



CITY OF EVERETT

Community, Planning and Economic Development

OPPORTUNITY TO BID (PROFESSIONAL SERVICES):

ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING REPORT

The City of Everett's Community, Planning and Economic Development Department is soliciting written proposals from qualified consultants for professional services to conduct and prepare an update to an Analysis of Impediments to Fair Housing Choice.

The attached information includes background information, responsibilities of the consultant selected, and specific information required in proposal submissions. The contact person for questions regarding this request is Kembra Landry, Community Development Specialist. Kembra may be contacted at (425) 257-7155 or at klandry@everettwa.gov.

Quotes and proposals must be received no later than 5:00 p.m. on May 31, 2019. Late submittals will not be accepted. Applications can be accepted by e-mail – large attachments must be sent through a FTP link provided by City staff. Dropbox, external hard drive devices, Google Docs, or other soft/hardware electronic methods will not be accepted. Mailed applications must be posted in time to be received by the deadline.

The City of Everett reserves the right to negotiate and award any element of the quote, to reject any or all proposals in part or in whole, and to waive any and all irregularities and informalities in proposals. The City of Everett also reserves the right to disregard any proposals that are incomplete or non-responsive and to re-solicit new proposals.

Minority (MBE) and Women (WBE) Owned Businesses and Small Businesses are encouraged to participate in the selection process.

The City of Everett is an equal employment opportunity employer.

Proposals received by the City of Everett in response to this solicitation become public records and are subject to Chapter 42.56 RCW, the Public Records Act.



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everettwa.gov



BACKGROUND INFORMATION:

The City of Everett is located in Snohomish County, northwest Washington State, nestled between Puget Sound and the Cascade Mountains. The City of Everett receives federal grant funds under the Community Development Block Grant (CDBG) program and HOME Investment Partnership (HOME) funds as part of an interlocal agreement under the Snohomish County Consortium. These funds are administered by the U.S. Department of Housing and Urban Development (HUD). Snohomish County is the lead agency and grant recipient for the Consortium and HOME funds.

As a recipient of these funds, the City and Consortium are required to take steps to affirmatively further fair housing within its jurisdiction. The City and Consortium must complete a comprehensive Analysis of Impediments to Fair Housing Choice (AI). The purpose of the AI is to:

- Serve as the substantive, logical basis of fair housing planning.
- Provide essential and detailed information to policy makers, administrative staff, housing providers, lenders, and fair housing advocates.
- Assists in building public support for fair housing efforts.

The AI is a review of impediments to fair housing choice in the public and private sector. Impediments to fair housing choice are:

- 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.
- 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.

The AI under this proposal will encompass the City of Everett and its Urban Growth Areas. The City's AI was last updated in 2011. A copy of that work can be found here: <https://everettwa.gov/2118/Housing-Initiatives>

SCOPE OF WORK:

Prepare an update to the existing City of Everett Analysis of Impediments to Fair Housing Choice (AI) pursuant to federal laws, regulations, and guidelines covering the City of Everett and its Urban Growth Areas. The AI must be fully compliant with the requirements of the Housing and Community Development Act of 1974, as amended, and the National Affordable Housing Act of 1990, as amended.

The AI will be prepared in accordance with HUD's Fair Housing Planning Guide, Volume 1, which can be found on the Internet at the following link under Miscellaneous:

https://www.hud.gov/program_offices/fair_housing_equal_opp/library

The level of review and analysis called for in "The Suggested Format for the Analysis of Impediments" HUD's Fair Housing Planning Guide (Chapter 2 - Appendix, pp 2-30 and 2-31) shall be considered the minimum acceptable standard for depth of analysis. The AI will provide an introduction and executive summary of the analysis, jurisdictional background data, an evaluation of the jurisdictions' current fair housing legal status, an identification of impediments to fair housing choice in the public and private sector, an assessment of current public and private fair housing programs and activities within the jurisdiction, and conclusions and recommendations for corrective actions to address identified impediments.

The following tasks are expected to be completed as part of the Scope of Work, at a minimum:

1. A review of impediments to fair housing choice in the public and private sector that involves:
 - a. A comprehensive review of the jurisdiction's laws, regulations, and administrative policies, procedures, and practices; and
 - b. An assessment of how those laws, etc. affect the location, availability, and accessibility of housing; and
 - c. An assessment of conditions, both public and private, affecting fair housing choice for all protected classes; and
 - d. An assessment of the availability of affordable, accessible housing in a range of units sizes.
2. The review and assessment must include, at a minimum:
 - a. Examination of pertinent data regarding demographics, income, employment, and housing, as well as studies that have been completed related to fair housing and access to housing;
 - b. Examination of data regarding the nature and extent of fair housing complaints and suits; fair housing testing conducted, if any, and results; results of Fair Housing Initiative Program (FHIP) grants, if any; and other data that may evidence achievement of Fair Housing Choice within the jurisdiction;
 - c. Review of the 2011 update to the City of Everett's AI;
 - d. Review of prior and current activities that promote fair housing, including an assessment of agencies currently providing fair housing programs in the area;
 - e. 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, HOME Mortgage Disclosure Act (HMDA) data, Community Reinvestment Act (CRA) data, property appraisal and property management;
 - f. 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; housing and community development funding policies and practices; and property tax policies including, but not limited to tax exemptions;
 - g. As part of the evaluation of public policies and practices which affect the provision of fair housing choice, a review of citing of group homes and compliance with Fair Housing Act accessibility requirements for the new construction of multi-family housing units in Consortium member jurisdictions;

