



Arizona  
Department  
of Housing

## Request for Proposals

ADOH RFP #2014-01

**Preparation of the State of Arizona's  
2015-2019 Analysis to Impediments to Fair Housing  
for submittal to the  
U.S. Department of Housing and Urban Development (HUD)**

**Due May 16, 2014**

Title II of the Americans with Disabilities Act prohibits discrimination on the basis of disability in the programs of a public agency. Individuals with disabilities or with limited English proficiency who need the information contained in this publication in an alternate format may contact Joy Johnson at (602) 771-1000 or our TTY number, (602) 771-1001 to make their needs known. Requests should be made as soon as possible to allow sufficient time to arrange for the accommodation.



# Table of Contents

1. INTRODUCTION .....	1
2. PROJECT BACKGROUND .....	1
3. SCOPE OF SERVICES .....	2
4. EVALUATION CRITERIA .....	3
5. STAFF COLLABORATION .....	3
6. ANTICIPATED SERVICE COMPONENTS.....	4
7. RESPONSIBLE COORDINATOR .....	4
8. INQUIRIES .....	5
9. AMENDMENTS TO SOLICITATION.....	5
10. OFFER ACCEPTANCE PERIOD.....	5
11. COST OF OFFER PREPARATION .....	5
12. AWARD OF CONTRACT .....	5
13. AMERICANS WITH DISABILITIES ACT .....	6
14. PROPOSAL FORMAT .....	6
15. DISCUSSIONS.....	7
16. DEFINITION OF KEY WORDS USED IN THE REQUEST FOR PROPOSAL .....	8
17. DEADLINE .....	8
<i>Attachment 1</i> .....	9
<i>Attachment 2</i> .....	10
<i>Attachment 3</i> .....	12

## 1. INTRODUCTION

The purpose of this invitation is to obtain the services of a consultant firm, hereinafter referred to as “Consultant”, to perform a service for the Arizona Department of Housing, hereinafter referred to as “ADOH”. The ADOH is seeking qualifications and proposals from consultants interested in producing the HUD mandated Analysis of Impediments (“AI”) to Fair Housing choice. The AI shall be conducted in accordance with the necessary requirements and guidelines under the Federal Regulations. The analysis will be used to evaluate, monitor, address and resolve Fair Housing issues.

## 2. PROJECT BACKGROUND

The ADOH is responsible for the administration approximately \$16 million in the following federal funds: Community Development Block Grant (CDBG), HOME Investment Partnerships Program (referred to as “HOME”), Housing Opportunities for Persons with AIDS (HOPWA) and Emergency Shelter Grant (ESG) (administered by the Arizona Department of Economic Security (DES)).

As the recipient and administrator of federal funds, the ADOH is required develop a Consolidated Plan which sets goals and objectives, determines priorities, describes activities, establishes outcomes and outlines the method of distribution for the use of these funds.

The Consolidated Plan regulations (24 CFR 91) require each state and local government to submit a certification that it is affirmatively furthering Fair Housing. This means it will: 1) conduct an analysis of impediments to Fair Housing choice; 2) take appropriate actions to overcome the effects of impediments identified through that analysis; and 3) maintain records reflecting the analysis and actions.

The Consultant will develop the AI in accordance with the HUD Fair Housing Guide located at <http://www.hud.gov/offices/fheo/images/fhpg.pdf> and the following:

- A. The Purpose of the AI is to:
  - 1. serve as the substantive, logical basis of Fair Housing Planning; and
  - 2. provide essential and detailed information to policy makers, administrative staff, housing providers, lenders and Fair Housing advocates.
  
- B. An AI involves:
  - 1. a comprehensive review of the jurisdiction’s laws, regulations and administrative policies, procedures and practices;
  - 2. an assessment of how those laws, etc. affect the location, availability and accessibility of housing, services, commercial and retail development; and

3. an assessment of conditions, both public and private, affecting Fair Housing choices in areas of low and high opportunity.
- C. Impediments to Fair Housing choices are:
1. any actions, omissions or decisions taken because of race, color, religion, sex, disability, familial status or national origin which restrict housing choices or the availability of housing choices; and
  2. any actions, omissions or decisions which have the effect of restricting housing choices or the availability of housing choices on the basis of race, color, religion, sex, disability, familial status or national origin.

