CITY OF PASADENA
REQUEST FOR PROPOSALS

COMMUNITY DEVELOPMENT BLOCK GRANT
2013/2014 APPLICATION AND INFORMATION PACKET

CITY OF PASADENA
HOUSING DEPARTMENT

OFFICE LOCATION:
RENAISSANCE PLAZA, 649 N. FAIR OAKS AVENUE, SUITE 202
PASADENA, CA 91103

CITY OF PASADENA
REQUEST FOR PROPOSALS

COMMUNITY DEVELOPMENT BLOCK GRANT
NON-PUBLIC SERVICES

INSTRUCTIONS

INTRODUCTION

Background

This Request for Proposal (RFP) announces the availability of funding for the 39th Program Year (July 1, 2013 - June 30, 2014) for the **Community Development Block Grant (CDBG) Program.** The CDBG Program is funded and regulated at the federal level by the U.S. Department of Housing and Urban Development (HUD) and administered locally by the City of Pasadena, under the auspices of the Housing Department. The CDBG Program is authorized under Title I of the Housing and Community Development Act of 1974. The regulations implementing the CDBG Program are located in the 24 CFR, Part 570.

The objectives of these programs are in accordance with the City's Consolidated Plan which seeks ***the development of a viable urban community*** through the implementation of the following goals, principally for the benefit of low-and moderate-income (LMI) persons:

- a suitable living environment
- expanded economic opportunity
- aid in the elimination of slums and blight
- respond to an urgent need

The City of Pasadena invites proposals from qualified entities to apply for funding under this RFP. The primary objective of this RFP is to fund projects and activities that are consistent with locally developed CDBG Program Priorities and to address the federal/local Consolidated Plan objectives.

Funding Available

The City of Pasadena is a CDBG "Entitlement" Program city (i.e., for cities with populations over 50,000). As a CDBG Entitlement city, the City of Pasadena receives an annual allocation of CDBG funds. The grant amount is determined by the higher of two (2) formulas:

- data based on overcrowded housing, population and poverty, ***OR***
- data based on age of housing, population growth lag and poverty.

Because the data used to calculate either formula varies from year to year, the funding amount is not predetermined. It is anticipated that the funds available to the City of Pasadena will be

approximately $1.7 million in CDBG funds, of which 85% is available for non-public service programs, and 15% for public/human service programs**.** This figure is based on last year's (FY 2012-2013) funding allocation and proposed reductions to the CDBG budget. The approximate amount of funding available under this RFP is $300,000 and the minimum funding award will be $50,000.

Funding for the CDBG Program is available under **Non-Public Services** (the provision of non-public services includes but is not limited to economic development and public facilities improvements. **Currently applications are being accepted for the Non-Public Service projects. RFP's for non-public service projects are for a (1) year funding request.**

Please note that PARTIAL FUNDING will not be awarded. Applicants must as for the amount they need to carry out the program/ project. Programs/ projects will either be awarded full funding or funding will be denied. The approximate amount of funding available under this RFP is $300,000 and the minimum funding award will be $50,000.

Threshold Requirements

All proposers must meet the local and HUD defined threshold requirements as detailed in Proposer's Eligibility below. If a proposal does not demonstrate that the proposed project meets these threshold requirements, the proposer will be advised that its proposal will not be considered for funding.

Proposer's Eligibility

a. The proposer must be a public or private nonprofit agency, authority or organization, or a for-profit entity authorized under 24 CFR 570.201 (o) (microenterprises), requesting CDBG funds to undertake eligible costs and activities for assistance of low and moderate-income persons.

b. All proposed projects must serve low and/or low-moderate-income persons, aid in the prevention or elimination of slums and blight, or respond to an urgent need.

c. Proposed projects **must** address one or more of the program priorities outlined in the Program Priorities section of the RFP.

d. The costs and activities for which funding is being requested must be eligible under the specific service type of Non-Public Service.

e. All proposed projects must be located, primarily conducted in, or serving the residents of the CDBG **Benefit Service Area (Appendix H)**. The Benefit Service Area is generally Northwest Pasadena which is generally bounded by Woodbury Road on the north, Maple Street (210 FWY) on the south, Lake Avenue on the east, and Arroyo Blvd. on the west, see specific census tracts.

f. The proposed project must be categorized as a non-public service activity as defined by this document.

g. ALL Projects that have received grant funding for three or more consecutive cycles shall be required to continue to demonstrate:

1. Unmet need and a funding priority that is served by no other applicant;
2. Leverage of funds;
3. Satisfactory performance;
4. Adherence to regulatory requirements.

