



## Request for Proposal

Richmond-Petersburg Metropolitan Area  
Regional Participating Jurisdictions

### **Multi-Jurisdictional Analysis of Impediments to Fair Housing Choice**

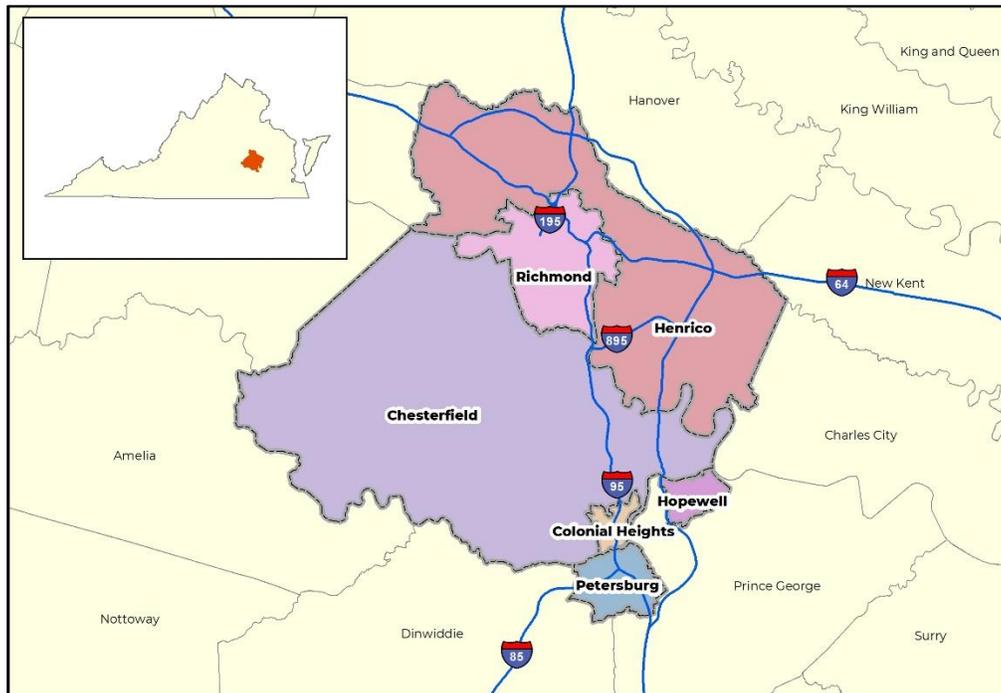
#### **1. BACKGROUND & PURPOSE**

PlanRVA is issuing this Request for Proposal for consultant services on behalf of a consortium of HUD entitlement jurisdictions in Central Virginia to complete the required Analysis of Impediments (AI) to Fair Housing Choice.

Title VIII of the Civil Rights Act of 1968 is commonly known as the Fair Housing Act. All recipients of funds distributed by the U.S. Department of Housing and Urban Development (HUD) are obligated under the Fair Housing Act not to discriminate in housing directly or indirectly on the basis of race, color, religion, sex, national origin, age, familial status, or disability. Jurisdictions receiving HUD entitlement funds are required to complete an Analysis of Impediments (AI) to Fair Housing Choice. With the adoption of the 2015 Fair Housing Rule, HUD replaced the AI requirement with a requirement for jurisdictions to prepare an Analysis of Fair Housing (AFH). In May 2018, HUD suspended the AFH requirement and directed entitlement jurisdictions to submit an AI instead.

In the Richmond-Petersburg Metropolitan area, HUD fund recipients required to complete an AI include the Cities of **Colonial Heights, Hopewell, Petersburg** and **Richmond**, and the Counties of **Chesterfield** and **Henrico**, collectively referred to as the Regional Participating Jurisdictions or RPJs. A map can be seen on the next page.

The RPJs desire to combine their purchasing efforts in order to achieve greater efficiency and cost-savings to all parties; to minimize duplication and maximize efficiency by coordinating their efforts; and to eliminate multiple government solicitations and reduce related expenses. [PlanRVA](#) (formerly known as the Richmond Regional Planning District Commission) has been authorized to lead this multi-jurisdictional AI process. PlanRVA is issuing this Request for Proposal, will be the contracting entity, and will serve as lead organization for contract oversight and project management on behalf of the RPJs.



## 2. SCOPE OF SERVICES

Offerors shall be familiar with HUD's requirements for the *Analysis of Impediments to Fair Housing Choice*, HUD's current Fair Housing Rule, HUD's *Fair Housing Planning Guide*, and other requirements, case law, and regulations governing fair housing planning requirements of HUD entitlement communities, and any guidance provided by HUD.

The Successful Offeror shall provide all labor, materials, equipment, and supervision to provide the following services during the term of the contract awarded pursuant to this RFP.