### 3. SCOPE OF SERVICES

Consultants are asked to describe the tasks required to successfully carry out the Scope of Services outlined below. However, Consultants may include additional services that the Consultant is capable of providing and which, in the Consultant's opinion, would enhance the implementation of the proposed Scope of Services. The Analysis will encompass all jurisdictions covered by the ADOH. The Analysis must include the following elements:

- A. An examination of pertinent data including demographic, income, employment and housing data, as well as, studies that have been completed that relate to Fair Housing.
- B. A review of prior and current activities that promote Fair Housing, including an assessment of agencies currently providing Fair Housing programs in the area.
- C. An examination of private market issues that relate to the sale or rental of housing, the provision of brokerage services, mortgage lending, insurance sales and underwriting, property appraisal and property management.
- D. An evaluation of public policies and practices which affect the provision of Fair Housing including, but not limited to, public services, state and local laws, ordinances and regulations, planning and zoning laws and decisions, land use regulations, community development funding policies and practices in areas of low and high opportunity, procedures and practices of the local public housing authority and property tax policies including, but not limited to, tax exemptions.
- E. Identification of impediments to Fair Housing listed in order of priority with proposed methods of corrective actions to address identified impediments.

- F. The following are expected to be completed as a part of the Scope of Services:
  - 1. Identify the public meetings needed in the endeavor of gathering information and the potential groups needed to participate. The Consultant will be responsible for preparing agendas, handouts and other presentation materials as appropriate, as well as, maintain notes and results of each public meeting.
  - 2. Provide a draft of the AI report in progress for review and comment by the ADOH prior to submission of final document.

#### **4. EVALUATION CRITERIA**

Responses will be evaluated and the Consultant selected based on the following criteria:

- A. The Consultant's approach, plan of work, recommended schedules and suggested responsibility assignments: **20%**.
- B. Qualifications and experience in providing the requested service(s) as exemplified by past projects and client contacts: **20%**.
- C. Experience and qualifications of Fair Housing laws, regulations: **10%**.
- D. Knowledge of and experience in conducting planning processes, experience in conducting public meetings, analyzing input, gathering data, conducting surveys and drawing accurate conclusions. : **20%**.
- E. Total project cost and anticipated time frame to complete the project: **30%**.

#### **5. STAFF COLLABORATION**

The ADOH will expect the Consultant to have the capacity to exercise independent judgment and to perform those actions necessary to achieve the project objectives in a manner consistent with those expected of senior technical and management staff. While the Consultant will be working under the general direction of the Assistant Deputy Director, Programs, it should be understood the ADOH will rely on the personnel, experience and expertise of the Consultant to ensure all necessary components of the process are completed in a timely manner. The ADOH will actively participate in the design and analysis process. The ADOH expects to be actively engaged, whenever possible, in outreach and listening activities.

The ADOH will provide copies of existing plans, data and documents, including:

- A. Contact lists of units of local government, neighborhood organizations, community based organizations and others to be invited to participate in the consolidated planning process, particularly the citizen participation process.
- B. Information regarding current funding processes.
- C. Copies of handbooks, guidelines, applications and contract templates.

## **6. ANTICIPATED SERVICE COMPONENTS**

- A. Consultant must complete AI in accordance with contract schedule of completion and deliver final product by March 6, 2015.
- B. Consultant must obtain meaningful involvement of citizens, community-based organizations, housing and service providers in the planning process.
- C. Consultant must have regular consultation with the ADOH.
- D. Consultant must facilitate public presentations, meetings and hearings as appropriate.
- E. Consultant must document public presentations, meetings and hearings as appropriate.

