

RESOLUTION NO. 2019-039

RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HIALEAH, FLORIDA, WAIVING COMPETITIVE BIDDING; AND AUTHORIZING THE MAYOR OR HIS DESIGNEE AND THE CITY CLERK, AS ATTESTING WITNESS, ON BEHALF OF THE CITY TO ENTER INTO A CONSULTING SERVICES AGREEMENT WITH CIVITAS, LLC, TO PROVIDE DIRECT TECHNICAL ASSISTANCE TO SELECTED NEW NON-PROFITS ORGANIZATIONS WISHING TO SERVE AS A COMMUNITY HOUSING AND DEVELOPMENT ORGANIZATION (“CHDO”), INCLUDING TECHNICAL ASSISTANCE WITH ALL PROGRAMMATIC MATTERS RELATED TO THE U.S. HUD-CHDO HOME GRANT, IN AN AMOUNT NOT TO EXCEED \$5,625.00, IN SUBSTANTIAL CONFORMITY WITH THE AGREEMENT ATTACHED HERETO AND MADE A PART HEREOF AS EXHIBIT “1”; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, pursuant to Section 2-816 of the City of Hialeah Code of Ordinances, when impractical or not advantageous to the City, competitive bidding may be waived;

WHEREAS, CIVITAS, LLC is a research and development consulting firm with a proven track record of success as a consultant for the City, and other accomplishments in helping clients achieve and maintain compliance and efficiency with U.S. HUD’s regulatory policies and procedures to support economic development and community revitalization;

WHEREAS, each consultant in the firm has individual subcontracts with U.S. HUD as national technical assistance providers as well as hands-on experience with serving government, non-profit, and for-profit enterprises across the country with their expertise on HUD programs;

WHEREAS, CIVITAS, LLC shall provide selected new non-profit organizations with direct technical assistance for all pragmatic matters related to the U.S. HUD-CHDO HOME Grant, in an amount not to exceed \$5,625.00, in substantial conformity with the Agreement attached hereto and made a part hereof as Exhibit “1”; and

WHEREAS, the City finds it is advantageous to the City and in the best interest, health and welfare of the community to enter into this Consulting Services Agreement with CIVITAS, LLC to provide guidance and assistance to new non-profit organizations wishing to serve as a Community Housing and Development Organization.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF HIALEAH, FLORIDA, THAT:

Section 1: The foregoing facts and recitations contained in the preamble to this resolution are hereby adopted and incorporated by reference as if fully set forth herein.

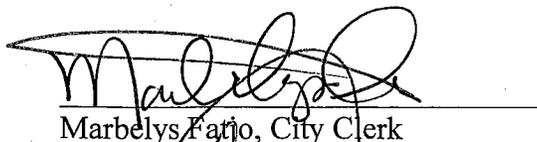
Section 2: The City of Hialeah, Florida hereby waives competitive bidding, and authorizes the Mayor or his designee and the City Clerk, as attesting witness, on behalf of the City to enter into a Consulting Services Agreement with CIVITAS, LLC, to provide direct technical assistance to selected new non-profits organizations wishing to serve as a Community Housing and Development Organization (“CHDO”), including technical assistance with all programmatic matters related to the U.S. HUD-CHDO HOME Grant, in an amount not to exceed \$5,625.00, in substantial conformity with the Agreement attached hereto and made a part hereof as Exhibit “1”. All actions taken to date by officers of the City in furtherance of the performance of this Agreement, is hereby approved, confirmed and ratified.

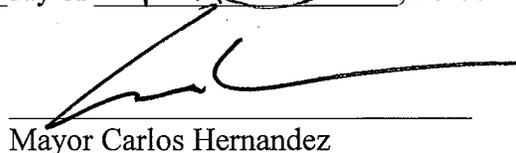
Section 3: This resolution shall become effective when approved by majority vote of the City Council and signed by the Mayor or at the next regularly scheduled City Council meeting, if the Mayor’s signature is withheld or if the City Council overrides the Mayor’s veto.

