

**The Housing Authority of the County of DeKalb (HACD)
310 N. 6th Street
DeKalb IL, 60115**

**REQUEST FOR PROPOSAL
ASSESSMENT OF FAIR HOUSING**

PROPOSAL DUE DATE AND TIME

October 6, 2017 --- 4:30 p.m.

The Housing Authority of the County of DeKalb
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Request for Proposal

ASSESSMENT OF FAIR HOUSING

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This package of information is provided to assist all who are interested in submitting a proposal to the HACD for completion of an "Assessment of Fair Housing (AFH)". It is divided into separate sections and includes the specific information for submitting a proposal, sample contract provisions that may be in the agreement between the HACD and the successful applicant, and a specific form for use in submitting proposals. Proposers are expected to examine the information included in this package. Failure to do so will be at the proposer's risk. **The successful proposer must be able to deliver the proposal by 4:30 p.m. on October 6, 2017. The DRAFT Comprehensive Report of Assessment of Fair Housing is due to the Authority on or before September 30, 2018.**

I. GENERAL DESCRIPTION OF REQUEST FOR PROPOSALS FOR THE ASSESSMENT OF FAIR BACKGROUND INFORMATION:

On July 8, 2015 the Housing and Urban Development Department (HUD) announced a final rule to equip communities that receive HUD funding with data and tools to help them meet long-standing fair housing obligations in their use of HUD funds. The AFH document replaces the Analysis of Impediments to Fair Housing Choice. HUD will also provide additional guidance and technical assistance to facilitate local decision-making on fair housing priorities and goals for affordable housing and community development.

For more than forty (40) years, HUD funding recipients have been obligated by law to reduce barriers to fair housing, so everyone can access affordable, quality housing. Established in the Fair Housing Act of 1968, the law directs HUD and its program participants to promote fair housing and equal opportunity. This obligation was intended to ensure that every person in America has the right to fair housing, regardless of their race, color, national origin, religion, sex, disability or familial status. The final rule aims to provide all HUD program participants with clear guidelines and data they can use to achieve those goals.

HUD considered and incorporated feedback from the significant public input and comments that it received during the development of this final rule. By encouraging a balanced approach that includes targeted investments in revitalizing areas, as well as increased housing choice in areas of opportunity, the rule will enable program participants to promote access to community assets such as quality education, employment, and transportation.

HUD's rule clarifies and simplifies existing fair housing obligations and creates a streamlined Assessment of Fair Housing planning process, which will help communities analyze challenges to fair housing choice and establish their own goals and priorities to address the fair housing barriers in their community. While the final rule will take effect thirty (30) days after publication, it will not be fully implemented immediately. HUD will provide support to program participants that need to complete an Assessment of Fair Housing to ensure they understand the process and to identify best practices across a diverse group of communities. Some additional information may be found at: <https://www.hudexchange.info/programs/affh/>.

To insure the Housing Authority of the County of DeKalb is in compliance with its certification to Affirmatively Further Fair Housing, the HACD is seeking a qualified consultant to prepare an "Assessment of Fair Housing".

II. REQUEST FOR PROPOSAL PROCEDURE**1. SUBMISSION OF PROPOSALS:**

Sealed proposals, (one (1) original and one (1) copy) will be received via regular mail by the United States Postal Service for providing an Assessment of Fair Housing for use by the Housing Authority of the County of DeKalb, 310 N. 6th Street, DeKalb IL, 60115 until 4:30 p.m. October 6, 2017. Third party participation is authorized only as a joint venture which must be clearly stated, with details, on the original proposal, signed by all parties participating.

- 1.1 No proposal will be considered which is not accompanied by the required Proposal Price Sheet and signed by the proposer's authorized representative.
- 1.2 Proposals must be received via regular mail in the office of the HACD on or before the time and date specified. Proposals received after the time specified will not be considered and will be returned unopened.
- 1.3 Proposal information is restricted and not publicly available until after the award of the contract by the HACD.

2. MODIFICATIONS OR WITHDRAWAL OF PROPOSALS:

- 2.1 A proposal that is in the possession of the HACD may be modified by email to sperkins@dekcohousing.com or by letter, bearing the signature or name of the authorized person, provided it is received PRIOR to the date and time of the submission deadline. The modification should not reveal the proposal pricing but should indicate the addition, subtraction or other change. FAX, telephone or verbal alterations will not be accepted.
- 2.2 A proposal in the possession of the HACD may be withdrawn by the proposer up to the time of the opening.