Eligible Costs and Activities

The following costs and activities are eligible under their specific area of emphasis:

Non-Public Service

A. Economic Development

- Assistance to micro-enterprises and other businesses;
- Job creation/ development (not training)
- Technical assistance and other supportive services to micro-enterprises;
- Acquisition, construction and rehabilitation of commercial and industrial properties;
- Outreach, marketing and other services to assisted businesses; and

B. Public Facilities and Improvement (Capital Improvements*)*

- Acquisition, installation, construction and rehabilitation of infrastructure (e.g., water, sewer lines, streets, and sidewalks); and
- Acquisition, construction or rehabilitation of neighborhood facilities and facilities for persons with special needs.

Ineligible Costs and Activities

The general rule is that any cost or activity that is ***not authorized*** under the federal (CDBG/ESG) regulations is ineligible to be assisted with CDBG/ESG funds.

In accordance with the U. S. Department of HUD Rule on Faith-Based Organizations (Faith-Based Initiative), September 30, 2003 (24 CFR Part 92 et al):

Faith-Based organizations are able to compete for federal grants for social service programs without having to completely separate their religious tone and mission from the services that they provide. A social service program includes services that:

1. Reduce poverty.
2. Improve opportunities for low-income children/youth/families.
3. Revitalize low-income communities.
4. Empower low-income families and individuals to become self-sufficient.
5. Help people who are in need.

Faith-based organizations are eligible to receive HUD funding on an equal footing with any other organization. Federal funds are not to be used to support inherently religious activities such as worship, religious instruction, or proselytization. Faith-based organizations are no longer required to form a separate, secular organization (501 (c) (3) to receive funds as was previously required.

Faith-based organizations may receive HUD funds to acquire, rehabilitate, or repair buildings and other real property, as long as the funds only pay the percentage of the total cost attributable to the HUD activities. However, HUD funds may not be used to acquire or improve sanctuaries, chapels, and other rooms that a congregation uses as its principal place of worship.

In addition, the federal regulations stipulate that the following costs and activities may ***NOT*** be assisted with CDBG or ESG funds:

- Building(s) for the general conduct of government (e.g., city hall);
- General government expenses;
- Political activities;
- New housing construction except under certain conditions or when carried out by a Community Based Development Organization (CBDO);
- Income payment; and
- Religious activities.

Benefit Service Area

Your proposed **non-public service** project must benefit low and/or moderate income persons residing within the Benefit Service Area. **A map depicting this area is located in Appendix H of this document**. This area is generally defined as Northwest Pasadena. The approximate boundaries are:

- to the North - Woodbury Road
- to the South - Maple Street (210 Fwy)
- to the East - Lake Avenue
- to the West - Arroyo Blvd.
- other select census tracts and block groups throughout the City are also considered to be part of the Benefit Service Area. Please refer to Appendix H

2013-2014 CITIZEN PARTICIPATION AND CDBG PROGRAM PRIORITIES

Citizen Participation Process

The City of Pasadena's Citizen Participation Plan is the foundation for its public/human services and non-public services funding allocation system. It is the intent of the City to provide for and encourage citizen participation throughout the funding allocation process. Towards this end, the City has established advisory bodies to assist the City administration in allocating and monitoring the use of these funds. The advisory body for non-public service activities is the Northwest Commission, which consists of ten (10) members. These Commission members represent various segments of the community.

The Northwest Commission meets on the second Thursday of each month. All of the Commissions' meetings are public meetings, advertised, open to the general public and held in a facility accessible to the handicapped. The Commission has the authority to make formal recommendations to the City Council regarding program selection, the specific level of production and the individual dollar amount needed to support those activities.

Program Priorities

In an effort to assess the City's non-public service/ community development needs for the 2013-2014 Program Years, the Northwest Commission performed a review of current socio-economic data and conducted community outreach efforts to garner public input regarding this matter. The following program priorities were determined :

1. **NON-PUBLIC SERVICES**

   - **ECONOMIC DEVELOPMENT**
     Create opportunities for business retention, expansion, education and relocation activities that limit adverse community impacts and generate new employment opportunities for Northwest Pasadena residents.