## **7. RESPONSIBLE COORDINATOR**

Once a contract has been issued, the chosen Consultant will report to the Responsible Coordinator:

Andrew Rael, Assistant Deputy Director, Programs  
Arizona Department of Housing  
1110 West Washington Street, Suite 310  
Phoenix, AZ 85007  
(602) 771-1010  
[andrew.rael@azhousing.gov](mailto:andrew.rael@azhousing.gov)

## 8. INQUIRIES

All inquiries regarding this RFP should be directed to the ADOH's Procurement Officer:

Lori Moreno, Human Resources and Procurement Administrator  
Arizona Department of Housing  
1110 West Washington Street, Suite 310  
Phoenix, AZ 85007  
(602) 771-1061  
[lori.moreno@azhousing.gov](mailto:lori.moreno@azhousing.gov)

## 9. AMENDMENTS TO SOLICITATION

The ADOH may amend the solicitation by posting the amendments on the ADOH website ([www.azhousing.gov](http://www.azhousing.gov)) no later than ten (10) days before the offer due date.

## 10. OFFER ACCEPTANCE PERIOD

A Consultant submitting an offer under this solicitation shall hold its offer open for ninety (90) days from the offer due date stated in the solicitation. The ADOH may conduct negotiations with Consultant reasonably susceptible of being selected for award during the offer acceptance period.

## 11. COST OF OFFER PREPARATION

The ADOH shall not reimburse any Consultant the cost of responding to a solicitation.

## 12. AWARD OF CONTRACT

The chosen Consultant will be required to enter into a contract with the ADOH attached as Attachment 3. The ADOH reserves the right to make multiple awards or to award a contract by individual line items or alternatives, by group of line items or alternatives or to make an aggregate award, whichever is deemed most advantageous to the ADOH. If the ADOH Director determines that an aggregate award to one (1) Consultant is not in the ADOH's best interest, "all or none" offers shall be rejected.

Notwithstanding any other provision of the solicitation, the ADOH reserves the right to: waive any immaterial defect or informality; accept or reject any and all offers or portions thereof; cancel a solicitation; to obtain information concerning any or all Consultants from all sources; and to request an oral presentation from any or all Consultants. Responses that do not comply with the conditions specified in this RFP may be rejected. The ADOH also may reject a response that does not include all requested information. This RFP does not commit the ADOH to award a contract to any Consultant. An offer does not constitute a contract nor does it confer any rights on the Consultant to the award of a contract. A notice of award or of the intent to award shall not constitute acceptance of the offer.

### **13. AMERICANS WITH DISABILITIES ACT**

People with disabilities may request special accommodations such as interpreters, alternative formats or assistance with physical accessibility. Requests for special accommodations must be made with seventy-two (72) hours prior notice. If you require special accommodations in responding to this RFP, please contact the individual whose name appears on the front of this document.

### **14. PROPOSAL FORMAT**

One (1) original and three (3) copies of each proposal should be submitted on the forms and in the format specified in the RFP. The original copy should be clearly labeled "Original." The material should be in sequence and related to the RFP. The ADOH will not provide any reimbursement for the cost of developing or presenting proposals in response to this RFP. Failure to include the requested information may have a negative impact on the evaluation of the Consultant's proposal. The proposal should include at least the following information:

- A. Cover letter highlighting qualifications and experience, and details addressing Consultant's ability to respond to all requirements outlined in this document.
- B. Experience and reliability of the Consultant.
  1. Experience and reliability of the Consultant or Consultant's organization is considered in the evaluation process. Therefore, the Consultant is advised to submit any information that documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.
  2. Information on the Consultant's related experience. This should include specific information on the type of services provided and on the dates of performance.



