



**CITY OF HUNTSVILLE, ALBAMA
DEPARTMENT OF COMMUNITY DEVELOPMENT
P.O. BOX 488
HUNTSVILLE, ALABAMA 35804**

**2010-2015 HUD CONSOLIDATED PLAN AND ANALYSIS OF IMPEDIMENTS TO FAIR
HOUSING CHOICE**

REQUEST FOR CONSULTANT SERVICE PROPOSALS

**THIS REQUEST MAY BE RESPONDED TO BY APPLYING FOR ONE OR BOTH OF THE
FOLLOWING PARTS. EACH PART REQUIRES A SEPARATE NARRATIVE, PROPOSED
BUDGET, AND EVALUATION:**

- PART I: 2010-2015 HUD CONSOLIDATED PLAN**
PART II: 2010-2015 ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

PUBLICATION DATE: December 11, 2009

PROPOSAL DUE DATE: December 30, 2009 by 4:30 p.m.

**WEBSITE POSTING: www.hsvcity.com - Community Development Department
Webpage**

December 11, 2009

RE: Consolidated Plan **AND** Analysis of Impediments to Fair Housing Choice
Request for Consultant Service Proposals

Dear Consulting Professional,

The City of Huntsville, Alabama is an entitlement community eligible to receive assistance under the U. S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program and HOME Investment Partnerships (HOME) Program. Funds for these programs must be spent inside the City limits of Huntsville, Alabama for program participants who meet applicable eligibility criteria and for eligible activities as outlined by program regulations.

The Consolidated Plan is a document that is submitted to HUD every five years that serves as the planning document for the City and as an application for funding under the referenced programs which is prepared in accordance with the requirements of 24 CFR Part 91.

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 (AI) to Fair Housing Choice 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.

The City is seeking consultant service proposals to coordinate the preparation of both documents on behalf of the Community Development Department in accordance with HUD regulations and guidelines. The documents must cover the period of July 1, 2010 through June 30, 2015 and must be submitted in Draft Form to the Community Development Department no later than April 1, 2010 for Public Comment, and in Final Form no later than May 1, 2010 for submission to the Huntsville City Council and HUD.

Additional information or clarification about this request can be obtained by contacting me directly at 256-427-5407. Proposals must be received in the Community Development office, at one of the following addresses, no later than 4:30 p.m. on December 30, 2009.

Physical Address

City of Huntsville
Community Development Department
Yarbrough Office Building, Suite 200
120 Holmes Ave., East
Huntsville, Alabama 35801

Mailing Address

City of Huntsville
Community Development Department
P. O. Box 308
Huntsville, Alabama 35804-0308

Proposals received by fax or e-mail transmission will **NOT** be accepted.

I appreciate your time and effort in responding to this proposal, and look forward to working with you in the future.

Sincerely,

Michelle Gilliam Jordan, AICP
Community Development Department Director

CONSULTANT SERVICES PROPOSAL APPLICATION PROCEDURE:

This request for consultant service proposals contains two separate program components: Part I. 2010-2015 HUD Consolidated Plan; and Part II. 2010-2015 Analysis of Impediments to Fair Housing Choice. An applicant/organization may apply for one or both these program components. Please address each of the following components and provide the documentation requested. It is not necessary to repeat this information if your organization is applying to prepare both documents. Any proposal submitted without all of the information requested below will be considered non-responsive.

- A. Executive Summary should contain a description of your proposal in as much detail as possible.
- B. Fixed Price Budget & Completion Schedule. Please include a fixed price or fee for the production of the requested document(s). This fee should include a breakout of projected costs and profit. Also include a proposed completion schedule and timeline assuming a start date of January 18, 2010 and a due date of April 1, 2010 for the Draft Version and May 1, 2010 for the Final Version. Contract payments will be made in accordance with a completion schedule based upon completion of document elements.
- C. Provide resume of experience of the development team.
- D. Complete Evaluation Criteria Questions for each document you are proposing to prepare.

NOTE: Additional documentation may be required upon request by the City of Huntsville, Alabama.

PART I: 2010-2015 HUD CONSOLIDATED PLAN

The City is presently following a five (5) year consolidated plan that has been approved by the U.S. Department of Housing and Urban Development (HUD) for the period July 1, 2005 thru June 30, 2010. This document consolidates the planning and submission process for HUD Community Planning and Development (CPD) formula programs: Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs. Copies of the plan are available for inspection on the City's website at www.hsvcity.com on the Community Development Department webpage.

