City of Twin Falls
Consolidated Plan & Analysis of Impediments to Fair Housing Choice
Request for Proposals

Mandi Thompson
1/6/2020
The City of Twin Falls (City) is seeking qualified and experienced consultants to submit proposals for the development of a Consolidated Plan and Analysis of Impediments to Fair Housing in accordance with all standards and requirements of the U.S. Department of Housing and Urban Development (HUD).

Proposals will be received in the City of Twin Falls – Office of the City Manager at:

203 Main Avenue East
P.O. Box 1907
Twin Falls, Idaho 83301

Or via email to mthompson@tfid.org

until 3:00 p.m. local prevailing time on January 24, 2020.

Additional information or clarification about this request can be obtained by contacting Mandi Thompson in the City Manager’s Office at (208) 735-7237.

Dated this 6th day of January, 2020.

Mandi Thompson
Grant and Community Relations Manager
City of Twin Falls
PROJECT INFORMATION

The City of Twin Falls, Idaho (the City) accepted the status of Entitlement Community through the U.S. Department of Housing and Urban Development (HUD) in September 2019. With its population estimated to be in excess of 50,000 residents (US Census 2018 Population Estimate), Twin Falls is now considered small urban and is subject to additional federal requirements. As an eligible grantee, the City must develop a Consolidated Plan and corresponding annual Action Plan, as well as perform an Analysis of Impediments to Fair Housing Choice.

The Consolidated Plan is a document that is submitted to HUD that serves as the planning document (comprehensive housing affordability strategy and community development plan) of the City and an application for funding under the referenced programs which is prepared in accordance with the requirements of 24 CFR Part 91. The Consolidated Plan is carried out through the Annual Action Plan, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan.

Additionally, as a part of the Consolidated Plan, the City certifies annually that it will affirmatively further fair housing, which means it will conduct an Analysis of Impediments to Fair Housing Choice (AI) within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

As an Entitlement Community, the City is required to prepare and adopt a five-year Consolidated Plan for the years 2020 through 2025. The 2020 Program Year begins on October 1, 2020. The 2020-2025 Consolidated Plan must be submitted with all requirements no later than August 14, 2020 (unless otherwise instructed by HUD).

The successful firm selected through the City’s effort by this Request for Proposals (RFP) will assist city staff in the creation and successful submission of a Five-Year Consolidated Plan, Annual Action Plan, and Analysis of Impediments to Fair Housing in conformance with up-to-date standards and requirements by HUD. HUD guidelines for preparing a Consolidated Plan may be found at: https://www.hudexchange.info/programs/consolidated-plan.
The chosen individual or firm will follow all current HUD requirements while drafting the Plan components and submitting the plan into HUD's Integrated Disbursement and Information System (IDIS).

The contract period is up to one year, but may be extended should unforeseeable circumstances arise. Consultant must be available to respond to technical issues keeping the City from receiving "Review Completed" status from the U.S. Department of Housing and Urban Development.

**SPECIFICATIONS**

**2020-2025 CONSOLIDATED PLAN**

Under the direction of the City Manager’s Office (CMO) staff, the Consultant is expected to prepare the FY 2020–2025 Consolidated Plan in accordance with all applicable federal and local policies, standards, and regulations. The complete consolidated plan regulation is available at 24 CFR Part 91 and is posted on the HUD website at [https://www.ecfr.gov/cgi-bin/text-idx?SID=091442f4b3a42c3655583892ad3b50331&mc=true&node=pt24.1.91&rgn=div5](https://www.ecfr.gov/cgi-bin/text-idx?SID=091442f4b3a42c3655583892ad3b50331&mc=true&node=pt24.1.91&rgn=div5) along with guidelines and other information regarding HUD’s Consolidated Planning Process.

The Consolidated Plan must cover the period of October 1, 2020 through September 30, 2025 and must be submitted in final form to the City Manager’s Office for approval no later than July 31, 2020. Upon approval, the final document must be electronically submitted to HUD through IDIS no later than August 14, 2020.

