



RFP#20-071

**REQUEST FOR PROPOSALS FOR A
COMPREHENSIVE HOUSING NEEDS STUDY
FOR THE COUNTY OF DEKALB ILLINOIS**

Contact Information:

Michelle Perkins

310 N. 6th Street

DeKalb IL, 60115

815.3758.2692 x. 124

sperkins@dekcohousing.com



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LEGAL NOTICE

**The Housing Authority of the County of DeKalb Requests
Proposals for a Comprehensive Housing Needs Study
for the County of DeKalb Illinois
RFP#20-071**

The Housing Authority of the County of DeKalb Illinois [here in after “HACD”] is requesting proposals for a comprehensive housing needs study for the entire County of DeKalb. The results of this housing study are to provide decision makers, stakeholders, and community members an understanding of key housing issues. The study should provide an assessment of unmet housing demand now and in the next five, ten, and fifteen years. The study is intended to assist with determination of new and or redevelopment projects for the HACD. This study will also offer community leaders and stakeholders a basis for formulating housing priorities, policies, and intervention strategies.

Firms are invited to submit a proposal in sealed envelope, clearly marked “Comprehensive Housing Needs Study” on or before **March 20, 2020 by 4:30 P.M.** at the Housing Authority’s main office of 310 N. 6th Street, DeKalb IL,60115. The contact person is Michelle Perkins, Executive Director. For details visit <http://dekcohousing.com/procurement/>

The Housing Authority reserves the right to reject any or all proposals and to only award a contract if it is in the best interest of the Authority to do so.



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Introduction

The Housing Authority of the County of DeKalb Illinois [here in after “HACD”] seeks proposals from qualified firms for the purpose of providing a comprehensive housing needs study of the County of DeKalb.

The results of this housing study are to provide decision makers, stakeholders, and community members an understanding of key housing issues. The study should provide an assessment of unmet housing demand now and in the next five, ten, and fifteen years. The study is intended to assist with determination of new and or redevelopment projects for the HACD. This study will also offer community leaders and stakeholders a basis for formulating housing priorities, policies, and intervention strategies

Research Questions

1. What are the employment, income, population, demographic, and economic characteristics of households living in our community?
2. What employment, income, population, demographic, and economic changes can the community expect in the next five, ten, and fifteen years?
3. What is the nature and extent of housing demands in the County?
4. What should be done to meet the housing needs of the County

Service Area

The study should provide data on DeKalb County as a whole, as well as specific data for the cities within the County.

Minimum Required Data Elements

The consultant that is selected to complete the study is free to develop methodology they deem appropriate; the methodology should be applied consistently to the county and each city being studied.



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The final document should quantify the following data elements:

1. Existing Housing stock
 - Owner occupied and rental
 - Type of Housing (single, multi family, manufactured, etc.)
 - Property values
 - Rental prices
 - Age and condition
 - Vacancy rates
 - Availability of affordable rental units for households at thirty percent, fifty percent, and eighty percent of area median income
 - Percentage of households which are overcrowded (multiple families in one unit)

2. Other Housing Issues
 - Affordable housing
 - Workforce housing
 - Senior and assisted living options
 - Special needs housing (i.e., supportive housing for homeless, accessible housing, ex-offenders)
 - Housing sales data
 - Home ownership rates
 - The homeownership gap between white households and minority households
 - Types of mortgage lending available within the county
 - Infrastructure capacity and challenges
 - Which factors attract new developers to an area
 - What factors support new development
 - Market analysis including information on existing properties related to rents, vacancies, services, and amenities
 - Include information on pending developments and building permits
 - Housing affordability compared to similar markets
 - Subsidized/affordable housing ratio to market rate housing (too much Section 8, not enough)
 - Energy efficient building options
 - Demographics, now and in the next five, ten, and fifteen years
 - Population by age
 - Households by income, age, size
 - Population by race, ethnicity, and language
 - Number of renter households at thirty percent, fifty percent, and eighty percent of area median income
 - Migration patterns
 - Who is moving in and out of the county



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3. Economics
 - Economic base by industry and employer
 - Anticipated employment trends
 - Commuting patterns

4. Recommendations (based on analysis of data collected)
 - Does DeKalb County Illinois have adequate housing of all types to satisfy the needs of its residents now as well as five, ten, and fifteen years from now?
 - If unmet needs exist, provide recommendations for how to meet those needs
 - What types of housing options should be pursued?
 - What programs should be provided for the development of necessary housing?

Study Process & Timeline

The study will be overseen by the HACD. The primary contact for the study will be: Michelle Perkins, Executive Director 310 N. 6th Street, DeKalb IL, 60115; phone 815.758.2692 x. 124; email sperkins@dekcohousing.com .

Timeline

Activity	Date
RFP Release	1/31/2020
Proposals Due	3/20/2020 by 4:30 PM
Board Approval of Contract	4/21/2020
Agreement Start date & Contract Execution	5/1/2020
Agreement End Date & Work Products Due	10/31/2020 on or before
Draft presentations to Board and Community Members	TBD
Any Amendments/Questions to RFP	www.dekcohousing.com

Timeline dates are tentative and can be changed to accommodate schedules, However, contract must be executed, and services must be initiated on or before May 1, 2020.



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Input and Community Relations

The selected Proposer will meet with the Executive Director and any other needed staff member to better define the results being sought and the methodology the Proposer will use. This meeting is expected to take place shortly after the contract is signed.

The Proposer will provide preliminary findings to the Executive Director, at which time refinements to the study may be requested. The HACD may request that other community members review the preliminary findings and give feedback to the Proposer.