- h. Review the AI currently being prepared for the Snohomish County upon its completion and availability for reference purposes related to the development of the AI under this RFP. Review the AI and Language Access Plan currently being prepared for the Housing Authority of Snohomish County (HASCO) and the Everett Housing Authority (EHA) upon its completion and availability for reference purposes related to the development of the AI. As the fair housing analysis for the Snohomish County and the local housing authorities is being conducted separately, it is not part of the Scope of Work.
3. Coordination with Community Development Staff of outreach to fair housing stakeholders and the general public to provide the opportunity to take part in the AI development process. Utilization of a consultation and input process that ensures inclusion of individuals and groups that represent protected classes and other diverse interests such as persons with disabilities, families with children, immigrants, homeless persons, racial and ethnic groups, civil rights commissions, organizations working with low- and moderate- income persons, tenant's rights organizations, legal service programs, NAACP, veterans organizations, public and private housing providers, fair housing organizations, local governments in the Consortium, banks and other financial institutions, other interested organizations and the general public. Various methods or combination of methods may be utilized as deemed appropriate. Consultant will have access to contact list maintained by the City's Community Development office of various stakeholders.
4. As part of the consultation and input process, as deemed necessary, coordinate with the City to conduct community forums/public meetings to complete the AI. The Consultant will be responsible for inviting participants, preparing agendas, handouts and other presentation materials as appropriate as well as maintaining transcripts and minutes of the forums/meetings and citizen comments/input received.
5. Based on the review conducted, identify impediments to fair housing choice for the City of Everett area, listed in order of priority with proposed methods of corrective actions to address identified impediments. Where feasible and practicable, identify areas where impediments are most prevalent in order to assist the City in targeting its efforts.
6. Work cooperatively with the City, local governments, individuals, and groups in preparing the AI.
7. Keep documentation of information gathered for the AI and the methodology used, a list of individuals and groups participating in the development of the AI, and a record of outreach consultation/input activities conducted and comments/inputs received.
8. Provide periodic progress updates to the City as requested. A timeline of work is required with proposal submission.
9. Provide a draft of the AI report in progress for review and comment by the City prior to submission of the final document.
10. Provide a list of individuals and groups participating in the development of the AI and a record of outreach consultant/input activities and comments/inputs received to the City. For the forums/meetings, provide a copy of agendas, meeting materials, and comments/input received.
11. Provide 5 hard copies and one (1) electronic copy, in .pdf form, of the final AI to the City.
12. Complete the work within 150 days of contract execution.



PROPOSAL SUBMISSION REQUIREMENTS:

Proposals submitted must be responsive to the Scope of Work Statement and the evaluation criteria as outlined in this solicitation. Submittal requirements include:

1. Complete legal name, address, telephone number, and e-mail address of Consultant submitting the proposal.
2. Name, address, telephone number, and e-mail address of designated contact person.
3. Brief overall description of Consultant and services provided.
4. Description of Consultant's background, qualifications, and experience and the background, qualifications and experience of Consultant's key staff that will be assigned to this project relevant to carrying out the Scope of Work.
5. Statement regarding familiarity of Consultant/Consultant's key staff assigned to project with fair housing laws and regulations and fair-housing related issues.
6. Resume of Consultant and each key staff person that will be assigned to this project.
7. Description of the approach, methodology, and tasks the Consultant expects to utilize to successfully carry out the Scope of Work.
8. Work Plan, including itemized timeline projecting key project benchmarks, individual responsibilities, and work products.
9. Budget detailing all estimated itemized costs necessary to accomplish the Scope of Work. Express staff time as hourly rate for staff person(s) (by staff position/title) for specified number of hours under each work component.
10. Brief summary of similar projects your firm has successfully completed in the past three years in terms of quality of work, cost control, and compliance with performance schedules. Provide samples of up to three (3) documents prepared for other jurisdictions and a list of at least three (3) references with current contact information.
11. Date Consultant would be ready to begin work and statement of Consultant's capacity (staffing, financial and technical resources) to complete work within 180 days of contract execution.

All costs incurred in connection with the preparation and submission of a response proposal and participation in this procurement shall be borne solely by the Consultant. The City shall not, under any circumstances, be responsible for or defray any such costs incurred by the Consultant.

CONFLICTS OF INTEREST:

No employee, officer or agent of the City shall participate in the selection or in the award or administration of a contract selected if a conflict of interest, real or apparent, would be involved.

Officers, employees or agents of the City will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements.



TIMELINE:

- Proposal submission deadline: 5:00 p.m. May 31, 2019
- Staff Review: June 3 – June 14
- City and Consultant contract negotiations/routing: June 17 – July 5
- Period of Work: July 8 – October 28
- First Draft Delivery to City Staff: November 1
- Final Document Delivery to City Staff: December 6, 2019

Proposal and quote submittals must be received no later than 5:00 p.m. on Friday May 31, 2019. Late submittals will not be accepted.

GENERAL CONTRACT INFORMATION:

The successful Consultant shall be expected to execute a professional services contract with the City.

The successful Consultant must be registered with the Washington Secretary of State Corporations Division and City of Everett prior to execution of a contract.

The Consultant will also be required to carry liability insurance and Worker's Compensation insurance. Minimum insurance requirements and coverage limits are set by the County.

CONTACT INFORMATION:

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