The Consolidated Plan must include the following elements:

1. **Comprehensive Housing and Homeless Needs Assessment:** The Consultant will review, compile, organize, and tabulate data and other information available through the City, HUD, the U.S. Census Bureau, and other public and private organizations, as well as input gathered from the public participation process to complete the HUD-required Con Plan components and integrate additional information into the HUD Con Plan template in IDIS.
2. **Housing Market Analysis**
3. **Five-Year Strategic Plan identifying:**
   a. The priority needs of the City, based on the housing and non-housing analysis, as well as the availability of resources;
   b. The goals and objectives of the 5-year plan, as well as the indicators the City will use to measure its progress;
   c. A description of the strategies the City will pursue to address the priority needs and fulfill its goals and objectives; and
   d. A homeless strategy to guide use of CDBG funds and other resources;
   e. A listing of the federal, state, local, and private resources (beyond the entitlement grants) reasonably expected to be available to the City to address priority needs identified in the Strategic Plan;
4. **Annual Action Plan (AAP) for Program Year 2020** which lists the specific actions, activities, and programs the City will undertake during PY 2020 (October 1, 2020 through September 30, 2021) to address the priority needs and goals identified by the Con Plan.

5. **Citizen Participation Plan (CPP):** The Con Plan must follow a chronological process to effectively allow for broad participation during its development, as well as to include any updates to the City's Citizen Participation Plan to further define the process that will be utilized during the 5-year implementation period. City staff will be responsible for carrying out much of the outreach, publishing notices, translating documents, and updating the CPP. The Consultant will work with the City to develop an outreach, media, and community engagement strategy that seeks to involve as broad a spectrum of the City's communities and stakeholders as possible, which may entail use of languages other than English. In accordance with HUD standards, the City must strive to encourage participation from the following populations:
   a. Very low-, low-, and moderate-income persons (LMI) as defined by HUD: Individuals and families with incomes below 30%, 50%, and 80% of the median income, respectively, for Twin Falls, as well as those presumed by HUD to be principally LMI (i.e., abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant farm workers);
   b. Residents of areas where CDBG funds may be proposed to be used;
   c. Minorities, non-English-speaking persons, and persons with disabilities; and
   d. Local and regional institutions, including the Continuum of Care, the nonprofit and for-profit sectors, philanthropic organizations, and community-based and faith-based organizations.

6. **Other:**
   a. Descriptions of the lead agency or entity responsible for overseeing the development of the plan and the specific aspects of the process by which the consolidated plan was developed.
   b. The identity of the agencies, groups, organizations, and others who participated in the development of the plan.
   c. The standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan, including strategies and actions that address the fair housing issues and goals identified in the AFH, and that the jurisdiction will use to ensure long-term compliance with requirements of the programs involved, including civil rights related program requirements, minority business outreach, and the comprehensive planning requirements.
   d. The Con Plan must meet specific requirements that apply to the CDBG entitlement program.
   e. Public hearings will include, but may not be limited to, meetings of the City Council, Community Grant Advisory Board, other City Boards and Neighborhood Groups.

**2020-2025 ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE**

In addition to the Five-Year Consolidated Plan and Annual Action Plan, the Consultant will also prepare an Analysis of Impediments (AI) to Fair Housing. Sections 104(b)(2) and 106(d)(5) of the Housing and Community Development Act of 1974, as amended, specifically require Community Development Block...
Grant (CDBG) Program grantees to certify they will affirmatively further fair housing. Congress reiterated this affirmative obligation in Section 105(b)(13) of the National Affordable Housing Act of 1990 (NAHA).

