

# City of Greenville, NC



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## **Request for Proposal(s):**

- (A) Consulting Services for Assessment of Fair Housing**
- (B) Consulting Services for 2023 – 2027 Consolidated Plan**

**RFP #03312022CONPLAN**

**Due Date: Friday April 22, 2022 @ 4:00pm**

**Location: City of Greenville, NC  
Planning and Development Services Department  
Housing Division  
201 West Fifth Street  
Greenville, NC 27835  
Attn: Tiana Berryman, Housing Division Administrator**

**Contact Person:  
Tiana Berryman  
Housing Division Administrator  
Telephone: 252-329-4518  
Email: [tberryman@greenvillenc.gov](mailto:tberryman@greenvillenc.gov)**

## **Request for Proposals to Provide**

### **Contract A: Consulting Services for Assessment of Fair Housing**

### **Contract B: Consulting Services for 2023 - 2027 Consolidated Plan and 2023 - 2024 Annual Action Plan**

#### **Introduction and Background**

The City of Greenville, North Carolina is a Participating Jurisdiction (PJ) in the U.S. Department of Housing and Urban Development (HUD) administered Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) programs. As such, the City is required to undertake the Consolidated Planning process and an assessment of fair housing issues in accordance with the Affirmatively Furthering Fair Housing (AFFH) rule, under the new Assessment of Fair Housing (AFH) approach.

The City of Greenville has been a CDBG entitlement community since 1994. CDBG funds can be used with great flexibility to provide “decent housing, a suitable living environment, and expand economic opportunities principally for persons of low and moderate income”. In addition to the CDBG funds, the City receives HOME funds for affordable housing. The allocation of CDBG and HOME funds is detailed in the City’s Annual Action Plan.

Additionally, as a PJ, the City of Greenville prepared an Analysis of Impediments to Fair Housing in 2018, in compliance with the HUD guidelines under effect at the time.

The Five –Year Consolidated Plan and associated Annual Action Plans along with the past Analysis of Impediments to Fair Housing and Fair Housing Plan can be found on the City website here:

#### **2018-2022 Consolidated Plan and 2018-2019 Annual Action Plan**

<http://www.greenvillenc.gov/Home/ShowDocument?id=16842>

#### **2019-2020 Annual Action Plan**

<http://www.greenvillenc.gov/Home/ShowDocument?id=18473>

#### **2020-2021 Annual Action Plan**

<http://www.greenvillenc.gov/Home/ShowDocument?id=20828>

#### **2021-2022 Annual Action Plan**

<http://www.greenvillenc.gov/Home/ShowDocument?id=21514>

#### **Analysis of Impediments to Fair Housing Choice**

<http://www.greenvillenc.gov/Home/ShowDocument?id=15225>

#### **Contract Aggregation**

The City reserves the right to award both contracts to the same firm or award to more than one firm. Separate contracts will be executed for A and B. Consultants may bid on one or both contracts. Please submit separate proposals as the scope and requirements are different for each project.

## CONTRACT A

### PROJECT SUMMARY: ASSESSMENT OF FAIR HOUSING

The consultant will be expected to work closely with and provide guidance to Community Development staff members to successfully utilize the AFH Assessment Tools and follow the guidelines prescribed by HUD. The consultant will be expected to assist the City staff to ensure the successful completion of the AFH in accordance with the AFFH Final Rule and associated HUD guidance within the limited timeline for submittal.

#### Deliverables

The consultant will be responsible for a variety of deliverables including, but not limited to:

- Assess past Fair Housing goals and actions and prepare a summary;
- Analyze HUD provided data on Fair Housing Issues and prepare a summary description;
- Compile and analyze relevant local data and prepare a summary description;
- Develop a detailed strategy for effective public participation, including stakeholder identification, to better understand local issues of concern related to fair housing issues, contributing factors and local priorities, as well as identifying goals and strategies to address contributing factors and affirmative further fair housing choice and opportunity;
- Create materials for public participation engagement strategy which may include, but is not limited to, meeting agendas and supporting materials such as maps; surveys, key informant interviews, focus groups questions;
- Facilitate public meetings in conjunction with City staff members and other collaborators;
- Analyze public input, HUD data and local data, and identify contributing factors to fair housing issues;
- Prepare and submittal of the AFH Report in the online reporting system; and
- Edits requested by HUD if the Plan does not receive final approval.

