

**CITY OF GULFPORT**  
**REQUEST FOR PROPOSAL**  
**for**  
**ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE**

The City of Gulfport is seeking professional services from qualified consultant firms to conduct a citywide study on the Analysis of Impediments to Fair Housing. This report must be in accordance with the requirements of the U. S. Department of Housing and Urban Development.

The City of Gulfport is an entitlement jurisdiction under the Department of Housing and Urban Development's (HUD's) Community Development Block Grant Program (CDBG) and the Home Investment Partnership Program (HOME). As a condition of these federal grants, the City is required to certify to HUD that they will affirmatively further fair housing. These certifications are included in their Annual Consolidated Plan submission to HUD. One way of affirmatively furthering fair housing is to prepare an Analysis of Impediments to Fair Housing and to maintain records on actions taken to overcome impediments to fair housing choices.

Request for Proposal packages may be obtained at the Procurement Office, 1410 24th Avenue, Gulfport, MS 39501 at the below listed address. One (1) original and four (4) copies must be submitted by **December 12, 2011 at 2:00 pm.** Any late submittals will be returned unopened. No verbal or faxed submittals will be accepted.

**Connie Debenport, Purchasing Manager; 1410 24<sup>th</sup> Avenue, Hardy Bldg., 2<sup>nd</sup> Floor, Gulfport, MS 39501**

All inquiries should be directed in writing to Purchasing Manager, at the same address or via e-mail at [cdebenport@gulfport-ms.gov](mailto:cdebenport@gulfport-ms.gov), no later than **December 2, 2011 at 2:00 pm.**

Proposals will be reviewed by the Selection Committee, using the below listed selection criteria. A written contract may be awarded to the individual/firm whose proposal is determined by the committee to be the most advantageous to the City.

1	Experience and qualifications of personnel to be assigned to the projects.	20
2	Consultant's approach, plan of work, recommended schedules and time frames and suggested responsibility	20
3	Proposals must clearly delineate individual components costs. The proposer shall submit the rates for the principals in this contract and a total overall cost.	30
4	Proposer's qualifications and experience in providing the requested services as exemplified by past projects and client contracts. References that will help demonstrate a thorough understanding of Fair Housing Planning, Analysis of Impediments and the Consolidated Planning Process.	30
<b>TOTAL</b>		<b>100</b>

The City reserves the right to reject any and all proposals or to waive any informality. The City of Gulfport is an equal opportunity affirmative action contractor. Each proposal will receive consideration without regard to race, color, religious creed, handicap, ancestry, age, sex, or national origin.

**Publish in the Legal Section on: 11-10-11 & 11-17-11**

**Send Invoice & Proof of Publication to:**  
**Connie Debenport**  
**Purchasing Manager**  
**City of Gulfport**  
**P. O. Box 1780**  
**Gulfport, MS 39502-1780**

**ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE  
REQUEST FOR PROPOSALS (RFP)  
City of Gulfport, MS**

**1. Purpose**

The City of Gulfport Community Development Department is seeking professional services from qualified consultant firms to conduct a citywide study on the Analysis of Impediments to Fair Housing (the “Study”). This report must be in accordance with the requirements of the U. S. Department of Housing and Urban Development.

The City of Gulfport (the “City”) is an entitlement jurisdiction under the Department of Housing and Urban Development’s (HUD’s) Community Development Block Grant Program (CDBG) and the Home Investment Partnership Program (HOME). As a condition of these federal grants, the City is required to certify to HUD that they will affirmatively further fair housing. These certifications are included in their Annual Consolidated Plan (CP) submission to HUD. One way of affirmatively furthering fair housing is to prepare an Analysis of Impediments to Fair Housing and to maintain records on actions taken to overcome impediments to fair housing choices.

The purpose of the completed Analysis of Impediments to Fair Housing 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;
- Give a comprehensive review of the city’s regulations and administrative policies, procedures, and practices;
- Assess how those regulations affect the location, availability and accessibility of housing;
- Review conditions, both public and private, affecting fair housing choice; and,
- Identify any impediments to fair housing because of race, color, religion, sex, disability, familial status or national origin which restrict or have the effect of restricting housing choices or availability of housing choices.

