



State of Delaware
Delaware State Housing Authority
Request for Proposals (RFP)
For a Statewide Housing Needs Assessment
2015-2020

April 2013

To be completed:
From July 2013 – July 2014

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I. Project Overview

A. Introduction

The Delaware State Housing Authority (DSHA), a public corporation in the State of Delaware, is soliciting proposals from qualified planning and research organizations to conduct a Statewide Housing Needs Assessment for the years 2015-2020. This study will enable the State and local jurisdictions to better understand housing and housing-related service needs for low- and moderate-income persons and households in order to prioritize needs, develop effective program and policy responses, and coordinate the use of Federal, State and local resources.

DSHA is seeking a comprehensive report that will:

- Provide perspective on the current housing situation in the state and place that knowledge into historical context by examining demographic, economic and land use trends impacting Delaware's housing market;
- Forecast and examine projected changes in the state's housing supply and housing demand for the years 2015-2020;
- Identify, describe and quantify the nature and geography of housing needs in the state, and potential costs to meet those needs.

The completed needs assessment will be used to update, review and evaluate the effectiveness of affordable housing strategies, programs and policies in consideration of changing housing market forces, the real estate foreclosure crisis, demographic forces, and many other local, regional and national factors affecting affordable housing needs. This study will inform DSHA's Consolidated Plan process, the Low Income Housing Tax Credit Qualified Allocation Plan (QAP), and the agency's Strategic Plan. Other housing providers will use the information for planning and reporting purposes as well.

While broad in scope, the final needs assessment should clearly and concisely communicate summary findings to policymakers, DSHA leadership and staff, and other service providers and advocates. DSHA may incorporate the results into future online mapping applications and performance measures.

The specifications contained in this RFP shall be considered as clear and complete unless written attention is called to any apparent discrepancy or omission thereof before opening of proposals.

The Proposer agrees that any estimates as stated in the RFP are only to provide a uniform basis for comparison of proposals and are not represented to be accurate. Such estimates shall not be considered a binding feature of any contract nor in any other way to determine a liability against the Delaware State Housing Authority.

B. DSHA Overview

The Delaware State Housing Authority was created in 1968 as a public corporation in the Delaware State Department of Housing. Since then, when the Delaware General Assembly appropriated \$100,000 for first-year operations, DSHA's physical and financial assets have grown to \$1.2 billion and the agency is now an independent authority in the Executive Department with its Director reporting directly to the Governor as a member of the Cabinet.

DSHA has the power to make loans and grants to both for-profit and non-profit housing sponsors; to make loans to mortgage lenders and require that they use the proceeds to make new residential mortgage loans; to apply for and receive subsidies from the federal government and other sources; and to issue its own bonds and notes. In addition to its role as the State's Housing Finance Agency, DSHA is unique in that it also serves as a Public Housing Authority and acts as a Community Development and Planning Agency.

As a Public Housing Authority, DSHA owns and operates public housing and operates the Housing Choice Voucher program in Kent and Sussex counties, two of Delaware's three counties. As a HUD Community Development Agency, DSHA administers the Community Development Block Grant (CDBG) program in Kent and Sussex Counties, HOME funds statewide, as well as the Emergency Solutions Grants (ESG), Housing Opportunities for People with AIDS (HOPWA), and Neighborhood Stabilization Program (NSP) programs. In addition to these HUD-funded programs, DSHA manages a variety of state and locally-funded programs, including below-market rate mortgages, downpayment and settlement assistance, foreclosure prevention programs, and financing for multifamily development via the state's housing trust fund, the Housing Development Fund (HDF), and the Low Income Housing Tax Credit (LIHTC).

