

CITY OF TUSCALOOSA )  
STATE OF ALABAMA )

**REQUEST FOR PROPOSALS  
(A18-1471)**

**TO: Qualified Firms**

**FROM: The City of Tuscaloosa, Alabama**

**RE: Request for Proposals for Development of Analysis of Impediment to Fair Housing Choice (AI) for the City of Tuscaloosa**

**DATE: November 30, 2018**

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**Section 1. Introduction.**

This is a Request for Proposals (“RFP”) containing information concerning the above-referenced matter, an abbreviated scope of work, and evaluation items. Firms expressing interest should be fully capable of providing the end results requested.

The City of Tuscaloosa (“City”) is seeking a qualified firm (“Contractor/Consultant”) to produce the City’s Analysis of Impediment to Fair Housing Choice (AI) in compliance with the U.S. Department of Housing and Urban Development (HUD) regulations.

The consultant will prepare the AI for submittal to HUD. The AI identifies the impediments that deter residents from having fair housing choices within the City of Tuscaloosa. The RFP states how the City will act on its responsibility to address the impediments and take appropriate action(s) to overcome the effects of any impediments, maintain records reflecting the analysis and other actions in this regard. The selected contractor will perform professional services under the supervision of the Office of Federal Programs for the City of Tuscaloosa.

This is a procurement of professional services as more particularly described herein. This procurement will be conducted in a manner providing full and open competition consistent with the standards of 2 CFR 200.318. To wit:

- a. Each firm’s experience and qualifications will be evaluated primarily as they relate to the firm’s ability to provide professional consultancy services to produce an Analysis of Impediment to Fair Housing Choice (AI) for the City of Tuscaloosa.

- b. The City will make awards only to responsible firms possessing the ability to perform successfully under the terms and conditions of the procurement. Consideration will be given to such matters as firm integrity, compliance with public policy, record of past performance, and financial and technical resources. The City will require firms to execute a “Disbarment and Suspension Statement” certifying / verifying that the contractor is not suspended or disbarred or otherwise excluded under 2 CFR 200.212 of the government-wide non-procurement, disbursement and suspension list. This is a qualifications-based procurement of engineering professional services whereby competitors’ qualifications will be evaluated and the most qualified firm will be selected, subject to negotiation of fair and reasonable compensation.
- c. Written proposals will be reviewed and rated by a panel of qualified City employees. The rating system will consist of a numerical grading system and a pass/fail grading system, as set forth in Section 3. The City may or may not elect to interview any of the responding firms.
- d. The City has exclusive and sole discretion to determine the firm whose services will be most advantageous to the City, and reserves the right to reject all firms.

The purpose of this inquiry is to determine the interest or non-interest and the qualifications of firms in providing the professional services required. A number of firms may be asked to express their interest in regard to these services. Following the receipt of proposals, a certain firm or firms may be selected for further consideration.

## **Section 2. General Scope of Services**

The City of Tuscaloosa seeks the services of a professional firm which has the knowledge, experience and expertise to perform the services as requested, generally as follows:

The City will hire a firm to produce an Analysis of Impediment to Fair Housing Choice (AI) for the City of Tuscaloosa and this firm must:

Demonstrate professional methods of research/data collection and formulation. This data will be relevant to housing issues in the City of Tuscaloosa (i.e., demographics, household income, employment, housing profile, etc.);

Develop a comprehensive AI. This document must include: (a) identified actions to be taken, and (b) a records maintenance system reflecting the analysis and actions taken;

Be available to attend required project related meetings (i.e., staff meetings, community, City Council, etc.);

Demonstrate excellent verbal and written communication skills;

Have knowledge of and access to Community 2020 software (or a comparable software), including the mapping component;

Work with designated staff persons;

The selected contractor/consultant must provide the following analysis and have the ability to develop/utilize a methodology in preparing the AI that will include a review of impediments to fair housing choices in the public and private sectors, including but not limited to:

1. A comprehensive review of the City's codes, ordinances, administrative policies, practices and procedures;

2. An assessment of how those laws, etc., affect the location, availability and accessibility to housing choice

3. An assessment of local residents and the real estate industry's awareness of fair housing issues;

4. An assessment of current land use and group home practices;

5. An analysis of differences in property tax rates, controlling for home value and year of purchase, for different racial groups within the City;

6. An assessment of job opportunities in relationship to area or residential concentration of minorities and other classes of persons protected by the Fair Housing Act;

7. Documentation of the nature and extent of fair housing complaints/lawsuits or other data that may evidence achievement of or lack of fair housing choices;

8. Patterns of ownership versus rental, housing density, housing age and/or condition, overcrowding, income, family size, residency tenure, bank loans by type, etc.;

9. Demographic overview of Tuscaloosa, showing how the City compares to the county as a whole in racial composition, homeownership by race, affluence, and poverty by race and trends since 2000;

10. Home Mortgage Disclosure Act (HMDA) data, including FHA/VA loans, conventional home loans, housing refinance loans and home improvement loans;

