

Request for Proposal

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SECTION I – GENERAL INFORMATION

A. Statement Of Intent

The City of Davenport is currently accepting proposals from qualified firms with expertise in regional assessments of fair housing to lead the process of completing an Assessment of Fair Housing (the Assessment) for a regional Consortium. The consortium consists of three HUD Community Development Block Grant Entitlement cities, Davenport, Iowa and Moline & Rock Island, Illinois and six Public Housing Authorities (PHAs) serving Davenport, Moline, Rock Island, Mercer County, Henry County and the Greater metropolitan Housing Authority of Rock Island (hereinafter the Collaborating Parties). Map of this region is provided in Attachment A. This assessment must be completed in accordance with the requirements defined in HUD's 2015 Affirmatively Furthering Fair Housing Rule (the Rule), which is located at 24 CFR Part 5: <https://www.hudexchange.info/resources/documents/AFFH-Final-Rule.pdf>.

B. Background

HUD has released a final rule on affirmatively furthering fair housing with the intent of providing HUD grantees and PHAs with clear guidelines to meet their legal obligation to identify and overcome barriers to fair housing under the Fair Housing Act of 1968. This new requirement will replace a previous fair housing planning process called the Analysis of Impediments to Fair Housing Choice (AI). In 2012, the three entitlement cities collaborated on a regional AI. A copy of the current AI is available at http://www.cityofdavenportiowa.com/egov/documents/1486149989_30037.pdf. It is the intent of the Collaborating Parties to complete one regional Assessment, and the participants have designated the City of Davenport as the lead entity. This RFP is being issued in accordance with regulations/requirements in place as of (ISSUE DATE), which may be subject to change.

In conjunction with this new rule, HUD is providing its consolidated plan grantees and public housing authorities with an Assessment Tool which includes data and mapping tools to support the development of the Assessment. Links to the new rule and the Assessment Tool can be found here: https://www.huduser.gov/portal/affht_pt.html. Attachment B is a March 14, 2016 memorandum from Harriet Tregoning, who in March 2016, was the Principal Deputy Assistant Secretary for Community Planning and Development, addressing the new Final Rule.

The Assessment required planning process includes:

- Ensure community participation
- Assess Fair Housing issues
- Identify Contributing Factors
- Prioritize Contributing Factors
- Set Fair Housing Goals

C. Request for Proposals Process

This solicitation is a Request for Proposals (RFP). Electronic proposals will be accepted until XXXX. Proposals must be submitted at <https://davenport.iownwave.net>. Vendors must be registered in order to submit a proposal. The registration is a one-time process and is available at no charge. Proposals received after the stated date and time

will be considered unresponsive and will not be accepted by the electronic submission site. Faxed, paper or emailed proposals are not acceptable.

Proposals will be reviewed by the selection committee comprised of Staff from the entitlement cities and representatives of the participating PHAs that will evaluate each proposal according to the criteria outlined in the RFP. Interviews may be requested with one or more firms responding to the RFP.

All requests for clarifications or interpretations shall be made in writing and shall be emailed to purchasing@ci.davenport.ia.us. Inquiries shall contain the firms' name, contact person, email address and fax number and be titled Regional Assessment of Fair Housing RFP XXX. Deadline for inquiries is XXXXX. Responses to all inquiries will be posted in the form of an addendum with the RFP documents at <https://davenport.ionwave.net> on or before XXXX.

Proposals will be opened at the date and time specified and each firm responding will be recorded as a respondent. Proposal content, including pricing, will be kept confidential until award of the contract.

The City may reject any proposal not in compliance with all prescribed public bidding procedures and requirements and may reject any or all proposals. The City reserves the right to waive any requirement or condition of the RFP upon finding that it is in the public's best interest to do so.

