

**Department of
Conservation and
Development**

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Martinez, CA 94553

Phone:1-855-323-2626

**Contra
Costa
County**



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April 18, 2017

RE: Request for Proposals – Assessment of Fair Housing

Dear Sir or Madame:

The five Community Development Block Grant (CDBG) participating jurisdictions (the Consortium) and the three Public Housing Authorities (PHAs) in Contra Costa County, California are seeking proposals for services related to developing a regional Assessment of Fair Housing (AFH).

The County of Contra Costa is the lead agency for this effort and seeks to contract with an experienced, knowledgeable firm or individual to assist staff members in the preparation of an Assessment of Fair Housing in accordance with the new Affirmatively Furthering Fair Housing (AFFH) rule. The AFFH rule requires fair housing planning and describes the required elements of the fair housing planning process. The rule establishes specific requirements for the analysis of data provided by the U.S. Department of Housing and Urban Development (HUD) and local data compiled from a variety of sources including, but not limited to, Consortium and PHA plans, and citizen input. Additionally, the rule guides the steps for the assessment of fair housing issues and contributing factors, setting fair housing priorities and goals, and implementing activities to affirmatively further fair housing. Utilizing the HUD provided guidelines and Assessment Tools the Consortium and PHAs will submit an AFH Report via the required web-based portal.

The Request for Proposals (RFP) includes a preliminary scope of work, which may be modified after final selection of the consultant. Upon receiving this RFP, email nonie.plizga@dcd.cccounty.us to register as a prospective respondent. Failure to register as a prospective respondent may result in your firm not receiving RFP addenda. All addenda will be posted to the County CDBG webpage at <http://www.cccounty.us/4823/Community-Development-Block-Grant>.

In order for your qualification statement to be considered responsive, it must include: 1) a list of Personnel, including outside consultants, assigned to the project along with resumes, 2) a list of similar projects performed in the past, 3) a list of current similar projects, 4) a description of your general understanding of the project, 5) and clear and concise response stating why you feel that you are the most qualified firm to perform this work, and any other information which may be helpful to the committee evaluating the proposal.

Submit six (6) paper copies of your qualifications statement, and an electronic file in PDF format on one flash drive to Nonie Plizga, Department of Conservation and Development, 30 Muir Road, Martinez, CA 94553 no later than 3:00 p.m. on May 9, 2017. Late submissions will not be accepted.

Any questions regarding this request for qualifications must be emailed to nonie.plizga@dcd.cccounty.us no later than May 4, 2017. Responses will be posted as noted above.

A committee of representatives from the Consortium and PHAs will review the qualification statements and select the most qualified respondents for an interview. Interviews will be held the week of May 22, 2017 in the County offices at 30 Muir Road, Martinez. Once the most qualified firm is selected, the final scope and fee will be negotiated. If for any reason the County and the selected firm cannot agree on a scope and fee, the County will enter into negotiations with the next most qualified firm. The County reserves the right to reject any and all responses.

Sincerely,



Kara Douglas
Assistant Deputy Director

Request for Proposals – Regional Assessment of Fair Housing

Contra Costa County

INTRODUCTION & BACKGROUND

The Contra Costa Urban County¹ is a participating jurisdiction (PJ) in U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) and HOME Investment Partnerships Act (HOME) programs. The cities of Antioch, Concord, Pittsburg and Walnut Creek are also PJs. Collectively, the Urban County and city PJs call themselves the Contra Costa Consortium (the Consortium). In addition, there are three Public Housing Authorities in the County: Contra Costa County, City of Pittsburg and City of Richmond (the PHAs). The Consortium and PHAs are required to undertake an assessment of fair housing issues in accordance with the new HUD Affirmatively Furthering Fair Housing (AFFH) rule and submit it to HUD in 2019.