The scope of the AI is broad. It covers the full array of public and private policies, practices and procedures affecting housing choice. In summary, the AI serves as the substantive logical basis for fair housing policy; provides essential and detailed information to policy makers, administrative staff, housing providers, lenders, and fair housing advocates; and assists in building public support for fair housing efforts both within Entitlement jurisdictions/ boundaries and beyond.

A Fair Housing Planning Guide detailing the information needed for conducting an AI is available on the HUD website at https://www.hud.gov/sites/documents/FHPG.PDF. The AI document must cover the period of October 1, 2020 through September 30, 2025 and must be submitted in final form to the Community Development Department for approval no later than July 31, 2020.

The Analysis of Impediments to Fair Housing should include the following elements:

1. Analysis of Impediments (AI)
   An Analysis of Impediments (AI) is an assessment of a unit of local government’s laws, ordinances, statutes, and administrative policies as well as local conditions that affect the location, availability, and accessibility of housing. The development of an AI is part of the consolidated planning process required for all entitlement communities that receive housing and community development funds from the U.S. Department of Housing and Urban Development.
   a. An AI includes an analysis of barriers and impediments to fair housing choice, defined as the following:
      i. “Impediments” are any actions, omissions, or decisions taken which have the effect of restricting a person’s housing choice or the availability of housing choice because of race, color, religion, gender, disability, familial status, or national origin. Such a limitation to fair housing choice constitutes housing discrimination.
      ii. “Barriers” to housing choice are factors that limit a person’s ability to choose from a variety of housing types and may not constitute “housing discrimination.” Factors may include housing supply and location, physical accessibility of housing, zoning for group homes, source of income, accessibility of financing, and limited English proficiency
   b. Creation of strategies and actions the City of Twin Falls will take to address barriers and impediments to fair housing choice
   c. Refer to the Fair Housing Guide (pgs. 2-30 and 2-31) for suggested format for AI.

**TIMELINE**

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<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFP Notice Publication</td>
<td>Monday, January 6, 2020</td>
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<tr>
<td>RFP Availability and Response Period</td>
<td>Monday, January 6 – Friday, January 24, 2020</td>
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<tr>
<td>RFP Response Due</td>
<td>Friday, January 24, 2020 by 3 p.m.*</td>
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<td>Evaluation and Ranking</td>
<td>January 27 - 28, 2020</td>
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<tr>
<td>Interview Notice</td>
<td>Wednesday, January 29, 2020</td>
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<td>Interviews Scheduled</td>
<td>Tuesday, February 4, 2020</td>
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Consultant Selected By Friday, February 7, 2020

* Local Prevailing Time.

EVALUATION CRITERIA

At a minimum, proposals must include the following information in the sequence listed. The preliminary funding award resulting from this part of the Request for Proposals shall be determined by analysis of, but not necessarily limited to, the factors shown below. Points will be designated for each factor of consideration with a maximum score of 50 points. Awards will be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

Briefly respond to each of the following:

Executive Summary
- General Information and Company Profile.
- Executive Summary should contain a brief detailed description of proposal.

Experience and Team Organization
- Provide a professional resume for the Project Manager.
- Provide a resume or description of experience and proposed roles and responsibilities for any additional key consultant personnel for the project.

Past Performance
- Briefly describe other projects executed by you or your firm that demonstrate relevant experience.
- Applicant must demonstrate experience in the preparation of HUD Five Year Consolidated Plans and Analysis of Impediments to Fair Housing Choice.
- Applicant has experience with the electronic submission of Consolidated Plans through IDIS.
- For each project listed, include the name, address, and phone number of a person who may be contacted regarding your performance on the project.

Budget & Schedule
- Include a fixed price or fee for the production of the requested documents. This fee should include a breakout of projected costs for each of the required documents.
- Include a proposed completion schedule and timeline assuming a start date of February 15, 2020 and a due date of July 31, 2020. Upon completion and approval of the document by the City, the consultant will be expected to submit the final document electronically through HUD’s IDIS system with a due date of August 14, 2020. Contract payments will be made in accordance with a completion schedule based upon completion of document elements.
Submittal will be rated by the following point evaluation method; the total of all evaluators’ points will be used to determine rankings.