3. PREPARATION OF PROPOSALS:

- 3.1 No proposal will be considered which modifies, in any manner, any of the provisions, specifications or minimum requirements of the Request for Proposal.
- 3.2 In case of error in the extension of prices in the proposal, unit prices will govern.
- 3.3 Proposers are expected to examine special provisions, specifications, schedules and instructions included in this Request. Failure to do so will be at the proposer's risk.

4. AWARD AND CONTRACT INFORMATION:

- 4.1 The HACD hereby notifies all proposers it will affirmatively ensure that minority business enterprises and Section 3 enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the ground of age, race, color, sex, religion, national origin, or disability.
- 4.2 The proposer also agrees that should it be awarded a contract, it will not discriminate against any person who performs work on the contract because of age, race, color, sex, religion, national origin, or disability.

- 4.3 The HACD reserves the right to reject any or all proposals, to waive any informality or technical defect in the proposals or to award the contract in whole or in part, if deemed to be in the best interest of the HACD to do so. The HACD intends on awarding a contract to the proposer determined by HACD to be the most responsive and responsible offer, based on price and the Selection Criteria specified herein.
- 4.4 This Request for Proposal shall become part of the contract and will be in effect for the duration of the contract.
- 4.5 The successful proposer will be required to enter into and sign a written agreement with the HACD.

III. CONTRACT AWARD

If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:

- 1 By completing, executing and submitting a response to this RFP the proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the HA.
2. **Contract Conditions:** The following provisions are considered mandatory conditions of any contract award made by the HACD pursuant to this RFP:
 - 2.1 **Contract Form:** Contracts will only be executed on the HACD form (please see Sample Contract), and by submitting a proposal the successful proposer agrees to do so (please note that the HA reserves the right to amend this form as the HA deems necessary).

Please note that the HA has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this RFP.
 - 2.2 **Assignment of Personnel:** The HA shall retain the right to demand and receive a change in personnel assigned to the work if the HA believes that such change is in the best interest of the HA and the completion of the contracted work.
 - 2.2 **Unauthorized Sub-Contracting Prohibited:** The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the HACD. Any purported assignment of interest or delegation of duty, without the prior written consent of the HACD shall be void and may result in the cancellation of the contract with the HACD, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the HACD.
3. **Contract Period:** The term of this contract shall be from the date of the Notice of Award until the Assessment of Fair Housing submission is given the final approval by HUD (estimated August of 2018).

IV. SCOPE OF SERVICES

On July 16, 2015, HUD published a final rule on Affirmatively Furthering Fair Housing. The AFFH rule establishes a process that certain recipients of HUD funding will use to help them meet their long-standing obligations to affirmatively further fair housing. The AFFH rule creates a standardized process for fair housing planning – this process is referred to in the AFFH rule as an Assessment of Fair Housing. Given the newness of the publication of the AFFH final rule, HACD will be relying heavily on the expertise of the successful proposer in preparation of the AFH and has an expectation the successful proposer will bring adequate capacity and subject matter expertise to ensure proper completion of the AFH.

HACD expects the consultant to exercise independent judgment and to perform the requested services in a manner consistent with that expected of senior technical and management staff. HACD has limited

professional staff capacity to support the project and will rely on the consultant to ensure that the process is completed in a timely manner. HACD is able to provide oversight and reasonable clerical support, space for public meetings, and housing/planning related information to the consultant.

It is anticipated that the project will require significant communication with City staff, City Council, Authority staff and the public, necessitating numerous meetings. Proposals should meet the proposed timetable below.

The consultant must be well versed in Federal and State housing policies and procedures and have strong research and communication abilities. Both the Assessment of Fair Housing and Consolidated Planning process also involve extensive public consultation; therefore the ideal candidate should have experience engaging the public and conducting public meetings. A successful proposal will include examples of previous projects, staff principals and experience, and references to demonstrate the required experience and skill to produce the requested Plans.

