

REQUEST FOR PROPOSALS CITY OF BIRMINGHAM HOUSING PLAN

This Request for Proposal has been extended for an additional 2 weeks. We will be accepting proposals through January 27, 2014; 4:00 p.m. All previously submitted proposals will remain sealed until the new deadline, at which time they will be considered.

INTRODUCTION

The City of Birmingham, Alabama is soliciting proposals from interested firms to clearly identify housing needs and identify effective strategies for addressing those needs through a process that includes the engagement of local stakeholders, identification of appropriate funding sources to leverage local efforts and development of sensible and practical projects for implementation.

SCOPE OF WORK

The City of Birmingham desires to have a comprehensive housing plan for encouraging and promoting a variety of housing types and levels of affordability. The plan will be used to allocate City resources for housing development and redevelopment, including but not limited to CDBG, HOME, and other grant funds, local revenues and other resources.

The selected consultant will be tasked with developing a housing plan to address the housing need of the City. In the past the City has relied upon a subsidy-driven strategy that has yielded incremental successes. The City desires a plan that specifically details actions that:

- Identify housing needs of the community.
- Identify housing cost and affordability.
- Develop strategies that will improve the quality of housing throughout the City.
- Develop strategies to encourage diverse housing types and affordability levels.
- Develop strategies for redeveloping targeted areas *TBD*.
- Identify incentives to encourage private sector housing development for all incomes.
- Detail ways to attract funding that address housing needs.
- Detail ways to leverage existing funds with new funds.
- Identify ways to leverage local partners: Birmingham Housing Authority, Habitat for Humanity, etc... Identify other potential

partners.

As part of plan development the consultant will review City documents to aid in understanding local conditions and the community's housing needs. Documents include, but are not limited to the following: the Birmingham Comprehensive Plan as adopted October 2, 2013; the AIA R/UDAT Plan "Rebuilding the Pratt Community"; the HUD Consolidated Action Plan and Analysis of Fair Housing Impediments; and all housing projects and ordinances currently in place.

TIMELINE

It is expected that the Strategic Planning process will begin in March, 2014 with the final plan completed no later than June 30, 2014.

- RFP Issued: November 17, 2013
- RFP Responses due: January 27, 2014 by 4:00 p.m.
- Selection of Consultant: February 14, 2014
- Completed Plan: June 30, 2014

The City reserves the right to make adjustments as needed to the above schedule.

QUESTIONS

Please direct all questions to: James.Roberts@birminghamal.gov

SUBMISSION REQUIREMENTS

A consultant, firm, or combination thereof wishing to submit a proposal must include the following in their response:

- A brief history of the proposing entity, including general background, knowledge of housing, and experience working with relevant agencies.
- Resumes of the personnel assigned to the project.
- A work plan that contains a description of the approach, methodology, instruments, and strategies that will be employed to perform the scope of work; an estimate of the amount of staff time required to complete the work plan.
- A statement substantiating the resources of the proposing entity and the ability to carry out the scope of work requested within the proposed timeline.
- Proposed fee structure, including billing rates, hourly rates, reimbursable expenses, etc. Preferences will be given to firm fixed pricing.

- References including contact information for at least three organizations to which the consultant has provided this type of service.
- At least one (1) example of work.
- A statement of conflicts (if any) the proposing entity or key employees may have regarding these services. The statement should include conflicts, as well as any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interests are identified, please state so.

SELECTION CRITERIA

Proposals will be reviewed and evaluated by staff.

Criteria for evaluation will include:

40% Proposal for accomplishing the tasks listed in Project Scope

30% Cost

20% Capacity to create a quality product within the established timeframe

10% References

RFP SUBMISSION PROCESS

Proposal deadline: Proposals must be received no later than 4:00 PM, January 27, 2014. Sealed proposals must be received in the Community Development Office at the address referenced below. Submittals should include three hard copies including signatures. No proposals received by fax or e-mail transmission will be accepted.

Community Development Department

Room 1000 – (10th Floor), City Hall

710 North 20th Street

Birmingham, Al. 35203

Proposing entities are asked to note on the outside of their proposal package:

REQUEST FOR PROPOSALS
CITY OF BIRMINGHAM HOUSING PLAN