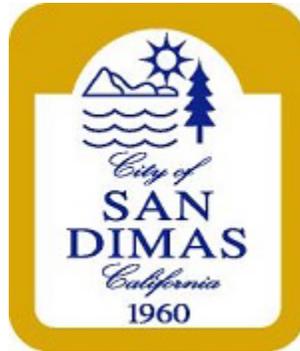


City of San Dimas California



REQUEST FOR PROPOSALS PROFESSIONAL CONSULTANT SERVICES FOR ADMINISTRATION OF CDBG, CALHOME, MORE, AND LOCAL HOUSING AND COMMUNITY DEVELOPMENT PROGRAMS

Lily Flores
Housing Manager

March 10, 2026
City of San Dimas, California

BID DEADLINE: April 23, 2026

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PUBLIC NOTICE

**CITY OF SAN DIMAS
REQUEST FOR PROPOSALS
PROFESSIONALCONSULTANT SERVICES FOR ADMINISTRATION OF CDBG, CALHOME, MORE, AND LOCAL
HOUSING AND COMMUNITY DEVELOPMENT PROGRAMS**

PROPOSAL RELEASE DATE Monday, March 10, 2026

PROPOSALS MUST BE RECEIVED ON OR BEFORE: Thursday, April 23, 2026, at 3:00 p.m.

PROPOSALS WILL BE OPENED ON: Thursday, April 23, 2026 at 3:00 p.m.

PLACE OF PROPOSAL RECEIPT: Office of the City Clerk, City Hall,
245 East, Bonita Avenue, San Dimas, California 91773

PROJECT IDENTIFICATION NAME: **REQUEST FOR PROPOSALS (RFP) for PROFESSIONAL
CONSULTANT SERVICES FOR ADMINISTRATION OF
CDBG, CALHOME, MORE, AND LOCAL HOUSING AND
COMMUNITY DEVELOPMENT PROGRAMS**

NOTICE IS HEREBY GIVEN that the City of San Dimas, County of Los Angeles, California, will receive up to, but not later than, the time set forth above sealed contract proposals for the award of a contract for the above project. Proposals shall be delivered to the City Clerk's office during the business hours of 7:30 am to 5:30 pm, Monday through Thursday and Fridays from 7:30 am to 4:30 pm, except holidays. **POSTMARKS WILL NOT BE ACCEPTED.** All proposals shall be made on the form furnished by the City and shall be opened and publicly read aloud at the above-stated time in the Office of the City Clerk of the City of San Dimas, City Hall; **Attendance at bid opening is not required.**

DESCRIPTION OF WORK: The City of San Dimas is seeking proposals from qualified consultants to provide professional housing consultant services for administration of CDBG, Calhome, MORE, and local housing and community development programs.

OBTAINING CONTRACT DOCUMENTS: Electronic copies of Contract Documents may be requested from the Community Development Department via email at lflores@sandimasca.gov or by calling (909) 394-6282

A copy of the RFP can also be downloaded from the City's website at:
https://sandimasca.gov/how_do_i/find/open_bids.php

At the time of the award of the contract, the awarded firm shall possess a valid business license sufficient to cover all of the work performed.

Submit three (3) copies of your Proposal. It should be understood that the final fee will be negotiated with the City. All submitted proposals will be reviewed and analyzed by City staff and the proposals which best meet the City's needs will be selected for further analysis and negotiation. The City reserves the right, in its sole discretion during the selection process, to reject any or all proposals and to waive any irregularities or informalities in any proposal or in the bidding and to make awards in the interest of the City. No firm may withdraw his bid for a period of ninety (90) calendar days after the opening of proposals.

For information,
please call Lily Flores, Housing Manager
at (909) 394-6282

CITY OF SAN DIMAS

/s/ Debra Black
City Clerk of the City of San Dimas

**PUBLISHED: Inland Valley Daily Bulletin
March 6, 2026**

1 Introduction

1.1 Overview

The City of San Dimas Community Development Department (“City”) is seeking proposals from qualified firms or individuals (“Consultant”) to provide professional housing consulting services for assisting the City in its management and administration of CDBG, CalHome, MORE, and other local Housing and Community Development Programs.

The City of San Dimas, under the entitlement of L.A. County, is a participant in the Community Development Block Grant (CDBG) funded by the U.S. Department of Housing and Urban Development (HUD) which requires the Consultant to comply with all standard CDBG regulations.