11. Complete an analysis of home sales trends, median and average sale prices by type, number of households and size, and banking and lending practices. Compile data indicating the frequency and amount of those financial institutions' lending in our community over the past five-year period;

12. Results of testing, telephone interviews or case studies of incidents or problems of discrimination occurring within the City, including hate crimes, land use practices, occupancy standards, and advertising;

14. Records showing geographic patterns of occupancy in Section 8; Public and Assisted Housing, and private rental housing;

15. An analysis of the "cost of unfair housing," which causes certain specific social problems resulting from housing segregation and discrimination;

16. Compile a vacancy rate study for rental properties by type/number of bedrooms and rental rates over the past two-year period;

17. Provide a variety of maps including dot density, overlays, etc., depicting multiple characteristics and address specific maps in the AI;

18. Recommend changes in practices and policies;

19. Prepare a minimum of ten (10) bound copies and one loose copy (for duplication purposes) of the AI;

20. Submit the entire documents electronically to the City using a software program compatible with the City's word processing system

21. Have the ability to meet established deadlines, and

22. Demonstrate personal/professional commitment and integrity.

23. Ability to Perform Key Tasks:

Task 1 Data Collection and Review

This task will consist of the review of available background and resource materials. Available documents and resources will include: a) 2015-2019 Consolidated Plan approved by the Tuscaloosa City Council on April 21, 2015; b) City of Tuscaloosa Zoning Ordinance

and Amendments, and c) Analysis of Impediments to Fair Housing Choice, 2018 Comprehensive five-Year Affordable Housing Study etc.

### Task 2 Workshops and Community Meetings

Coordinate and facilitate community workshops and focus groups. City staff will assist in noticing and organizing the workshops, arranging for use of facilities, etc. A minimum of three (3) focus groups and/or workshops will be held during the process (realtor associations, developers, property investors, community residents, seniors, special needs populations, etc.) The consultant will conduct the meeting and provide the following services related to this task: a) prepare agendas, handouts and other presentation materials as appropriate b) maintain detailed notes; summarize the results of each group meeting.

### Task 3 Present the Draft AI to City Staff

Based on the review of resources, data gathering, analysis, and input from the community through workshops/focus groups, etc., the Draft AI will be prepared pursuant to the requirements of the City's Fair Housing Plan Guide and all applicable HUD regulations.

Task 4 Present Draft AI for public comment(s) and input.

Task 5 Presentation of AI to City Council and Mayor

Transmittal and presentation of the final AI for approval and adoption.

Required Discretionary Reviews: The approval process for the AI will require the following discretionary reviews and approvals: Review by: Community Development Department Committee Adoption by: Tuscaloosa City Council

City General Fund and CDBG and/or HOME Program funds will be used for payment of services under this RFP. The City advises Proposers of the following:

- The City's acceptance of any and all proposals does not constitute a contract and does not obligate the City to award a contract
- The City is not obligated to commit funds, if the proposals received are not judged to be feasible or responsive to the purposes and intent of this RFP.

The firm hired must demonstrate an ability to coordinate work with Federal, State and City staff and other professional consultants that may be required for this project.

The firm must comply with all applicable state, local, and federal regulations related to the services provided to the City.

The City reserves the right, subject to negotiation and agreement, in writing, with the selected firm, to either expand or limit the scope of services as needed.

The selected firm will be required to have sufficient personnel to complete the tasks required by this scope of services. The selected firm will complete the required tasks in a timely and efficient manner. The selected firm would be expected to enter into a contract for services based upon the firm's hourly rates and an agreed-upon not to exceed amount.

### **Section 3. Firm Qualification and Proposal Requirements**

Firms interested in performing the work will be considered on the basis of a proposal containing information submitted in response to this request in a form limited to ten (10) pages in 12-point font or larger of either Times New Roman or Arial. Front and back shall be considered 2 pages.

**Proposals are due by 5:00 pm CST on December 20, 2018.**

All proposals should be submitted in 8 ½" x 11" paper size. Each proposal shall be prepared simply and economically, providing straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. Fancy binding and color displays other than those necessary are highly discouraged.

**Provide three (3) bound copies to:  
Kristen L. Miller, Associate City Attorney  
Office of the City Attorney  
City of Tuscaloosa  
Post Office Box 2089  
Tuscaloosa, Alabama 35403-2089  
(205) 248-5140**

**Courier address:  
Office of the City Attorney  
2201 University Blvd.  
Tuscaloosa, Alabama 35401**

### **Selection Process:**

The evaluation process will be based on the criteria listed above. All eligible proposals will be evaluated and placed in rank order based on points received. Each proposal will be evaluated on its own merits by the following criteria for content, responsiveness, conciseness, clarity, relevance and strict adherence to the instructions in this RFP. As explained above, incomplete application packages will not be considered. The maximum score a proposal can receive is 100%.