Award of this contract, if any, will be to the firm deemed best qualified, in accordance with the selection criteria, to perform the services outlined in the RFP and other services as deemed necessary by the City. Any award will be contingent upon HUD regulations and requirements in effect at that time. Contract will ultimately have a provision regarding termination of contract if HUD directives make completion of the plan as currently required infeasible/impossible/unnecessary. Notification will be done via the electronic ionwave system. Pricing, while an important factor, will be only one criterion used to evaluate the responses to the RFP.

SECTION II – SCOPE OF WORK

A. Description

The Consultant must refer to the HUD-provided checklist and worksheet provided in the Guidebook to ensure they have completed the steps required for a complete assessment.

The Collaborating Parties will:

- Provide a list of primary City/County contacts for each participating jurisdiction;
- Provide data and assessment of prior Analysis of Impediments;
- Assist identifying local data and local knowledge;
- Assist identifying stakeholders for and participate in community meetings;
- Assist collaborating parties in identifying contributing factors, priorities, and development of implementation and approval of goals for fair housing; and

- Review the consultant's data and analyze the findings, recommendations and the final report.

1. Using HUD's AFH User Interface

The Consultant must use HUD's AFH User Interface to retrieve HUD provided data/maps and upload and submit the entire Assessment to HUD for all Collaborating Parties. *Note: the Collaborating Parties will assist the consultant with obtaining access to the HUD AFFH Data and Mapping Tool (<https://egis.hud.gov/Affht/>)

2. Using the Assessment Tool to Complete the Assessment Fair Housing

The Consultant will use HUD's Tool to complete the Assessment and will refer to HUD's Rule Guidebook as a roadmap for this work. The tool is designed to identify fair housing issues, determine the factors that significantly create, contribute to, perpetuate, or increase the severity of one or more of those issues (including what data to use), and set goals to overcome the effects of contributing factors. The Assessment must include:

- Analysis and summary of fair housing issues and capacity; including housing issues pertaining to patterns of integration and segregation; racially or ethnically concentrated areas of poverty; disparities in access to opportunity; and disproportionate housing needs, as well as the contributing factors for those issues;
- Analysis of HUD-provided data, local data, and local knowledge;
- Assessment of fair housing issues and contributing factors; and
- Identification of fair housing priorities and goals, including metrics, milestones for determining what fair housing results will be achieved.

3. Supplementing HUD-Provided Data with Local Data and Local Knowledge

The Consultant will work with the Collaborating Parties to identify and supplement HUD-provided data with local data and local knowledge. This data includes, but is not limited to the information obtained through the community participation process. The Consultant will develop an initial list of data required prior to beginning in-depth analyses.

4. Analyzing Fair Housing Data

The Consultant will use HUD-provided data and local data/knowledge to assess fair housing issues and contributing factors in order to work with the Collaborating Parties to set fair housing priorities and goals for the geographic areas covered by the Collaborating Parties. Data must provide goals with benchmarks to allow for the measuring of trends and changes over time.

5. Analyzing HUD-Provided Maps & Tables

HUD will provide data through maps and tables that will be available in the User Interface and the AFFH Data and Mapping Tool. The Consultant may provide

additional relevant maps for attachment through the AFFH User Interface. The Consultant will analyze HUD-provided maps showing racially and ethnically concentrated areas of poverty, dot density maps showing the geographic dispersion of different racial and ethnic groups, and thematic maps showing disparities in access to opportunity (such as the location of proficient schools) across the jurisdictions, and the borders of the region as defined as the core based statistical area (CBSA). HUD maps provide census tract boundaries, the borders of the jurisdictions. The Consultant will analyze HUD-provided tables and local data as needed.