C. Background

DSHA has historically commissioned statewide housing needs assessments on a regular basis to inform ongoing planning, the State's HUD Consolidated Plan, resource allocation, and program development. The most recent assessment was completed in 2007 for the years 2008-2012 and is available on DSHA's website, as well the preceding report covering 2003-2007. These assessments typically also inform the planning of the state's local jurisdictions, including the City of Wilmington, New Castle County, and Cities of Dover and Newark (jurisdictions receiving HUD formula grant funding) as well as all local jurisdictions for their Comprehensive Land Use Plans. The timing of these needs assessments and the state's Consolidated Plan, over time, became disconnected from the other jurisdictions in the State. In 2010, DSHA reset its Consolidated Plan cycle to coordinate with the other HUD jurisdictions in the state. This needs assessment will thus cover the period of 2015-2020, the period to be covered by both DSHA's

and local jurisdictions' next Consolidated Plans. While the Consolidated Plan sets the schedule for the needs assessment, the study will influence the Qualified Allocation Plan (QAP), strategic planning, resource allocation, and statewide housing policy and programs.

D. Request for Proposals

The contract will be awarded to the most responsible proposer that offers the most advantageous proposal taking into consideration responsiveness to the evaluation criteria established within this Request for Proposals, as well as cost for the proposed services and time frame needed to complete the assessment. Proposals will be opened privately.

Proposals will then be reviewed against the Evaluation criteria and members of a proposal review committee will make a recommendation for an award. The Director of DSHA will subsequently make the final announcement of the awarded proposal.

II. Scope of Work

A. Project Details

The following is a list of objectives with respect to data collection and analysis for the Statewide Housing Needs Assessment. The Scope of Services to be provided by the planning organization shall include, but not be limited to, the following:

1. Demand

Analysis of the principal economic, demographic and land use/development trends affecting the low- and moderate-income households of Delaware and how these trends affect housing demand and the housing market. The following dynamics must be addressed:

Demographic Trends: Population and housing trends that drive housing demand such as population by age, household formation rates by age of head of household, immigration trends, race and ethnicity distribution, household income distribution by age of household, population and housing projections, and household size.

Economic Trends: Major economic, employment and salary trends that impact the ability of households to afford housing such as salary ranges by occupation sector, economic development activities, employment projections by occupation and industry, and major employers.

Land Use/Development Trends and Patterns: Current land use patterns and policies that drive where people live and how their access to services, employment, and transportation networks are impacted as a result. How these land use patterns affect the cost of new and existing housing and their impact on the real estate market.

Housing Demand: Determine the number of existing households and new households resulting from new household formation that will need housing or housing assistance in the study period of 2015-2020, analyzing the following categories for both owner and renter households and needs:

- a) Household income range
- b) Household Composition (size, age, type)
- c) Housing type
- d) Geographic Distribution and location of demand
- e) Ethnic and racial minorities with disproportionate need
- f) Cost burden and severe cost-burden
- g) Overcrowding and substandard conditions

Special Population households in need of affordable housing: Identify and summarize the needs of special population groups in need of affordable housing. Existing information on these needs is available from recent studies and state and local sources (see Attachment A). Special populations include:

- a) Persons with HIV/AIDS and their families;
- b) Victims of domestic violence, dating violence, sexual assault, and stalking;
- c) Persons with disabilities;
- d) Formerly homeless families and individuals who are receiving rapid re-housing assistance and nearing the termination of that assistance;
- e) Persons who are homeless or at risk of homelessness, including rural homelessness and by racial and ethnic group; chronically homeless individuals and families; families with children, veterans and their families, and unaccompanied youth;
- f) Persons who are not homeless but require supportive housing, including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addiction, persons; and
- g) Migrant and seasonal farmworkers.

2. Supply

Analysis of the state's housing and real estate market and land use trends to forecast construction patterns, housing stock and prices for renting or selling homes in Delaware. Review and analyze recent trends with projections for future trends in the study period of 2015-2020. Examine and summarize the rental and owner-occupied housing stock (number, type and location), existing units expected to transfer and new units entering the stock and market.

