



Request for Proposals
RFP #: 2023-05 HCE

City of Gastonia
Housing and Community Engagement Department

CONSULTANT – ANALYSIS OF IMPEDIMENTS (AI)

*City of Gastonia
Housing and Community Engagement
Department
PO Box 1748
150 S. York Street
Garland Municipal Business Center
Suite 214 – 2nd floor
Gastonia, NC 28053-1748
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CITY OF GASTONIA
HOUSING AND COMMUNITY ENGAGEMENT DEPARTMENT

REQUEST FOR PROPOSALS
CONSULTANT-ANALYSIS OF IMPEDIMENTS (AI)
RFP #: 2023-05 HCE

The City of Gastonia (Housing and Community Engagement Department) invites qualified persons and/or firms to present professional credentials and submit proposals for the position titled **“Consultant-Analysis of Impediments”**.

This Request for Proposal (RFP) contains the most definitive statement of the purpose, scope of work and conditions that the City is able to provide. It includes all the information necessary for individuals to submit a proposal.

To be eligible for consideration, a hard copy and an electronic copy of the proposal must be submitted to:

City of Gastonia
ATTN: Danette Dye, Director
Housing and Community Engagement Department
PO Box 1748
150 S. York Street
Garland Municipal Business Center, Suite 214 – 2nd floor
Gastonia, NC 28053-1748
Danette.Dye@GastoniaNC.Gov

The submission deadline is no later than **4:00 PM, Monday, July 31, 2023**. Three (3) originals and an electronic proposal must be submitted. **DO NOT BIND OR STAPLE THE PROPOSAL.**

The following information should be listed on the submitted bid proposal:

RFP #: 2023-05 HCE
City of Gastonia – Housing and Community Engagement Department
Consultant - Analysis of Impediments (AI)

A copy of these documents may be obtained from The Housing and Community Engagement Department of the City of Gastonia at the above address, or by e-mailing Danette Dye at Danette.Dye@GastoniaNC.Gov , or accessing at this link <https://www.cityofgastonia.com/community-development/hud-reporting.html> .



REQUEST FOR PROPOSALS
CONSULTANT- ANALYSIS OF IMPEDIMENTS (AI)
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Consultant-Analysis of Impediments

GENERAL CONDITIONS

Section 1: City Synopsis

Gastonia is located in the southern part of North Carolina, just twenty-three (23) miles southwest of Charlotte. According to [2021 U.S. Census Data](#), the city is the thirteenth largest in the state with a population of 81,161. Gastonia has experienced steady growth, with a population increase of nearly 15.2%, since 2010. Located within Gaston County, Gastonia is part of the Charlotte metropolitan area, officially designated the Charlotte Metropolitan Statistical Area (MSA).

Section 2: Plan Background

The purpose of the AI is to serve as the basis of Fair Housing Planning and provide essential and detailed information to policymakers, administrative staff, housing providers, lenders, citizens and fair housing advocates. This approach provides a mechanism for HUD grantees to build fair housing goals into their existing community development and housing planning processes. The AI involves a review of fair housing laws and its effects upon a specific locality. An AI should take into account the availability and accessibility of housing and housing services, concentrated areas of poverty, and commercial and retail development. Based upon a review of these and other factors, an assessment is made of both the public and private sectors that affect fair housing choice.

Section 3: Roles and Responsibilities

The City of Gastonia, as the Participating Jurisdiction (PJ), coordinates the Analysis of Impediments (AI) process in Gastonia and Gaston County. The Consultant will be responsible for providing assistance with the preparation of federal plan and any necessary federal applications, project exhibits for all projects and all related grant submission elements, provide technical assistance and guidance with both the development and implementation, provide guidance, make recommendations to City staff, providing direction of development of Fair Housing goals, grant application assistance and development of best oversight of staff, citizen groups, and public and private organizations.

Section 4: Proposal Submission

The Housing and Community Engagement Department of the City of Gastonia (HOUSING AND NEIGHBORHOODS) invites qualified persons to present professional credentials and submit proposals for the position titled **"Consultant-Analysis of Impediments (AI)"**. This invitation was advertised in the *Gaston Gazette* on **Monday, July 10, 2023**.

This Request for Proposal (RFP) contains the most definitive statement of the plan's purpose, scope of work and conditions that the HOUSING AND COMMUNITY ENGAGEMENT DEPARTMENT is able to provide. It includes all the information necessary for individuals to submit a proposal. To be eligible

for consideration, consultant's proposal must be submitted to:
City of Gastonia
ATTN: Danette Dye,
Director of Housing and Community Engagement
PO Box 1748
150 S. York Street
Gastonia, NC 28053-1748
Danette.Dye@GastoniaNC.Gov

no later than **4:00 PM, Monday, July 31, 2023.** An original proposal must be submitted.
DO NOT BIND OR STAPLE THE PROPOSAL.

