



REQUEST FOR QUALIFICATIONS

ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

FOR

THE CITY OF CONCORD, THE CITY OF KANNAPOLIS,
THE CITY OF STATESVILLE, THE TOWN OF MOORESVILLE,
CABARRUS COUNTY, AND ROWAN COUNTY,
NORTH CAROLINA



SUBMITTAL DEADLINE: WEDNESDAY JULY 18, 2019

*PLANNING AND NEIGHBORHOOD DEVELOPMENT DEPARTMENT
35 CABARRUS AVENUE WEST
CONCORD, NC 28025*

PHONE: 704-920-5142/FAX 704-920-6962

**REQUEST FOR QUALIFICATIONS
CITY OF CONCORD, NORTH CAROLINA
PLANNING AND NEIGHBORHOOD DEVELOPMENT DEPARTMENT**

RFQ NUMBER **2411**

PROJECT SCOPE The City of Concord is seeking professional services to assist with the development of an Analysis of Impediments to Fair Housing Choice for the City of Concord, the City of Kannapolis, the City of Statesville, the Town of Mooresville, Cabarrus County, and Rowan County, North Carolina.

PROPOSAL DUE **Wednesday July 18, 2019 by 3:00 p.m. EST**

SUBMIT TO Submit one (1) electronic Portable Document Format (.pdf) copy and three (3) original copies of the Statement of Qualifications to:

City of Concord-Planning and Neighborhood Development Department
Attn: Mary L. Powell-Carr
35 Cabarrus Avenue West
Concord, NC 28025

CITY CONTACT Mary L. Powell-Carr, Community Development Manager
Planning and Neighborhood Development Department
Email: carrm@concordnc.gov
Phone: 704-920-5142

GENERAL INFORMATION

The City of Concord, (the City) seeks proposals in response to the Request for Qualifications (RFQ) from interested firms or organizations which have experience in the preparation of the Analysis of Impediments to Fair Housing Choice (AI), inclusive of the Cities of Concord, Kannapolis, and Statesville, the Town of Mooresville, and the Counties of Rowan and Cabarrus, for submission by the City of Concord to the U.S. Department of Housing and Urban Development (HUD).

The Analysis of Impediments to Fair Housing Choice is a critical policy document because it identifies barriers to Fair Housing throughout all population segments of the community. The work to be performed under this request for proposal addresses the Certification required by HUD concerning Affirmatively Furthering Fair Housing. The Certification comes from 24 CFR 91.225(a)(1), which states that the jurisdictions will affirmatively further fair housing by conducting an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard. The analysis conclusions will lead to the development and implementation of plans to correct identified impediments.

The City of Concord, acting as lead agency for the collaboration, will enter into a contract for professional consulting services based on a fixed price (or lump sum) to the contractor for the specified services. The jurisdictions will choose the menu items for the public input portion of the project prior to the execution of the contract for services. The jurisdictional collaboration shall not be liable for any costs incurred by a consultant in responding to this request for qualifications or for any costs associated with discussions required for clarification of items related to this request.

SECTION 1: SCOPE OF SERVICES

The responding firm/organization will provide separate documents to each jurisdiction to meet the requirements of the 24 CFR 91.225 certification regarding Affirmatively Furthering Fair Housing.

The Analysis of Impediments to Fair Housing Choice for the City of Concord, the City of Kannapolis, the City of Statesville, the Town of Mooresville, Cabarrus County and Rowan County will follow the suggested format presented in the HUD office of Fair Housing's publication entitled "Fair Housing Planning in America," especially chapters 2, 4, and 7. All files with notes, surveys, memoranda, etc. documenting the findings of the AI are to be considered property of the City of Concord and will revert to the City of Concord upon completion of the AI.

The AI document that the responding firm/organization prepares shall include, but not be limited to:

1. A list identifying the individuals or organizations responsible for and consulted in preparation of the AI;
2. An introduction describing why fair housing planning should be carried out, including statutory and regulatory citations, definitions, of terminology, the methodology followed in preparing the document, the data sources considered, a description of each analysis, and a catalog of current fair housing practices and activities;
3. An examination of pertinent data used to serve as the reasons for identifying impediments and for developing conclusions including: demographic, income and employment data, a housing profile, transportation and maps showing the distribution and concentrations of racial and ethnic minorities and low income persons, as well as studies that relate to fair housing;

Data on employment centers should focus on:

- The locations of job centers in the jurisdictions and in nearby jurisdictions that offer or will offer jobs (including job training opportunities) to minorities, women and persons with disabilities at the lower income level of the wage/salary scale.
- The geographic relationship of such centers to the current and planned locations of housing for low-income households (employment opportunity/housing linkage impacts heavily on fair housing choice for low- income persons).
- The need for accessible public transportation, including train or bus service, and subsidized low or no cost van pools to link job centers with low-income housing locations (transportation services are essential where employment opportunities are not near low- income housing supplies).

