



CITY OF GLENDALE REQUEST FOR PROPOSAL

DESCRIPTION: ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

OFFER DUE DATE AND TIME: MONDAY, JUNE 16, 2014 AT 4:00 p.m. ARIZONA LOCAL TIME

Offers for the materials or services specified will be received by the City of Glendale, Community Revitalization Division, at the below specified location until the time and date cited. Offers received by the correct time and date will be opened and the name of each offeror will be publicly read.

Offer Opening and Submittal Location: City of Glendale
Attn: Community Revitalization Division
5850 West Glendale Avenue, Suite 107
Glendale, Arizona 85301-2563

Offers must be in the actual possession of the Community Revitalization Division on or prior to the time and date, and at the location indicated above. Late offers will not be considered. Offers must be submitted in a sealed envelope with the RFP Description Title and the offeror's name and address clearly indicated on the envelope. **See Paragraph 2.2 for additional instructions for preparing an offer.**

OFFERORS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION.

For questions regarding
General Terms and Conditions contact:
Mona Francis
Revitalization Grants Supervisor
(623) 930-3678
mfrancis@glendaleaz.com

For questions regarding
Scope or Specifications contact:
Mona Francis
Revitalization Grants Supervisor
(623) 930-3678
mfrancis@glendaleaz.com

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Community Revitalization Division
ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

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SECTION ONE
SPECIFICATIONS

CITY OF GLENDALE
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ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE

1.1 INTRODUCTION

- 1.1.1 The City of Glendale seeks proposals from qualified firms or organizations to conduct and prepare an Analysis of Impediments to Fair Housing.
- 1.1.2 The Consultant shall develop the City’s analysis according to the requirements by the U.S. Department of Housing and Urban Development (HUD), assuring participation by special interest groups (low-income persons, disabled, families with children, etc.).
- 1.1.3 The City of Glendale has been an entitlement city for CDBG since 1977. The funding for this project is made available through CDBG funds. Funds received under the CDBG program are subject to the regulations under Title 24, Part 91 of the Code of Federal Regulations.

1.2 SCOPE

- 1.2.1 An Analysis of Impediments to Fair Housing Choice (AI) is a comprehensive review of the City’s laws, regulations, administrative policies, procedures and practices in accordance with the Fair Housing Act of 1988. It requires an assessment of how those laws, etc., affect the location, availability and accessibility of housing, and an assessment of conditions, both public and private, affecting fair housing choice.
- 1.2.2 The AI shall incorporate the assistance from Glendale community groups and other agencies to identify existing barriers to fair housing choice.
- 1.2.3 The AI shall identify impediments that exist in Glendale in the public and private sectors as related to fair housing, and the AI may contain suggestions to address the impediments identified in the analysis.
- 1.2.4 The City shall review and comment on the AI prior to publication, with the right to have the City’s comments included in the report.
- 1.2.5 The AI shall be completed within 60 days after award of contract.

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1.3 SPECIFICATIONS

- 1.3.1 The Consultant shall collaborate with the City's Community Revitalization in the identification, development, scheduling and implementation of activities designed to complete a HUD-acceptable Analysis of Impediments to Fair Housing Choice. The project shall include the following activities:
- 1.3.2 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.
- 1.3.3 A review of prior and current activities that propose fair housing, including an assessment of agencies currently providing fair housing programs in the area.
- 1.3.4 An examination of private market issues that relate to the sale or rental of housing, the provisions of brokerage services, mortgage lending, insurance sales and underwriting, property appraisal and property management.
- 1.3.5 An evaluation of public policies and practices which affect the provision of fair housing including but not limited to public services, planning and zoning laws and decisions, land use regulations, community development policies and practices, procedures and practices of local public housing authority and property tax policies.
- 1.3.6 An identification of impediments to fair housing based on the above work as well as proposed methods of correction to address identified impediments. Include a list of impediments in order of priority to assist the City to determine further action.
- 1.3.7 Conclusions and recommendations for action, including recommended actions to overcome identified impediments to fair housing choice, milestones, timetables and measurable results.

1.4 CITY STAFF PARTICIPATION

- 1.4.1 The City 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 general direction of the City's contract administrator, it should be understood that the City has limited staff capacity to support the project and 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.

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1.4.2 The City shall provide copies of all existing plans, data and documents including:

- Contact lists of local agencies, neighborhood organizations, special interest groups and others to be invited to participate in the process
- Copies of zoning, subdivision and related land use regulations
- 2009–2014 Consolidated Plan and Annual Action Plans
- Current community development programs, policies and incentives, neighborhood support strategies, capital improvement plans, and related materials
- Related HUD data

1.5 DELIVERABLES

1.5.1 The final report shall consist of the following information:

1.5.2 Introduction and Executive Summary of the Analysis

- A. Who conducted the AI
- B. Participants in the AI
- C. Methodology used
- D. How funded
- E. Conclusions
 - 1. Impediments found
 - 2. Actions to address impediments found