3. A list of references. Provide at least three (3) references within the last two (2) years of past clients with similar scope of services conducted and the time frame to complete each of the client's projects. References should be verifiable and should be able to comment on the Consultant's related experience.
  4. The proposal may include any additional information that reflects on the Consultant's ability to perform the required services.
- C. Expertise and reliability of Consultant's key personnel.
1. The Consultant should provide an organizational chart showing the staffing and lines of authority for any key personnel to be used in the project.
  2. The Consultant should provide a résumé and data related to previous to previous work assignments as they relate to this RFP for any key personnel to be assigned to the project.
  3. The Consultant should reflect the relationship between specific key personnel for which résumés have been submitted and the specific tasks or assignments proposed in the method to accomplish the scope of work.
- D. Method of approach.
1. The Consultant should present a proposed method for satisfying the requirements of the Scope of Work as specified herein. The Consultant may utilize a written narrative, or any other printed technique to demonstrate his ability to satisfy the Scope of Work. The narrative should describe a logical progression of tasks and efforts starting with the initial steps or tasks to be accomplished and continuing until all proposed tasks are fully described. Provide actual dates for completion of the tasks described. The language of the narrative should be straightforward and limited to facts, solutions to problems and plans of proposed action. The usage of technical language should be minimized and used only to describe a technical process. Include any services the Consultant may require from the ADOH to perform the work described in the proposal.
- E. Cost.
1. The Consultant should provide a detailed breakdown of requested fees for the services.
- F. General Information Sheet. (Please see Attachment 1.)
- G. Certification Form. (Please see Attachment 2.)

## 15. DISCUSSIONS

After the initial receipt of proposals, the ADOH reserves the option to conduct discussions with those Consultants who submit proposals determined by the ADOH to be reasonably susceptible of being selected for award.

## 16. DEFINITION OF KEY WORDS USED IN THE REQUEST FOR PROPOSAL

- A. **Shall, Must:** Indicates a mandatory requirement. Failure to meet these mandatory requirements may result in the rejection of a proposal as non-responsive.
- B. **Should:** Indicates something that is recommended, but not mandatory. If the Consultant fails to provide recommended information, the ADOH may, at its sole option, ask the Consultant to provide the information or evaluate the proposal without the information.
- C. **May:** Indicates something that is not mandatory, but is permissible.

## 17. DEADLINE

Submissions must be received no later than **4:00 p.m. on May 16, 2014**. The ADOH will not consider late submissions.

*Responses should be mailed or hand delivered, and addressed to:*

Lori Moreno, Human Resources and Procurement Administrator  
Arizona Department of Housing  
1110 West Washington Street, Suite 310  
Phoenix, AZ 85007

*General questions may be directed in writing to Ms. Moreno at [lori.moreno@azhousing.gov](mailto:lori.moreno@azhousing.gov).*



## General Information Sheet

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone: (     ) \_\_\_\_\_

Facsimile: (     ) \_\_\_\_\_

E-mail: \_\_\_\_\_



## CERTIFICATION FORM

### TO THE STATE OF ARIZONA:

The undersigned hereby offers and agrees to furnish the service in compliance with all terms, conditions, and specifications and amendments in the Proposal and any written exceptions in the offer. Signature certifies understanding and compliance with the State of Arizona Uniform Terms and Conditions, as well as the following:

1. *Non-collusion, employment and services.* By signing the Offer and Acceptance Form or other official contract form, the Consultant certifies that:
  - a. It did not engage in collusion or other anti-competitive practices in connection with the preparation or submission of its offer; and
  - b. It does not discriminate against any employee or applicant for employment or person to whom it provides services because of race, color, religion, sex, national origin, or disability and that it complies with all applicable federal, state and local laws and executive orders regarding employment.
  
2. *Disclosure.* If the firm, business or person submitting this offer has been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a subcontractor with any federal, state or local government, or if any such preclusion from participation from any public procurement activity is currently pending, the Consultant shall fully explain the circumstances relating to the preclusion or proposed preclusion in the offer. The Consultant shall include a letter with its offer setting forth the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment and the relevant circumstances relating the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above shall be provided.

3. *Disqualification.* The offer of a Consultant who is currently debarred, suspended or otherwise lawfully prohibited from any public procurement activity shall be rejected.

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Firm Name

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Address

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City

State

Zip

The Consultant has caused this document to be duly executed as of this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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**Consultant's Authorized Signature**



Arizona  
Department  
of Housing

*Attachment 3*

## CONTRACT