

REQUEST FOR PROPOSALS

ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

Date Issued: November 16, 2011
Response Deadline: January 13, 2012



Project Manager/Contact Person

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RFP—ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

Project Description/Purpose

The City of Oshkosh is seeking professional services from qualified consultant firms to conduct a citywide study on the Department of Housing and Urban Development's mandated Analysis of Impediments to Fair Housing Choice (the "Study"). The analysis will be used to evaluate, monitor, address and resolve Fair Housing issues. The last time this analysis was completed was in 2005.

This report must be in accordance with the requirements of the U.S. Department of Housing and Urban Development.

The City of Oshkosh (the "City") is an entitlement jurisdiction under the Department of Housing and Urban Development's (HUD's) Community Development Block Grant Program (CDBG). As a condition of this federal grant, the City is required to certify to HUD that they will affirmatively further fair housing. This certification is included in their Consolidated Plan's Annual Action Plan submission to HUD. One way of affirmatively furthering fair housing is to prepare an Analysis of Impediments to Fair Housing and to maintain records on actions taken to overcome impediments to fair housing choices.

The purpose of the completed Analysis of Impediments to Fair Housing is to:

- Serve as the substantive, logical basis for Fair Housing Planning;
- Provide essential and detailed information to policy makers, administrative staff, housing providers, lenders and fair housing advocates;
- Provide a comprehensive review of the City's regulations and administrative policies, procedures, and practices;
- Assess how those regulations affect the location, availability and accessibility of housing;
- Review conditions, both public and private, affecting fair housing choice; and
- Identify any impediments to fair housing because of race, color, religion, sex, disability, familial status or national origin which restrict or have the effect of restricting housing choices or availability of housing choices.

Requirements/Scope of Service

The consultant must be familiar with HUD's guidelines for Fair Housing Planning and the development of an Analysis of Impediments to Fair Housing Choice document. Said guidelines may be found in HUD's Fair Housing Planning Guide, Volume 1, a copy of which is available online at www.hud.gov/offices/fheo/images/fhpg.pdf . The consultant must

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also have experience in preparing housing-related studies and must have demonstrated capacity to perform the tasks necessary to complete the project.

City of Oshkosh staff will expect the consultant to have the capacity to exercise independent judgment and to perform those actions necessary to achieve the project objectives. While the consultant will be working under the general direction of the Planning Services Division, it should be understood the City has limited professional staff capacity to support the project and will rely on the personnel, experience and expertise of the consultant to ensure all necessary components of the process are completed in a timely manner.

Consultants are asked to describe the tasks required to successfully carry out the Scope of Services outlined below. However, consultants may include additional services that the consultant is capable of providing and which, in the consultant's opinion, would enhance the implementation of the proposed Scope of Service. The City also requests that the consultant provide information on whether the proposer's organization meets the definition of a small business, minority business enterprise, or women's business enterprise.

Scope of Service includes, but is not limited to, the following:

1. An examination of pertinent data including demographic, income, employment and housing data as well as studies that have been completed that relate to fair housing.
2. A review of prior and current activities that propose fair housing programs, including an assessment of agencies currently providing fair housing programs in the area.
3. An examination of private market issues that relate to the sale or rental of housing, the provisions of brokerage services, mortgage lending, insurance sales and underwriting, property appraisal and property management.
4. An evaluation of public policies and practices which affect the provision of fair housing including but not limited to public services, planning and zoning laws and decisions, land use regulations, community development policies and practices, procedures and practices of the local public housing authority and property tax policies.
5. An identification of impediments to fair housing based on the above work.
6. Conclusions and recommendations for action, including recommended actions to overcome identified impediments to fair housing choice, milestones, timetables and measureable results.

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All proposals shall include a timeline for undertaking and completing the Study from the receipt of a Notice to Proceed and contract for services. It will be expected as part of the Scope of Service that the consultant provide a draft of the Study in progress for review and comment by the City a minimum of fourteen (14) days prior to submission of the final document. All work must be completed within six (6) months of Notice to Proceed.

Submission of Proposals

A completed proposal and three (3) copies of the proposal must be submitted by the deadline of 4:00 pm on January 13, 2012. All late or incomplete submittals will be rejected. No verbal, emailed or faxed submittals will be accepted. Submittals should be addressed to:

City of Oshkosh
Department of Community Development
Planning Services Division
215 Church Avenue
PO Box 1130
Oshkosh, WI 54903-1130

Review Process and Criteria for Selection

Responses will be reviewed by Planning Services staff. Staff shall determine which, if any, respondents are qualified to perform the work and evaluate the submitted proposals. City staff may request an interview for some or all proposals.

The contract will be awarded to the most responsible bidder, whose proposal is within the competitive range and offers the most advantageous proposal, taking into consideration responsiveness to the evaluation criteria established within this Request for Proposal, as well as the cost of the proposed services. Responses will be evaluated and the consultant selected based on the following criteria:

1. The consultant's approach, plan of work, recommended schedules, and suggested responsibility assignments (20%)
2. Qualification and experience in providing the requested services as exemplified by past projects and client contracts. References that will help demonstrate a thorough understanding of Fair Housing Planning, Analysis of Impediments and the CDBG Consolidated Planning Process shall be provided (30%)
3. Experience and qualifications of personnel to be assigned to the project (20%)
4. Knowledge of and experience in identifying community-based decision-making

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- opportunities, techniques and strategies (10%)
5. Proposals must clearly identify individual component costs. The proposer shall submit the rates for the principals who will participate in this contract. Total project cost and anticipated time frame to complete the project (20%)

The City of Oshkosh is an equal opportunity employer. Each proposal will be assured equal employment opportunity in accordance with all applicable state and federal laws.

Contract Negotiations

The City reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a written agreement. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the City may negotiate a contract with the next highest scoring proposer. The length of contract period will begin as soon as the Notice to Proceed and contract of service is received and will last six (6) months.

Timetable

All questions must be submitted in writing via email to Project Manager, Robin Leslie. Questions must be received no later than 4:00 pm December 7, 2011, in order for the City to issue a timely response. Responses will be sent electronically to the questioner and posted online at:

www.ci.oshkosh.wi.us/Community_Development/Planning_Services/fair_housing.asp

This posting area shall serve as communication to all RFP respondents.

Request for Proposal Released	November 16, 2011
Deadline for Questions on RFP	December 9, 2011, 4:00 pm
Completed Proposals Due	January 13, 2012, 4:00 pm
Notification of Selected Proposal	January 27, 2012
Notice to Proceed/Contract for Services	February 10, 2012
Preliminary Study Due	July 27, 2012, 4:00 pm
Completed Study Due	August 10, 2012, 4:00 pm

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Questions concerning this proposal, the application, or the review process may be directed to:

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