Contractor shall comply with the record retention and documentation requirements of the Local Records Act 50 ILCS 205/1 et seq. and the Freedom of Information Act, 5 ILCS 140/1 et seq., and shall maintain all records relating to this Agreement in compliance with the Local Records Retention Act and the Freedom of Information Act. Contractor shall review its records promptly and produce to the requestor the required documents responsive to a request under the Act, within two business days of contact.

The AFFH rule requires community participation, consultation, and coordination. The HACD recognizes the value of community participation, local data, and local knowledge for the development of a successful Assessment of Fair Housing. Based on the AFFH Guidebook posted on the HUD Exchange website, <https://www.hudexchange.info/resources/documents/AFFH-Rule-Guidebook.pdf>, the proposer will be required to prepare an Assessment of Fair Housing that includes, at a minimum, the following elements:

1. An analysis of data and other information, in which the program participant will assess the following fair housing issues:
 - a. Integration and segregation patterns and trends based on race, color, religion, sex, familial status, national origin, and disability in the jurisdiction and region;
 - b. Racially or ethnically concentrated areas of poverty (R/ECAPs) in the jurisdiction and region;
 - c. Significant disparities in access to opportunity for any protected class in the jurisdiction and region; and
 - d. Disproportionate housing needs for any protected class within the jurisdiction and region.
2. The Assessment of Fair Housing will also discuss fair housing issues related to publicly supported housing; disability and access; and fair housing enforcement, outreach capacity, and resources.
3. An identification of significant contributing factors for segregation, R/ECAPs, disparities in access to opportunity, and disproportionate housing needs, including the significant contributing factors that are related to publicly supported housing, disability and access issues, and fair housing enforcement, outreach capacity, and resources.
4. A prioritization of the contributing factors identified for each fair housing issue and a justification for the prioritization. In prioritizing such factors, program participants shall give highest priority to those factors that limit or deny fair housing choice of access to opportunity, or negatively impact fair housing or civil rights compliance.
5. An identification of the fair housing goals that each program participant will use to, overcome the effects of the prioritized contributing factors and related fair housing issues, including a description of how the goals relate to overcoming the contributing factor(s) and related fair housing issue(s). Each goal also will include an identification of the metrics and milestones for determining what fair housing results will be achieved and the timeframes for achieving them. For joint or regional AFHs, program participants will also specify which program participants are responsible for each goal.

The Assessment of Fair Housing will include information that will assist the HACD in completing the assessment using HUD's Assessment Tool, including, but not limited to, the following areas:

1. Cover Sheet
2. Executive Summary
3. Community Participation Process – Adhering to 24 CFR 91.110 at a minimum, when planning the public participation process. .
4. Assessment of Past Goals and Actions

5. Fair Housing Analysis
 - a. Demographic Summary
 - b. General Issues
 - i. Segregation/Integration
 - ii. Racially or Ethnically Concentrated Areas of Poverty (R/ECAPs)
 - iii. Disparities in Access to Opportunity
 - iv. Disproportionate Housing Needs
 - c. Publicly Supported Housing Analysis
 - d. Disability and Access Analysis
 - e. Fair Housing Enforcement, Outreach Capacity, and Resources
 - f. Fair Housing Goals and Priorities

V. QUALIFICATIONS AND SELECTION CRITERIA:

All proposers will be evaluated on the basis of qualifications and price.

Upon the completion of the evaluations, negotiations may take place between the proposer and the members of the evaluation team. The price will be negotiable upon evaluation of the qualifications.

TIMETABLE:

The following schedule of events is subject to change at the sole discretion of the HACD:

Event Description	Date
RFP Released	August 1, 2017
Written Proposal Submission Due Date (All Vendors)	October 6, 2017 - 4:30 p.m.
Draft AFH Comprehensive Report Due Date	September 30, 2018
<i>Expected</i> AFH completion date [Approval from HUD]	December 2018

Proposers must submit documentation of qualification(s) using the Selection Criteria as listed below. This is the minimum information that needs to be submitted to demonstrate ability to meet selection criteria. Additional, more detailed information may be submitted. These qualifications shall constitute the contents of the envelope marked “Qualifications”.