The City also has funds under the CalHome Reuse Account that needs to be utilized for loans to low income residents in San Dimas. The Consultant is expected to comply with all standard HCD CalHome regulations.

The City is also an awardee of the HCD Manufactured Housing Opportunity & Revitalization Program (MORE). The Consultant is expected to comply with all standard HCD mobile home standard program requirements.

In addition, the City utilizes its Housing Authority funds for local housing and development programs which benefit low to moderate income homeowners.

The City would like to contract with one Consultant to assist with administering all its Housing programs. The City expects to award the contract before June 30, 2026. Prior to the commencement of work, a contract shall be executed for the performance of duties as outlined within this Request for Proposal (RFP). The Housing Rehabilitation Consultant will be retained by an annual contract with a renewable option of four (4) additional years. The contract will commence FY (Fiscal Year) 2026-2027

1.2 About San Dimas

Incorporated in 1960, San Dimas is nestled in the foothills of the San Gabriel - Pomona Valleys. San Dimas is situated approximately 20 miles east of Los Angeles and has a population of approximately 34,000. L.A. County Sheriff’s Department maintains law enforcement responsibility for the City and L.A. County Fire provides fire protection.

San Dimas maintains a council-manager form of government. Residents are stakeholders in a municipal corporation, electing a mayor and four council members in their respective districts to represent them. As elected representatives of its citizens, the City Council develops and establishes ordinances and policies in the best interest of its citizens. The City Council acts as a part-time board of directors, appointing a City Manager to conduct the City's day-to-day affairs. The City Council is committed to maintain and continue to enhance the "quality of life" in San Dimas.

1.3 Project Timeline

Project Timeline Dates	
RFP Release Date	March 10, 2026
Bid Deadline	3:00 p.m. April 23, 2026
Bid Opening	3:00 p.m. April 23, 2026

Bid Evaluations Completed	May 19, 2026
Final Consultant Selection/Award	May 26, 2026

1.4 City of San Dimas Contact Information

This RFP is issued by the City of San Dimas, 245 E Bonita Ave, San Dimas, CA. The point of contact for all questions or requests for additional information is:

Contracting Contact:

Lily Flores, Housing Manager
 City of San Dimas
 245 E Bonita Ave
 San Dimas, CA 91773

Email: lflores@sandimasca.gov

All questions shall be via email only. All contact with personnel employed by the City of San Dimas except for the contact persons named above with respect to this RFP shall be prohibited. Improper contact may constitute grounds for rejection of your bid.

1.5 RFP Inquiries

All inquiries regarding this RFP including requests for additional information or clarification and proposed modifications or amendments to the RFP must be submitted in writing in accordance with 1.4 above. **All inquiries must be received no later than 5:00 PM on April 10, 2026 and must be labeled “Professional Consultant Services for Administration of CDBG, CalHome, MORE, and Local Housing and Community Development Programs.”** Each inquiry must include the inquirer’s name, firm, telephone number and email address. Each inquiry should begin by referencing the RFP page number and section to which it relates.

The City will attempt to provide any assistance or additional information of a reasonable nature that may be requested by interested vendors. Any request for assistance or information must be submitted in writing and before the RFP due date. Any requests after that will be rejected.

Inquiries received after the April 10, 2026, 5:00 PM deadline **will not** be considered. All inquiries received before the deadline will be compiled and responses to inquiries will be posted on the City of San Dimas website, located at sandimasca.gov

2 Scope & General Description

The City of San Dimas Housing Division currently offers the following Programs:

CDBG Funded

- Housing Rehabilitation Grants - \$15,000 SFR and/or \$10,000 Mobile Home
- Youth Scholarship Program – up to \$500.00 per youth (ages 3-17) for program fees offered by the Parks & Recreation Department
- Restaurant Attraction & Assistance Program - \$35,000 assistance for every 1 FTE low income employee job created or retained

CalHome Funded

- Housing Rehabilitation Loan – up to \$60,000

MORE Funded

- Mobile Home Rehabilitation – up to \$40,000
- Mobile Home Replacement – upon HCD approval

Local Housing and Community Development Funded

- Housing Rehabilitation Grants - \$15,000 SFR and/or \$10,000 Mobile Home
- Mobile Home Lift Program – up to \$15,000