6. Developing Maps & Gathering Local Data

The Consultant is required to supplement HUD-provided maps with local data and knowledge. Local data refers to metrics, statistics, and other quantified information that is relevant to the Region's geographic areas of analysis that can be found through a reasonable amount of search, are readily available at little or no cost, and are necessary for the completion of the Assessment using the Assessment Tool. Local knowledge refers to information to be provided by the Collaborating Parties that relates to the Region's geographic areas of analysis and is necessary for the completion of the Assessment using the Assessment Tool. Local knowledge includes information that is gathered through the community participation process and by consulting local, state, or regional planning departments, academics, and others with knowledge of the local areas or whose work impacts on housing. The Consultant is required to consult directly with assigned staff from the Collaborating Parties to evaluate public policies that could include:

- Procedures for Federal funding including public housing, Section 8, tenant selection and site selection
- Local policies for zoning, building codes, public transit
- Administrative procedures for processing fair housing complaints,
- Address the needs of immigrants and persons with limited English proficiency
- The composition of appointed boards and commissions.

7. Community Participation Process

The Citizen Participation Plans of the Collaborating Parties should be used in the development of the Assessment to obtain community feedback and address comments. The Consultant will be required to gather public input through a variety of formats that could include public meetings, questionnaires, surveys, focus groups, etc. The Collaborating Parties will be included in the development of the tools used to gather input. The public participation process must meet the requirements described in each Collaborating Parties' Citizen/Community Participation Plan (Attachment C.) Additionally, the Consultant will:

- Make the HUD-provided data and any other data to be included in the Assessment available to residents, public agencies, and other interested parties according to the timeline provided in HUD regulations

- Will conduct consultation meeting(s) with stakeholders, as identified in 24 CFR Subpart B 91.100; submitted proposal should include list of proposed meetings and stakeholders.
- Conduct public meetings in accordance to collaborating parties policies and HUD regulations at 24 CFR Part 91 and 24 CFR Part 903 (for PHA's). A minimum of two general public meetings will be required.
- Provide a summary of each community participation meeting; including the effectiveness of outreach efforts
- Document all comments received, consult with Collaborating Parties on response, and document the response to them per 24 CFR 5.154.

8. Identifying Fair Housing Contributing Factors

The identification and prioritization of contributing factors is a process intended to inform goal setting, and help identify strategies, actions, and policy responses to fair housing issues. The Consultant must identify fair housing issues and contributing factors, prioritizing those factors that limit or deny fair housing choice of access to opportunity, negatively impact fair housing, or violate civil rights compliance. The prioritization of the contributing factors must be justified.

9. Setting Fair Housing Priorities & Goals

The Consultant is required to draft at least one or more goal(s) to overcome the fair housing issues for which significant contributing factors have been identified and work with the Collaborating Parties in setting goals and priorities based on findings and data. HUD recommends SMART goals – Specific, Measurable, Action-Oriented, Realistic and Time-bound. For each goal, the Consultant must:

- Identify one or more contributing factors that the goal is designed to address;
- Describe how the goal relates to overcoming the identified contributing factor(s) and related fair housing issue(s);
- Identify the metrics and milestones for determining what fair housing results will be achieved, including the timeframes for achieving them; and
- Identify the responsible party for each regional and individual goal.

10. Draft Assessment and Deliverables

The Consultant must ensure the Assessment complies with HUD's Rule Guidebook. The Assessment Tool outlines the required prompts and questions and includes instructions for the Assessment and includes the following:

- I. Cover Sheet
- II. Executive Summary
- III. Community Participation Process
- IV. Assessment of Past Goals and Actions
- V. Fair Housing Analysis
 - a. Demographic Summary
 - b. General Issues

- i. Segregation/Integration
- ii. Racially or Ethnically Concentrated Areas of Poverty (R/ECAPs)
- iii. Disparities in Access to Opportunity
- iv. Disproportionate Housing Needs
- v. Publicly Supported Housing Analysis
- vi. Disability and Access Analysis
- vii. Fair Housing Enforcement, Outreach Capacity, and Resources

VI. Fair Housing Contributing Factors

VII. Fair Housing Goals and Priorities

11. Preparing the Draft Assessment for Review

The Consultant will submit the preliminary draft Assessment to the Collaborating Parties for review and comments. The Consultant will revise the Assessment after reviewing the Collaborating Parties' comments and submit revisions for the Collaborating Parties to review.