The following information should be listed on the bid proposal:

RFP #: 2023-05 HCE
City of Gastonia – Housing and Community Engagement Department
Consultant - Analysis of Impediments (AI)

Section 5: Submission Requirements

Proposals must include:

1. The Consultant's name, mailing address, email address, and telephone numbers.
2. A list of all of the persons (including the principal and any employees or subcontractors) to be involved in carrying out the proposed work, describing each person's qualifications and proposed involvement in specific tasks. Attach a resume for each person.
3. The proposed contract amount and a proposed payment schedule. You are encouraged to show detailed work hours and pricing related to the scope of work.
4. A list of all other work and projects to which the Consultant anticipates to be committed during the period of performance, including the estimated period of time of the work and an estimate of the projected percentage of full-time equivalency in work hours required for such other work.
5. A listing of any other planned travel or existing commitments.
6. A list and description of similar work completed in the last two (2) years. Describe any proposals written and/or experience in initiatives involving multiple entities and collaborative approaches.
7. Contact information for references from at least two organizations for which work similar to that proposed has been done. Include the reference's name, organization, telephone number and email address. For each reference, please describe how the work compares to that proposed.

8. A copy of a grant application, study or other document which illustrates research and writing style and ability.
9. Any additional information or materials relevant to the Consultant's availability, qualifications and capacity to do the work.
10. Authorization for the City to verify references.

Section 6: Qualifications and Preferences

1. Familiarity and prior experience with the Housing and Urban Development's (HUD) Fair Housing Program and Analysis of Impediments.
2. Familiarity with Gastonia, Gaston County, and its fair housing issues and components.
3. Knowledge and experience with both HUD's five-year Consolidated Plan and the Annual Action Plan and its processes.
4. Experience with HUD-Provided Data, Analyzing Fair Housing Data and HUD-provided maps and tables.
5. Experience with proposal and initiatives involving multiple entities.
6. Ability and willingness to be help develop, implement and provide technical assistance with the Analysis of Impediments (AI).
7. Availability and commitment to attend all required meetings and meet all deadlines.
8. Availability of and proficiency in using a computer with Microsoft Word, Excel, Adobe Acrobat/Reader, Internet browser, and email. Familiarity with ServicePoint software or other database software is preferred. Must be able to attach and send and receive files by email. Must be able to navigate on the internet and use on-line data entry, query and reporting systems.
9. Demonstrated writing ability.
10. A record of successful grant-writing, with a preference for success with Federal grants.
11. Demonstration of research and analysis skills, including quantitative analysis.

12. Ability to start work immediately upon execution of a professional services contract with the City.
13. The City of Gastonia is committed to spending funds within the local economy and when possible, with local Minority/Woman Business Enterprise (M/WBE) businesses.
14. Quick study with ability to understand, retain and convey technical information.
15. Self-directed, with good organizational and time-management skills.
16. Proficiency in technical reporting.
17. Working knowledge of information systems, both specific and broad-based.
18. Excellent interpersonal and facilitation skills.

Section 7: Scope of Work

The scope of work shall include at a minimum, the following:

1. Evaluation of Gastonia's current Analysis of Impediments, fair housing components specific to the program area, current fair housing practices, and HUD requirements.
2. Evaluation of the City of Gastonia's Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) programs for proper fair housing practices implementation; monitor compliance and achievement of performance measures.
3. The City's objective is to incorporate *HUD's AI User Interface Tool where possible*.
4. Facilitate a Community Participation Process - meet with, provide and obtain information from auxiliary committees, focus groups, community groups, citizens, and public and private agencies that provides fair housing insight; incorporate information in the development of a plan consistent with HUD's requirements.
5. Research, Assess and Identify Fair Housing Contributing Factors – identify and prioritize contributing factors that limit or deny fair housing choice or access to opportunity
6. Establish, Prioritize and Set Fair Housing Priorities and Goals – identify multiple goals to overcome fair housing issues and significant contributing factors that impedes or limits fair housing or fair housing choice.
7. Prepare AI Draft and ensure the content is consistent with the standards established for the Analysis of Impediments; provide Technical Assistance, development, oversight and implementation of an Analysis of Impediments (AI); provide recommendations to City staff on the overall activities, structure and management of the draft plan.

