



**REQUEST FOR PROPOSALS (RFP)**

**For Consulting Services**

**To Conduct A**

***Statewide Analysis of Impediments to Fair Housing Choice (AI)***

**For The**

**Delaware State Fair Housing Consortium (Consortium)**

**October 2018**

**To be completed:**

**From December 2018 – October 2019**

**Contact Person:**

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## I. Project Overview

### A. Purpose and Background

The Delaware State Housing Authority (DSHA), serving as the lead agency for the Delaware State Fair Housing Consortium (DSFHC or Consortium), is seeking proposals from qualified consultants to conduct a Statewide Analysis of Impediments to Fair Housing Choice (AI) between November 2018 and October 2019.

The Consortium was established in 2017 and consists of all jurisdictions in the state that receive federal housing funds directly from the U.S. Department of Housing and Urban Development (HUD), as well as public housing authorities operating in those jurisdictions.

- Delaware State Housing Authority (DSHA)
  - Includes Kent and Sussex Counties
- New Castle County
- Newark Housing Authority
- City of Wilmington
- Wilmington Housing Authority
- City of Dover
- Dover Housing Authority

On May 23, 2018, HUD [published a notice](#) that it was withdrawing the tool for jurisdictions to submit an Assessment of Fair Housing (AFH) under a [2015 HUD regulation](#). Another [May 23 notice](#) directed those jurisdictions to submit an AI instead. HUD [guidance for preparing an AI](#) and HUD's [assessment tool previously approved under the 2015](#) rule are similar. The consultant will work closely with the Consortium to prepare a new Statewide AI that will serve as a cornerstone in developing strategies, programs and policies aimed at affirmatively furthering fair housing.

The Consortium intends to adhere to the AFH schedule of completing the analysis by October 2019. The AI will then inform each Consortium member's individual five-year plan for using federal funds that begin July 1, 2020.

The Consortium has assigned DSHA as its designee to handle and transact all business and other actions required of the Consortium.

The specifications contained in this RFP shall be considered clear and complete unless written attention is called to any apparent discrepancy or omission thereof before opening of proposals. The consultant agrees that any estimates as stated in the RFP are only to provide a uniform basis for comparison of proposals and shall not be considered a binding feature of any contract nor in any other way to determine a liability against DSHA or the Consortium.

## II. Scope of Work

### A. Project Details

Previous AIs have been completed and will be made available for review and reference. The link to the most recent 2011 Statewide AI is found in Attachment A.

The consultant is asked to describe the tasks required to successfully complete the AI and carry out the Scope of Services outlined below and as provided in HUD's *Fair Housing Planning Guide*. The consultant is encouraged to incorporate elements of HUD's *Affirmatively Furthering Fair Housing Rule Guidebook* that would enhance the Scope of Service.

Technical Assistance (TA) has been awarded from HUD and is provided by the Lawyers' Committee for Civil Rights Under Law and Enterprise Community Partners, Inc. in the areas of project management, capacity building, data and mapping, and meaningful community engagement process. In these areas, the TA providers will coach the Consortium and provide assistance to the consultant. *However, the consultant will be responsible for the remaining tasks necessary to complete the Statewide AI by October 2019.*

#### **Consortium Responsibilities**

- Assess past goals and actions from the regional and individual sections of the 2011 Statewide AI
- Assist in identifying local data and local knowledge
- Assist in identifying stakeholders for participating in community meetings
- Assist identifying contributing factors, priorities and goals for fair housing
- Review and analyze findings, recommendations for the final report
- Coordinate public meetings and hearings, including publicity and advertisement
- Coordinate responses to public comments on draft Statewide AI

#### **Public Housing Authority Consortium Member Responsibilities**

- Assess past goals and actions from their sections of the 2011 Statewide AI
- Participate in stakeholder and community group meetings
- Convene and lead local hearings and PHA Resident Advisory Board meetings

#### **Consultant Responsibilities**

The consultant will analyze HUD-provided maps and data, local data and knowledge to identify problems and reveal barriers, strengths and solutions. The consultant will fully identify the factors that are contributing to segregation, preventing integration or the preservation of integrated neighborhoods, producing racially or ethnically concentrated areas of poverty, preventing equal access to opportunity, and inhibiting a fair housing environment.