#### Timeline 2022

##### *(Assessment of Fair Housing)*

Dates	Action Items
April 22, 2022 @ 4pm	Proposals Due
April 29, 2022	Begin negotiations with highest scoring firm
May 16, 2022	Contract execute by selected firm
May 27, 2022	Contract executed by City of Greenville
June/July 2022	Public Meetings
August 1, 2022	Draft #1 (AFH) available for staff review
August 8, 2022	Draft #1 back to Consultant for Final Public Review Version
August 12, 2022	Draft #2 available for Final Editing prior to publishing for comment
August 15 – September 14, 2022	30 day Public Comment Period
September 14, 2022	AHLC (Affordable Housing Loan Committee) Meeting Presentation
September 15, 2022	City Council Meeting Presentation
September 19, 2022	Draft #3 due to City of Greenville Staff
September 26, 2022	Requested Edits due to Firm
September 30, 2022	Final Document due to City of Greenville Staff
October 3, 2022	Submission to HUD (required paper and IDIS submission)

## Submission of Proposal

Please provide one (1) original, two (2) copies and, one electronic copy to:

City of Greenville  
Municipal Building  
201 West Fifth Street  
Greenville, NC 27835  
Attn: Tiana Berryman, Housing Division Administrator  
[tberryman@greenvillenc.gov](mailto:tberryman@greenvillenc.gov)

Deadline for submissions is Friday April 22, 2022 by 4:00 p.m.

## Evaluation and Selection

The Evaluation Team will review the proposals and negotiate with the highest scoring firm. The proposals will be evaluated based on the following criteria:

Maximum Points	Criteria
20	Experience and knowledge of federal and state Fair Housing Law and AFFH rule as it applies to local governments, real estate professionals, and banking and lending institutions
20	Experience developing Assessment of Fair Housing, Analysis of Impediments, Fair Housing Studies and/or related studies and plans
15	Experience with providing strategies for public engagement. Including meeting facilitation, focus groups, key informant interviews, surveys
10	Experience with census and other data analysis and presentation for broad audience understanding
10	Experience with mapping tools, including CPD maps, ARC GIS, EGIS, etc.
10	Fees for Services
10	Knowledge of state and local land use policy and related statutes and regulations
5	Knowledge of issues of concern related to equity and access to opportunity for protected classes

## **CONTRACT B**

### **PROJECT SUMMARY: HUD CONSOLIDATED 5 YEAR PLAN 2023 - 2027**

The consultant will be expected to work closely with and provide guidance to Community Development staff members to successfully complete the Consolidated Plan and follow the guidelines prescribed by HUD. The consultant will be expected to assist the City staff to ensure the successful completion of the Consolidated Plan in accordance with 24 CFR Parts 91 and 570 and associated HUD guidance within the limited timeline for submittal.

#### **Deliverables**

The consultant will be responsible for a variety of deliverables including, but not limited to:

- Statistical and informational data collection and preparation of charts and narrative to prepare a housing and homeless needs assessment (24 CFR 91.205) and housing market analysis (91.210);
- Consultation with public and private agencies as outlined in 24 CFR 91.100, including those that provide: affordable/subsidized housing; health and public/human/social services; state or local health and child welfare agencies regarding lead based paint hazards; adjacent units of local government, including planning agencies; and the PHA
- Citizen participation activities such as publishing information; surveys; coordinating meetings, focus groups and hearings; and summarizing. Such activities must be carried out consistent with HUD guidance regarding providing meaningful language access and must respond to public comments as outlined in 24 CFR 91.100;
- Using needs information obtained through data collection, consultation and citizen participation to make recommendations for a Strategic Plan as outlined in 91.215 and for any associated policy issues;
- Submitting an initial Draft Plan for staff review, facilitating the public review process for the Draft Plan, and providing a Final Plan for submittal to HUD;
- The production of a Draft 1<sup>st</sup> Year Annual Action Plan, and Final 1<sup>st</sup> Year Annual Action Plan for submittal to HUD;
- One original paper copy and one electronic copy submittal in HUD's required eCon Planning Suite web-based format. City graphics staff will convert the paper original to a pdf format for distribution, and will provide cover graphics. The document shall be prepared using the web-based eCon Planning Suite. It shall be outlined in a document format compatible with the eCon Planning Suite and agreed upon by the Consultant and City staff. The City of Greenville has final determination on cover graphics and document(s) formatting;
- Citizen Participation and Consultation: Develop a list of housing and community development stakeholders in the City. Provide meaningful involvement of citizens, community-based organizations, businesses, elected officials, housing and service providers in the planning process. Conduct regular consultation with City staff (see above), as well as meaningful language access to persons with Limited English Proficiency (LEP). The required updated Citizen Participation Plan will be a part of the Scope of Services;
- Executive Summary;
- Housing Market Analysis and Needs Assessment: Collect and analyze statistical information that provides an overall picture of the housing needs of the City;