   - **PUBLIC FACILITY IMPROVEMENTS**
     Acquisition, construction or rehabilitation of neighborhood facilities and facilities for low-moderate income persons and persons with special needs.

REQUIRED PROPOSAL CONTENTS

THE FOLLOWING INFORMATION IS REQUIRED IN EACH PROPOSAL SPECIFICS AND ACTUAL FORMS CAN BE FOUND IN THE RFP APPLICATION.

TRANSMITTAL LETTER

PART I - GENERAL INFORMATION

PART II - CLIENT POPULATION AND SELECTION PROCESS
OUTREACH AND MARKETING

PART III - UNMET NEEDS AND PROGRAM DEVELOPMENT

PART IV - GOALS AND OBJECTIVES
OUTCOME MEASURES
PERFORMANCE SCHEDULE

PART V - ADMINISTRATIVE CAPACITY

PART VI - BUDGET AND BUDGET NARRATIVE

PART VII - REQUIRED ATTACHMENTS (AS LISTED IN THE RFP APPLICATION) / LOCAL PREFERENCE

SUBMITTAL

- **One original and five (5) copies** of the proposal must be received by **WEDNESDAY, APRIL 3, 2013 BY 5 P.M.**

- All proposals must be typed using one (1) inch margins and an eleven (11) or twelve (12) pitch font. **Handwritten proposals will not be accepted**. Proposals must comply with requirements detailed in this document. Proposals that are incomplete, have inadequate number of copies, exceed the page limitations, or have other content errors or deficiencies will be rejected.

- **All proposal documents (except the original) must be bound. *Contextual changes and/or additions to the proposal after submission will not be accepted.***

- **Postmarked or facsimile transmission (FAX) copies will not be accepted**.

This RFP may be obtained online at **http://www.cityofpasadena.net/housing.** If you have any questions regarding this Request for Proposal (RFP) you may contact the Housing Department at (626) 744-8321. **Modifications and any changes made to the format of the RFP will result in the rejection of your proposal.**

PROPOSAL MUST BE SUBMITTED TO:

CITY OF PASADENA
HOUSING DEPARTMENT

OFFICE LOCATION:
RENAISSANCE PLAZA, 649 N. FAIR OAKS AVENUE,
SUITE 202
PASADENA, CA 91103

ATTENTION: WILLIAM K. HUANG
HOUSING DIRECTOR

MANDATORY RFP WORKSHOPS

Technical assistance questions should be directed to the Housing Department at (626) 744-8321.
ALL applicants must attend one of the workshops listed below, FAILURE to attend one of the listed workshop will result in the disqualification of the proposal.

LOCATION	DATE	TIME
CITY OF PASADENA HOUSING DEPARTMENT 649 N. FAIR OAKS AVE. (COMMUNITY ROOM)	MARCH 7, 2013	2:00PM
CITY OF PASADENA HOUSING DEPARTMENT 649 N. FAIR OAKS AVE. (COMMUNITY ROOM)	MARCH 13, 2013	6:30PM
CITY OF PASADENA HOUSING DEPARTMENT 649 N. FAIR OAKS AVE. (COMMUNITY ROOM)	MARCH 20, 2013	10:00AM

EVALUATION CRITERIA AND SELECTION PROCESS

The criteria used in this evaluation process are drawn from the description of project requirements outlined in this document. Each proposal will be evaluated based on the following criteria and on its own merits for content, responsiveness, conciseness, clarity, relevance and strict adherence to the instructions in this RFP.

- **<u>Incomplete proposals will not be considered</u>. Please note that there will be NO opportunity to submit missing documentation. All incomplete proposals will be deemed ineligible.**

Evaluation Criteria

1. GENERAL INFORMATION (0 POINTS)

This criterion shall look at the general information for the agency, the amount of the request, the executive summary, the project category, duration and service area, the project description, required attachments and the related program priorities. No points are given in this category but all information must be complete in order to be considered for funding.

2. CLIENT POPULATION AND SELECTION PROCESS (10 POINTS)

This criterion shall assess the target population and its related components. The focus will be placed on how the proposer plans to select and maintain service provision to client population. This criterion will also assess the process that will be implemented to collect the federally required low/moderate income verification documentation. Barriers to service will also be looked at when awarding points for this section.

