



## Berkeley Housing Authority

1901 Fairview St., Berkeley, CA 94703  
Telephone: (510) 981 5470 Fax: (510) 981 5480

### **Request for Proposals 11-02 Organizational Assessment**

March 25, 2011

DEADLINE: April 26, 2011 3:00 p.m.

Dear Potential Respondent:

The Berkeley Housing Authority (BHA) is seeking a firm to perform an assessment of Housing Authority operations and provide:

- A comprehensive written report identifying (1) any compliance issues with HUD requirements, (2) opportunities to reduce operational cost and increase efficiencies, and (3) an organizational plan/structure that will allow the Authority to operate within existing financial resources; and
- A presentation of the report to the Finance Committee and/or Board of Commissioners.

Responses should include one bound original (easily copied on a standard copy machine) and three copies with:

1. A cover letter to include:
  - a. A brief description of the firm's qualifications that demonstrate the capacity to perform the required services
  - b. The name, title and area of expertise of the team that will perform the contract services.
2. A list of 3 recent similar studies performed for Public Housing Authorities including a contact person and his/her contact information.
3. Completed HUD 5369C Certifications and Representation of Officers.
4. A statement that the consultant, or any members of the consultant's proposed staff on the project, is not debarred, suspended or otherwise prohibited from professional practice by any federal, state or local agency.
5. An outline of the approach for the project, including a time line.
6. A fee proposal, inclusive of all direct and indirect costs (including reimbursable expenses).

Proposals must be submitted by 3:00 p.m., Tuesday, April 26<sup>th</sup>, 2011. A copy of the Request for Proposals may be obtained from the BHA website, [www.cityofberkeley.info/BHA](http://www.cityofberkeley.info/BHA).

The selected firm or individual will be required to obtain a City of Berkeley business license, and provide evidence of appropriate insurance coverage.

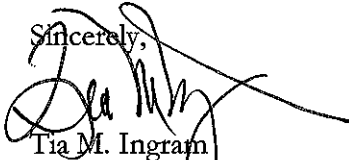
Proposers must submit any questions regarding the RFP in writing (e-mail or fax). Questions must be received by the Housing Authority no later than 4:00 pm, April 21<sup>st</sup>. Written questions are to be submitted to Tia Ingram, Executive Director at [tingram@ci.berkeley.ca.us](mailto:tingram@ci.berkeley.ca.us) or faxed to (510) 981-5480. To receive copies of any questions/answers, prospective bidders should register interest via email to the email address mentioned above no later than April 20<sup>th</sup>.

All proposals must be addressed in clearly marked envelope(s) indicating "BHA Organizational Assessment, RFP #11-02" to:

Tia Ingram, Executive Director  
Berkeley Housing Authority  
1901 Fairview Street  
Berkeley, CA 94703

The deadline for proposal submission is Tuesday, April 26<sup>th</sup> at 3:00 p.m.

Sincerely,



Tia M. Ingram  
Executive Director