

REQUEST FOR PROPOSALS (RFP) FOR THE ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE TO FULFILL UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT REQUIREMENTS

PLANNING AND URBAN DESIGN AGENCY CITY OF ST. LOUIS, MISSOURI

1.0 Introduction

The City of St. Louis (“the City”) is requesting proposals for professional services for the preparation of its *Analysis of Impediments to Fair Housing Choice* (“AI”). The AI shall stand as the City’s working plan to affirmatively further fair housing and to assist in comprehensive Fair Housing Planning.

St. Louis is a United States Department of Housing and Urban Development (HUD) entitlement city as the principal city of its metropolitan region. In order to receive federal grants for programs such as the Community Development Block Grant (CDBG), Home Investment Partnership Program (HOME), Emergency Shelter Grants (ESG), and Housing Opportunities for Persons with AIDS (HOPWA), HUD requires entitlement cities to update their Analysis of Impediments to Fair Housing Choice on a regular basis. The AI is separate from but related to the City’s Consolidated Plan, which was completed in November 2009 for the five year period between 2010 and 2014. The City’s latest AI was completed in 2004.

The purpose of the AI is to:

- Serve as the substantive logical basis of Fair Housing Planning; and
- Provide essential and detailed information to policy makers, administrative staff, housing providers, lenders, and fair housing advocates.

An AI involves:

- A comprehensive review of the jurisdiction’s laws, regulations, and administrative policies, procedures, and practices;
- An assessment of how those laws, etc. can affect the location, availability, and accessibility of housing, services, commercial and retail development;
- An assessment of conditions, both public and private, affecting fair housing choice in areas of low and high opportunity; and
- An assessment of the availability of affordable, accessible housing in a range of unit sizes.

Impediments to Fair Housing Choice are:

- Any actions, omissions, or decisions taken or made because of race, color, religion, sex, disability, familial status, or national origin which restrict housing choices of the availability of housing choices;
- Any actions, omissions, or decisions which have the effect of restricting housing choices of the availability of housing choices on the basis of race, color, religion, sex, disability, familial status, or national origin.
- In addition to the above protected classes specified by federal law, the City includes sexual orientation as a protected class.

The City has assigned a Project Manager to this project to work as needed on this assignment.

2.0 Project Approach

The consultant will lead the effort and be assisted by City staff from the Planning and Urban Design Agency for the timely completion of the AI. The consultant will have overall responsibility for the project. 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 online¹. The consultant must also have experience in preparing housing-related studies and must have demonstrated capacity to perform the tasks necessary to complete the project. The consultant, with City review, shall be primarily responsible for work related to project management for AI preparation, preparing all required components of the AI, and drafting of the document. City staff will be available to provide assistance for work related to data collection, mapping, and analysis. It should be understood that the City has limited professional staff availability to support the project and will rely on the personnel, experience and expertise of the consultant to ensure all necessary components of the process and plan are completed in a timely manner.

HUD's Office of Community Planning and Development (CPD) provides several web-based resources to assist in the understanding of and preparation of the plan. The City desires to submit a complete and professional AI that meets HUD standards.

3.0 Scope of Work

The Consultants shall, in a satisfactory and proper manner, perform the following services: Develop an Analysis of Impediments to Fair Housing Choice (AI) document in accordance with HUD Standards. HUD has provided guidelines in its *Fair Housing Planning Guide*, which also features a suggested format. The general topics of HUD's suggested format are outlined below.

- A. Work with the staff of the Planning and Urban Design Agency of the City of St. Louis to supply said AI with up-to-date and salient data. As indicated in the *Fair Housing Planning Guide*, the collection of primary data is not a requirement of the AI process. Instead,

¹ URL: www.hud.gov/offices/fheo/images/fhpg.pdf

Consultants will utilize already available data, either in the City's databases or available elsewhere, including, but not limited to , the U.S. Census Bureau, the Bureau of Labor Statistics, and other entities, both private and public, which have access to demographic and economic data.