8. Prepare and conduct public presentations of the Draft AI Plan; submit the initial preliminary draft to the collaborating parties for review and comments; allow for a thirty (30) day public comment period; respond to public comments; revise the plan accordingly and resubmit to City staff/collaborating parties.

Section 8: Proposal Costs

The offeror must agree to enter into an annual “not to exceed” contract. Based upon the qualifications and scope of work, the offeror must provide an estimated average hour per week to carry out the objectives and an annual budget for the scope of services to be rendered. A contract will be awarded each year for a period of one year (as necessary).

Section 9: Revisions and Questions

Any revisions or questions during the course of the request period will be posted on the City of Gastonia website at the following location:

<https://www.cityofgastonia.com/community-development/hud-reporting.html>

It is up to individuals or firms to check the site prior to submission for any additional details. Failure to comply with the requirements of this proposal or the revisions as posted may deem it necessary to eliminate such individuals or firms from Furthering consideration.

Section 10: Review Process

The City will review all proposals against the qualifications, preferences, submission requirements and scope of work described above in this RFP. In addition, proposals will be reviewed for the reasonableness of projected costs and allocated time, in relation to available resources. The City may utilize a panel of local representatives to review proposals. Interviews may be requested with potential consultants prior to selection.

Section 11: Right of Rejection/Refusal

The City of Gastonia reserves the right to reject any or all proposals at any time with no penalty and to waive immaterial defects and minor irregularities in proposals. Issuance of the “Request for Proposals” does not commit the City to award a contract, pay any cost incurred in the preparation of a proposal of this request, or to procure for contract service or supplies. The City reserves the right to reject any and all proposals, and to re-advertise.

Section 12: Proposal Submission

Three (3) hard copies and an electronic version of the proposal must be transmitted to the City of Gastonia. Submit hard copies as follows:

By Mail:

*City of Gastonia
Danette Dye, Director
Housing and Community Engagement
Department
PO Box 1748
Gastonia, NC 28053-1748
(704) 866-6752*

By Hand Delivery:

*City of Gastonia
Housing and Community
Engagement Department
Garland Municipal Business Center
150 S. York Street, Suite 214
Gastonia, NC 28052
(704) 866-6752
(704) 866-6067 fax*

Electronic proposals should be e-mailed to Danette.Dye@GastoniaNC.Gov, or submitted on an appropriate non-returnable media storage device. Confirmation of receipt may be received by contacting (704) 866-6758 after email submission, or by submitting via certified mail or courier service. If you have any questions, please contact Danette Dye at (704) 866-6758.

Section 13: Timeline

The following timeline is an estimate of events, and is subject to change.

EVENT DESCRIPTION	DATE
Request for Proposal – Advertisement and Release	Monday, July 10, 2023
Proposals Due	Monday, July 31, 2023
Proposal Review	Tuesday – Monday August 1, 2023- August 7, 2023
Consultant Selection and Notification	Monday, August 14, 2023
City Council Agenda & Approval	Tuesday, August 15, 2023
Agreement Preparation and Approval	Wednesday, August 16, 2023
Selected Consultant Begins Process	Wednesday, August 23, 2023
Conduct Initial Meeting with City Staff	Thursday, August 24, 2023
Data Collection and Preparation	August 28, 2023-December 11, 2023
Assemble Data For Initial Fair Housing Forum	
Interval Reports/Teleconference of Progress with City Staff	
Consultant <i>Initial Draft</i> Due	Thursday, December 14, 2023
Staff Review Period of Draft	Friday-Friday December 15, 2023- December 22, 2023
30-Day Comment Period	December 28, 2023- January 29, 2024
Consultant Conducts Community Presentations (4-6 sessions)	January 30, 2024- February 13, 2024
Consultant Submits <i>2nd Draft</i> (to Include Public Comments)	Friday, March 29, 2024
Final Staff Review	April 1, 2024-April 11, 2024
Staff Submits Final Comments and Revisions to Consultant	Friday, April 12, 2024
Consultant Submits <i>Final Report</i> to the City	Tuesday, April 30, 2024

Section 14: Additional Requirements

INSURANCE REQUIREMENTS

Consultant must meet the City's insurance requirements (View the following webpage location for details: <https://www.cityofgastonia.com/community-development/hud-reporting.html>)

OTHER REQUIREMENTS

Between the period of selection and time of written agreement, the selected consultant must meet all additional federal, state and local requirements as requested. *(Examples of additional requirements include, but is not limited to Federal Excluded Party List Service (EPLS), submission of W-9, compliance with terms of the written agreement).*