Over the last 10 years, DeKalb County has experienced a large shift in demographics specifically income levels and minority populations. Because communities of color can be underrepresented in traditional forms of data measurement such as the census, the firm will conduct any necessary outreach to DeKalb's various communities to gather information on their housing needs.

The Proposer will provide a final report and presentation to the HACD Board of Commissioners at a scheduled meeting; the Proposer may also be asked to present the final report and presentation at a community meeting.



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Proposal Contents

1. The complete submission in response to this RFP must be delivered to HACD in digital form (PDF) and include 3 hard copies.
2. **The Proposal must be received at HACD on or before 4:30 PM on March 20, 2020** addressed as follows:

Housing Needs Market Study
Michelle Perkins, Executive Director
310 N 6th Street
DeKalb IL 60115

3. A complete submission must include:
 - a. Narrative response to RFP
 - b. Proposed timeline for study process
 - c. Brief statement of qualifications, including summary of key personnel who would be assigned to the project
 - d. Information for the firm's primary contact which includes all contact information
 - e. List of references for similar projects (minimum of three references)
 - f. Certificate of professional liability or other required/requested insurance coverage
 - g. Cost proposal including any reimbursable cost
4. HACD reserves the right to accept any proposal in whole or in part, and to reject any and all proposals to waive any defects or to advertise for new proposals where the acceptance, rejections, waiving or advertising of such would be in HACD's best interest. The HACD reserves the right not to award contracts to the lowest and most responsive offeror and may reject all Proposals without cause and require new proposals.
5. Only sealed, hard copy proposals received by the HACD will be accepted. No proposals received after the due date and time will be considered.



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Evaluation Criteria

All proposals will be evaluated based on the criteria described below. HACD will award a contract for this project to the firm, or individual, who submits the most advantageous proposal based on consideration of specified evaluation and selection criteria. HACD may at its own discretion schedule interviews.

Firm must have qualified experience. In documenting this qualification, the applicant should describe the professional background of the firm and the extent of previous experience of firm personnel or consultants to be assigned to the project and identify the role that is anticipated each will play in the project.

Firm must provide description of and contact information for at least three (3) recent similar projects on which the proposer has performed similar studies.

The proposals will be evaluated by HACD Staff using the following evaluation criteria.

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
1	30 points	Objective	The PROPOSED COSTS the proposer proposes to charge the HA to provide the required work.
3	20 points	Subjective (Technical)	The APPROPRIATENESS of the TECHNICAL APPROACH (including labor categories, estimated hours and skill mix) and the QUALITY of the WORK PLAN.
4	25 points	Subjective (Technical)	The proposer's TECHNICAL CAPABILITIES (in terms of personnel, equipment and materials) and the MANAGEMENT PLAN (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.).
5	25 points	Subjective (Technical)	The proposer's DEMONSTRATED EXPERIENCE in performing similar work and the proposer's DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.
	100 points	100 points	Total Points (other than preference points)

The ratings will take into consideration the consultant's experience, references and plan of services as well as compliance with the "Proposal Requirements" section of this RFP.



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General Requirements

The issuance of this RFP constitutes an invitation to submit proposals. It is not considered a request for bids or as an offer to contact, but only as a means by which the HACD can facilitate the acquisition of information related to the purchase of services.

Questions regarding this RFP must be submitted in writing to: Michelle Perkins, Executive Director through email at sperkins@dekcohousing.com.

HACD reserves the right to amend this RFP at any time. If any changes are made to this RFP, an addendum will be issued and posted on the HACD website www.dekcohousing.com

Each proposer must be in compliance with all applicable federal, state and local laws and regulations.

The contents of the proposal of the successful bidder may become contractual obligations if a contract ensues. Failure of the provider to accept these obligations will result in rejection of the proposal.

All proposals, once submitted, and any and all associated documents, data, files information become the property of the HACD. They will not be returned to the proposer. By submitting a proposal, the proposer agrees that HACD may copy the proposal for the purposes of facilitating the evaluation or to respond to requests for public information. The proposer consents to such copying by submitting a proposal and warrants that such copying will not violate the rights of any third party, including copyrights.

HACD is a public body and adheres to all OMA and FOIA laws. Therefore, all information submitted by a proposer will be treated as public information by HACD.

The proposer affirms that to the best of their knowledge, this proposal does not present a conflict of interest with any party or entity, that maybe affect by the terms of any future contract.

Interviews and demonstrations may be scheduled with proposers to determine the most appropriate proposer to whom the contract should be awarded and to enter negotiations with proposer in order to arrive at a contract the HACD deems in its best interest.

Following the acceptance of a proposal, HACD reserves the right to further negotiate the terms and conditions of the work requirements and the form of the contractual agreement with the firm chosen to provide the services as requested in this RFP.



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RFP INFORMATION AT A GLANCE

HA CONTACT PERSON	Michelle M. Perkins Telephone [815/758/2692 x.124] sperkins@dekcohousing.com
HOW TO OBTAIN THE RFP DOCUMENTS ON THE APPLICABLE INTERNET SITE	1. Access www.dekcohousing.com . 2. Click on the <u>Procurement</u> heading.
PRE-PROPOSAL CONFERENCE	N/A
HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL	3. As instructed within the RFP document, submit 3 hard copies and a digital copy of the proposal.
PROPOSAL SUBMITAL RETURN & DEADLINE	March 20, 2020 The Housing Authority of the County of DeKalb 310 N. 6 th Street DeKalb, IL 60115 The proposal must be received by the HA by 4:30 PM on this date.

END OF REQUEST FOR PROPOSALS



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