The following components must be analyzed at both the statewide and local level.

- Segregation and Integration of Protected Classes
  - Identify pertinent data including demographic, income, employment and housing data as well as studies that have been completed that relate to fair housing.
  - Identify pattern/areas of segregation at the regional and census tract level.
  - Analyze factors that create or perpetuate segregation of protected classes, and identify ways to address them (e.g. best practices)
- Racially and Ethnically Concentrated Areas of Poverty (RCAP/ECAP)
  - Identify racially or ethnically concentrated areas of poverty by calculating the population in RCAP/ECAP as a percentage of the total population by race and for each ethnic group.
  - Analyze factors that create or perpetuate these areas and factors that prevent de-concentration.
- Disparities in Access to Opportunity
  - Identify areas/neighborhoods with elements of opportunity (schools, employment, healthcare, transportation, retail, public services, low-crime, recreation, etc.)
  - Identify areas/neighborhoods with missing elements of opportunity or elements requiring enhancements.
  - Analyze the factors that create or perpetuate the disparity.
- Fair Housing Environment
  - Identify any findings of discrimination by HUD, an equivalent agency, or a court and analyze plans to resolve the cause.
  - Identify local and regional fair housing agencies and provide a review of prior and current activities that promote fair housing, including an assessment of agencies currently providing fair housing programs in the area.
  - Identify opportunities for collaborative efforts to advance fair housing.
  - Analyze the barriers to effective fair housing enforcement and education.
- Private Market Activity
  - Provide an examination of private market issues that relate to the sale or rental of housing, the provision of brokerage services, mortgage lending, insurance sales and underwriting, property appraisal and property management.
- Public Policies
  - Examine and evaluate public policies and practices which affect the provision of fair housing including but not limited to public services, state and local laws, ordinances and regulations, planning and zoning laws and decisions, land use regulations, community development funding policies and practices in areas of low and high opportunity, procedures and practices of the local public housing authority and property tax policies.

Analyzing the HUD-Provided Maps and Tables: HUD has provided data through maps and tables, available on the HUD Exchange or by the link [http:// www.hudexchange.info/resource/4867/affh-data-and-mapping-tool/](http://www.hudexchange.info/resource/4867/affh-data-and-mapping-tool/). The consultant will analyze the 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 the location of proficient schools across the jurisdiction and region. HUD maps provide Census Tract boundaries and the borders of the jurisdiction. The consultant will analyze HUD-provided tables including but not limited to, the percentages of various races in a jurisdiction and region, the number of public housing units within a jurisdiction, the number of residents with a particular type of disability in a jurisdiction, and trends in demographics.

Gathering Local Data and Knowledge: 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 State of Delaware's geographic areas of analysis that can be found through a reasonable amount of research, are readily available at little or no cost. Local knowledge includes information gathered through the community participation process and by consulting local state or regional planning departments, academics, and others with knowledge of the local area or whose work impacts housing.

Facilitating a Community Participation Process – Consultation Meetings: The consultant will assist the Consortium in engaging stakeholders from all elements of the community to deliberate on fair housing concerns, ideas, and analysis through focus groups, community meetings, surveys, or other effective outreach methods. Participation means broad, aggregate participant profile that aligns with the state's demographics, with a particular focus on marginalized citizens, community groups, providers of housing, and social service organizations. The consultant is required to:

- Document the community participation process.
- Prepare agendas, handouts, and other presentation materials.
- Facilitate and present data at focus groups and public meetings.
- Summarize outreach efforts and comments received in writing or orally at public meetings during the community participation process.

Identifying Impediments and Corrective Actions: The consultant will provide an initial list of impediments to fair housing listed in order of priority with proposed methods of corrective actions. For each impediment, the consultant(s) must:

- Identify one or more contributing factors to the impediment;
- Corrective actions or goal related to overcoming the identified contributing factor(s) and related impediment;
- 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 corrective action or goal.

The final list of impediments and corrective actions will be developed in collaboration with the Consortium. The impediments and corrective actions should be organized for each of member of the Consortium. Impediments and corrective actions that apply to all members of the Consortium or cross jurisdictional boundaries should be included as Statewide Impediments.

Presenting and Conducting Public Presentation of Draft AI Plan: The consultant will submit the preliminary draft AI to the Consortium for review and comments. The consultant will revise the AI according to any changes proposed by the Consortium and then submit drafts for review. The consultant may be required to join staff at public hearings to present the draft AI to any other elected officials from any jurisdictions requesting review.

Responding to Public Comments: The consultant will submit the draft report to the Consortium with supporting data in electronic format. After review and acceptance of the draft report, the report and supporting data will be released to the public providing 30 calendar days to submit comments. The consultant will review and address comments received through the public comment period and prepare a revised AI for approval.

## **B. Geographic Regions for Identifying Impediments**

Impediments and corrective actions will be identified for Delaware's three counties, as well as, the cities of Wilmington, Dover and Newark. Census tract level detail will be used when applicable.

## **C. Study Format**

The findings must be submitted as 3-4 work products timed with the payment schedule. The final AI should be divided into a technical document and executive summary, both of which will be available for public distribution. Impediments and corrective actions should be organized for each of member of the Consortium. Impediments and corrective actions that apply to all members of the Consortium or cross jurisdictional boundaries should be included as Statewide Impediments. Consultants must include a work calendar, description of proposed work products and organization of the report in their proposals. The final products timed with the final payment should include:

- Statewide AI
  - Executive Summary
  - Final report
  - Summary powerpoint presentation and fact sheets

The summary powerpoint presentation and fact sheets will be used in preparation each Consortium member's individual five-year plan for using federal funds that begin July 1, 2020. Plan. These materials must directly and concisely communicate the findings to members of the state's housing community, state and local government, and the public. All reports, studies, and analysis will become the property of Consortium.

## **D. Data Sources and Format**

See Attachments for a list of suggested data sources. All data tables collected must be in Excel or DBASE/ArcGIS format. All the descriptive and narrative files must be submitted to Consortium in MS Word and PDF formats. Data tables and files become the property of the Consortium. To represent the findings, maps must be incorporated throughout the report where appropriate. All maps must be in ArcGIS-compatible format, with appropriate metadata.

## **III. Proposal Format, Content, and Submission Requirements**

### **A. Submission of Proposals and Deadline**

Provide one sealed paper copy and one electronic copy of the Proposal in one sealed, company-marked, envelope and clearly labeled, "Delaware Statewide Analysis of Impediments Proposal" to the Delaware State Housing Authority by 4:00 p.m. EST on November 5, 2018. The proposal should be addressed to:

Karen E. Horton, Principal Planner  
Delaware State Housing Authority  
18 The Green  
Dover, DE 19901

Proposals will not be accepted after 4:00 p.m., local time, on November 5, 2018. Proposals will be opened privately.

There is no expressed or implied obligation for DSHA, and by extension the Consortium, to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. DSHA reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Any materials submitted pursuant to an application or created pursuant to this proposal shall become the property of DSHA to use at its sole and continuous discretion.

Submission of a proposal indicates acceptance by the Applicant of the conditions contained in this Request for Proposals, unless clearly and specifically noted in the submitted proposal and confirmed in the contract between DSHA and the selected consultant.

### **B. Equal Opportunity**

All qualified persons and firms will receive consideration without regard to race, color, religious creed, ancestry, national origin, age, disability or sex. Minority Business Enterprises (MBE), Women-Owned Business Enterprises (WBE), Veteran-Owned Business Enterprises (WBE), Service-Disabled Veteran-Owned Business Enterprises (SDVOBE), Individuals with Disabilities Owned Business Enterprises (IWDBE) and Small Business Focus (SBF) program vendors are encouraged to apply.