Homes for sale to owners: Location; Price; Size (square footage and bedrooms) and type; Number; Proximity to city/town centers & transportation

Units available for rent: Location; Rent; Unit sizes and types; Number; Proximity to city/town centers & transportation

3. Analysis of demand and supply

Analysis of the components that impact the housing market's ability to effectively meet identified housing needs, and how well the current pattern of housing construction, if continued into the future, fits the projected housing needs. At minimum, topics must include:

Attaining Homeownership: challenges to homeownership; factors affecting initial and long-term costs; and Delaware's mortgage market and DSHA's role in/share of that market.

Maintaining Homeownership: delinquency and foreclosure trends; long-term effects of the mortgage crisis; and maintenance and accessibility modification needs for existing homeowners.

Rental Housing Needs: Analysis of assisted and market-rate rental housing stock and markets; barriers for consumers; development and financing challenges.

Land Use and Planning Framework: [Strategies for State Policies and Spending](#); recent development patterns and trends; zoning and regulatory barriers; county and local land use environment.

Demographic and Development Trends and Housing Stock: Potential long-term mismatch between housing demand (smaller homes, more centrally located in walkable neighborhoods and near services and amenities) and the state's housing stock. Density and mix of unit sizes and types that will be necessary to meet housing demand and affordability needs.

Community Development Needs: challenges to redevelopment; historic preservation; demolition needs; special concerns with older homes; and unique community development needs by area/neighborhood.

4. Housing Needs and Indicators

An identification of affordable housing needs for the following products for the study period of 2015-2020. The report should include, as part of the summary of statewide housing needs, the estimated costs and resources required to fully address those needs. At minimum, the housing needs discussion should address:

Homeownership Assistance

1. Mortgage assistance
 - a. Below-market mortgage financing
 - b. First time homebuyers
 - c. Repeat buyers
 - d. Refinancing
2. Downpayment and settlement assistance

3. Foreclosure prevention
4. Affordable new construction
5. Rehabilitation needs
6. Other needs as identified by the supply/demand analysis

Affordable Rental

1. New construction needs by income level (0-30% AMI; 30-50% AMI; 50-60% AMI; 60-80% AMI; >80% AMI)
2. Preservation and rehabilitation needs for existing subsidized/income-restricted rental housing, including public housing
3. Rehab needs of unrestricted/market-rate yet affordable rental properties
4. Rental assistance needs
5. Other needs as identified by the supply/demand analysis

Needs by Geography

DSHA is also very interested in linking our housing activities with geography. The housing needs analysis must include the development of indicators to help direct appropriate programs and resources according to local needs. This work must assemble housing needs information with other relevant demographic, economic and land use trend indicators to identify areas of need for different general categories of possible local needs. Examples include: neighborhood stabilization; maintaining the existing housing stock; increasing homeownership; and affordable rental housing. For future mapping purposes, ideally, this should be at the census tract level: at a minimum, the CCD and municipality level.

5. Substandard Housing Stock

Review and analyze data on the condition of the state's housing stock. Review existing definition of substandard used in previous studies (in need of \$30,000 or more of rehabilitation or two major systems requiring replacement) and update if appropriate. Develop estimates of the number of substandard housing units in the State by tenure and location. Estimate distribution of substandard housing needs by household income.

Method

The state's 2003-2007 Needs Assessment estimated substandard housing units via windshield surveys of sampled neighborhoods and in-person interviews with occupants. The 2008-2012 Needs Assessment updated those estimates with an estimate for units having slipped into substandard condition, demolitions, and counts of units rehabilitated with public funds. DSHA is open to consider new methodologies to identify the number and location of substandard housing units in the state, although the 2015-2020 report should not be simply another update using the 2008-2012 method. Proposals must describe in detail the methodology for identifying substandard housing needs.

B. Geographic regions for analysis and identifying needs

The analysis of demographic, economic, land use and housing trends should use the smallest geographies possible given the relevant data. This must include the three counties, three major cities (Wilmington, Newark, and Dover), and Census County Divisions (CCDs). Tract-level data from the American Community Survey, CHAS data and 2010 Census should be used wherever appropriate, if the data are of sufficient quality for analysis. Generally, tract level data will not be expected for detailed analysis of sub-populations or other data topics that may have large margins of error. Demand projections must at least be available at the CCD and municipality level.