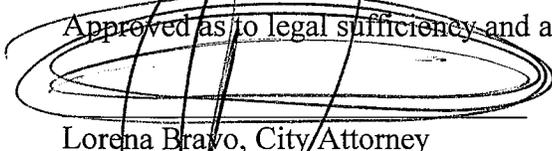
PASSED AND ADOPTED this 9 day of April, 2019.


Vivian Casals-Muñoz
Council President

Attest: Approved on this 15 day of April, 2019.


Marbelys Fajó, City Clerk


Mayor Carlos Hernandez

Approved as to legal sufficiency and as to form:

Lorena Bravo, City Attorney

Resolution was adopted by a 6-0-1 vote with Councilmembers, Caragol, Zogby, Casáls-Munoz, Hernandez, Garcia-Martinez and Cue-Fuente voting “Yes”, and with Councilmember Lozano absent.



CIVITAS

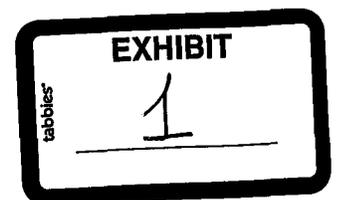
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**CHDO Development
Technical Assistance Proposal**

For Hialeah, FL

**Submitted by:
Civitas, LLC**

Date: April 1st, 2019





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To: Annette Quintana
Director of Grants and Human Services Department
Hialeah, Florida

From: Civitas LLC
1150 Wexford Park
Mount Pleasant, SC 29466

RE: PROPOSAL FOR CHDO ESTABLISHMENT CONSULTING SERVICES

Civitas is pleased to present this proposal for professional services for technical assistance and program management assistance related to establishing a new CHDO in the City of Hialeah. Please find below a proposed scope of services and budget for providing remote and onsite services for the City's programs. These services and associated costs are based on our understanding of the City's request, but we are always happy to make adjustments at your request. Civitas is ready to adhere to the services, costs, and timelines outlined in this proposal, and this signed cover letter binds the company for 60 days. Founding partner Erich Chatham will serve as the primary contact person for this project.

We look forward to furthering our working relationship with your staff and facilitating the provision of decent, safe, affordable housing to the citizens of Hialeah, Florida.

Sincerely,

Erich Chatham
Civitas, LLC
(404) 408-1256



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Statement of Qualification

Civitas, LLC is a research and development consulting firm with offices in Charleston, South Carolina and Southern California. We are in the business of thinking *and* doing. We help government, non-profit, and for-profit enterprises solve problems and implement solutions. Our knowledge and experience with HUD programs, social science research, economic development, and community revitalization put us in a unique position to assist a consortium of public and private entities in better meeting their missions. We bring a passion for public service to our work in areas such as affordable housing development, grant writing & administration, program evaluation, research design & implementation, social & economic impact analysis, survey research, GIS mapping/ spatial analysis, and project management. Organizations we have worked with include: Price Waterhouse Coopers, Partnership for New York City, Bristol Township, PA; City of Spartanburg, SC; Horry County, SC; El Monte, CA; San Antonio, TX; City of Myrtle Beach, SC; The South Carolina Association of Community Development Corporations; Joseph P. Riley Center for Urban Affairs and Policy Studies; Lowcountry Housing Trust; City of Aiken, SC; The Town of Bluffton, SC; Myrtle Beach Housing Authority; Georgetown Habitat for Humanity; Waccamaw Regional Council of Governments, and the City of Charleston, SC amongst many others. Furthermore, all of our consultants have individual subcontracts with HUD as national technical assistance providers. We provide expertise, training, and problem solving to HUD grantees across the nation.