The consolidated plan includes six required components: (a) housing and homeless needs assessment, (b) housing market analysis, (c) strategic plan, (d) action plan, (e) certifications, and (f) monitoring. The action plan and certification portions of the document must be submitted annually to HUD for approval. The Consolidated Plan contains a single five (5) year strategic plan that brings needs and resources together in a coordinated housing and community development strategy. The five (5) year housing and community development strategic plan also outlines the strategy to be followed and the actions to be taken to address imbalances between the City's housing and community development needs and its resources.

The complete consolidated plan regulation is available at 24 CFR Part 91 and is posted on the HUD website at www.hud.gov/offices/cpd/about/conplan/index.cfm along with guidelines and other information regarding HUD's Consolidated Planning Process. Also included is the Consolidated Plan Review Checklist which the City will require as a mandatory part of the completed Consolidated Plan document to be prepared.

The Consolidated Plan Document must cover the period of July 1, 2010 through June 30, 2015 and must be submitted in Draft Form to the Community Development Department no later than April 1, 2010 for Public Comment, and in Final Form no later than May 1, 2010 for submission to the Huntsville City Council and HUD.

Evaluation Factors

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 100 points. Awards will be made to the responsible application/organization whose proposal is most advantageous to the program, with price and other factors considered.

Briefly respond to each of the following *Evaluation Criteria Questions* (maximum of 250 words per item):

- A. Applicant/Organization has previously prepared a HUD Five Year Consolidated Plan for the City of Huntsville, Alabama.

_____ Zero or 25 points

- B. Applicant/Organization has a minimum of 5 years demonstrated experience in the preparation of HUD Five Year Consolidated Plans for States or other Entitlement Jurisdictions.

_____ Up to 20 points

- C. Applicant/Organization proposes to complete the document in accordance with a time efficient schedule (April 1, 2010 – Draft Due, May 1, 2010 – Final Due).

_____ Up to 20 points

- D. Minority participation in the proposal.

_____ Up to 10 points

- E. Section 3 Certified Business or Organization.

_____ Zero or 10 Points

- F. (Community Development Evaluation Assessment) Applicant/Organization submitted the most cost effective proposal

_____ Zero or 15 Points

PART II: 2010-2015 ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

Sections 104(b)(2) and 106(d)(5) of the Housing and Community Development Act of 1974, as amended, specifically requires Community Development Block Grant (CDBG) Program grantees to certify that 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).

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 (AI) to Fair Housing Choice 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.

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; i) Serves as the substantive logical basis for fair housing policy; ii) Provides essential and detailed information to policy makers, administrative staff, housing providers, lenders, and fair housing advocates; and iii) Assists in building public support for fair housing efforts both within a State or 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 www.hud.gov/offices/ftheo/promotingfh.cfm . The AI document must cover the period of July 1, 2010 through June 30, 2015 and must be submitted in Draft Form to the Community Development Department no later than April 1, 2010 for Public Comment, and in Final Form no later than May 1, 2010 for submission to the Huntsville City Council and HUD).

Evaluation Factors

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 100 points. Awards will be made to the responsible applicant/organization whose proposal is most advantageous to the program, with price and other factors considered.

Briefly respond to each of the following Evaluation Criteria Questions (maximum of 250 words per item):

- A. Applicant/Organization has previously prepared a HUD Analysis of Impediments to Fair Housing Choice for the City of Huntsville, Alabama.

_____ Zero or 25 points

- B. Applicant/Organization has a minimum of 5 years demonstrated experience in the preparation of HUD Analysis of Impediments to Fair Housing Choice for States or other Entitlement Jurisdictions.

_____ Up to 20 points

- C. Applicant/Organization proposes to complete the document in accordance with a time efficient schedule (April 1, 2010 – Draft Due, May 1, 2010 Final Due).

_____ Up to 20 points

- D. Minority participation in the proposal.

_____ Up to 10 points

- E. Section 3 Certified Business or Organization.

_____ Zero or 10 Points

- F. Applicant Organization submitted the most cost effective proposal.

_____ Zero or 15 Points