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<thead>
<tr>
<th>Category</th>
<th>Maximum Value</th>
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<tbody>
<tr>
<td>Executive Summary</td>
<td>5 Points</td>
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<tr>
<td>Experience and Team Organization</td>
<td>15 Points</td>
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<tr>
<td>Past Performance</td>
<td>20 Points</td>
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<tr>
<td>Budget and Schedule</td>
<td>10 Points</td>
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<tr>
<td>Total</td>
<td>50 Points</td>
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</tbody>
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**SELECTION PROCEDURE**

A selection committee composed of City of Twin Falls staff will evaluate all submittals, tabulate the results, and prepare a list of highest ranked respondents for interview by the selection committee. Prior to the interview, the short listed firms will be given a format to be followed during their presentation. The selection committee will make a final selection recommendation to the City Council.

**PROPOSAL SUBMISSION PROCEDURES**

1. Written proposals in response to this RFP will be accepted at the City of Twin Falls, Mandi Thompson, 203 Main Avenue East, P.O Box 1907, Twin Falls, Idaho, Phone (208) 735-7237 or mthompson@tfid.org until **3 p.m. Friday, January 24, 2020.**

2. Submittals can be in hard copy or electronic copy. Electronic copies can be emailed to Mandi Thompson at mthompson@tfid.org. Hard copy proposals must be clearly marked: “Request for Proposals – Consolidated Plan.”

3. Questions regarding this project may be directed to Mandi Thompson, 203 Main Avenue East, P.O Box 1907, Twin Falls, Idaho, Phone (208) 735-7237 or mthompson@tfid.org.

4. The City is a Public Agency. All submittals, including bids, proposals, and any other information provided by a consultant may be considered a public record and, except as noted below, will be available for inspection and copying. Any information submitted to the City is subject to release as provided for by Idaho Public Records Law, Idaho Code, Title 9, Chapter 338 through 350.

   The City will take reasonable efforts to protect any information marked "confidential", to the extent allowed by Idaho Public Records Law. Confidential information should be clearly identified. It is requested that the confidential information be placed in a separate envelope within the proposal to minimize accidental copying and release. Confidential information will be returned to the applicant upon request, after the award of the Agreement. It is understood, however, that the City will have no liability for disclosure of such information. Any proprietary or otherwise sensitive information contained in or with any proposal is subject to potential disclosure.
Should the Agency be challenged in court by a third party for a decision to withhold or redact information identified as proprietary by the professional or professional firm, by submitting a Qualification Statement in response to this request, the applicant agrees to indemnify, defend, and hold harmless the Agency for any judgments, attorney fees, and/or court costs associated with asserting the documents contain proprietary information. The applicant agrees and acknowledges that the Qualification Statement is a discloseable public record. The Agency reserves the right to make an independent discretionary decision whether or not the documents marked as proprietary contain trade secrets and to disclose the contents thereof pursuant to the Public Records Act. All documents not marked as proprietary are subject to release in compliance with the Public Records Act.

PROPOSAL GUIDELINES

1. The City will not be liable for any costs incurred in the preparation and production of a proposal or any work performed prior to the execution of a contract.

2. All Proposals and other materials will become the property of the City.

3. All information contained in this RFP and acceptable provisions of the selected firm’s response will be made a part of the executed agreement for services.

4. Upon request, the submitting firm shall provide additional information as requested by the City.

5. The City reserves the right to: Waive any informalities or irregularities and reject any or all proposals received as a result of this RFP; select all or part of the respondent’s proposal; negotiate changes in the scope of work or services to be provided; conduct investigations required to determine the submitting firm’s performance record and ability to perform the assignments specified as a part of this RFP; negotiate separately with any source in a manner deemed to be in the best interests of the City.