- B. Identify, contact, and interview experts and advocates in the housing field in metropolitan St. Louis. Consultants may choose to produce a survey to collect qualitative data from these sources. Consultant may also assemble a roundtable of local housing experts to assess current and recent trends in fair housing planning and implementation. While the AI calls for an analysis of metropolitan-level groups and policies and their efficacy, the AI will primarily focus on impediments to fair housing in the City of St. Louis.
- C. Collect or retrieve, analyze, and summarize demographic, income, employment, and housing data pertaining to the City of St. Louis in the latest period available for such data. Identify jurisdictional challenges to fair housing, perhaps concentrating on specific protected classes. A previous AI for the City focused on African Americans and the disabled for the bulk of the analysis. Consultant will display data in the form of graphs, charts, tables, and maps.
- D. Analyze fair housing complaints in city, perhaps collecting regional data as well for a standard of comparison and a discussion of broader housing issues within the metropolitan area. Describe cases in which a finding of discrimination was rendered. Propose a program or other intervention that would address the discriminatory condition or conditions.
- E. Identify public sector impediments to fair housing, including those associated with:
 - a. Zoning codes; building, fire, health and safety codes; and how these influence site selection of new housing;
 - b. Revitalizing neighborhoods and the extent to which these neighborhoods are accessible to protected classes; also, municipal service provision equity and the housing-employment-transportation linkage.
 - c. The St. Louis Housing Authority as well as assisted housing providers; their efficacy in administering housing vouchers; relocating tenants displaced from outmoded public housing; and other tasks related to Fair Housing Planning.
 - d. Property tax policies;
 - e. The Planning and Urban Design Agency, Community Development Administration, and other government offices that have a role in shaping and enforcing housing policy; and
 - f. Any other analyses deemed necessary by Consultant.
- F. Identify private sector impediments to fair housing, including those associated with:
 - a. Lending policies and practices;
 - b. Any other analyses deemed necessary by Consultant.
- G. Identify public-private sector impediments to fair housing, including those associated with:

- a. Fair Housing enforcement;
- b. Informational programs; and
- c. "Visitability" in housing (the ability of a disabled person to access houses other than their own via "universal design" features).

H. Assess current public and private Fair Housing programs and activities in the City.

I. Produce a comprehensive list of actionable recommendations to address or remove impediments to fair housing in the public, private, and non-profit sectors.

Consultants may be asked to present Proposal to the Selection Committee prior to awarding of contract. This meeting will be public in accordance with St. Louis City Ordinance 64102.

4.0 Schedule and Costs

Below is a schedule proposed for the process of selecting a Consultant. Note that this schedule is subject to change at any time at the City's discretion to the extent permissible by City Ordinance 64102.

<u>DATE</u>	<u>TASK</u>
August 9	RFP is Issued
August 26	End Date for Submittal of Questions from Consultants re: RFP
September 2	Receipt of Proposals; Staff Review of Proposals Begins
September 10	Selection Committee Meets to Begin Consultant Selection
Week of September 20	Consultant Selected & Contract Negotiated
October 6	Submit to Board of Estimate and Apportionment (E & A)
October 20	E & A Approves Contract
	Notice to Proceed Pending E & A Approval and Signatures

All work must be completed within six (6) months of the Notice to Proceed. Note that the City has limited funding in the range of \$40,000 available to spend on outside services related to the preparation of the AI.

5.0 Responses

All responses must include one (1) original of the proposal, with original signatures, and five (5) copies of the proposal, each submitted in bound 8.5" x 11" format. **The deadline for submittal of responses is 4:30 p.m., local time, Thursday, September 2, 2010.** Responses should be addressed to:

Don Roe
Acting Director
Planning and Urban Design Agency
City of St. Louis
1015 Locust Street, Suite 1100
St. Louis, MO 63101

The deadline for submittal of responses to this solicitation is 4:30 p.m., local time, Thursday, September 2, 2010.

Each response must include the following information:

- Description of the firm and/or firms including the identification of individuals who will perform the work described above, together with a statement or resume for each individual describing such individual's experience and qualifications with respect to this project.
- Designation of and qualifications of a Project Manager.
- Description of experience in projects of similar type and scope created for CDBG recipients.
- A one-page narrative explaining the firms' interest, particular abilities and qualifications related to this project.
- General description of proposed methodology and scheduling to complete the project.
- Description of community outreach methods and techniques and how this fulfills HUD's requirements and expectations for the overall project.
- Description of services to be provided by the respondent/lead consultant and which services will be completed by sub-consultants, if any.
- Description of the tasks the City will be expected to perform and information the consultant will require from the City in conjunction with AI preparation.
- Statement describing how respondent will comply with Executive Order #28 (See Section 7.0 below).
- Proposed fee structure for the services proposed based on payment at the completion of project phases.
- Statement that respondent is ready, willing and able to perform the work in accordance with this RFP and in accordance with respondent's proposal if selected; that respondent understands that individuals identified for involvement in the project cannot be replaced with substitutes without the express written approval of the City of St. Louis; and that respondent expressly agrees to the General Conditions for Submission of Proposal set forth in Section 12.0 below.

