



May 5, 2010

**Re: City of Scranton  
Request for Proposal  
Analysis of Impediments to Fair Housing Choice and Housing Needs  
Assessment**

The City of Scranton is inviting qualified consulting firms to submit proposals for the ***Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment*** to assist the City of Scranton in developing the planning documents required by the United States Department of Housing and Urban Development (HUD).

Submit one (1) original and two (2) copies of your proposal with qualifications and lump sum bid amount to include all expenses to the Scranton City Controller, no later than **Friday, May 21, 2010 at 10:00 a.m. (EST)**. All late or incomplete submittals will be rejected. No verbal, electronically or faxed submittals will be accepted. Must be stamped in by the City Controller by May 21, 2010 no later than 10:00 a.m. Submittals must be addressed to:

**HOUSING NEEDS ASSESSMENT AND IMPEDIMENTS TO FAIR HOUSING  
PROPOSALS  
Scranton City Controller  
City Hall  
340 North Washington Avenue  
Scranton, PA 18503**

The City of Scranton is an Equal Opportunity and Affirmative Action Employer. Minority Business Enterprises, Small Businesses and women-owned firms (MWBE) are encouraged to submit statements or proposals. If additional information is required, please call (570) 348-4216.

If you have any questions concerning this applications please do not hesitate to contact my office at 570/348-4216 we will be happy to assist you.

Sincerely,

A handwritten signature in black ink that reads "Linda B. Aebli". The signature is written in a cursive, flowing style.

Linda B. Aebli  
Executive Director

LBA/

**City of Scranton, Pennsylvania**

**Office of Economic and Community Development  
538 Spruce Street, Suite 812  
Scranton, PA 18503**

**ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE AND HOUSING  
NEEDS ASSESSMENT**

**REQUEST FOR PROPOSAL (RFP)**

The City of Scranton is inviting qualified consulting firms to submit proposals for the ***Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment*** to assist the City develop the planning documents required by the United States Department of Housing and Urban Development (HUD). Scranton is located in Northeastern Pennsylvania with a population of 76,416 based on the 2000 Census and is one hundred, twenty-five miles northeast of Philadelphia. Scranton was incorporated as a borough on February 14, 1856, and as a city on April 23, 1866.

**INTRODUCTION**

The City of Scranton is a designated Participation Jurisdiction receiving Community Development Block Grant, HOME Program and Emergency Shelter Grant funding through the U. S. Department of Housing and Urban Development (HUD). The funding for the Analysis of Impediments and Housing Needs Assessment is made available through the HOME Program and are subject to the regulations under Title 24, Part 92 of the Code of Federal Regulations entitled HOME Investment Partnerships Program.

**I. DESCRIPTION OF ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE (AI)**

A. The AI is a review of impediments to fair housing choice in the public and private sectors; Impediments to fair housing choice are defined as:

(1) Any actions, omissions, or decisions taken because of race, color, religion, sex, disability, familial status, or national origin that restrict housing choices or the availability of housing choice.

(2) Any action, omissions, or decisions that 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.

B. The AI involves:

(1) A comprehensive review of the City's law, regulations, and administrative policies, procedures and practices

(2) An assessment of how those laws, etc. affect the location, availability and accessibility of housing

(3) An assessment of the conditions, both public and private, affecting fair housing choice for all protected classes.

C. The components of the AI include:

(1) An examination of the City of Scranton's housing market and prevalent public practices in related transactions as they directly or indirectly impact housing choice. Private transactions need to be evaluated with respect to laws, ordinances, regulations, policies, procedures, mortgage lending, insurance sales and underwriting, property appraisal, realtors, mortgage brokerage and property management.

(2) An explanation of how areas were evaluated, what was found, proposed methods to address identified impediments, identification of potential financial and organizational resources to implement the corrective action.

