CITY OF LANSING REQUEST FOR PROPOSALS FOR AN UPDATED ANAYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE (AI)

ANNOUNCEMENT OF RESULTS

August 24, 2012

Six proposals were received in response to the RFP issued July 13, 2012.

The firm Mullin Lonergan & Associates was selected to complete Lansing's updated Al. Work is expected to begin in September 2012 immediately after execution of a contract for services.

Overview of AI Activities and Schedule

September

Stakeholder outreach
Research and analyze demographic trends
Analyze employment data
Analyze real estate practices
Analyze Home Mortgage Disclosure Act data

October

Evaluate public policies
Evaluate local fair housing organizations
Research fair housing complaints and lawsuits
Review fair housing accomplishments
Summarize impediments to fair housing choice
Develop fair housing action plan

November

Prepare initial draft of Al

December

Prepare revised draft of Al Present Final Al document

Public Participation

Public participation, input and feedback is invited throughout the process. Please address comments to Doris Witherspoon, Senior Planner, at dwithers@lansingmi.gov or call the Development Office at 517-483-4040.

REQUEST FOR PROPOSALS

DATE OF ISSUE: July 13, 2012

TO: Potential Providers of Services

RE: Request for Proposals for City Of Lansing's Update to the Analysis of Impediments to Fair Housing

Choice

I. INTRODUCTION

The City Of Lansing (City) receives Housing and Community Development funding from HUD which requires certification by City Of Lansing (24 CFR 91) that it Affirmatively Furthers Fair Housing (AFFH) in its jurisdiction. The AFFH activity includes fair housing planning, conducting an analysis to identify impediments to fair housing choice, taking appropriate actions to overcome the effects of identified impediments, and maintaining records to document the analysis and the actions taken. An update to City Of Lansing's Analysis of Impediments is needed.

II. SERVICES SOUGHT BY CITY

The City is seeking an individual or firm that is knowledgeable of the current issues and legal framework of Fair Housing and experienced in a broad array of Fair Housing matters as well as skills related to data collection, analysis, and public engagement to update City Of Lansing's Analysis of Impediments to Fair Housing Choice dated October 1, 1998. A detailed description of the work is described in the Scope of Work, which is attached as Exhibit A to this Request for Proposals.

III. REQUIRED QUALIFICATIONS

The City has identified the following qualifications that it believes are necessary for the successful performance and completion of the services described in the Scope of Work. The prospective contractor must:

- **A.** Have experience providing the services described in the Scope of Work or similar services.
- **B.** Assign personnel with education and experience in law, statistics, sociology, data analysis, research, real estate and other disciplines related to fair housing to perform the services.
- **C.** Have phone, internet, and e-mail access. Internet and e-mail access must be adequate enough to allow prospective contractor to download and upload data and files and receive files and attachments from City staff.
- **D.** Agree to maintain and provide evidence, satisfactory to the City, of General Liability and Worker's Compensation Insurance coverage.
- E. Agree to execute a contract acceptable to the City's Law Department.

IV. SUBMITTING PROPOSAL

Firms wishing to submit proposals must submit one (1) original and three (3) copies of a proposal to provide the services described in the Scope of Work (Exhibit A). Submitted proposals must respond to and address the questions listed in the Proposal Instructions and Selection Criteria.

The due date for the City's receipt of the proposals responding to this Request for Proposal ("RFP") is **August 13, 2012 at 12 p.m.**

The City shall not be liable for any costs that a firm or individual may incur while preparing a proposal. The City shall not be liable for any costs that a firm or individual may incur prior to the complete execution of a contract. If the City enters into a contract, the City's consideration (payment) shall be limited to the term of the contract.

V. COMMUNICATIONS WITH CITY STAFF PRIOR TO SELECTION OF PROPOSAL

Any questions concerning the RFP may be submitted prior to August 3, 2012 in writing, via mail, email or fax, using the subject line to the attention of:

Dorothy Boone City Of Lansing Development Office 316 N. Capitol Lansing, MI 48933 517-483-4050 517-483-6036 fax

dboone@lansingmi.gov

If, prior to the proposal deadline, the City deems it necessary to provide additional clarifying information, or to revise any part of the RFP, supplements or revisions will be provided to all recipients of the RFP who have indicated they will submit a proposal. Proposals will then be evaluated based on the terms and conditions of the RFP, any supplements or revisions thereof, and the answers to any written questions.