12. Preparing Public Summary for 45 day comment period

Consultant will prepare a summary for public review after the draft is approved by the collaborating parties. *Note: See 24 CFR Part 91 and 24 CFR Part 903 (PHA) for public comment period regulations and timing and will need to work closely with HUD representative on timing for all collaborating parties.

13. Responding to Public Comments

After review and acceptance of the draft report by the Collaborating Parties, the report and supporting data will be released to the public, providing them 45 calendar days to submit their comments.

- a. Provide a period of not less than 45 calendar days to receive comments from residents of the community.
- b. The Consultant will review and address comments received through the public comment period and prepare a revised AFH draft for approval by the Collaborating Parties.

14. Presenting draft assessment at public hearings

The Consultant will be required to attend and present at a public hearing before each of the entitlement cities' Councils. The consultant will present the draft Assessment, provide a summary with any findings/recommendations, and discuss the planning process.

15. Submitting Final AFH Plan

After the acceptance of the AFH by the Council/Boards/Commissions of the collaborating parties, the Consultant will submit the Assessment using HUD's online Assessment of Fair Housing User Interface for review and consideration before October 1, 2019.

16. Revising and Resubmitting the Assessment

The Consultant will be available for revision and resubmission of the final Assessment if HUD determines the Assessment is inconsistent with fair housing or civil rights requirements or if the Assessment is determined by HUD to be substantially incomplete. The Consultant must also provide assistance to the Collaborating Parties by making the revised Assessment available to the public for a 45-day review and comment period. If HUD deems the revision unacceptable the Consultant will repeat the revision and resubmission process until HUD accepts the Assessment for all collaborating parties.

B. Tentative Schedule

The anticipated schedule of events is as follows. In addition, respondents are to submit a schedule of work that meets these deadlines:

Issue Request for Proposals	July 2017
Responses Due	August 2017
Evaluation/Interview/Select firm	by September 2017
Finalize contract with firm	October 2017
Contract to Davenport Council	November 2017
AFH time (18 months/24 months)	Start within 2 months of contract execution (no later than January 2018)
Draft Submitted	by April 1, 2019
Staff Review	April, 2019
45 day Public Comment Period	May- June 2019
Presentations & acceptance of AFH through City Councils/PHA Boards	July – September, 2019
Submit regional AFH to HUD office(s)	by October 1, 2019
HUD requests for revisions	by December 2019
Response to HUD	Within 45 days

SECTION III – REQUEST FOR PROPOSALS PROCEDURE

A. Proposal Evaluations

From the complete proposals received before the deadline, finalists may be selected to present its proposal to the selection committee. Finalists shall be scored on a 100 point scale based on criteria that include:

- Relevant Experience of Project Team and assurances that identified team will actually work on the project (20 pts)
- Relevant prior Experience of Firm (10 pts)
- Proposed Approach and timeline (30 pts)
- Understanding of the process/issues (15 pts)
- Clarity of Presentation (10 pts)

- Evaluation of references and previously completed analyses (15 pts)

B. Required Qualifications

The contract will be awarded to a highly qualified and responsible consultant. In order to qualify as responsible, a prospective consultant must meet the following standards as they pertain to this Request for Proposal.

- The successful bidder must have prior experience with development of Analyses of Impediments. Bidders with a significant record of producing Analyses of Impediments that conform to HUD standards or demonstrating experience restoring nonconforming AI to HUD standards will be given favorable considerations. Additional favorable consideration will be given to bidders that demonstrate a working knowledge of the development and implementation of local governments' housing programs, practices, housing and growth policies, strategies, and zoning land use regulations.
- The consultant should be qualified to assist in the preparation of appropriate presentations, able to clearly explain the regional Assessment as part of the public participation process, and successfully guide the public discussion.
- The consultant should be able to demonstrate the ability to build relationships with communities and organizational leadership from diverse communities and effectively partner with community leaders and stakeholders in the community engagement process. Similarly, the consultant should have experience working with racially, ethnically, linguistically, and socio-economically diverse communities, community engagement processes, and incorporating community comments into policy recommendations.
- Consultant must be able to comply with the proposed performance schedule for this project.
- Consultant must not be debarred from receiving federal contracts