(3) A process for obtaining input from citizens in the community, especially those for whom fair housing is a concern by holding public meetings or other forums. The AI should be completed in accordance with HUD's Fair Housing Planning Guide, available on the internet at <http://www.hud.gov/offices/fheo/images/fhpg.pdf>.

## **II. SCOPE OF SERVICES**

The consultant will collaborate with the City of Scranton's Office of Economic and Community Development in the identification, development, scheduling and implementation of activities designed to complete a HUD acceptable Analysis of Impediments to Fair Housing Choice and Housing Needs Assessment. Scope of work includes but is not limited to the following:

A. Analysis of Impediments to Fair Housing:

1. 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.

2. A review of prior and current activities that propose fair housing, including an assessment of agencies currently providing fair housing programs in the area.

3. 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.

4. 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 the local public housing authority and property tax policies.

5. An identification of impediments to fair housing based on the above work as well as proposed methods of correction to address indentified impediments. A listing of impediments in order of priority to assist the City in determining further action.

6. Conclusions and recommendations for action, including recommended actions to overcome identified impediments to fair housing choice, milestones, timetables, and measurable results.

**B. Housing Needs Assessment:**

1. An assessment of the condition of housing stock and land ownership in the city limits and determine the number of sales per year for owner- occupied housing.

2. An assessment of local use and opportunity of employer assisted housing programs.

3. Determine vacancy rates for rental housing and analyze rental rates and rental ranges in the community. Analyze sales of residential property within the last two years. Evaluate and present the results demonstrating absolute and relative increases in rental and sales prices.

4. Quantify housing needs for specific economic/population groups and compare and contrast actual incomes in the community with incomes required to obtain housing.

5. Identify programs employed by communities that have comparable housing opportunities issues as determined by the needs analysis.

**III. CITY STAFF PARTICIPATION:**

The City of Scranton 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 Executive Director, it should be understood the City has limited professional 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.

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

1. Contact lists of local agencies, neighborhood organizations, special interest groups and others to be invited to participate in the process
2. Copies of zoning, subdivision and related land use regulations
3. Information and recommendations developed by the Continuum of Care
4. 2009-2014 Draft Consolidated Plan and Draft Annual Action Plans.

5. Current community development programs, policies and incentives, neighborhood support strategies, capital improvement plans, and related materials
6. Related HUD data

#### **IV. REQUIREMENT FOR PROPOSAL SUBMITTAL**

##### **A. Qualifications:**

1. Firm/individual name, address, phone number, name of authorized representative
2. Type of work typically performed by the firm
3. Related project experience and listing of reference the City may contact relative to the qualifications of the firm.

##### **B. Planning Process for the completion of the project:**

1. Timetable and proposed phases of the work
2. Detailed project budget, including number of staff hours and hourly rate, and all non-personal cost – LUMP SUM BID to include all expenses.
3. Anticipated amount of assistance from City staff, such as research, staff briefing, setting appointments with community leaders and organizations, etc.

#### **V. SCHEDULE OF EVENTS**

The anticipated schedule of events is as follows and may change due to unforeseen circumstances:

Legal Ad (In area newspapers)	Wednesday, May 5, 2010 and Monday, May 10, 2010
Proposal Due Date	Friday, May 21, 2010 – 10:00 a.m.
Review proposal and select consultant	Wednesday, June 2, 2010
Introduce Resolution to Scranton City Council	Tuesday, June 15, 2010
Resolution passes by Scranton City Council	Tuesday, June 22, 2010
Project Start Date	Monday, July 12, 2010
Consultant submit first draft	Friday, September 17, 2010

Public Comment Period	Monday, September 20, 2010 to Monday, October 22, 2010
Consultant makes revisions	Friday, November 19, 2010
Public Hearing	Tuesday, November 30, 2010
Consultant submits Final AI	Monday, December 13, 2010
City submit Final AI to HUD	Monday, December 20, 2010