4. A comprehensive review of the laws, regulations and administrative policies, procedures and practices in place in each jurisdiction;
5. An assessment of how those laws, regulations and administrative policies, procedures and practices affect the location, availability and accessibility of housing;
6. An evaluation of the current fair housing legal status for each jurisdiction, including a listing of all complaints and the civil and criminal actions that occurred during the past three (3) years;
7. An assessment of the private sector housing market issues and activities to determine whether fair housing objectives are being served, including banking and insurance policies and practices, sales and rental of housing and real estate practices, availability of programs that may be used to provide financial assistance for improvements to housing, and the discriminatory provision of housing brokerage services;
8. A description and assessment of impediments to fair housing choice for each jurisdiction, which includes any actions omissions, or decisions taken because of race, color, religion, sex, disability, familial status, military status, ancestry, or national origin that restrict housing choices or the availability of housing choice;
9. The identification of a clear set of objectives with measurable results for each jurisdiction;
10. The identification of any affirmatively furthering fair housing actions undertaken by the jurisdictions and the determination of the actions that should be continued, strengthened, initiated or ended;
11. Conclusions and recommendations for achievable action, including recommended actions to overcome identified impediments to fair housing choice, milestones, timetables, and measurable results for each jurisdiction.

SECTION 3: CONTENT

Proposals should include standard components such as a cover letter, resumes for key employees of the firm/organization, hourly rates, and subcontractors. Proposals should reflect the following considerations:

- Describe the approach and methodology the firm/organization will employ in carrying out the scope of work.
- Include any services that the firm/organization may require from the jurisdictions to perform the scope of work. Preparation of a quality report that is suitable for public distribution, which describes the nature of the project, research undertaken, the findings, conclusions, and recommendations. The proposal shall include all digital products, such as (.pdf) copies and GIS digital products.
- Information on experience and unique qualifications and/or capabilities.
- Examples of similar projects, including client contact information, project budget, completion date and key staff participants.

- Proposed budget or multiple budget scenarios based upon option packages for approaching this project within the budgeted amount.
- Project timeline, including timelines for specific tasks as proposed by the firm/organization.

SECTION 4: EVALUATION CRITERIA

Staff from each jurisdiction will begin the screening process of all of the proposals submitted. Selected firms/organizations will be notified and interviewed. Depending on the estimated amount of the proposal, the Concord City Council may have to approve the final recommendation. The responding firms/organizations selected for an interview should be prepared to discuss, among other things, their approach to conducting an AI, their availability for the project, and their experiences with other similar projects.

The following criteria (weights) will be used to evaluate the proposals:

Qualifications of the Responding Firm/Organization (Experience 40%)

- Experience completing this type of analysis
- Experience working in similar-sized communities
- Creative approaches and solutions that were recommended in past analyses

Proposed study methodology (Methodology 30%)

- Sources of data
- Mapping

Understanding of RFQ (Clarity of Communication 30%)

- Community context
- Goals and purpose of study
- Timeline

NOTE: Projected Cost of Services

Interested firms/organizations should provide a projected range for the cost of services as well as a breakdown of standard hourly rates for personnel and services. However, this information will not be a part of the weighted criteria.

SECTION 5: SCHEDULE

INVITATION TO SUBMIT ----- June 28, 2019

Invitations will be posted on the City's website with hard copies available in the Planning Department. Invitations also will be distributed electronically upon request.

SUBMISSION DEADLINE ----- July 18, 2019

Submittal Instructions: Submit one (1) electronic (.pdf) and three (3) original copies of the Statement of Qualifications to:

City of Concord, Planning and Neighborhood Development Department
Attn: Mary L. Powell-Carr
35 Cabarrus Avenue West
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INTERVIEWS/STAFF REVIEW ----- July 29-31, 2019

The City will notify selected firms/organizations by phone or email to schedule interviews. All unsuccessful firms/organizations will be notified by email.

AWARD NOTIFICATION AND NEGOTIATIONS ----- August 6, 2019

EXECUTION OF CONTRACT ----- August 12-16, 2019

CONTRACT START ----- August 21, 2019

CONTRACT COMPLETION ----- February 21, 2019

This schedule is subject to change at any time based on jurisdictional needs.

Consultants are asked to direct all questions regarding the RFQ to Mary L. Powell-Carr, Community Development Manager, City of Concord, at carrm@concordnc.gov or 704-920-5142.