



## REQUEST FOR PROPOSALS 2010 to 2014 Consolidated Plan for Housing

**Deadline for Submittals: October 2, 2009 at 4:00 pm eastern daylight time**

### **INTRODUCTION**

As the lead agency for the Greensboro-Guilford-Burlington-Alamance HOME Consortium, the City of Greensboro, NC is requesting professional assistance as it prepares the Consortium's 2010 -2014 Consolidated Plan for Housing (ConPlan). The ConPlan examines the housing needs of low income persons and other special populations; current housing market conditions and trends; and the economic and community development needs identified during the collaboration and coordination process. The priorities, goals, and objectives set forth in the ConPlan provide direction for annual appropriation of entitlement program funds, and allocation of other resources over a 5 year planning horizon. Our goal is to have the ConPlan ready for adoption in January, 2010.

While key elements of the plan are mandated by requirements of various housing assistance programs of the US Department of Housing and Urban Development, the Consortium seeks to produce a plan that *substantially surpasses* that perfunctory aspect. Specifically, the City seeks consultant assistance with drafting of narrative components of the plan and integrating the narratives with graphics, maps, and supporting data, which will be compiled by Consortium staff, into a complete document. Additional consultant service needs include attending and assisting with public meetings related to development of this plan.

### **CONSOLIDATED PLAN NARRATIVES**

#### **I. Compose Narratives Forming the Body of the Plan**

Based on the regulations contained in the Code of Federal Regulations, Title 24, Part 91, on guidance supplied by the US Department of Housing & Urban Development, and on an outline supplied by the Consortium, the Consultant will be responsible for developing clear, concise, original text that elaborates the narrative elements of the ConPlan. The narratives should incorporate the six guiding livability principles established through the Interagency Partnership for Sustainable Communities.

#### **II. Description of Consolidated Plan Narrative Elements**

**Executive Summary** - Summarizes the objectives and outcomes identified in the ConPlan as well as an evaluation of past performance. Also summarizes the citizen participation process, public comments, and efforts made to broaden public participation in the development of the ConPlan.

**Consultation** - Documents the required measures undertaken by the Consortium in development of the ConPlan, to consult with:

- Other public and private agencies that provide assisted housing, health services, and social and fair housing services;
- Public and private agencies that provide assisted housing, health services, and social services;
- State or local health and child welfare agencies;
- Adjacent units of general local government; and
- The local public housing agency (PHA).

**Housing and Homeless Needs Assessment** - Describes the Consortium's estimated housing and supportive services needs projected for the five-year ConPlan period which:  
Is based on an analysis of data from the US Census Bureau and other sources;  
Reflects consultation with social service agencies and other entities;  
Address the unmet needs of homeless persons, low income persons, and other special populations; and  
Estimates the number of housing units in the Consortium containing lead-based paint hazards, that are occupied by low- or moderate- income families.

**Housing Market Analysis** - Describes the significant characteristics of the Consortium's housing stock, and range of occupants, including the following categories:  
Market rate owner- and renter- occupied housing;  
Subsidized owner- and renter- occupied housing;  
Public housing;  
Homeless support facilities; and  
Special need facilities and services.

Identifies and describes public housing restoration and revitalization needs, and the public housing agency's strategy for improving the management and operation of, and the living environment provided by, its public housing inventory.

Describes the extent to which regulatory or policy barriers affect the cost of housing or the incentives to develop, maintain, or improve affordable housing in the Consortium.

**Economic Analysis** - Describes economic trends and conditions, including employment, commercial and industrial activity, and financial sector performance. Assesses fit between employee pay levels and housing costs, and identifies measures which could address mis-matches.

**Transportation Analysis** - Describes the geographic and functional interrelationships among the region's housing stock, employment centers, and transportation system (both existing and planned). Assesses deficiencies in the connectivity of jobs to housing, via various modes of transportation, and identifies housing market measures which could address these deficiencies.

**Strategic Plan** - Describes the general priorities for allocating investment geographically within the Consortium and among identified needs and activities; describes the rationale for the allocation priorities; identifies any obstacles to meeting underserved needs; summarizes the goals, priorities and specific objectives the Consortium intends to initiate and/or complete during the 5-year ConPlan time period; and describes how funds reasonably expected to be available will be used to address the following identified needs and activities:  
Affordable housing,  
Public housing,  
Homelessness and chronic homelessness,  
Other special needs, and  
Non-housing community development.

Identifies and describes locally designated areas where geographically targeted revitalization efforts are carried out through multiple activities in a concentrated and coordinated manner.