Contra Costa County, as the Consortium lead agency, seeks to contract with an experienced, knowledgeable firm or individual to assist Consortium and PHA members in preparing a Regional Assessment of Fair Housing (the Regional AFH). The AFFH rule requires fair housing planning and describes the required elements of the fair housing planning process. The rule establishes specific requirements for the analysis of data provided by HUD and local data compiled from a variety of sources including citizen input. Additionally, the AFFH rule guides the steps for the assessment of fair housing issues and contributing factors, setting fair housing priorities and goals, and implementing activities to affirmatively further fair housing. Utilizing the HUD provided guidelines and Assessment Tools the Consortium will submit an AFH Report via the required web-based portal. The tools are available here: <https://www.hudexchange.info/programs/affh/resources/#tools-for-fair-housing-planning-under-the-affh-rule>

CONSORTIUM DOCUMENTS:

The Consortium and PHAs have numerous planning documents that may assist in the preparation of the Regional AFH. The Consortium updated its Analysis of Impediments to Fair Housing (AI) in compliance with the current HUD AI guidelines and was drafted with the AFFH rule in mind. It may be a resource for the preparation of the AFH and is available on this webpage:

<http://www.cccounty.us/4823/Community-Development-Block-Grant>.

The Consortium 2015-2020 Five –Year Consolidated Plan and most recent County Annual Action Plan can be found on the County website here: <http://www.cccounty.us/4999/2015---2020-Consolidated-Plan>

City Action Plans are available here:

City of Antioch: <http://www.cccounty.us/DocumentCenter/View/36625>

¹ The Urban County includes the unincorporated County and 15 of the 19 cities and towns.

City of Concord:

http://www.cityofconcord.org/pdf/community/grants/formsanddocs/Action_Plan_FY16_17.pdf

City of Pittsburg: <http://www.ci.pittsburg.ca.us/Modules/ShowDocument.aspx?documentid=8287>

City of Walnut Creek: <http://walnut-creek.org/departments/community-and-economic-development/housing-programs/plans-policies-reports>

The PHA Plans are available here:

Contra Costa County:

Administrative Plan:

<http://www.contracostahousing.org/Documents/HCV/HCV%20Admin%20Plan%20Approved%2012.6.2016.pdf>

Admissions and Continued Occupancy Plan:

<http://www.contracostahousing.org/Documents/HCV/HCV%20Admin%20Plan%20Approved%2012.6.2016.pdf>

Pittsburg: Available upon request

Richmond: <http://www.ci.richmond.ca.us/DocumentCenter/View/31080>

OTHER REGIONAL PLANNING DOCUMENTS

The Consortium jurisdictions are also members of the Association of Bay Area Governments (ABAG). In addition to the AI, the Consortium area was included in an ABAG regional analysis, which was prepared as part of a HUD Sustainability grant. The Regional Fair Housing and Equity Assessment of the San Francisco Bay Area can be found here: http://abag.ca.gov/files/1_FHEAFinalReport_3.13.15.pdf.

ABAG, together with the Metropolitan Transportation Commission, has released the draft Plan Bay Area 2040. It is a long-range Regional Transportation Plan and Sustainable Communities Strategy for the nine-county San Francisco Bay Area. This document discusses how the Bay Area will grow over the next two decades and identifies transportation and land-use strategies to enable a more sustainable, equitable and economically vibrant future. It is available here: <http://www.planbayarea.org/>.

CONSULTANT REQUIREMENTS

The Consortium and PHAs are seeking an experienced consultant to prepare the Regional AFH and produce a final document no later than June 30, 2019. The ideal firm or individual will have at least five years experience in preparing planning and analysis documents, especially AFH or AIs. The ideal candidate will also have experience working with multiple jurisdictions on a regional planning document.

The consultant will work closely with and provide guidance to Consortium and PHA staff members to successfully utilize the AFH Assessment Tools and follow the guidelines prescribed by HUD. The consultant will also assist the Consortium staff to ensure the successful completion of the AFH within the limited timeline for submittal.