6.0 Project Manager

Matthew Mourning
Community Development Research Analyst
Planning and Urban Design Agency
Research Department

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Fax : 314-259-3406
Email: MourningM@StLouisCity.com
Mailing Address: 1015 Locust Street, Suite 1100
St. Louis, Missouri 63101

7.0 M/W/DBE Participation

The selected firm shall comply with the Mayor's Executive Order No. 28 and any superseding Executive Orders relating to utilization of minority and women businesses (MBE's/WBE's). Executive Order No.28 requires contractors and consultants to seek, through good-faith efforts, the involvement of MBE's and WBE's with a goal of participation of least 25% and 5%, respectively, for the project. For additional information, please visit www.mwdbbe.org.

8.0 Living Wage Compliance

The selected firm may be required to comply with "Chapter 3.99 Living Wages" of the Revised Code of the City of St. Louis (Ordinance No. 65597). Please refer to www.slpl.lib.mo.us/cco/code/data/t0399.htm or www.mwdbbe.org/livingwage.

9.0 Unauthorized Alien Employees

The selected firm, shall, pursuant to the provisions of Sections 285.525 through 285.555 of the revised Statutes of Missouri, 2000, as amended, by sworn Affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this Contract, Agreement or Grant. Contractor shall sign an Affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with this Contract, Agreement or Grant pursuant to the above-stated Statutes.

10.0 Selection Process and Criteria

Responses will be reviewed by a selection committee. The selection committee shall be comprised of: the director of the requesting agency; a staff member of the requesting agency; a staff member of the Mayor's office; a staff member of the Comptroller's office; and a staff member of the Board of Aldermen. Please note that no contact with any committee member other than the designated contact (or his designee, Matthew Mourning) is allowed. The committee shall determine which, if

any, respondents are qualified to perform the work and evaluate the submitted proposals. The committee shall choose the successful respondent for negotiation of a contract from these qualified respondents. The committee shall also rank remaining qualified respondents in order of preference. If the Project Manager determines that it is not possible to successfully negotiate a contract with the successful respondent, the Project Manager shall discontinue negotiations and attempt to negotiate a contract with the highest-ranked qualified remaining respondent. This process shall continue until negotiation of a contract is successful, all qualified respondents have been exhausted, or the City of St. Louis voids this RFP.

The responses will be evaluated and the consultant(s) selected/ranked based on the following criteria:

1. The consultant's approach, plan of work, recommended schedules, and overall project understanding.
2. Qualifications and experience in providing the requested services as exemplified by past projects and client contacts.
3. References that will demonstrate a thorough understanding of Fair Housing Planning and housing-related studies.
4. Ability and commitment of respondent to complete work expeditiously, in required time frame.
5. Experience and qualifications of individuals assigned to the engagement.
6. Location of respondent headquarters: respondents with primary or major offices in the City of St. Louis to receive first priority; respondents with primary or major offices in St. Louis region to receive second priority.
7. Degree to which respondent addresses Mayor's Executive Order #28 in the response.
8. Ability to perform the work within the available budget with limited City assistance.

The Committee may add other selection criteria during the selection process.

11.0 Questions Regarding This RFP

All questions must be submitted in writing via e-mail to the Project Manager. Questions must be received no later than **4:30 p.m., local time, Thursday, August 26, 2010**, in order for the City to issue a timely response. Responses will be sent electronically to the questioner and posted online at <http://stlouis.missouri.org/development/otherprojects/rfp-rfq/>. This posting shall serve as communication to all RFP respondents as required by City Ordinance 64102. The Planning and Urban Design Agency shall maintain a list of all entities receiving copies of this RFP and shall ensure that copies of all questions and responses thereto shall be made available to each entity on such list.

12.0 General Conditions for Submission of Proposal

Respondent must agree that the City reserves the right to select one or more respondents; to reconstitute consulting teams, to void this RFP and the review process and/or terminate negotiations at any time; to revise any conditions and stipulations contained herein, as convenient or necessary; to further negotiate fees, rates and financial arrangements, etc.; to establish further

criteria for selection; to ask respondents to submit additional information or evidence of their qualifications and experience; to waive informalities in the proposals and in the proposal process; to negotiate with successful respondents in any manner and with respect to any proposal element whatsoever, including composition of respondent's team; and to reject any and/or all proposals for any reason, in their sole discretion.