3. UNMET NEEDS AND PROGRAM DEVELOPMENT (10 POINTS)

This criterion will assess the existence of the unmet need or problem that will be addressed by the proposed project, the methods used to verify that this need actually exists and is not currently being adequately met in the community. This criterion will be used to examine how the target population was involved in the development of the proposed project and will also assess similarities and differences between this program and others in the community.

4. GOALS AND OBJECTIVES/ OUTCOME MEASURES/ PERFORMANCE ACTIVITIES SCHEDULES (25 POINTS)

This criterion will assess the proposed goals and objectives for the project along with the activities that will be conducted to achieve the goals and objectives. This criterion will also assess the proposed qualitative and quantitative outcomes along with the performance activities schedule. Past performance will also be evaluated using previous Commission and Council reports.

5. ADMINISTRATIVE CAPACITY (25 POINTS)

This criterion will measure the administrative capacity and experience of the organization, through the demonstration of organizational accomplishments, collaboration, and agency policies and procedures, to carry out the proposed project.

6. BUDGET AND BUDGET NARRATIVE (20 POINTS)

This criterion will look at the proposed budget, other sources of funding and the status of that funding and will also measure the agency's sustainability/contingency plan for the proposed project.

7. REQUIRED ATTACHMENTS (0 POINTS) / LOCAL PREFERENCE (5 POINTS)

While no points are awarded for this section ALL required attachments must be submitted in order for the proposed project to be considered for funding.

8. RESPONSE TO ONE OF THE IDENTIFIED PRIORITY (URGENT) (5 POINTS) NON-PUBLIC SERVICE NEEDS

Projects that address Housing or Economic Development needs AND generates Program Income (PI) will be given an additional 5 points.

9. NORTHWEST COMMISSION POINTS

Each Northwest Commissioner will choose their top 5 projects related to community impact and additional points will be awarded based on the projects ranking.

Additional Evaluation Criteria

In addition to the above point scale there are potential bonus/penalty points that can be earned in the application. These points are described throughout the proposal.

A. Selection Process

1. EVALUATION PANEL

An evaluation panel comprised of no more than five (5) City staff members, from various departments, will review and evaluate each proposal that is deemed eligible and complete. Each proposal will be evaluated on its own merits. ***Ineligible and incomplete proposals will not be considered.***

The staff review panel will evaluate then rank the proposals based on the evaluation criteria detailed in this document and make a funding recommendation to the Northwest Commission. Each member of the Northwest Commission will also receive copies of the proposals to assist in their review and evaluation process. The Commission will be asked to review, modify or approve, as appropriate, the staff recommendation.

2. ORAL INTERVIEWS

The Northwest Commission reserves the right to hold oral presentations. Should the Commission hold oral presentations, they will be held in April 2013 and each proposer will be notified and given the opportunity to make a presentation. The format of the presentations, should they occur, will be as follows:
Each proposer will be scheduled for a fifteen (15) minute oral interview consisting of a 5 minute presentation, 10 minute question/answer period. The primary purpose of the oral interview is to clarify questions that arose during the review of the written proposal and documentation.

3. PRELIMINARY RECOMMENDATIONS/APPEALS/PUBLIC MEETING

Each proposer will receive written notification by mail specifying the amount of funding preliminarily recommended by staff and the respective Commission. Based on the proposed funding recommendation, proposers may make a written request to appeal or to make public comments at the Commission's public meeting in support or opposition of the proposed funding recommendations.

The proposer will be allowed to appeal and must do so in writing utilizing the appeals form provided by staff and must be based on one of the following:

- Preparation of the Request for Proposal (RFP);
- Receipt, or lack of receipt, of technical assistance/advice on request;
- Submission of a complete and timely proposal; or
- Proposer's Oral Presentation to the Commission.

4. FUNDING RECOMMENDATION

Funding recommendations will be submitted to the Pasadena City Council for review and final action at its public hearing on the Annual Action Plan to be held in May 2013.

PROJECT PERFORMANCE ASSESSMENT DEFINITIONS

Pursuant to the City Council directives, the following Project Performance Assessment Section is added to highlight the proposer's responsibility for the achievement of the stated CDBG project purpose. As such, an ongoing assessment of performance relying principally on the items identified before will be utilized to determine the success and benefits of the proposed project.