SCHEDULE AND BENCHMARKS

The proposal must include a schedule for the preparation and completion of the AFH including critical benchmarks. The schedule must include, but is not limited to, the following activities: Project Kick-off meeting; public and focus group meetings; survey development, distribution and analysis; data collection and analysis; draft AFH; and final AFH.

DELIVERABLES

The consultant will be involved in, and responsible for a variety of deliverables including, but not limited to:

- Assess past fair housing goals and actions and prepare a summary;
- Analyze HUD provided data on fair housing issues and prepare a summary description;
- Compile and analyze relevant local data and prepare a summary description;
- Develop a detailed strategy for effective public participation, including stakeholder identification, to better understand local issues of concern related to fair housing issues, contributing factors and local priorities, as well as identifying goals and strategies to address contributing factors and affirmative further fair housing choice and opportunity;
- Create materials for public participation engagement strategy which may include, but is not limited to, meeting agendas and supporting materials such as maps; surveys, key informant interviews, focus groups questions;
- Facilitate public meetings in conjunction with Consortium and PHA staff members and other collaborators;
- Analyze public input, HUD data and local data, and identify contributing factors to fair housing issues;
- Consult with jurisdictions at agreed upon intervals;
- Assist in preparation and submittal of the AFH Report in the HUD on-line system; and
- Provide one printed copy and electronic version (Word or PDF) to each jurisdiction.

CONTRACT AMOUNT AND TERM

The successful respondent will enter into a contract with Contra Costa County. The contract amount will be determined based on the responses and available resources. Responses to this request for proposals should include a detailed work plan and line item budget. In addition, an hourly, or per task cost should be included should the County wish to modify (either expand or reduce) the proposed scope of work. The term of the contract will be through the earlier of (1) June 30, 2019, (2) completion and submission of the AFH, or (3) HUD elimination of the requirement to complete an AFH.

EVALUATION

Qualifications from potential consultants will be evaluated based on the following criteria:

Maximum Points	Criteria
20	Experience and knowledge of federal and state Fair Housing Law and AFFH rule as it applies to local governments, real estate professionals, and banking and lending institutions
20	Experience developing an Assessment of Fair Housing, Analysis of Impediments and/or related studies and plans
15	Experience with providing strategies for public engagement, including meeting facilitation, focus groups, key informant interviews and surveys.
15	Experience with census and other data analysis and presentation for broad audience understanding
15	Experience with mapping tools, including CPD maps, ARC GIS, EGIS, etc.
10	Knowledge of state and local land use policy and related statutes and regulations
5	Knowledge of issues of concern related to equity and access to opportunity for protected classes

REQUEST FOR PROPOSAL STATEMENT CERTIFICATION

Signature: _____ Date: _____

By signing above I certify that I have carefully read and fully understand the information contained in this RFP; and that I have the capability to successfully undertake and complete the responsibilities and obligations of the qualifications statement being submitted and have the authority to sign the qualifications statement on behalf of my organization.

BY (Printed): _____

TITLE: _____

COMPANY: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

The proposer supplies the information recorded below for use in the preparation of the contract documents, in event of contract award:

1. Please indicate type of business organization:

(a) Proprietorship _____

(b) Partnership _____

(c) Corporation _____

(d) Limited Liability Co. _____

2. If business is a Corporation, please answer the following questions:

Name and title of officers, authorized by Corporate Resolution, who will execute the contract on behalf of corporation (generally President and Secretary).

Firm is incorporated in what state?

3. If business is a Partnership, please answer the following:

Name in full or all general partners and addresses:

Is this a limited or general partnership? _____

If a limited partnership, what is state of registration? _____

4. If business is a Proprietorship, please answer the following:

Name of owner: _____

5. If business is a limited liability company, please answer the following:
List the names and title of managers or member-managers who will execute the contract
on behalf of the company? _____

What is state of organization? _____

6. For all bidders:

If the business operates under an assumed name, what is the assumed name?