- A. The depth and investigation called for in HUD's Fair Housing Planning Guide shall be considered the minimum acceptable standard for an adequate analysis. Work performed shall include, but is not limited, to the following:
  1. An evaluation, consistent with the guidelines provided in HUD's *Fair Housing Planning Guide*, of the RPJs' laws, regulations, administrative policies, procedures, and practices that impact fair housing choice.
  2. An analysis of pertinent demographic, employment, household, housing, lending, and mortgage data relevant to the identification of impediments to fair housing choice in the RPJs. This is to include any analysis expected by HUD in the preparation of the AI.

3. Gather input from individuals, private and public agencies, and community organizations with knowledge of local fair housing conditions and issues. Gather input through interviews, surveys, focus groups or other methods. The following will be considered the minimum requirements for in-person meetings to be completed by the successful offeror:
  - At least three (3) citizen public meetings geographically dispersed throughout the RPJs.
  - One meeting with relevant RPJ and/or external personnel to understand and evaluate laws, regulations, and policies as described in Item 1.
  - One meeting to solicit input from housing organizations and interest groups.
4. Develop outreach strategy for mailings, social media, and other communications for implementation by PlanRVA.
5. An identification of any impediments to fair housing choice in both private and public sectors regarding race, color, religion, sex, disability, familial status, or national origin which restricts or have the effect of restricting housing choices or availability of housing choices.
6. Conclusions and recommendations for action on the part of the RPJs, including recommended actions to overcome identified impediments to fair housing choice, milestones, timetables, and measurable results.
7. Prepare a Draft AI and submit to PlanRVA and the RPJs for review and comment by a certain date. PlanRVA and the RPJs will review and provide feedback and recommendation regarding the draft document. If necessary, a second draft will be provided.
8. Prepare a Final AI and submit to PlanRVA and the RPJs. Provide three (3) hard copies of the Final AI Report. Also provide a digital copy in PDF and MS Word format. Also include any original material produced during this AI process using Excel, Photoshop, Illustrator, GIS, or similar programs.
9. The final document shall include:
  - Cover and title page
  - Table of contents
  - Introduction
  - Executive summary
  - Pertinent demographic, economic, and housing data, including GIS mapping; information should be regional and RPJ-specific
  - Analysis of RPJ policies and actions as they relate to fair housing directly or indirectly; information should be RPJ-specific
  - Assessment of fair housing programs serving the RPJs

- Identification and assessment of impediments, and specific response recommendations to address Impediments to Fair Housing Choice; information should be RPJ-specific

B. Offerors are asked to describe the tasks required to successfully carry out the Scope of Services outlined here. Offerors may include additional services that their firm is capable of providing and which, in the Offeror's opinion, would enhance the implementation of the proposed Scope of Services.

C. Minority-owned and women-owned businesses are encouraged to participate in the competitive selection process.

### 3. SCHEDULE

Proposals must be received by PlanRVA no later than **December 13, 2019**.

The desired project start date is upon execution of agreement, with the intent of being no later than **January 10, 2020**.

The selected offeror shall provide monthly status reports.

The Draft AI must be submitted by **March 31, 2020**. This date must be met because the RPJs must incorporate AI data into their Consolidated Plans to HUD which are due in May 2020.

The Final AI and project completion date is **June 30, 2020**.

### 4. SUBMISSION OF PROPOSALS

Three hard copies and one digital copy must be submitted to:

**Mark Bittner**

Director of Regional Planning & GIS  
PlanRVA  
9211 Forest Hill Avenue, Suite 200  
Richmond, VA 23235

(804) 323-2033

[mbittner@planrva.org](mailto:mbittner@planrva.org)

### 5. REQUIRED INFORMATION

To be considered complete, proposals submitted in response to this RFP shall, at a minimum, contain the following information:

A. **Qualifications and Experience:** Describe the qualifications and experience of the firm/team in providing similar services as described in this document and for all

the proposed staff who will be assigned to this contract. Include resumes, and/or other supporting information. Identify primary, secondary, or back-up service and support personnel. Identify those aspects of this contract they are qualified to provide.

- B. **Project Approach:** Description of the approach to the work for providing the proposed services. This approach should include suggestions for project oversight, minimum number and type of community and stakeholder meetings, community outreach and PR, specific data to be analyzed, approach in the final document for identifying impediments and corresponding actions relevant to each of the RPJs, any necessary roles for either PlanRVA or the RPJs, and any recommended role of, and applicability to, the three Public Housing Authorities within the RPJs.
- C. **Project Outline:** Detailed project outline that identifies PlanRVA and RPJ involvement, status reports, project milestones, and major deliverables.
- D. **Fee:** Fully loaded fee for the work activities described.
- E. **Sample Regional AIs or AFHs:** Samples of other regional AIs or AFHs completed by the firm/team. Draft samples are acceptable.

## 6. SCORING CRITERIA

CRITERIA	WEIGHT
Functional Requirements / Compliance with Scope of Services / Work	30%
Experience / Qualifications	25%
Implementation / Delivery	25%
Pricing / Fees	20%

## 7. ADDITIONAL INFORMATION AND QUESTIONS

To learn more about PlanRVA or the RPJs, please visit <https://planrva.org/>.

Questions about this RFP should be directed to **Mark Bittner** at [mbittner@planrva.org](mailto:mbittner@planrva.org).