SECTION IV – PROPOSAL SUBMISSION REQUIREMENTS

A. Tabbing of Sections

Each section identified below requires a separate uploaded document in the online bidding system. The Consultant should be sure to include all information that it feels will enable the Evaluation Committee and, ultimately, the Collaborating Parties to make a decision. Failure of the Consultant to provide specific, detailed information may result in its proposal being rejected in favor of a sufficiently-detailed proposal. Any necessary exhibits or other information, including information not specifically requested by this RFP but that you feel would be helpful, should be attached to the end of the proposal in the section designated as other information.

1. Qualifications and Experience

- a. Provide a statement of qualifications for your organization, including an organization chart, a statement of the size of firm, a description of services provided by your organization, and a statement of the extent of experience/history providing the services requested by this RFP.

- b. Identify the Project Lead and Project Manager for this project (include contact information)
- c. How many full time employees (FTEs) do you plan to assign to this project if you are selected?
- d. How many people in total are employed by your company? Delineate between employees and consultants.
- e. If applicable, list the professional qualifications for each individual that would be assigned to provide services requested by this RFP, including date and educational institutions of any applicable degrees, additional applicable training, and any professional certifications and/or licensing. In lieu of listing this information, you may submit a resume or curriculum vitae for each such individual if the resume/CV includes all the requested information

2. Proposed Approach

This section describes your proposed approach for meeting the services required by the Collaborating Parties, as listed above. Relevant considerations include the quality and feasibility of your approach to meeting these needs, the manner in which you plan to provide adequate staffing (if applicable), and equipment or other resources provided by you (if applicable). Keep these considerations in mind as you respond to the following:

- a. Describe how you will fulfill the needs of the Collaborating Parties identified in this RFP, including a schedule/timeline.

3. Cost Analysis and Budget for Primary Services

Provide an itemized budget and a detailed explanation for all costs associated with your providing the requested services.

4. References

List at least three HUD funded Cities/Communities references for which you have recently provided similar services that include the development of an AI or an AFH. Of particular interest are references for regional versions of either of these plans. Include contact names, titles, phone numbers and e-mail addresses for all references provided.

5. Other Information

Any necessary exhibits or other information, including information not specifically requested by this RFP but that you feel would be helpful, should be attached.

SECTION V – GENERAL TERMS AND CONDITIONS

A. Insurance

A current Certificate of Insurance should be submitted with your proposal showing General Liability, Umbrella Liability, Workmen's Compensation and Vehicle Liability.

B. Proposals Not Confidential

Under Iowa Open Records Law, Chapter 22 of Iowa Code; Disclosure of Proposal Content, "Examination of Public Records," all records of a governmental body are

presumed to be public records, open to inspection by members of the public. Section 22.7 of the Iowa Code sets forth a number of exceptions to that general rule, establishing several categories of "confidential records". Under this provision, confidential records are to be kept confidential, "unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information". Among the public records which are considered confidential under this Iowa Code provision are the following:

1. Trade secrets which are recognized and protected as such by law.
2. Reports to governmental agencies which, if released, would give advantage to competitors and serve no public purpose.

Under Chapter 22 of the Iowa Code, the City, as custodian of the proposal submitted in response to a Request for Proposals or Qualifications, may, but is not required to, keep portions of such proposals confidential under either of the above exceptions (#3 and #6 in the Code). If a responding individual or firm determines that a portion or portions of its proposal constitute a trade secret, or should otherwise be kept confidential to avoid giving advantage to competitors, a confidentiality request may be submitted with the proposal identifying which portion or portions of the proposal or bid should be kept confidential and why. The burden will be on each individual proposer to make such confidentiality request and to justify application of a confidentiality exception to its proposal. The City will not under any circumstance consider the entire proposal to be a confidential record.