VI. SELECTION OF PROPOSAL

The City's Development Office will complete its evaluation of proposals by **August 24, 2010** and select the proposal based on Selection Criteria set forth in the Proposal Instruction and Selection Criteria.

VII. PROCESSING REQUIRED FORMS AND CONTRACT EXECUTION

The required forms will be submitted to the City Finance Department and Attorney for approval, **prior** to requesting signature by the Mayor. A contract will be forwarded to the firm ("Selected Firm") that submitted the selected proposal with instructions to execute and return three copies. Upon receiving the executed copies, the City staff will submit the executed copies to a duly authorized City signatory for execution on behalf of the City.

VIII. MICHIGAN FREEDOM OF INFORMATION ACT

Documents submitted to the City shall be subject to the Michigan Freedom of Information Act ("FOIA"). In the event a request for submitted documents is made to the City, the City's FOIA Coordinator will redact or withhold information and/or documents that are exempt from disclosure under FOIA. See MCL 15.243. Please note that any requests by non-City of Lansing personnel to review proposals will be denied until the deadline for submission of the bids has expired. See MCL 15.243(1)(j).

SCOPE OF WORK

I. OVERVIEW AND FEDERAL REGULATORY BACKGROUND

The City Of Lansing ("City") is seeking an individual or firm to update City Of Lansing's Analysis of Impediments to Fair Housing choice. Impediments to Fair Housing choice are defined as:

- Any actions, omissions, or decisions taken because of race, color, religion, sex, disability, familial status, or national origin that restrict housing choices or the availability of housing choice, or
- Any actions, omissions, or decisions that have this effect.

The City published its first Analysis of Impediments to Fair Housing Choice (AI) in 1992. Data and conclusions presented in the original AI are outdated; however the document is available for review on line at http://www.lansingmi.gov/pnd/development/index.jsp

A. Fair Housing

Fair housing protections are guaranteed through federal, state and local statutes, regulations, executive orders, ordinances and guidelines. The most common of these, the Fair Housing Act (Title VIII of the Civil Rights Act of 1968) and the Fair Housing Amendments Act of 1988, prohibits discrimination against certain classes of persons based on race, color, religion, sex, national origin, disability and familial status. The Fair Housing Act applies to housing regardless of whether or not it is developed or otherwise assisted with federal funds.

B. HUD requirements for federal funds

As a condition of receiving CDBG and other HUD formula-based funding, the City must submit a Consolidated Plan that analyzes housing market conditions, assesses the housing needs of its lower income families and other groups within the eligible population, describes a strategy for addressing the identified needs, and articulates an action plan for investing federal affordable housing dollars. The Consolidated Plan's certification requirement to affirmatively further fair housing requires States and Entitlement jurisdictions to undertake Fair Housing Planning (FHP). The Consolidated Plan also requires citizen participation in its analysis of housing conditions. Therefore, States and Entitlement jurisdictions are asked to seek the input and cooperation of other state and local governmental agencies, and community and business organizations.

The three components of Fair Housing Planning are:

- 1. The Analysis of Impediments to Fair Housing Choice,
- 2. Actions to overcome the effects of identified impediments that include milestones, and measurable results, and
- 3. Maintaining records to support the Affirmatively Furthering Fair Housing (AFFH) certification. Supporting documentation includes the AI and documentation of actions undertaken to eliminate impediments, and also includes transcripts of public hearings and citizen comments/input and progress reports (which should be kept for public review).

The Analysis of Impediments is a review of impediments to fair housing choice in the public and private sector and involves the following:

- a. A comprehensive review of federal, state and local laws, regulations, and administrative policies, procedures, and practices;
- b. An assessment of how these laws, etc. affect the location, availability, and accessibility of housing;

- c. An evaluation of conditions, both public and private, affecting fair housing choice for all protected classes:
- d. An assessment of the availability of affordable, accessible housing in a range of unit sizes.
- e. An analysis of whether or not the community has sufficient, accurate, and current information and data to understand and document all of its fair housing impediments.

Analysis of Impediments addresses the question: "Do all residents and potential residents of this community have equal access to housing regardless of their race, color, religion, sex, national origin, disability, or familial status? If not, why not?"

C. Resources

Additional information may be obtained from the following publication:

Fair Housing Planning Guide,

http://www.hud.gov/offices/fheo/images/fhpg.pdf

The City seeks these services to address HUD's requirements for overall Consolidated Planning for the use of Housing and Community Development funding and to affirmatively further fair housing. The service will assist City Of Lansing to identify impediments to fair housing and take actions to ameliorate the effects of the identified impediments.