## C. Subcontracting

Applicants submitting proposals are encouraged to consider subcontracting portions of the engagement to small businesses owned and controlled by socially- and economically-disadvantaged individuals. If this is to be done, that fact, and the name of the proposed subcontracting firms, must be clearly identified in the proposal. Following the award of the contract, no additional subcontracting will be allowed without consent from DSHA.

## D. Questions about the Request for Proposals

This Request for Proposals is also available on DSHA's website at <http://www.destatehousing.com> and on the State of Delaware's Bid Solicitation Directory at <http://www.bids.delaware.gov>.

Questions related about this solicitation must be received before 4:00 p.m. on October 19, 2018 and should be directed to:

Karen Horton  
Delaware State Housing Authority  
[KarenH@destatehousing.com](mailto:KarenH@destatehousing.com)

## E. Minimum Proposal Requirements

Contents of the proposal must include:

1. An executive summary of not more than one page
2. Description of approach/methodology to the scope of work
3. Description of deliverable products
4. A work timeline indicated project milestone and time required to complete specific work components including at 25%, 50%, and 75% of completion. The time schedule must include a submission of the draft AI for Consortium review and must result in the provision of the final document to the Consortium no later than October 5, 2019.
5. A general background of your organization, including:
  - a. Description of similar fair housing studies undertaken
  - b. Location of planning organization
  - c. Description of your organization's capabilities as it relates to this type of work
  - d. Resumes of staff members to be assigned to this study
  - e. Samples of similar work completed in the last three years
  - f. Names and contact information for three references familiar with similar work
6. Costs by work product
7. Signed Applicant Warranty
8. Subcontracting plans, if any, and necessary certifications of subcontractors

## **F. Debarred, Suspended, and Ineligible Contractors**

The applicant certifies by submission of a proposal that it is not a debarred, suspended, or ineligible contractor by any Agency of Federal or State government. (No proposal received from a debarred, suspended, or ineligible contractor will qualify for award).

## **G. Acceptance of Consultant Proposals**

DSHA reserves the right to reject any and all proposals, to accept or reject any part of any proposal, or to waive informalities and minor irregularities in the proposals. Proposals which contain erasures, alterations, conditional proposals, omissions, or irregularities, may be rejected.

## **H. Consultant Selection and Contract Execution**

Each proposal will be rated and ranked in accordance with the following criteria:

1. Approach for conducting Analysis (20 points)
2. Specific methodologies for completing various aspects of the work (15 points)
3. Demonstrated ability and capacity (15 points)
4. Technical qualifications of individuals to be assigned to project (15 points)
5. Ability to meet proposed timetable (15 points)
6. Total price of study (10 points)
7. Continuity and stability of applicant (10 points)

Based on a review of submitted proposals, a list of no more than three applicants will be selected for interviews. DSHA and by extension the Consortium reserves the right to award a contract based solely on the proposals or to negotiate further with one or more applicants. The consultant selected will be chosen on the basis of the greatest benefit to DSHA, not necessarily on the basis of the lowest price. The consultant agrees, if successful, to execute a contract within 20 days after Notice of Award. No contract may be assigned, either in whole or in part, without prior approval.

Additional information or clarification may be requested from applicants during evaluation process.

## **I. Contract Price and Payment**

The Proposal must state the total planned hours and hourly rate by staff classification of those anticipated to work on the project. An all-inclusive maximum fee for each work product, broken out by planned hours and hourly rates by staff classification must be provided, as well as an all-inclusive maximum fee for the entire study.

The price quoted in the proposal must be firm and not subject to change by vendor for 90 days from date of proposal opening. The price shall represent the total cost including direct, indirect, and out-of-pocket costs. Quoted costs should include on-site meetings and presentation of the main findings of the report at least one major public event.

Payments shall be made upon approval by DSHA of products at 25%, 50% and 75% completion. The final 25% will be paid upon completion and approval of all products.

## **J. Conflict of Interest**

No Applicant, subcontractor, or sub-consultant or otherwise related entity as determined by DSHA that has an interest in a project financed by DSHA or a project receiving LIHTCs from DSHA either now or during the performance of the work hereunder, may have any benefit, either direct or indirect in connection with the work performed under this proposal.