1.5.3 City of Glendale Background Data

- A. Demographic data
- B. Income data
- C. Employment data
- D. Housing profile
- E. Maps
- F. Other relevant data

1.5.4 Evaluation of the City of Glendale’s Current Fair Housing Status
(owner occupied and rental properties)

- A. Fair housing complaints or compliance reviews
- B. Fair housing discrimination suits
- C. Reasons for any trends or patterns
- D. Discussion of other fair housing concerns or problems

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1.5.5 Identification of Potential Impediments to Fair Housing Choice
(owner occupied and rental properties)

- A. Public sector
- B. Private sector
- C. Other considerations

1.5.6 Assessment of Current Public and Private Fair Housing Programs and Activities in the Jurisdiction

- A. Agencies addressing
- B. Funds invested
- C. Other considerations

1.5.7 Conclusions and Recommendations

1.5.8 Signature pages

1.6 SUBMITTAL REQUIREMENTS

1.6.1 SUMMARY OF FIRM. Describe the offeror's resources, capabilities, and the number of years in business. Include experience and qualifications of personnel to be assigned to this project.

1.6.2 TECHNICAL APPROACH. Describe your firm's understanding and approach to this project as defined within the RFP. Describe the methods used by the firm to ensure accuracy and coordination of tasks requested within the scope.

1.6.3 TIMELINE. Please provide an expected time commitment, milestones and completion dates.

1.6.4 COST. As provided in Section 4.1.

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2.1 INCORPORATION BY REFERENCE All responses shall incorporate by reference the Scope/Specifications, terms and conditions, general instructions and conditions, and any attachments. The Standard Terms and Conditions applicable to this solicitation are posted on the Internet. They are available for review and download at the City of Glendale Community Revitalization Division Internet home page, as follows:

www.glendaleaz.com/Clerk/publicnotices_communityrevitalization.cfm.

Offerors are advised to review all provisions of the General Instructions and Conditions for this solicitation.

2.2 RETURN OF OFFER One complete paper Response Proposal and an originally signed “Offer Sheet” (Section 3.0). Response to the solicitation shall be in MS Word, Excel, PowerPoint and/or PDF format. Offers submitted in a format different from specified herein, may be rejected at the discretion of the City.

The offeror shall complete all sections of the solicitation in the format given (i.e., Offer Sheet, Price Sheet, Questionnaires) in the space provided. If additional space is needed than what is given, enter “See Attachment A for detail”.

Submittal of the paper Response Proposal and signed “Offer Sheet” in response to this solicitation shall be construed as the offeror’s intent to be bound by any resultant contract.

2.3 PREPARATION OF OFFER PACKAGE The offeror shall submit a complete proposal. The Proposal shall be identified as “*Name of RFP - Name of Offeror.*” (For example: Analysis of Impediments to Fair Housing Choice – ABC Company.) In order for your response to receive a full and complete evaluation from the evaluation committee, please label your documents in the following manner. Failure to include all the items may result in an offer being rejected.

The Proposal shall include the following documents and be identified in the following manner:

- “Name of Offeror” – Offer Sheet Section 3.1
- “Name of Offeror” – Specifications Section 1.6.1
- “Name of Offeror” – Specifications Section 1.6.2
- “Name of Offeror” – Specifications Section 1.6.3

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2.4 ALTERNATE OFFERS/EXCEPTIONS Offers submitted as alternates, or on the basis of exceptions to specific conditions of purchase and/or required specifications, must be submitted as an attachment referencing the specific paragraph number(s) and adequately defining the alternate or exception submitted. Detailed product brochures and/or technical literature, suitable for evaluation, must be submitted with the bid. If no exceptions are taken, City will expect and require complete compliance with the specifications and all Conditions of Purchase.

2.5 EVALUATION CRITERIA The criteria is listed in order of relative importance.

2.5.1 CAPABILITIES OF FIRM AND STAFF – 25%

See Section 1.6.1

2.5.2 PROJECT UNDERSTANDING AND APPROACH – 25%

See Section 1.6.2

2.5.3 COST – 40%

See Section 4.1

2.5.4 TIMELINE – 10%

See Section 1.6.3

2.6 EVALUATION PANEL Submittals will be evaluated by an evaluation panel. Award shall be made to the responsive, responsible offeror whose proposal is determined to be the most advantageous to the City.

2.7 PANEL CONTACT Proposer shall have no exclusive meetings, conversations or communications with an individual evaluation panel member on any aspect of the RFP, after submittal.

2.8 PRICE All prices quoted shall be firm and fixed for the specified contract period.

2.9 FOB POINT Prices quoted shall be FOB destination to: City of Glendale, AZ

2.10 EVALUATION LITERATURE Proposals submitted for products considered by the seller to be equal to or better than the brand names or manufacturer's catalog references specified herein, must be submitted with technical literature and/or detailed product brochures with written statements if the literature or brochure is not specific as to the specification for the City's use to evaluate the product(s) offered. Proposals submitted without this product information may be considered as non-responsive and rejected.

