prior to the initiation of the Action Plan process
4. Develop public notices, consultation letters and/or emails for the initiation of the Action Plan process.
5. Provide information for the establishment for password access to the Integrated Disbursement and Information System (IDIS) for using the Community Planning software to develop the Action Plan, if applicable.
6. Develop a "control document" using the IDIS template that will serve to track the progress of the completion of the Action Plan.
7. Plan and coordinate at least four regional public meetings with City residents and agencies to inform and receive public input for preparation of the Five Year Consolidated Plan using a) a Public Notice on the City's website and/or in a newspaper of general circulation, b) use the City's Social Media outlets such as Twitter and Facebook or other methods such as quarterly newsletters or public television
8. Facilitate meeting, take notes and document public input into IDIS.

B) Prepare the First Year Annual Action Plan and Facilitate Plan Review Process.

1. Develop the draft first year Action Plan in IDIS and/or as a Microsoft Word document for review and editing in Microsoft Word and in IDIS.
2. Identify and state expected resources, annual goals and objectives, projects, geographic priorities, affordable housing, public housing homeless and other social needs activities, HOPWA goals, barriers to affordable housing other actions, and program specific requirements.
3. Insert project and award recommendations as applicable
4. Attend City Council meeting to review draft first year Action Plan and receive and document input. Meeting shall be advertised as a venue to receive public comments.
5. Complete editing of the Action Plan and provide the number of copies for the public comment period as required in the contract.
6. Plan and coordinate with staff a 30-day comment period where the draft Action Plan will be placed on the City's website, in libraries, at the City and other community locations
7. Upon completion of the 30-day comment period, the Consultant shall document any public

comments and make changes to the Plan and/or incorporation of public comments in the Plan. The Consultant will assist City staff in ensuring that the written public comments are acknowledged and responses provided in writing, where relevant.

8. The Consultant will complete the final Action Plan and make any changes in IDIS. The Consultant will coordinate with City staff to submit the final Plan to the City's governing board for approval. The Consultant will be available to make a presentation and answer questions regarding the Action Plan. The meeting will be advertised as a public meeting and public comments will be received.
9. Any public comments shall be included with the final approved plan to HUD and uploaded to IDIS.

III. Organization of Consultant Team

- 1) The Lead Project Manager will initiate and conduct pre-implementation meetings with City staff to more clearly define scope of work, develop schedules, and orient both parties
- 2) The Consultant will provide four team members to conduct research, analysis and report preparation and one GIS mapper to prepare maps based on the needs of the assignment
- 3) The Lead Project Manager and team will coordinate community meetings and conduct agency interviews regarding the development of the Plans and prepare presentation materials and meeting notices in conjunction with City staff
- 4) The Consultant will ensure that City staff has access to the established contact person through e-mail, cell phone, online document sharing such as Dropbox, and teleconferences. The Consultant proposes to provide updates to Staff at scheduled meetings and in writing.
- 5) The Lead Project Manager will be available to make presentations as needed to City management and City Council and will be the City's central point of contact.
- 6) The Lead Project Manager will be the person to receive password access to IDIS and will enter data gleaned from research and analysis.
- 7) The Consultant will create a Consolidated Planning "control document" which will be used outside of IDIS to manage the process and show the progress of data input in the Consolidated Plan.

IV. Preparation of Certifications Pursuant to 24 CFR 91.225

The Consultant will assist the City in preparing and submitting the required certifications, including but not limited to:

- **Affirmatively furthering fair housing** Review the City's Analysis of Impediments to Fair Housing Choice (AI) to ensure that the City is taking or has taken appropriate actions to overcome the effects of any impediments identified through the AI, and maintains records reflecting the analysis and actions in this regard.
- **Anti-displacement and relocation plan** Ensure that the City is following a residential anti-displacement and relocation assistance plan in connection with any activity assisted with funding under the CDBG program.
- **Drug-free workplace** As required by 24 CFR part 24, subpart F.
- **Anti-lobbying** Compliance with lobbying restrictions per 24CFR part 87, together with disclosure forms, if required
- **Authority of jurisdiction** The Consolidated Plan is authorized under State and local law (as

applicable) and that the jurisdiction possesses the legal authority to carry out the programs being funded, in accordance with HUD regulations