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Project Examples

Civitas has successfully worked on numerous projects for HUD entitlement communities across the country:

Consolidated Plans

Bristol Township, Pennsylvania
St. George, Utah
Benton Harbor, Michigan
Columbia, South Carolina
Spartanburg, South Carolina
Waccamaw Council of Governments Georgetown, South Carolina
Lower Savannah Council of Governments Aiken, South Carolina
Lexington County, South Carolina
Horry County, South Carolina
San Antonio, Texas*
Knox County, Tennessee*
El Monte, California*
Richmond, California*
Contra Costa County, California*
Lake County, Illinois*
Waukegan, Illinois*
West Palm Beach, Florida*
Hialeah, Florida*
Port Orange, Florida*
Miami Gardens, Florida*
Charleston, South Carolina

Ongoing Technical Assistance

Bristol Township, Pennsylvania
St. George, Utah
Lexington County, South Carolina
Conway, Arkansas*
El Monte, California
Adams County, Colorado
Richmond, California*
Contra Costa County, California*



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Annual Action Plans and CAPERs

Bristol Township, Pennsylvania
Colorado Springs, Colorado
Hialeah, Florida
St. George, Utah

Assessments of Furthering Fair Housing

Wilmington, North Carolina
Horry County, South Carolina
Statewide AFH for South Carolina*
Clayton County, Georgia*

Analyses of Impediments to Fair Housing Choice

Bristol Township, Pennsylvania
St. George, Utah
Waccamaw Council of Governments Georgetown, South Carolina
Spartanburg, South Carolina
Lexington County, South Carolina
Columbia, South Carolina
Aiken, South Carolina
Lower Savannah Council of Governments Aiken, SC
Commonwealth of Pennsylvania*
State of Michigan*
Charleston, South Carolina*
Richmond, California*
Contra Costa County, California*
Daytona Beach, Florida*
Hialeah, Florida*
Miami Gardens, Florida*

* Civitas was hired as a sub-contractor for these projects.



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References

Client: Bristol Township, PA

Period of Performance: November 2014 - present

Project(s): 2014 Annual Action Plan, 2015 - 2019 Consolidated Plan, 2016 Action Plan, 2013 CAPER, 2014 CAPER, 2015 CAPER, Ongoing technical assistance as needed (IDIS, Environmental Review, CDBG & HOME Program Management)

Project Leads: Erich Chatham & Jimmy Ardis

Point of Contact: Tom McDermott, Community Development Director
(215) 785-0500

TMcDermott@bristoltownship.org

Client: St. George, UT

Period of Performance: October 2015 - present

Project(s): 2016-2020 Consolidated Plan, 2016 Analysis of Impediments, 2016 Action Plan, IDIS Training and Technical Assistance, CDBG Program Management, Environmental Review

Project Leads: Erich Chatham & Jimmy Ardis

Point of Contact: Matt Loo, Economic and Housing Development Director
(435) 627-4206

Matt.Loo@sgcity.org

Client: Lexington County, SC

Period of Performance: May 2015 - present

Project(s): 2015-2019 Consolidated Plan & 2015 Analysis of Impediments to Fair Housing Choice; Ongoing technical assistance as needed (IDIS, Environmental Review, CDBG & HOME Program & CDBG-DR Program Management)

Project Leads: Erich Chatham & Jimmy Ardis

Point of Contact: Charles Garren, Community Development Director
(803) 785-8121

cgarren@lex-co.com



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Personnel (RESUMES PROVIDED UPON REQUEST)

Erich Chatham, Partner

Mount Pleasant, SC

Erich is a founding partner of Civitas, LLC, a community and economic development consulting firm with offices in Charleston, SC and Southern California. He has worked on economic and community development projects with local governments, for-profits & non-profits across South Carolina, North Carolina, Florida, Georgia, South Carolina and Texas. Erich serves as a national technical assistance provider for the US Department of Housing and Urban Development and is a HOME Certified Specialist. In his role as a HUD TA provider, Erich has worked extensively throughout South Carolina and is currently working with the State, the City of San Bernardino and the City of Richmond. He has conducted numerous IDIS and DRGR training workshops including recent trainings for the eCon Planning Suite.