**2. Requirements/Scope of Service**

The consultant must be familiar with HUD’s guidelines for Fair Housing Planning and the development of an Analysis of Impediments to Fair Housing Choice document. Said guidelines may be found in HUD’s Fair Housing Planning Guide, Volume 1, a copy of which is available online (URL: [www.hud.gov/offices/fheo/images/fhpg.pdf](http://www.hud.gov/offices/fheo/images/fhpg.pdf)) . The consultant must also have experience in preparing housing-related studies and must have demonstrated capacity to perform the tasks necessary to complete the project.

City of Gulfport staff will expect the consultant to have the capacity to exercise independent judgment and to perform those actions necessary to achieve the project objectives. While the consultant will be working under the general direction of the Community Development Department, 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.

Consultants are asked to describe the tasks required to successfully carry out the Scope of Services outlined below. The City also requests that the consultants provide information on whether proposer’s organization meets the definition of small business, minority business enterprise, or women’s business enterprise.

Scope of Service includes but is not limited to the following:

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 programs, 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.
  - a. The following are expected to be completed as part of the Scope of Services:
    - Identify the public meetings needed in the endeavor of gathering information and the potential groups needed to participate. The Consultant will be responsible for preparing agendas, handouts, and other presentation materials as appropriate as well as maintain notes and results of each public meeting.
    - Provide a draft of the AI report in progress for review and comment by City of Gulfport prior to submission of final document.
    - The consultant will provide four (4) hard copies of the final Analysis of Impediments, and include an electronic format as specified by the City.
6. Conclusions and recommendations for action, including recommended actions to overcome identified impediments to fair housing choice, milestones, timetables and measurable results.

All proposals shall include a timeline for undertaking and completing the Study from the receipt of a Notice to Proceed and contract for services. It will be expected as part of the Scope of Service that the consultant provide a draft of the Study in progress for review and comment by the City of Gulfport a minimum of fourteen (14) days prior to submission of the final document. All work must be completed within 90 days of Notice to Proceed.

### 3. Submission of Proposals

A completed proposal and four (4) copies must be submitted by 2:00 pm on December 12, 2011. All late or incomplete submittals will be returned unopened. No verbal or faxed submittals will be accepted.

Submittals should be addressed to:  
 Connie Debenport, Purchasing Manager  
 City of Gulfport  
 1410 24<sup>th</sup> Avenue  
 Gulfport, MS 39501  
 NOTICE: Analysis of Impediments

### 4. Review Process and Criteria for Selection

Responses will be reviewed by City of Gulfport Selection Committee. Committee shall determine which, if any, respondents are qualified to perform the work and evaluate the submitted proposals. Committee may request an interview of some or all proposals.

The contract will be awarded to the most responsible bidder, whose proposal is within the competitive range and offers the most advantageous proposal, taking into consideration responsiveness to the evaluation criteria established within this Request for Proposal, as well as the cost of the proposed services. Responses will be evaluated and the consultants selected based on the following criteria:

1	Experience and qualifications of personnel to be assigned to the projects.	20
2	Consultant's approach, plan of work, recommended schedules and time frames and suggested responsibility	20

3	Proposals must clearly delineate individual components costs. The proposer shall submit the rates for the principals in this contract and a total overall cost.	30
4	Proposer's qualifications and experience in providing the requested services as exemplified by past projects and client contracts. References that will help demonstrate a thorough understanding of Fair Housing Planning, Analysis of Impediments and the Consolidated Planning Process.	30
<b>TOTAL</b>		<b>100</b>

The City of Gulfport is an equal opportunity affirmative action contractor. Each proposal will receive consideration without regard to race, color, religious creed, handicap, ancestry, age, sex or national origin.

**5. Contract Negotiations:**

The City reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a written agreement. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the City may negotiate a contract with the next highest scoring proposer.

This solicitation for RFP is not a contract or commitment of any kind. The City of Gulfport 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. The length of contract period will begin as soon as the Notice to Proceed and/or Purchase Order is issued and will last ninety (90) days.