- **Consistency with plan.** The housing activities to be undertaken with CDBG funds are consistent with the strategic plan.
- **Acquisition and relocation** Comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601), and regulations at 49 CFR part 24
- **Section 3.** Compliance with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), and implementing regulations at 24 CFR part 135.
- **Citizen participation** Certify that it is in full compliance and following a detailed citizen participation plan that satisfies the requirements of Sec 91.105
- **Community development plan**
- **Following a plan.** A certification that the jurisdiction is following a current Consolidated Plan
- **Use of funds.** The Action Plan has been developed so as to give the maximum feasible priority to activities that will benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight or activities having particular urgency due to a serious and immediate threat to the health or welfare of the community; the aggregate use of CDBG funds, including section 108 guaranteed loans, during a period specified by the jurisdiction, consisting of one, two, or three specific consecutive program years, shall principally benefit low- and moderate-income families in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period (see 24 CFR 570.3 for definition of "CDBG funds"), and the jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements
- **Excessive force** A certification that the jurisdiction has adopted and is enforcing a no excessive force
- a) **Preparation of an Executive Summary:** The Consultant will assist the City in preparing an executive summary of the Action Plan and Consolidated Plan
- b) **Preparation of maps as required by the HUD Area Office:** The Consultant has access to GIS mapping software and HUD prepared maps in IDIS

PLAN OF SERVICES AND
IMPLEMENTATION TIMELINE

PROJECT STAFFING

The following are the various responsibilities that will be assigned to each team member

| TEAM MEMBER | TITLE | AREAS OF RESPONSIBILITY |
|---------------------|-----------------------|--|
| CHRISTOPHER PLUMMER | Lead Project Manager | Overall management of staff and consultants, relocation plan, plan development process, citizen participation process, draft and final Consolidated Plan and Annual Action Plan, IDIS access, if applicable. |
| ELENA ESCOVAR | Research Associate | Demographic data, housing and community development priority needs, research and data analysis, plan development process, community development, performance measurement matrix, plan review and HUD compliance. |
| KIMBERLY SPENCE | Research Associate | Housing needs, institutional structure and coordination, plan development process, citizen participation, housing and homeless needs, and special needs, citizen participation certifications, market analysis. |
| ANNE CRONYN | Research Associate | Project list, Housing costs, Citizen Participation survey, market analysis. |
| FLORICE ROBERTS | Research Associate | Priority areas and objectives, fair housing data analysis, community development needs |
| GARETH MANN | Mapping/GIS Associate | Preparation of maps and charts |

Five Year Consolidated Plan and First Year Action Plan

The following is the work plan outline to be implemented to guide the activities. The final implementation plan and timeline would be developed with input from City staff and management. It is anticipated that the timeframe for development of the Consolidated Plan will be 5-6 months based on such factors as the responsiveness of stakeholders and City staff, City governing board and staff schedules and process for approvals, access to and organization of data sources and required comment periods. This timeline will be implemented concurrently with the AI.

| TASK | DELIVERABLE | TIMEFRAME |
|---|--|--------------|
| ORIENTATION AND PLANNING: Meet with City of Glendale staff and establish final work plan, objectives, staff contact & review existing documents. Create a master schedule and begin community outreach planning. | Final scope of services and work plan, activity documentation and agreements | Weeks 1- 2 |
| Design, market, distribute and collect survey instrument for input. Request and receive IDIS access approval | Survey instruments and IDIS access | Weeks 1- 4 |
| CONSOLIDATED PLAN: | | |
| Consultation with public and private agencies | Interviews, site visit, public meetings, focus groups | Weeks 8-10 |
| Review City planning documents, conduct research, analyze data | Plan sections drafted | Weeks 2 - 8 |
| Conduct Housing Market Analysis per Consolidated Plan requirements | Housing Market Analysis | Weeks 4 - 8 |
| Conduct needs assessment per Consolidated Plan requirements | Needs Assessment | Weeks 4 - 8 |
| Develop comprehensive Strategic Plan identifying priorities and strategies | Strategic Plan | Weeks 10 -14 |
| Develop draft Consolidated Plan | Consolidated Plan draft for City Council review | Weeks 8 -20 |
| Facilitate Plan review process including 30 day comment period | City Council presentation, Executive Summary, PowerPoint slides | Weeks 23 -26 |

| TASK | DELIVERABLE | TIMEFRAME |
|---|---|---------------|
| Finalize document for City Council approval and submission to HUD | Final document with edits and public comments | Week 30 |
| FIRST YEAR ANNUAL ACTION PLAN: | | |
| Conduct agency consultations, and public participation meetings | Site visit, interviews, focus groups, key Person interviews | Weeks 6 - 14 |
| Prepare draft of first year Action Plan | Action Plan draft | Week 20 |
| Facilitate Plan review process including 30 day comment period | City Council presentation, Executive Summary, PowerPoint slides | Weeks 23 - 26 |
| Finalize document for City Council approval and submission to HUD | Final document with edits and public comments | Week 30 |

EXHIBIT B

Consolidated Plan Development for FY 2015-2020 for Community Revitalization

COMPENSATION

METHOD AND AMOUNT OF COMPENSATION

The City shall pay the contractor \$22,400 and a fee of \$130 00 per hour for additional services.