The following is a brief definition of each item and how it will be assessed:

- **Goal(s):**
  The intent or purpose to be achieved by the project. The project will be assessed to determine if the stated goal(s) is an integral part of the operation/implementation of the project and if it is being achieved.

- **Objectives:**
  Clear description of what kinds of activities will be undertaken and/or performed in order to achieve the project's stated goal(s). The objectives, when clearly defined, provide the project with a mechanism by which the project will meet its goals. The focus of the assessment will be on the distinct and clear pattern(s) of activities/events completed and which lead toward the fulfillment of the project's goals.

- **Unit(s) of Service:**
  The units of service provided (i.e., the number of hours of counseling, children/families served, houses rehabilitated, etc.). The performance assessment will verify documented evidence and on-site operation of the implementation and delivery of the proposed activities.

- **Average Cost per Unit:**
  The average cost per unit of service represents the total CDBG, ESG, HSEF allocation divided by the number of units provided. The performance assessment will examine the reasonableness of the average cost per unit of service provided; based on the number of persons served and activities/services performed in relation to the amount of money, time, effort, etc., expended to render the actual unit of service.

- **Performance Measures:**
  Performance measures are quantitative and qualitative indicators which denote the achievement or lack of achievement of the project's stated goals. Emphasis will be placed on assuring the project's achievement of the numeric values specified in each measure.

- **Performance Schedule:**
  The performance schedule identifies the major milestones for implementation of the proposed project. It provides the anticipated dates when major activities and events will take place during the program year. The performance assessment will focus on the timely implementation of the major project-related activities.

- **Expected Outcomes:**
  The expected outcomes of the project are those results, occurrences and/or benefits

which are directly correlated to the activity of the project. The assessment will focus on the identification and documentation of the expected outcomes as a direct/indirect consequence or effect of the project activity. Whenever possible, the project should indicate quantifiable and qualitative results that have been achieved as a result of project activity.

- **CDBG Allocation:**
  Part of the overall assessment will examine the amount of the total project allocation of CDBG funds in regard to the services provided and the public benefit to the community.

- **Program Income:**
  The gross income received by the grantee and its sub-recipients that is directly generated from the use of CDBG funds.

CONTRACT TERMS AND REQUIREMENTS

Sub-Recipient Agreement

If your proposal is selected and awarded funding, your organization will be required to enter into a Sub-Recipient agreement with the City of Pasadena outlining the City's and your organization's terms and conditions of the funding. The Sub-Recipient agreement is a legally binding contract and failure to adhere to its terms and conditions can result in the termination and required repayment of the funding award.

Required Documentation

If your proposal is selected and awarded funding, the following documentation will also be required prior to the execution of your Sub-Recipient agreement.

1. **Cost Allocation Plan*:*** A document identifying how your agency is accumulating and distributing allowable direct and/or indirect costs, and the allocation method used.

2. **Business Plan*:*** This plan outlines the following with regard to your proposed project:

   - A description/introduction of the business
   - A description of the product(s) or service(s) offered.
   - An outline of the market.
   - A description advertising and distribution.
   - A description of management and personnel.
   - A description of how the project will benefit the community.
   - A financial breakdown of the project.
   - A summary of future products and services to be offered.

3. **Scope of Service*:*** This item provides an overview of the proposed program services as described in the proposal, goals and objectives, and specific services (i.e., working hours, location of services, numbers to be served).

4. **Project Budget and Budget Narrative*:*** The proposed project budget lists the total funds requested in the proposal*.* The Budget Narrative describes in detail what the funds will be used to support during the duration of the program.

5. **Performance and Activity Schedule*:*** The projected time per quarter for performance of major activities by expected goals.

6. **Performance Assessment*:*** The following items will be utilized to assess project performance, and evaluate the outcomes/impacts of CDBG/ESG/HSEF funded activities:

   - Goals(s)
   - Objective(s)
   - Unit(s) of Service
   - Average Cost per Unit
   - Performance Measures
   - Performance Schedule
   - Expected Outcomes
   - CDBG Award

GENERAL PROVISIONS AND CONDITIONS

A. Pre-Contractual Expenses

Pre-contractual expenses are defined as any expenses incurred by the proposer(s) in: (1) preparing its proposal in response to this RFP; (2) submitting that proposal to the City; (3) negotiating with the City any matter related to this RFP, including a possible contract; or (4) engaging in any other activity prior to the effective date of award, if any, of a contract resulting from this RFP. The City shall not, under any circumstances, be liable for any pre-contractual expenses incurred by the proposer(s), and proposer(s) shall not include any such expenses as part of their proposals.

B. No Commitment to Award

Issuance of this RFP and receipt of proposals does not commit the City to award a contract. The City expressly reserves the right to postpone proposal opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one proposer concurrently, or to cancel all or any part of this RFP.

C. Equal Opportunity Contracting Policy

- **Policy**: The City of Pasadena is committed to a policy of Equal Opportunity Contracting. Qualified firms including small businesses and businesses owned by women, minorities and disabled persons are encouraged to submit

bids or proposals. Proposers expressly agree to comply with the City's ordinances and regulations regarding Equal Opportunity Employment, as well as regulations that may be mandated by the source of the funds supporting this contract.

- **Compliance**: To the extent permitted by law, Proposer expressly agrees to establish compliance with the Equal Employment Opportunity Practices Provisions of Chapter 4.08 of the Pasadena Municipal Code, and the Rules and Regulations adopted pursuant to said ordinance.

The successful proposer may be required to submit documentation during the term of the contract to evidence on-going compliance with the City's Contracting Ordinance. Such documentation may include, but not be limited to certified payroll records and Current Permanent Workforce Utilization reports.

Questions regarding the City of Pasadena's Contracting Ordinance and policy should be directed to the Department of Finance, Purchasing & Payables Division (626) 744-6755.

- **Required Forms**: Each proposer must submit a completed Form AA-1. Failure to submit this form will result in automatic disqualification with no exceptions unless proposer has an approved form on file with the City. Form AA-2 is required to be submitted for projects involving labor or services in excess of $25,000. Form AA-3 is Optional.

Completeness is mandatory. Without fully completed and properly signed forms, the proposals may be deemed non-responsive, at the sole discretion of the City. However, failure to submit the completed EEO and Non-Segregation Affidavit with proposal will result in automatic disqualification of the proposal with no exceptions unless proposer has an approved Affidavit on file with the City.

Questions regarding the City of Pasadena's Equal Opportunity Contracting Ordinance and policy should be directed to the Department of Finance, Purchasing and Payables Division at (626) 744-6755.

D. Joint Offers

Where two (2) or more proposers desire to submit a single proposal in response to this RFP, they should do so on a prime-subcontractor basis rather than as a joint venture or informal team. The City intends to contract with a single organization and not with multiple organizations doing business as a joint venture.

E. Certificate of Insurance

Proof of insurance is required to be submitted with your proposal.

F. Standard Terms and Conditions

Prior to the award of any work hereunder, City and Proposer shall enter into a written Sub-Recipient Agreement.

G. Instructions and Questions

Questions regarding this Request for Proposals should be directed only to the person(s) designated below. Do not contact any other City employee or official regarding this RFP.

Valerie Babinski-Manlic, CDBG Program Coordinator
Housing Department
(626) 744-8321
vbabinski@cityofpasadena.net

H. Proof of Authority

If the proposer is a non-profit organization or a corporation, formal proof of the authority of the officer signing the proposal to bind the corporation must be submitted with said proposal (Appendix C)

I. Withdrawal of Proposal

Any proposer may withdraw its proposal by written request at any time following the submission deadline.

J. Firm Commitment of Availability of Service

Once a proposal is opened, a proposer is expected to maintain an availability of service as set forth in its proposal.

K. Reservations

The City reserves the right to reject any or all proposers and any item or items therein, and to waive any non-conformity of proposals with this RFP, whether of a technical or substantive nature, as the interest of the City may require.

L. Documents to be Construed Together

The RFP, the proposal, the Non-Collusion Affidavit, and all documents referred to in the complete specifications and the Contract to be entered into between the Proposer and the City, and all modifications of said documents, shall be construed together as one document.

M. Errors and Omissions

Proposer shall not be allowed to take advantage of any errors in or omissions in the Request for Proposals. Full instructions will be given if such error or omission is discovered and timely called to the attention of the City.

N. Request for Proposal (RFP) not Contractual

Nothing contained in this Request for Proposal shall create any contractual relationship between the proposer and the City. The City accepts no financial responsibility for costs incurred by any proposer regarding this RFP.