Total Points 100

The evaluation process will include an extensive review of each proposal as well as all supplemental materials (i.e., sample documentation of completed work projects, resumes, etc.) as provided. Ineligible proposals and incomplete proposals will not be considered. Upon completion of the evaluation process, the City will select the final contract award. The selected firm or firms must be experienced and qualified to provide the required scope of services. The firm or firms selected must have expertise related to the general Scope of Services set forth in Section 2. The following information must be submitted with the proposal on the date indicated above in the order indicated below:

- a. Recently Completed Projects. Evidence of satisfactory performance of at least three (3) recently completed projects of the type indicated above. Relevant experience will be judged on the basis of the experience of those individuals named to the firm's project team for this project. Provide at least three (3) references. (20 points possible)
- b. Experience and Qualifications. A statement of the firm's qualifications to perform the work and years in business. The statement should include the following:
  1. The general experience of the firm. (10 points possible)
  2. The specific experience of the proposed personnel in the fields that the proposed services are requested, their qualifications, years of experience, professional certifications and availability to perform the work and services to be provided, including Identification and resumes of project manager(s), consultant(s) or other staff that will be directly involved with the AI. List of qualified persons (including their qualifications, years of experience, professional certifications) in other

disciplines required for the proposed services to be acquired from outside sources, if applicable. (10 points possible)

3. A statement of experience and work of similar nature that all the proposed personnel have performed. (10 points possible)
  4. A statement as to whether the firm or any subcontractors are a minority or woman owned business enterprise. (5 points possible)
  5. A statement as to professional standing including any pending controversies outstanding. If none exists, such a statement should be made. (pass/fail)
- c. Please include a very specific statement as to the firm's experience with federal government, federal government grants, and specifically experience with the Department of Housing and Urban Development (HUD). (20 points possible)
  - d. Fair Housing Experience. Description of the Proposer's abilities and experiences in the provision of fair housing counseling/services, administering, monitoring fair housing programs, fair housing consultant services, etc. Provide evidence of previous experience including a "sample" document, which represents a completed and submitted federal Fair Housing Plan, including an AI. (15 points)
  - e. Please include a statement as to potential general conflicts of interest that would prevent the City of Tuscaloosa from entering into an agreement with your firm pursuant to this RFQ. If none exists, such a statement should be made. (pass/fail)
  - f. Work Plan and Performance Schedule  
This criterion shall measure the proposer's presentation of a detailed work plan, which will include the specific services to be performed under this RFP. This will also include a list of specific activities to be performed, measurable benchmarks, scheduling, timelines, etc. (5 points possible)
  - g. Proposed Price



This criterion measures the proposer's capability to utilize available funds and other resources in a cost effective manner. It will also examine the reasonableness of the proposed price for services. (5 points possible)

- h. Firm must be licensed and approved for work in the State of Alabama; please include a statement to this effect. (pass/fail)

#### **Section 4: Contract Terms and Requirements**

The City reserves the right to interview a firm or multiple firms as it sees fit. There is no guarantee that a contract award will be made pursuant to this RFQ. This RFQ may be modified or amended at any time and for any reason, in the discretion of the City.

Any questions by the firm related to this RFQ should be submitted in writing along with the firm's proposal. In the interest of fairness and in order to maintain impartiality, the City may not respond to questions from individual firms during the RFQ process.

##### **A. Personal Services Contract**

Upon the City's selection of a Proposer, approximately thirty (30) days will be made available for negotiations and execution of a Professional Services Contract. Upon execution of the Contract, the successful Respondent will commence the provision of services for the preparation and submittal of the City's AI. It is anticipated that the time of performance will be approximately 90 days to complete the update of the AI.

The contract will outline the terms and conditions of the award. The contract is a legally binding agreement and failure to adhere to its terms and conditions may result in termination of the contract and the required repayment of the funding award.

##### **B. Required Documentation**

The following documents will be required in order to execute the contract. The list of items will include and is not limited to the following:

1. Work Plan and Performance Schedule
2. Project Budget
3. General Insurance Requirements
4. References (3) comparable work
5. Personnel/Staffing and responsibilities

## **Section 5. General Provisions**

### **A. Pre-Contractual Expenses**

Pre-contractual expenses are defined as any expenses incurred by the Proposer in: (1) preparing its proposal in response to this RFP; (2) submitting that proposal to the City; (3) negotiating with the City any matter related to this RFP, including a possible contract; or (4) engaging in any other activity prior to the effective date of award, if any, or a contract resulting from this RFP. The City shall not, under any circumstances, be liable for any pre-contractual expenses incurred by the Proposer(s), and Proposer(s) shall not include any such expenses as part of their proposals.

### **B. No Commitment to Award**

Issuance of this RFP and receipt of proposals does not commit the City to award a contract. The City expressly reserves the right to postpone proposal opening for its own convenience, to accept or reject any or all proposals received in response to this RFP or to cancel all or part of this RFP.

End of RFP.