The Scope of Services that the Consultant will include as a minimum in their proposal shall consist of, but not limited to the following tasks. Consultants are encouraged to add to these tasks as deemed necessary to complete the secondary task noted under Program Management (Item 2.1). The Consultant will be responsible for the following tasks:

2.1 Program Management

General Administration:

1. Provide support to City staff in regards to the annual Planning Summaries, project contracts, and any necessary contract amendments.
2. Develop and implement new programs as requested.
3. Assist the City in the development of guidelines and standards for the programs.
4. Prepare and submit quarterly reports for CDBG programs.
5. Keep the City informed of any updates/changes in County/HUD/HCD requirements.
6. Develop and maintain all necessary documentation for CDBG monitoring and Single Audit.
7. Establish a program filing system and record-keeping procedure consistent with HCD requirements.
8. Assist County and State monitors during program performance reviews and Single Audit.
9. Provide Davis-Bacon monitoring and contract compliance for CDBG-funded construction projects as needed.

Housing Rehabilitation Programs:

1. Review and process applications from start to finish.
2. Assist with preparation, execution and implementation of contractor contracts.
3. Preparation of Work Specifications, Cost Estimates, Inspection Services, and Construction Management.
 - I. Conduct property inspections to identify requested work eligibility under LACDA, HCD, as well as meeting the City's Building and Planning Division's requirements.
 - II. Prepare work write-ups, change orders, addendums, describing necessary repairs and improvements including line item cost estimates.
 - III. Assist City Staff with coordination of procurement process, including obtaining necessary signatures, advertising the bid opening, and evaluating submitted bids.
 - IV. Maintain a current contractor list with all eligibility requirements including proof of insurance, verification of SAM.gov compliance, and appropriate California Contractor's State License Board license.
 - V. Send for Lead/Asbestos inspections and comply with findings.
 - VI. Obtain photos for Historic Preservation, work to be done, work in progress and

completed improvements. Maintain “before and after” photos with client files.

VII. Perform final inspection and close out project with all necessary lien releases, notices of completion with Building Inspector’s final. Interface with the City and/or State’s Building Department as necessary.

4. Monitor project implementation, progress, expenditures and performance goals.
5. Prepare all required Documents and Contracts on City approved forms.
6. Provide City staff with all necessary financial documents (i.e. demands, change orders) for all expenditures.
7. Submit data in LACDA GMS on-line system.
8. Prepare and submit monthly reports to the City.

3 Evaluation Process and Criteria

Evaluation of proposals shall be based upon a competitive selection process. In reviewing and evaluating the submitted proposals, the City will consider the following criteria;

1. Background, experience, and qualifications of the firm in CDBG, Calhome, MORE, and local housing program implementation and administration.
2. Familiarity with the City of San Dimas Housing Programs.
3. Thoroughness of understanding of the Scope of Services.
4. Proposed work plan, time frame, and approach for completing projects.
5. Capabilities and demonstrated technical proficiency of staff.
6. References.
7. Demonstrated ability to perform tasks in a timely and efficient manner.
8. Quality of written work.
9. Cost.

The most qualified firm, as evidenced by the submitted proposals, and as judged by the review committee, will be selected with the final terms and scope of the contract to be determined on the basis of negotiations between the City and the selected firm.

The process shall include the approval of a Professional Services Agreement (Exhibit B) by the City. After the selection, all other firms will be notified of the decision. Prior to the award of any work, the City and the selected Consultant firm shall enter into a written agreement.

4 Consultant Qualifications and Obligations

The City is interested in knowing the applicable background and experience of project team members in working in CDBG program implementation and administration, CalHome loan administration, MORE program administration, and Local Housing program administration, with emphasis on current City programs listed under Scope of Services. Firms may provide brochures and descriptive materials that provide information of such experience. The City requests a list of client references, including descriptions of the work performed, dates of work performed, contact persons, and telephone numbers.

A project manager must be designated to be responsible for day-to-day progress and serves as the City’s contact.

The successful firm will be expected to meet or exceed all of the specifications in this RFP. Demonstrated ability to successfully complete the project as well as the ability to work in a responsible and cooperative manner with the City will be considered. The selected individual or firm must comply with all Federal and State requirements and regulations.