NOT-TO-EXCEED AMOUNT

The total amount of compensation paid to Contractor for full completion of all work required by the Project during the entire term of the Project must not exceed \$22,400 00.

DETAILED PROJECT COMPENSATION

The contractor shall bill the city directly within fifteen days after the completion of the Consolidated Plan.

EXHIBIT C

Consolidated Plan Development for FY 2015-2020 for Community Revitalization

DISPUTE RESOLUTION

1. Disputes.

- 1.1 Commitment The parties commit to resolving all disputes promptly, equitably, and in a good-faith, cost-effective manner
- 1.2 Application The provisions of this Exhibit will be used by the parties to resolve all controversies, claims, or disputes ("Dispute") arising out of or related to this Agreement-including Disputes regarding any alleged breaches of this Agreement
- 1.3 Initiation A party may initiate a Dispute by delivery of written notice of the Dispute, including the specifics of the Dispute, to the Representative of the other party as required in this Agreement
- 1.4 Informal Resolution. When a Dispute notice is given, the parties will designate a member of their senior management who will be authorized to expeditiously resolve the Dispute.
 - a The parties will provide each other with reasonable access during normal business hours to any and all non-privileged records, information and data pertaining to any Dispute in order to assist in resolving the Dispute as expeditiously and cost effectively as possible,
 - b The parties' senior managers will meet within 10 business days to discuss and attempt to resolve the Dispute promptly, equitably, and in a good faith manner, and
 - c The Senior Managers will agree to subsequent meetings if both parties agree that further meetings are necessary to reach a resolution of the Dispute

2. Arbitration.

- 2.1 Rules. If the parties are unable to resolve the Dispute by negotiation within 30 days from the Dispute notice, and unless otherwise informal discussions are extended by the mutual agreement, the parties may agree, in writing, that the Dispute will be decided by binding arbitration in accordance with Commercial Rules of the AAA, as amended herein. Although the arbitration will be conducted in accordance with AAA Rules, it will not be administered by the AAA, but will be heard independently.
 - a The parties will exercise best efforts to select an arbitrator within 5 business days after agreement for arbitration. If the parties have not agreed upon an arbitrator within this period, the parties will submit the selection of the arbitrator to one of the principals of the mediation firm of Scott & Skelly, LLC, who will then select the arbitrator. The parties will equally share the fees and costs incurred in the selection of the arbitrator.
 - b The arbitrator selected must be an attorney with at least 10 years experience, be independent, impartial, and not have engaged in any business for or adverse to either Party for at least 10 years.
- 2.2 Discovery. The extent and the time set for discovery will be as determined by the arbitrator. Each Party must, however, within ten (10) days of selection of an arbitrator deliver to the other Party copies of all documents in the delivering party's possession that are relevant to the dispute.
- 2.3 Hearing. The arbitration hearing will be held within 90 days of the appointment of the arbitrator. The arbitration hearing, all proceedings, and all discovery will be conducted in Glendale, Arizona unless otherwise agreed by the parties or required as a result of witness location. Telephonic hearings and other reasonable arrangements may be used to minimize costs.

2.4 Award At the arbitration hearing, each Party will submit its position to the arbitrator, evidence to support that position, and the exact award sought in this matter with specificity. The arbitrator must select the award sought by one of the parties as the final judgment and may not independently alter or modify the awards sought by the parties, fashion any remedy, or make any equitable order. The arbitrator has no authority to consider or award punitive damages.

2.5 Final Decision The Arbitrator's decision should be rendered within 15 days after the arbitration hearing is concluded. This decision will be final and binding on the Parties.

2.6 Costs The prevailing party may enter the arbitration in any court having jurisdiction in order to convert it to a judgment. The non-prevailing party shall pay all of the prevailing party's arbitration costs and expenses, including reasonable attorney's fees and costs.

3. **Services to Continue Pending Dispute.** Unless otherwise agreed to in writing, Contractor must continue to perform and maintain progress of required services during any Dispute resolution or arbitration proceedings, and City will continue to make payment to Contractor in accordance with this Agreement.

4. **Exceptions.**

4.1 Third Party Claims City and Contractor are not required to arbitrate any third-party claim, cross-claim, counter claim, or other claim or defense of a third-party who is not obligated by contract to arbitrate disputes with City and Contractor.

4.2 Liens. City or Contractor may commence and prosecute a civil action to contest a lien or stop notice, or enforce any lien or stop notice, but only to the extent the lien or stop notice the Party seeks to enforce is enforceable under Arizona Law, including, without limitation, an action under A.R.S. § 33-420, without the necessity of initiating or exhausting the procedures of this Exhibit.

4.3 Governmental Actions. This Exhibit does not apply to, and must not be construed to require arbitration of, any claims, actions or other process filed or issued by City of Glendale Building Safety Department or any other agency of City acting in its governmental permitting or other regulatory capacity.