- Non-Homeless Special Needs Assessment;
- Housing and Community Development Strategic Plan;
- Attachments/Other: Source documentation and date; memorandums, public announcements as published, information packets, surveys, questionnaires and other materials as applicable, written public comments, summaries of verbal comments and responses, presentation materials for stakeholder meetings, public meetings and public hearings; and
- Final Approval - Should HUD not grant Final Approval of the Consolidated Plan, the Consultant must bring the document to an acceptable level within the HUD-designated time frame.

**Estimated Timeline 2022 – 2023**  
***(2023 – 2027 ConPlan / 2023 – 2024 Annual Action Plan)***

<b>Dates</b>	<b>Action Items</b>
April 22, 2022 @ 4pm	Proposals Due
April 29, 2022	Begin negotiations with highest scoring firm
May 16, 2022	Contract Awarded
September-December 2022	Public Meetings
February 24, 2023	Draft #1 (ConPlan) available for staff review
March 3, 2023	Draft #1 back to Consultant for Final Public Review Version
March 10, 2023	Draft #2 available for Final Editing prior to publishing for comment
March 13 – April 13, 2023	30 day Public Comment Period
April 12, 2023	AHLC (Affordable Housing Loan Committee) Meeting Presentation
April 13, 2023	City Council Meeting Public Hearing and Adoption of Plan
April 14 – May 1, 2023	Final Version Preparation Submission to Staff
May 1 – May 11, 2023	Formatting and Submission to HUD (required paper and IDIS submission)

**Submission of Proposal**

Please provide one (1) original, two (2) copies and, one electronic copy to:

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Attn: Tiana Berryman, Housing Division Administrator  
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Deadline for submissions is Friday April 22, 2022 by 4:00 p.m.

## Evaluation and Selection

The Evaluation Team will review the proposals and negotiate with the highest scoring firm. The proposals will be evaluated based on the following criteria:

Maximum Points	Criteria
20	Experience of firm and assigned staff developing Consolidated plans
20	Experience of firm and assigned staff in working with Community Development Departments, City Councils, Human Service Agencies, Housing Authorities and the General Public
15	Experience with providing strategies for public engagement. Including meeting facilitation, focus groups, key informant interviews, surveys
20	Work Plan-(addressing all components of the Consolidated Planning Process)
5	Experience with mapping tools, including CPD maps, ARC GIS, EGIS, etc.
10	Fees for Services
10	Quality of References

## ADDITIONAL REQUIREMENTS

**E-VERIFY COMPLIANCE:** The Proposer shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Proposer utilizes a sub consultant, the Proposer shall require the sub consultant to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. By submitting a proposal, The Proposer represents that their firm and its sub consultants are in compliance with the requirements of Article 2 Chapter 64 of the North Carolina General Statutes.

**IRAN DIVESTMENT ACT:** Consultant certifies that; (i) it is not identified on the Final Divestment List or any other list of prohibited investments created by the NC State Treasurer pursuant to N.C.G.S. 143-6A-4; (ii) it will not take any actions causing it to appear on any such list during the term of this Purchase Order, and (iii) it will not utilize any sub consultants to provide goods and services hereunder that is identified on any list.

**COMPANIES BOYCOTTING ISRAEL DIVESTMENT ACT CERTIFICATION:** Consultant certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. 147-86.81.