II. OBJECTIVES, TASKS & ACTIVITIES, AND DEADLINES

A. Objectives.

To successfully perform the services described in Section I above, the contractor ("Contractor") must consider the following objectives in the development of an Update to the original Analysis of Impediments to Fair Housing:

- 1. Implementation of a Fair Housing Plan by City Of Lansing based on an analysis of current impediments to fair housing choice that is supported by most recent and relevant data and information, which may or may not have been included in the original analysis.
- 2. Compliance with HUD's Consolidated Planning requirements for affirmatively furthering fair housing.
- 3. Consistency with HUD's guidance in the CPD Memo dated February 9, 2007, the Fair Housing Planning Guide, V.1, with consideration for the guidance contained in the Fair Housing for HOME Participants model program guide, "Affirmatively Furthering Fair Housing."
- 4. An inclusive process to ensure the perspectives of the public sector, affected industry professionals, and members of each protected class are considered during the development of the AI.
- 5. Identification of current impediments to fair housing choice in the greater Lansing market area
- 6. Specific actions that can be taken by Lansing and other local municipalities to overcome the effects of any fair housing impediments.
- 7. Identification of effective record-keeping methods to document actions taken by local municipalities to overcome the effect of any fair housing impediments.
- 8. Comprehensive review of state and local laws, regulations and administrative policies, procedures and practices and an assessment of how these laws, regulations, policies, procedures and practices affect the location, availability and accessibility of housing

- 9. An assessment of the conditions, both private and public, affecting fair housing choice for all protected classes.
- 10. An assessment of the availability of affordable, accessible housing in a range of unit sizes.
- 11. Determination of whether there is sufficient, accurate, and current information and data to understand and document all fair housing impediments and assessment of methods for accessing updated and relevant information.

B. Activities/Responsibilities Necessary to Complete Scope of Work.

To achieve the objectives, the City expects activities to be performed include, but are not limited to the following:

- 1. Identification of the needed data and best method(s) to collect it, development of a plan for analyzing relevant information, a schedule for completing the activities within the scope of work and a plan and schedule for coordinating with relevant agencies and stakeholders.
- 2. Consultation with state and local public and private agencies including those that provide housing finance, health and social services, fair housing centers, legal service providers, fair housing enforcement agencies, planning agencies, public housing authorities, agencies receiving Emergency Shelter/Solutions, HOPWA, Low Income Housing Tax Credits, Section 8 or other funds for housing assistance or housing development, real estate brokers, developers and property managers and any other agencies, institutions or corporations having relevant input for inclusion in the update.
- Collection of current and relevant statistical and informational data and the representation thereof in charts, maps and narrative as the background and basis for the Update to the Analysis of Impediments to Fair Housing Choice.
- 4. Citizen participation activities such as soliciting input, conducting surveys, coordinating meetings, focus groups, interviews and hearings, summarizing and responding to public comment.
- 5. Organization and consolidation of all elements of impediments to fair housing into a thorough and comprehensive document that meets HUD's guidelines in the Fair Housing Planning Guide and Model Program Guide and which includes but is not limited to the following information:
 - a. Location of population concentration for each protected group within the Greater Lansing area
 - b. Overall population estimates and protected group population estimates and trends for primary jurisdictions within the region, including maps showing population distribution at the census tract level.
 - c. Economic analysis including labor force, employment and unemployment trends, earnings, wages and income, jobs, industries and poverty.
 - d. Analysis of housing types, housing tenure, housing cost, home values and vacancy, including analysis of substandard and overcrowded housing and other factors in relation to geographic concentration of protected groups.
 - e. Analysis of home prices, financing costs, rents, and costs for insurance, utilities, transportation in relation to geographic concentration of protected groups, poverty and other factors related to fair housing.
 - e. Analysis of home lending patterns by protected group at the census tract level using HMDA and other available data, including at a minimum, examination of reasons for loan denial, prevalence of high interest loans or other forms of predatory lending.
 - f. Analysis of evidence of steering and other discriminatory practices in the real estate and property management industries.
 - g. Analysis of fair housing complaints, compliance and enforcement activities by fair housing agencies.

- h. Reports of the fair housing experiences and perceptions of members of protected groups and analysis of concerns based on input from surveys, interviews and focus groups.
- i. Summary of key issues, identification of impediments to fair housing choice and suggestions for actions in response to impediments.