Erich received a Bachelors of Arts in History and a Secondary Education Certification from Oglethorpe University in Atlanta, GA. He then taught high school economics & government and coached several sports for four years. He holds a Masters of Public Administration from the College of Charleston, with a focus in Economic Development and Urban Planning.



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Scope of Services

The proposed scope of services for this proposal is listed below. In general, Civitas will provide an initial assessment of a local non-profit organization and the possibility of establishing the non-profit as a City designated CHDO. This initial scope of services shall be completed in April 2019 and includes a site visit for an initial meeting with the organization.

Deliverables:

1. Establishment of a new CHDO
 - a. Review of organization's non-profit status
 - b. Review and revise (as necessary) organizational mission statement & by-laws
 - c. Establish (as necessary) EIN, DUNS and SAMs registrations
2. Board of Directors
 - a. Review board members in relation to meeting CHDO requirements
3. Organizational Operations
 - a. Review organization's operations budget
 - b. Generate staffing plan with org chart and job descriptions
4. Development Opportunities
 - a. Review initial development opportunities within the City of Hialeah
 - b. Identify potential funding sources



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Fee for Services & Term

Civitas is prepared to provide the services identified for a flat fee of \$4,500. This fee is inclusive of all time, materials and travel related expenses. Any registration fees or legal fees associated with the above listed scope of work shall be billed on a reimbursable basis.

We look forward to continuing our relationship with the City of Hialeah, FL.

Agreement

Civitas, LLC:

Date: _____

Erich Chatham,
Managing Partner

City of Hialeah, Florida:

Date _____

Annette Quintana,
Director of Grants and Human Services Department

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Civita

Date: March



**CHDO Development
Technical Assistance Proposal**

For Hialeah, FL

**Submitted by:
Civitas, LLC**

Date: March 25th, 2019



www.civitassc.com

To: Annette Quintana
Director of Grants and Human Services Department
Hialeah, Florida

From: Civitas LLC
1150 Wexford Park
Mount Pleasant, SC 29466

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Period of Performance: November 2014 – present

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Project Leads: Erich Chatham & Jimmy Ardis

Point of Contact: Tom McDermott, Community Development Director
(215) 785-0500

TMcDermott@bristoltownship.org

Client: St. George, UT

Period of Performance: October 2015 – present

Project(s): 2016-2020 Consolidated Plan, 2016 Analysis of Impediments, 2016 Action Plan, IDIS Training and Technical Assistance, CDBG Program Management, Environmental Review

Project Leads: Erich Chatham & Jimmy Ardis

Point of Contact: Matt Loo, Economic and Housing Development Director
(435) 627-4206

Matt.Loo@sgcity.org

Client: Lexington County, SC

Period of Performance: May 2015 – present

Project(s): 2015-2019 Consolidated Plan & 2015 Analysis of Impediments to Fair Housing Choice; Ongoing technical assistance as needed (IDIS, Environmental Review, CDBG & HOME Program & CDBG-DR Program Management)

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cgarren@lex-co.com



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Scope of Services

The proposed scope of services for this proposal is listed below. In general, Civitas will provide remote and on-site technical assistance related to the establishment of a new CHDO in Hialeah, FL. This initial scope of services shall be for a term of six months and includes a two-day site visit each month as well as unlimited remote technical assistance as needed.

Deliverables:

1. Establishment of a new CHDO
 - a. Legally establish a new 501c3 non-profit
 - b. Register the organization with the Florida Secretary of State
 - c. Develop organizational mission statement & by-laws
 - d. Establish EIN, DUNS and SAMs registrations
2. Board of Directors
 - a. Recruit board members meeting CHDO requirements
 - b. Conduct two half-day strategic planning sessions for board of directors
 - c. Conduct initial board meeting(s)
3. Organizational Operations
 - a. Generate operational budget
 - b. Generate staffing plan with org chart and job descriptions
 - c. Operational support
4. Development Opportunities
 - a. Review initial development opportunities within the City of Hialeah
 - b. Identify potential funding sources