Where appropriate, data for Sussex County must consider and account for variations between the coastal resort areas and the central and western parts of the County. Depending on the data and topic, rural and urban differences statewide must also be considered. Comparisons to national, regional and neighboring/mid-Atlantic states must be included for context on larger trends.

C. Study Format

The findings must be submitted as 3-4 work products timed with the payment schedule. A suggested general outline is below, but proposals may include different outline in their work schedule. The report should be divided into a technical document and executive summary, both of which will be available for public distribution. Consultants must include a work calendar, description of proposed work products and organization of the report in their proposals.

- a) First part of the study
 - i. Demographic trends
 - ii. Economic trends
 - iii. Land use trends and patterns
- b) Second part of the study
 - i. Housing demand
 - ii. Housing supply
 - iii. Demand/Supply Analysis
 - iv. Affordable Housing Needs
- c) Third part of the study
 - i. Substandard housing
 - ii. Special populations
- d) Fourth part of the study
 - i. Executive Summary
 - ii. Final report
 - iii. Summary powerpoint presentation and fact sheets

The summary powerpoint presentation and fact sheets will be used in DSHA’s strategic planning process which will follow the needs assessment. These materials must directly and concisely communicate the findings of the report to members of the state’s housing community, state and local government, and the public. Fact sheets are to be provided for the state, counties and municipalities and include major themes and findings of the study on housing costs, demand, and needs for that jurisdiction. All reports, studies, and analysis will become the property of DSHA.

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 DSHA in MS Word and PDF formats. Data tables and files become the property of DSHA. To represent the findings, maps must be incorporated throughout the report where appropriate. All maps must be in ArcGIS-compatible format, with appropriate metadata.

E. Stakeholder Input

The development of the report must include gathering input on needs from the public and stakeholders. Proposers must describe their plans to accomplish this. At minimum, this must include key interviews and focus groups with various constituencies (such as developers; lenders; service providers; municipalities), but may also include surveys or other methods. DSHA will supply lists of suggested contacts for interviews and data collection and can assist in planning focus groups.

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’s marked, envelope and clearly labeled, “DSHA Needs Assessment Proposal” to the Delaware State Housing Authority by 4:00 p.m. EST on 5/24/13. The Proposal should be addressed to:

Marlena Gibson, Planner IV
Delaware State Housing Authority
18 The Green
Dover, DE 19901

Proposals will not be accepted after 4:00 PM on 5/24/13. Proposals will be opened privately.

There is no expressed or implied obligation for DSHA 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.

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

B. Equal Opportunity

All qualified persons, firms and proposers will receive consideration without regard to race, color, religious creed, ancestry, national origin, age, handicap or sex. Minority Business Enterprises (MBE), Women-Owned Business Enterprises (WBE), and Veteran-Owned Business Enterprises are encouraged to apply.

C. Subcontracting

Consultants 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>.

To answer any questions related to the scope of work, requests for additional information, and/or concerns about the submission of the proposal, an informational meeting is scheduled for 2:00 PM on 4/15/13, in DSHA's conference room, 18 The Green, Dover.

Interested consultants may also ask questions about the RFP on DSHA's RFP Forum (<http://www.destatehousing.com/forum>). Questions from the informational meeting and DSHA responses will also be posted on the forum.

E. Minimum Proposal Requirements

1. Contents

- a) An executive summary of not more than one page
- b) Description of approach/methodology to the scope of services
- c) Description of deliverable products

- d) Implementation schedule of how the study should progress, and at what points various tasks will be completed, including at 25%, 50%, and 75% of completion.
- e) A general background of your organization, including:
 - a. Description of similar studies undertaken
 - b. Location of planning organization
 - c. Description of your organization's capabilities in analyzing both regional and national trends
 - 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
- f) Costs by work product
- g) Signed Proposer Warranty
- h) Subcontracting plans, if any, and necessary certifications of subcontractors

F. Debarred, Suspended, and Ineligible Contractors

The consultant 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:

- a) Approach for conducting Housing Needs Assessment (20 points)
- b) Specific methodologies for completing various aspects of the study (15 points)
- c) Demonstrated ability and capacity (15 points)
- d) Technical qualifications of individuals to be assigned to project (15 points)
- e) Ability to meet proposed timetable (15 points)
- f) Total price of study (10 points)
- g) Continuity and stability of proposer (10 points)

Based on a review of submitted proposals, a list of no more than three organizations will be selected for interviews. DSHA reserves the right to award a contract based solely on the proposals or to negotiate further with one or more consultants. 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 the prior approval of DSHA.

DSHA may request additional information or clarification from applicants during the 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 to DSHA including direct, indirect, and out-of-pocket costs. Quoted costs should include meetings with DSHA staff and presentation of the main findings of the report at 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.

IV. Timeline

A. RFP Timeline

4/15/13 - Informational meeting prior to submission of Proposals

5/24/13 – RFP Responses due to DSHA

Week of 6/10/13 - Interviews

Week of 7/8/13 - Contract signed and work begins

B. Study Timeline

Interim due dates are estimated and will be confirmed upon execution of a contract. Proposers are encouraged to develop their own more detailed proposed timelines for completion of the project. All work products must be complete by July 31, 2014.

July 2013 Initial Meeting with DSHA

Sept 30, 2013 Work product 1 (*25% completion*)

Nov 30, 2013 Work product 2 *(50% completion)*
Feb 28, 2014 Work product 3
May 1, 2014 Draft of full technical document/materials due *(75% completion)*
June 1, 2014 Draft Executive Summary due
July 31, 2014 All Final Deliverables, including Executive Summary and Technical Document due to DSHA *(100% completion)*

V. Attachments

Attachment A- Suggested Data Sources

DSHA can direct the consultant to the following sources of appropriate information:

- 2010 Census and 2006-2011 American Community Survey
- [HUD Comprehensive Housing Affordability Strategy \(CHAS\) data](#)
- 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 \(HMDA\)](#)
- Social Security Administration
- Multi-Listing Service (MLS): TrendMLS (Kent and New Castle Counties) and Sussex County MLS
- [CenStats Database](#)
- [Delaware Department of Labor Office of Occupational and Labor Market Information:](#)
Unemployment, Employment, Occupations, Wages, Employment Projections
- [USPS Vacancy Data](#)
- Delaware Community Management Information System (CMIS/HMIS)
- Delaware Department of Health and Social Services

DSHA can provide data or assist in securing data on:

- [Subsidized and income-restricted rental housing stock and expirations](#)
- DSHA program production (Housing Assistance Production Report, HAPR) and program detail
- [Foreclosure filings and sheriff sales](#)
- Property transfers
- Mortgage Bankers Association National Delinquency Survey
- Vacancy and tenant data (summary level) for LIHTC, DSHA-administered project-based Section 8, and Housing Development Fund-funded rental sites
- Summary data on searches from the delawarehousingsearch.org website

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

- [Delaware Analysis of Impediments to Fair Housing Choice](#)
- [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](#)
- Consolidated Plans and CAPERs for all jurisdictions: Delaware, Dover, Wilmington, and New Castle County
- Delaware Interagency Council on Homelessness (DICH), 10-Year Plan to End Homelessness
- [Community Impact: The Effects of Assisted Rental Housing in Delaware](#)

Attachment B – Certifications and Proposer Warranties

DELAWARE STATE HOUSING AUTHORITY

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

The Proposer 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

Proposer's Name (typed): _____

Address: _____

Project: _____

This is to certify that neither the above named proposer 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 proposer, 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 proposer, firm or person to fix the price or prices in the attached proposal or of any other proposer, or to fix any overhead, profit or cost element of the proposal price of any other proposer, or to secure through any collusion, conspiracy, connivance of 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 proposer or any of its agents, representatives, owners, employees or parties in interest.

(Signed)

Title

Date

Seal - If Proposer is a Corporation

ATTEST: _____

Secretary