Describes the Consortium's strategy to remove or ameliorate negative effects of public policies that serve as barriers to affordable housing.

Describes actions proposed or being taken to evaluate and reduce lead-based paint hazards and increase access to housing without such hazards; how those actions are related to the extent of lead poisoning and hazards; and how those actions will be integrated into housing policies and programs.

Summarizes the Consortium's goals, programs, and policies for reducing the number of poverty-level families; coordination of the Consortium's affordable housing goals, programs, and policies with its other programs and services; and the expected reduction in the number of poverty-level families.

Summarizes the institutional structure through which the Consortium will carry out its housing, homeless and community development goals, priorities, and policies; assesses the strengths and gaps in that delivery system; and identifies steps the Consortium will take to overcome those gaps.

Summarizes the Consortium's activities to enhance coordination and cooperation of the following:

- Between public and assisted housing providers, and private and public providers of health, mental health, and social services;
- Among the state and any units of general local government in the metropolitan area in the implementation of the ConPlan; and
- Among private industry, businesses, developers, and social service agencies, with respect to economic development activities.

**Monitoring** - Describes the standards and procedures that the Consortium will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements.

### **CONSOLIDATED PLAN DOCUMENT ASSEMBLY**

Consortium staff will participate in the drafting and review process, but overall responsibility shall be on the consultant to prepare narratives as required, and to integrate these with graphics, maps, and supporting data (supplied by the Consortium) into a single, coherent document. The consultant shall be responsible for submitting sections of the document to Consortium staff for review as drafts are complete. The Consultant will address all comments and/or recommendations by Consortium staff or other stakeholders, and make revisions to drafts as required.

The contractor will provide the following deliverables:

- Intermediate draft versions of the ConPlan document and revisions thereto (in Microsoft Word format, 2003 edition or later), in part or in whole, as may be requested;
- One complete final version of the ConPlan document (in Microsoft Word format, 2003 edition or later).

### **ATTEND AND ASSIST WITH PUBLIC MEETINGS**

The contractor will be responsible for attending public meetings. Consortium staff will be responsible for presenting various portions of the ConPlan, and for engaging citizens and stakeholders in development of the ConPlan. The specific number of meetings, level of assistance and schedule will be determined through development of the Contract and Scope of Services.

## **SUBMISSION REQUIREMENTS**

Proposals should be limited to four pages, not including work samples and staff bios/resumes. Proposals should include the following information:

1. Title Page:
  - a. Firm name, address, phone and fax numbers, and e-mail address;
  - b. Name of project director; and
  - c. Name(s) of other professional staff assigned to the project.
2. Qualifications:
  - a. Years in business, and primary focus of the firm's work;
  - b. Resumes of professional staff assigned to the project;
  - c. Description of similar planning projects, completed by the principle staff assigned to the project and any innovative planning techniques incorporated in the plans;
  - d. Description of other relevant experiences of the firm; and
  - e. Two representative samples of similar products.
3. References:
  - a. A list of references, which can be contacted, including brief descriptions of projects, and the contact name and telephone number.
4. Costs proposal:
  - a. A cost estimate for each of the 3 primary tasks listed above, including estimated staff hours.
5. Selection Criteria and Proposed Timeframe:

Selection will be based on qualifications, experience producing the products required, knowledge of applicable federal regulations and policies, and the ability to meet the time constraints imposed by the Consortium and by the US Department of Housing and Urban Development, for the production and adoption of the ConPlan.

## **SUBMISSION INSTRUCTIONS**

Completed proposals should be submitted by 4 PM EDT on October 8, 2009. Proposals received after the deadline, for whatever reason, will not be accepted. Receipt notices will be returned to the submitter, but the City accepts no responsibility for problems encountered during the submittal process.

Proposals should be submitted electronically via email to [jeffrey.sovich@greensboro-nc.gov](mailto:jeffrey.sovich@greensboro-nc.gov). Due to limitations on the City's email system, submittals should not be sent in .Zip or other compressed format, and any submittals larger than 2MB should be uploaded to the City's public FTP site, with a follow-up email submitted immediately to [jeffrey.sovich@greensboro-nc.gov](mailto:jeffrey.sovich@greensboro-nc.gov). To post to the FTP site, using Windows Explorer, navigate to the following address:

[ftp://ftp3.ci.greensboro.nc.us/Housing\\_and\\_Community\\_Development/](ftp://ftp3.ci.greensboro.nc.us/Housing_and_Community_Development/)

Then copy and paste your document into that folder. Please direct all questions or comments regarding this RFP to the same email, or call Jeff Sovich at (336) 433-7264.