## **K. Confidentiality**

Findings Confidential. Any reports, information, findings, data, etc. whether oral or written, which is supplied to, available to, or assembled by the Contractor pursuant to or related to this Contract is referred to, and defined herein, as "Confidential Information."

# **IV. Timeline**

## **A. RFP Timeline**

**11/5/18** – RFP Responses due to DSHA by 4:00 p.m.

**Week of 11/12/18** - Interviews

**Week of 12/10/18** – Execute Contract and begin work

## **B. Study Timeline**

Interim due dates are estimated and will be confirmed upon execution of a contract. Applicants are encouraged to develop their own more detailed proposed timelines for completion of the project. All work products must be complete by October 5, 2019.

## V. Attachments

### Attachment A - Suggested Data Sources

**The Consortium can direct the consultant to the following sources of appropriate information:**

- Delaware Population Consortium [population projections](#)
- Delaware Office of State Planning Coordination [Development Trends GIS data](#)
- Census Bureau [Housing Vacancy Survey](#)
- [Home Mortgage and Disclosure Act \(HMDA\)](#)
- Multi-Listing Service (MLS): TrendMLS (Kent and New Castle Counties) and Sussex County MLS
- [Delaware Department of Labor Office of Occupational and Labor Market Information:](#) Unemployment, Employment, Occupations, Wages, Employment Projections
- Delaware State Housing Authority [Subsidized and income-restricted rental housing stock and expirations](#)
- Delaware State Housing Authority [Foreclosure filings and sheriff sales](#)
- Summary data on searches from the [delawarehousingsearch.org](#) website
- [Delaware and Wilmington Market Value Analysis](#)

**DSHA can provide spatial data on:**

- [Balanced Housing Opportunities](#) Map
- [Homeownership Priority Areas](#) Map
- [DSHA Voucher Payment Standard](#) Map

**Recent local publications or documents that should also inform the study include:**

- [Delaware Analysis of Impediments to Fair Housing Choice](#)
- [Delaware Housing Needs Assessment, 2015 - 2020](#)
- [Community and Choice: Housing Needs of People with Disabilities in Delaware](#)
- Homeless Planning Council of Delaware – Point-in-Time Studies, Homeless Management Information System (HMIS) Information Reports
- [Impacted Communities Study - Sussex County, 2016](#)
- Consolidated Plans, annual action plans, and PHA Plans for all jurisdictions: Delaware, Dover, Newark, Wilmington, and New Castle County
- [Community Impact: The Effects of Assisted Rental Housing in Delaware](#)

## Attachment B – Certifications and Applicant Warranties

### DELAWARE STATE HOUSING AUTHORITY

The Applicant certifies that it has current coverage under an Insurance Professional Errors and Omissions insurance policy with an amount of no less than US \$2 million per loss.

The Applicant certifies that it will provide all services set forth in this Request for Proposal, and that it will not delegate, subcontract, or assign its responsibilities without the prior written permission of the Delaware State Housing Authority.

The Applicant warrants that it is licensed to do business in the State of Delaware.

The Applicant warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official: \_\_\_\_\_

Name (typed): \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

## Attachment C - Non-Collusion Certification

Applicant's Name (typed): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Project: \_\_\_\_\_

This is to certify that neither the above-named applicant, nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, has in anyway colluded, conspired, connived or agreed, directly or indirectly, with any other applicant, firm or person to submit a collusive or sham proposal in connection with the Contract for which the attached proposal has been submitted or to refrain from proposing in connection with such Contract, or has in any matter, directly or indirectly, sought by agreement or collusion or communication or conference with any applicant, firm or person to fix the price or prices in the attached proposal or of any other applicant, or to fix any overhead, profit or cost element of the proposal price of any other applicant, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Owner or any person interested in the proposed Contract; and the price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the applicant or any of its agents, representatives, owners, employees or parties in interest.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Seal - If Applicant is a Corporation

ATTEST:

\_\_\_\_\_  
Secretary