4.1 Documents to Be Submitted

Consultant must submit the following information to be considered:

- 4.1.1 Name and address of firm, name and address of contact person.
- 4.1.2 Brief introduction to the consultant firm and summary of project as understood by firm.
- 4.1.3 Experience providing similar scope of service to municipalities.
- 4.1.4 Organizational chart applicable to this project, identifying the project manager, key personnel, and supporting staff to be assigned to this project, if contracted. Specific responsibilities of each person should be detailed.
- 4.1.5 Qualifications and resumes of all persons to be assigned to the project, if contracted, and description of their experience in CDBG program administration, CalHome loan administration, MORE program administration, and local program administration.
- 4.1.6 References.
- 4.1.7 Work Plan for completing Scope of Services.
- 4.1.8 Cost and personnel breakdown for project tasks and major elements of the project.
- 4.1.9 Work tasks and time schedules.
- 4.1.10 The company shall also provide and maintain at its own expense during the term of the Agreement, a program of insurance satisfactory to cover its operations hereunder.

The following provides detail explanations of items listed above:

Work Plan

The work plan should delineate the proposed approach of completing the tasks set forth in the Scope of Services. Proposals should indicate procedures and methods of analysis that will be used to properly implement the program. Firms should address any problems that they envision to be associated with the project, citing specific suggestions for avoiding these problems. In addition, the work plan should identify how the firm, if contracted, plans to interact with the public, applicants, City staff, LACDA, HCD and/or HUD (i.e. office hours).

Costs and Personnel Breakdown

The cost proposal will be the Consultant's hourly rates for the City for the term of the services, which will include Primary Consultant's hourly rate as well as any associates that may work on the City's programs. Cost Proposal Form, Exhibit A, is to be submitted with this RFP.

Proposal content and price quotations must remain firm and irrevocable for 120 days following the submission date.

5 Submission Format and Delivery Requirements

5.1 Bid Response Delivery

Mail, courier service, or hand deliver:

City Clerk
City of San Dimas
245 E Bonita Ave
San Dimas, CA 91773

Please submit a minimum of 3 printed bid sets in a sealed envelope labeled “RFP – Administration of Housing Programs” to the City. All proposals will remain the property of the City and will not be returned.

5.2 Date and Hour of Submission

Response must be received on or before **April 23, 2026** at 3:00 pm. Any bid that has not been received at the above address by 3:00 pm on April 23, 2026 shall be disqualified from further consideration.

5.3 Acceptance or Rejection of Submissions

The City of San Dimas reserves the right to reject any or all bids, to waive technicalities or irregularities and to accept any bid it determines to be in the City of San Dimas' best interest. The acceptance of any bid submission shall not in any way cause the City to incur any liability or obligation to vendor, financial or otherwise. The City of San Dimas may cancel the RFP in whole or part without making any award at its sole discretion, without any liability being incurred by the City of San Dimas to any vendor for any expense, cost, loss or damage incurred or suffered by the vendor as a result of such withdrawal.

5.4 Costs for Document Development

Costs for developing the response to this RFP are entirely the responsibility of the proposing party and shall not be chargeable in any manner to the City of San Dimas. All vendors agree to provide all such additional information as, and when, requested at their own expense. No vendor supplying such information shall be allowed to change the pricing or other cost quotations originally submitted.

5.5 Bid Validity

A bid submitted in response to this RFP is irrevocable for 120 days from the date of submission. The City of San Dimas reserves the right to withdraw a bid acceptance at any time if in the opinion of the City of San Dimas the vendor is unwilling or unable to enter into a form of contract satisfactory to the City of San Dimas. Acceptance will be defined as the City of San Dimas selecting you as our provider of service for the intent of negotiating a contract for services.

5.6 Bid Submission Certification

By submitting a bid, vendor certifies that he or she has carefully examined all the documents for the project and has carefully and thoroughly reviewed this RFP, and understands the materials defined and the terms and conditions thereof.

Exhibit A: Bid Sheet

Request for Proposals

Cost proposal form for Housing Consultant Services

Proposal is based on a one (1) year agreement with an option to extend up to an additional four (4) years.

Personnel	Hourly Rate	Estimated Weekly Hours

Additional Services: (Time and Material):

Authorized Signature: _____

Type Name: _____

Title: _____

Date: _____

Exhibit B: Professional Services Agreement