If a request is thereafter made by a member of the public to examine a proposal including the portion or portions thereof for which a confidentiality request has been made, the City will so notify the proposer and will keep confidential that portion of the proposal covered by the confidentiality request, pending action by the proposer requesting confidentiality to defend its request. In that notification, the proposer requesting confidentiality will be given not more than 5 calendar days within which to file suit in Scott County District Court seeking the entry of a declaratory order and/or injunction to protect and keep confidential such portion of its proposal. Absent such action by a proposer requesting confidentiality, and absent the entry of a court order declaring such portion or portions of the proposal confidential, the entire proposal will be released for public examination.

If the process for selecting the best proposal, or most qualified firm, includes two or more evaluation stages, in which proposals are evaluated at each stage and the field of competing proposals is reduced, all proposals submitted shall be kept confidential, pursuant to Section 22.7 of the Iowa Code, subsection 6 cited above, until completion of the final stage of the evaluation process in order to avoid giving advantage to competing proposers. Upon completion of the final stage in the evaluation process, all competing proposals shall be subject to disclosure, if not otherwise determined confidential as above provided.

C. Other Provisions

1. Signature by Responsible Party

All proposals must be signed with the firm name and by a responsible officer or employee authorized to transact business on behalf of the firm, partnership or corporation. No consultant may assign or transfer any legal or equitable interest in his proposal after the date and hour set for the receipt of proposals.

2. City's Rights Reserved

The City reserves the right to accept or reject any or all proposals in whole or in part, to waive any irregularities in any proposal, to accept the proposal which, in the judgment of the City is most advantageous to the City and to re-advertise if desired.

3. Conflict of Interest

The consultant agrees that it presently has no interest, and shall acquire no interest, direct or indirect, that would conflict in any manner or degree with the performance of its services hereunder. The consultant further agrees that, in the performance of the agreement, no person having any such interest shall be employed.

4. Interest of Public Officials

No member, officer or employee of the City during this tenure or for one year thereafter, shall have any interest, direct or indirect, in this proposal or the proceeds thereof.

5. Indemnification

The consultant agrees to protect, defend, indemnify, and hold harmless the City, its elected and appointed officials, agents and employees from and against any and all liability, damages, claims, suits, liens, and judgments, of whatever nature, including claims for contribution and/or indemnification, for injuries to any person or persons, caused by consultant's proposals or subsequent submittals.

6. Consultant's obligation

To protect, defend, indemnify, and hold harmless, as set forth hereinabove, shall include any matter arising out of any actual or alleged infringement of any patent, trademark, copyright or service mark, or any actual or alleged unfair completion, disparagement of product or service, or other business tort of any type whatsoever, or any actual or alleged violation of trade regulations.

7. Ownership

All documents and materials prepared pursuant to this proposal are the property of the collaborating parties. The City of Davenport shall have the unrestricted authority to publish, disclose, distribute and other use, in whole or in part, any reports, data or other materials prepared under this process.

8. Verbal Agreement

No verbal agreement or conversation with any elected or appointed official, agency or employee of any of the parties involved, either before, during or after the submittal of this proposal shall affect or modify any of the terms or

obligations herein contained, nor shall such verbal agreement or conversation entitle the consultant to any additional compensation or consideration whatsoever under the terms of this Request for Qualifications.

9. Changes

The City of Davenport may, from time to time, request changes in the Request for Proposal issued, to be performed hereunder. Such changes shall be incorporated in written amendments to this Request for Proposals.

10. Anti-Discrimination

The City of Davenport may, from time to time, request changes in the Request for Proposals issued, to be performed hereunder. Such changes shall be incorporated in written amendments to this Request for Proposals.

SECTION VI – ENCLOSURES

- A.** Map of service area
- B.** March 14, 2016 memorandum from Harriet Tregoning addressing the Rule
- C.** Citizen Participation Plan(s) – links and copies of the most current plan will be available as requested