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2.11 INSURANCE Contractor, performing as an independent contractor hereunder, shall be fully responsible for providing Workers' Compensation, or other applicable insurance coverage for itself and its employees and the City shall have no responsibility of liability for such insurance coverage.

Contractor shall provide to the City of Glendale a copy of the policy or a certification by the insurance carrier, showing the contractor to have in effect during the term of this contract, a General Liability Insurance policy, which shall be the primary coverage for Contractor activities under this contract. The coverage limits of such insurance shall not be less than those listed below.

The insurance company issuing the policy required above shall have an "BB" financial rating, or better, in the current edition of Standard & Poors Insurance Guide and be authorized by the State of Arizona, Department of Insurance to transact business within the State. **The certificate and policy shall name the City of Glendale as an additional insured and shall be primary coverage for the activity of the contractor.**

The City reserves the right to terminate any contractor agreement if the contractor fails to maintain such insurance coverage.

Contractor must provide certification of insurance compliance within 10 calendar days after notification of award. Certification must include: name and address of insurance company; policy number; liability coverage amounts; a statement the policy will not be canceled or failed to be renewed without thirty (30) days written notice to the City.

Certification to be submitted to: Community Revitalization Division, 5850 West Glendale Avenue, Suite 107, Glendale, Arizona 85301-2599.

<u>Type of Insurance</u> <u>(Minimum)</u>	<u>Limits of Liability</u>
Workers' Compensation	Statutory
Contractor(s) Protective	
Bodily Injury	\$1,000,000 each occurrence
Contractor(s) Protective	\$500,000 each accident
Property damage	\$500,000 aggregate
Contractual Bodily Injury	\$1,000,000 each occurrence
Contractual property damage	\$500,000 each accident
Contractual property damage	\$500,000 aggregate
Automobile bodily injury & property damage	\$1,000,000 each occurrence

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2.12 WORKER'S COMPENSATION Contractor shall be in full compliance with the provisions of the Arizona Worker's Compensation Law (Title 23, Chapter 6, Arizona Revised Statutes) as amended, and all rules and regulations of the Industrial Commission of Arizona made in pursuance thereof. Contractor shall secure payment of compensation to employees by insuring the payment of such compensation with the State Compensation Fund or any insurance company authorized by the Insurance Department of Arizona to transact business in the State of Arizona.

Contractor further agrees that he shall require any and all sub-contractors performing work under the agreement to comply with said Worker's Compensation Law. It is expressly understood and agreed that all persons employed directly or indirectly by the Contractor, or any of his sub-contractors, shall be considered the employees of such Contractor, or his sub-contractor(s), and not the employees of the City of Glendale.

2.13 REFERENCES Provide with the offer, three letters of reference from companies for whom contractor has provided similar products/services in the last twelve months. Also include company name, address, phone number, contract person, a description of the products/services provided with a description of any major variation to the requirements of this RFP.

2.14 PROCUREMENT CARD ORDERING CAPABILITY It is the intent of the City of Glendale to utilize the City's Procurement Card (i.e. MasterCard/Visa), to place and make payment for orders under this Contract. Proposers without this capability may be considered non-responsive and not eligible for award consideration.

2.15 NOTICE OF INTENT TO AWARD Information about the recommended award for this solicitation will be posted on the Internet. The information will be available for review on the City of Glendale's, Community Revitalization Division Internet home page at: www.glendaleaz.com/Clerk/publicnotices_communityrevitalization.cfm, immediately after the City has completed its evaluation process of the offers received. If you have any questions, or would like further information about an intended award, contact the buyer immediately. Any protest must be submitted to the Materials Manager no later than seven (7) calendar days from the date of posting on the Internet.

2.16 COOPERATIVE USE OF CONTRACT This agreement may be extended for use by other governmental agencies and political subdivisions of the State including all members of SAVE (Strategic Alliance for Volume Expenditures). Any such usage by other entities must be in accord with the ordinances, charter, rules and regulations of the respective entity and the approval of the Contractor and City. For a list of SAVE members click on the following link: <http://www.maricopa.gov/materials/SAVE/SAVE-members.PDF>

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NOTE: In addition to completing this Section electronically and including it in the CD-ROM submittal, a printed version with original signature shall be submitted with CD-ROM at the time of Offer due date and time.

3.1 OFFER Proposer certifies that they have read, understand, and will fully and faithfully comply with this solicitation, its attachments and any referenced documents. Proposer also certifies that the prices offered were independently developed without consultation with any of the other proposers or potential proposers.

Authorized Signature

Company's Legal Name

Printed Name

Address

Title

City, State & Zip Code

Telephone Number

FAX Number

Authorized Signature E-mail Address

Company E-mail Address

For questions regarding this offer: (If different from above)

Contact Name

Phone Number

Fax Number

Email Address

FEDERAL TAXPAYER ID NUMBER: _____

Arizona Sales Tax No. _____

Tax Rate _____

Proposer certifies it is a: Proprietorship ____ Partnership ____ Corporation ____

Minority or woman owned business: Yes ____ No ____