(Respondents may propose additional elements as deemed relevant in its professional judgment.)

- 6. Preparation of draft summary of Analysis of Impediments to Fair Housing Choice containing the above information and other relevant data and analysis including all preparations, communications, actions taken, methodology, priorities, assumptions, transcriptions of meetings and hearings, copies of all communication, announcements and correspondence.
- 7. Preparation of the final 2012/13 Update to Analysis of Impediments to Fair Housing Choice and a plan for dissemination of its findings.
- C. Schedule for completion of RFP and Project Activities

ANY SELECTED PROPOSAL IS SUBJECT TO THE FOLLOWING:

- (1) PROCESSING OF REQUIRED ACTIONS BY THE CITY'S FINANCE AND HUMAN RESOURCES DEPARTMENTS, AND
- (2) APPROVAL OF A CONTRACT BY THE CITY ATTORNEY, AND
- (3) EXECUTION OF A CONTRACT BY THE MAYOR.

| Activity | Date | ANY SEL |
|--|-------------------|------------|
| RFP Released | July 13, 2012 | ECT |
| RFP Submission Deadline | August 13, 2012 | ED |
| Evaluation of Proposals Completed | August 24, 2012 | PRO |
| Anticipated Contract Start Date | August 31, 2012 | POS |
| Anticipated Completion Due Date (4 months) | December 30, 2012 | AL |
| | | BY |

THE CITY MAY BE CANCELED PRIOR TO THE COMPLETE EXECUTION OF A CONTRACT.

D. Cost of Proposal

Included with each proposal shall be a section addressing cost. This section shall contain all pricing information relative to performing the services described in this Request for Proposal and shall include:

- 1. A total, all-inclusive maximum proposal price to contain all direct and indirect costs, including all out of pocket expenses. The Department will not be responsible for expenses incurred in preparing this proposal and such costs should not be included.
- 2. A page entitled **ALL INCLUSIVE MAXIMUM PRICE** detailing all professional fees and associated expenses presented in a format that supports the total all-inclusive maximum proposal that is being put forward.
 - 3. Proposed Manner of Payment and/or Payment Terms.

E. Work Plan and Schedule

Included with each proposal shall be a section addressing the respondent's understanding of the assignment and proposed plan for accomplishing the work. The plan shall include a proposed

schedule of tasks, a list of key milestones for the project and a list of proposed components or deliverables which will serve as benchmarks for partial payment.

III. PROPOSAL INSTRUCTIONS AND SELECTION CRITERIA

A. PROPOSAL DELIVERY/SUBMISSION

- 1. Due Date. The due date for the City's receipt of the proposals responding to this Request for Proposal ("RFP") is **August 13, 2012 at 12:00 p.m.**
- 2. Originals and Copies. Submit one (1) original and three (3) copies of a proposal to provide the services described in Scope of Work.
- 3. Delivery of Proposal. Addresses for the delivery of proposals are as follows:

DELIVERY VIA HAND DELIVERY OR COMMERCIAL OVERNIGHT SERVICE

Dorothy Boone City of Lansing Development Office 316 N. Capitol Lansing, MI 48933

DELIVERY VIA U.S. POSTAL SERVICE

Dorothy Boone City of Lansing Development Office 316 N. Capitol Lansing, MI 48933

DELIVERY VIA E-MAIL

dboone@lansingmi.gov

- 4. Submission documents
 - a. Resumes and list of prior clients and related assignments detailing the amount and type of experience possessed by the firm and individual(s) assigned in providing similar services.
 - b. Description of education and background of assigned personnel in law, economic analysis, social science, research, real estate, housing finance, community development and poverty as related to fair housing.
 - c. Proposed cost of services.
 - d. Proposed work plan outline.
 - e. Proposed schedule for completion of tasks and activities.
 - f. List of proposed deliverables.
 - g. Proposed schedule for payment.

B. PROPOSAL EVALUATION AND SELECTION

1. Selection of Proposal.

It is anticipated that the City review will take up to two (2) weeks after the closing date for submitting proposals. The selected proposal will be announced **August**, **24**, **2010** via e-mail.

Proposal Evaluation Criteria

- a. Responsiveness to RFP

- a. Responsiveness to RFP
 b. Ability to meet timelines for completion
 c. Prior relevant experience
 d. Qualifications of assigned staff and supervisors
 e. Understanding of work to be performed
 f. Proposed work plan

- g. Proposed deliverables h. Cost