## **VI. EVALUATION CRITERIA**

The City of Scranton reserves the right to select a vendor for this project from written proposals submitted. Proposal will be reviewed against the following criteria:

<b>Proposal Evaluation Criteria</b>	<b>Points</b>
1) Qualifications of the project manager and consulting team in working on similar projects with government Community, Planning & Development (CPD) entitlements	15
2) Proposed designed approach of the AI components and compliance with federal regulatory requirements	15
3) Overall proposed quality, clarity, feasibility, and potential effectiveness in addressing the purpose described in the RFP	20
4) Prior experience of the firm in gathering and analyzing data, conducting interviews, facilitating stakeholders meetings, and framing sensitive issues as they relate to the production of housing and housing choices	15
5) Knowledge and familiarity of Scranton and/or Northeastern Pennsylvania	5
6) Firm demonstrated knowledge of HUD or other federal programs which subsidize housing assistance or development for low income persons	10
7) Cost of AI Plan development	20
<b>Total Points</b>	<b>100</b>

City of Scranton may request an interview of some or all of the proposers. The final selection and contract approval will be made by the City of Scranton.

## **VII. PROPOSAL SUBMISSION:**

Submit one (1) original and two (2) copies of your proposal with qualifications and lump sum bid amount to include all expenses to the Scranton City Controller, no later than **Friday, May 21, 2010 at 10:00 a.m. (EST)**. All late or incomplete submittals will be rejected. No verbal, electronically or faxed submittals will be accepted. Must be stamped in by the City Controller by May 21, 2010 no later than 10:00 a.m. Submittals must be addressed to:

### **HOUSING NEEDS ASSESSMENT AND IMPEDIMENTS TO FAIR HOUSING PROPOSALS**

**Scranton City Controller  
City Hall  
340 North Washington Avenue  
Scranton, PA 18503**

The City of Scranton is an Equal Opportunity and Affirmative Action Employer. Minority Business Enterprises, Small Businesses and women-owned firms (MWBE) are encouraged to submit statements or proposals. If additional information is required, please call (570) 348-4216.

## **VIII. REJECTION OF PROPOSAL**

The City of Scranton reserves the right to reject any and all proposals. Proposals, may, at the City of Scranton's option be rejected if they contain any alteration, additions, conditions, alternatives or irregularities of any kind or that are incomplete. This solicitation for RFP is not a contract or commitment of any kind.

The City of Scranton is not liable for costs or expenses incurred in the preparation of the respondent's RFP. It reserves the right to issue supplementary information or guidelines related to this RFP. Notwithstanding any other provision herein, the City of Scranton reserves the right in its sole discretion to waive minor technical deficiencies in the bids. It is the policy of the City of Scranton to assure equal opportunity to all persons, in the award and performance of any contract, without regard to race, color, sex, religion, national origin, ancestry, age, marital status, physical or mental disability, or sexual orientation.

## **IX. OTHER AREAS OF INQUIRY**

1. Discriminatory actions based on language/cultural barriers or physical/mental disability and special needs of these population
2. Compliance with accessibility requirements in construction of multi-family units
3. Effectiveness of mobility programs to encourage desegregation

## **X. IDENTIFICATION OF ALL PUBLIC AND PRIVATE SECTOR FAIR HOUSING ACTIVITIES**

### A. Fair Housing Enforcement

- (1) Identification of fair housing enforcement
- (2) Role/responsibilities/limitations and quantifiable accomplishments

### B. Fair Housing Education

- (1) Identification of local fair housing education or fair housing advocacy
- (2) Description of activities

## **XI. Conclusions and Recommendations**

## **XII. Identification of Data Sources**

In developing the report, the consultant shall include those groups which represent special interest, such as handicapped or disabled and low and moderate income representative groups, and those which are in the housing arena such as housing advocacy groups to assure that the needs of all citizens are addressed in the analysis. The consultant is expected to identify all sources of information in an appendix and to directly attribute information within the body of the report where appropriate.