The successful proposer will possess and be capable of demonstrating the following Criteria:

Criteria	Points
Proposed Cost	0-20
The proposed costs the proposer proposes to charge the HA to provide the required work.	
Previous experience with the preparation of an Assessment of Fair Housing and/or experience with preparation of Analysis of Impediments to Fair Housing Choice (AI).	0-20
Submittal Information: Narrative of knowledge base surrounding the competency and subject matter expertise proposer has regarding the new AFFH rule, specifically as it relates to preparation of the AFH, and Examples of AFH or AI completed for other jurisdictions and a list of all jurisdictions for which the proposer has completed an AFH or AI, with contact information.	
Knowledge of fair housing issues and the Assessment of Fair Housing.	0-15
Submittal Information: Narrative explaining involvement with and knowledge of the AFH and fair housing issues	
Background and experience researching and examining state statutes relating to real estate practices, banking insurance law, fair housing, building codes and tax policy.	0-15
Submittal Information: Narrative explaining previous experience in the above areas, particularly as it relates to fair housing	
Demonstrated ability to work with banking, real estate, and housing professionals.	0-15
Submittal Information: Narrative explaining past experience with the above types of professionals.	
Ability to assign a single individual to coordinate contact with the HACD.	0-15
Submittal Information: Name and resume of the individual that will be assigned to the HACD. Please also submit an outline of how the proposer intends to work through the AFH requirements and a timeline for completion of each step of the AFH process	
MAXIMUM POINTS	100

The HACD intends on awarding a contract to the proposer which best meets the conditions of each of the individual criteria pending an acceptable negotiated price. A list of options that the proposer suggests as a means for reducing the cost of the proposal should be included in the Proposal Price Sheet.

The HACD reserves the right to accept or reject any or all proposals. Proposers requesting additional information may contact the HACD, Michelle Perkins Executive Director, isperkins@dekcohousing.com, (815) 758-2692 x. 124.

Payment under the contract shall be in one lump sum upon acceptable completion of the final Assessment of Fair Housing. **THIS CONTRACT SHALL BEGIN ONLY AFTER THE CONTRACT HAS BEEN EXECUTED BY THE HACD AND THE SUCCESSFUL PROPOSER.**

VI. PROPOSAL PRICE SHEET:

The undersigned agrees to provide an Assessment of Fair Housing to the HACD in accordance with the Request for Proposal, and the Proposal Price Sheet.

Description	Lump Sum Price
<i>Contract not to exceed Amount:</i>	

1. BY SUBMISSION OF A PROPOSAL, THE PROPOSER CERTIFIES:

- 1.1 Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition
- 1.2 No attempt has been made nor will be by the proposer to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- 1.3 The person signing this proposal certifies that he/she is authorized to represent the entity submitting this proposal and is legally responsible for the decision as to the price and supporting documentation provided as a result of the request for proposal.
- 1.4 Proposer will comply with all applicable Federal regulations, policies, guidelines and requirements.
- 1.5 Prices in this proposal have not been knowingly disclosed by the proposer to any other person or entity and will not be disclosed prior to award to any other proposer.

2. GENERAL INFORMATION:

Proposer Name _____ Phone (____) _____

Email: _____

Mailing Address _____

City _____ State _____ ZIP _____

SSN/Employer Identification Number _____

3. OWNERSHIP AND CONTROL:

Proposer’s Legal Structure:

- Sole Proprietorship
- Corporation
- Limited Liability
- General Partnership
- Limited Partnership
- Other

If Proposer is a sole proprietorship, list:

Owner Name _____ Phone (____) _____
 Mailing Address _____
 City _____ State _____ ZIP _____
 SSN/Employer Identification Number _____

Beginning date as owner of sole proprietorship _____

Provide the names of all individuals authorized to sign for the proposer:

Name _____ Title _____
 Name _____ Title _____

VII. CERTIFICATION

I certify under penalty of perjury, that I am a responsible official (as identified above) for the business entity described above as proposer, that I have personally examined and am familiar with the information submitted in this disclosure and all attachments, and that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including criminal sanctions which can lead to imposition of a fine and/or imprisonment.

 (Name and Title) (Date)

STATE OF _____)
)ss.
 COUNTY OF _____)

Signed and sworn to before me by _____ this ____ day of _____ 2017.

Witness my hand and official seal.

SEAL _____
 Notary Public

My Commission expires: