



PORT • OF • OPPORTUNITIES
CITY OF BENTON HARBOR

**REQUEST FOR PROPOSAL FOR CONSULTING SERVICES FOR THE
PREPARATION OF AN ANALYSIS OF IMPEDIMENTS TO FAIR
HOUSING CHOICE**

ADDENDUM #1

Proposals will be received by the City of Benton Harbor for Consulting Services for the Preparation of an Analysis of Impediments to Fair Housing Choice. Interested vendors should submit two (2) originals and one (1) electronic PDF on a compact disk of their proposal response documentation in an envelope marked as follows:

**CITY OF BENTON HARBOR, MICHIGAN - REQUEST FOR PROPOSAL
FOR CONSULTING SERVICES FOR THE PREPARATION OF AN
ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE**

Please submit bids to:

Stephanie Scott-Sims, AICP
Director of Community & Economic Development
City of Benton Harbor
200 East Wall Street
Benton Harbor, Michigan 49022

Formal proposals must be received by **Friday, September 14, 2018 at 4:00 PM.** Bids will be publically opened and read aloud on Tuesday, September 18, 2018 in the First Floor Conference Room at 11:00 AM.

Vendors are required to provide as much detail as possible in this proposal, regarding scope of services, approach to meeting HUD's requirements for an Analysis of Impediments to Fair Housing Choice, and their capability and experience. The City will utilize evaluation and selection criteria to determine an acceptable vendor. The City reserves the right to reject any or all proposals or to accept any proposal considered most advantageous, regardless of price.

Copies of the Request for Proposal are available electronically at www.bentonharborcity.com. Proposals will be public information after bids are opened. Please direct all written inquiries to Stephanie Scott-Sims at Sscott-sims@cityofbentonharbormi.gov. Inquiries will be posted to the City of Benton Harbor website (inquirers will not be identified, only the questions), with the associated answer. All vendors assume the sole responsibility for monitoring the website for questions and answers. The City bears no responsibility for vendors not receiving current information due to neglecting to check the current status of the proposal on the City website. Any changes or clarifications to the Request for Proposal will be posted exclusively on the City website.

THE CITY OF BENTON HARBOR RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS, TO WAIVE ANY IRREGULARITIES IN THE PROPOSALS RECEIVED, TO AWARD ON AN 'EACH ITEM'S BASIS (HOWEVER, A PROPOSER MAY INDICATE "ALL OR NONE"), AND TO ACCEPT THE PROPOSAL DEEMED MOST ADVANTAGEOUS TO THE BEST INTEREST OF THE CITY.

Kimberly Thompson, City Clerk, August 16, 2018