

**TOWN OF  
APPLE VALLEY, CALIFORNIA**

**AGENDA MATTER**

**Subject Item:**

**REQUEST FOR PROPOSALS (RFP) – PREPARATION OF FIVE-YEAR CONSOLIDATED PLAN 2012 – 2016 AND ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING**

**Summary Statement:**

The U. S. Department of Housing and Urban Development (HUD) Consolidated Plan is a five-year planning document which addresses the use of federal grant entitlement funds for the purpose of meeting the goals of providing decent housing, a suitable living environment and expanded economic opportunities, principally for low- and moderate-income persons. The Consolidated Plan is composed of three parts: 1) The first section of the Consolidated Plan evaluates the Housing and Community Development Needs of the Town of Apple Valley. This includes an assessment of housing needs for low-to-moderate-income families, including the needs of homeless individuals and families; 2) Based on this information, a five-year strategic plan is developed, which includes priorities, objectives and accomplishments that are expected to be achieved during the timeframe of the Plan, 3) A one-year investment plan is then developed to outline intended uses of resources, descriptions of activities to be undertaken and the specific objectives and priority needs to be addressed.

*(continued)*

**Recommended Action:**

That the Town Council authorize the release of a Request For Proposals (RFP) for consulting services in the preparation of the Five-Year Consolidated Plan and Analysis of Impediments to Fair Housing for the period covering 2012 – 2016.

**Proposed by:** Ken Henderson, Asst. Town Mgr. of Econ & Comm Dev. Item Number \_\_\_\_\_

**T. M. Approval:** \_\_\_\_\_ Budgeted Item  Yes  No  N/A

Summary Statement Continued

Request For Proposals (RFP) – Preparation Of Five-Year Consolidated Plan 2012 – 2016 And  
Analysis Of Impediments To Fair Housing

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The Town's Home Investment Partnership (HOME) grant is authorized under Title II of the Cranston-Gonzales National Affordable Housing Act of 1990. HOME funds are required to be used for affordable housing activities. In order to meet the threshold of obtaining HOME entitlement status with HUD, the City of Victorville and Apple Valley formed a HOME Consortium in 2004, designating the Town of Apple Valley as the lead entity. As a result of this action, both communities receive an annual allocation of funds. In 2010, the Consortium agreement was renewed for another three-year term.

As an entitlement jurisdiction of CDBG, HOME and Neighborhood Stabilization Program (NSP) funds, the Town of Apple Valley and the Apple Valley HOME Consortium is required to develop and submit to the U.S. Department of Housing and Urban Development (HUD) a joint five-year Consolidated Plan for the next five year period 2012-2016. The Plan is due to HUD on May 15, 2012. This labor-intensive task includes development of a Community Development Needs Assessment, a Strategic Plan, a one-year Action Plan and an Analysis of Impediments to Fair Housing.

The Scope of Work will include providing statistical and analytical information pertaining to the Town and the City of Victorville's housing markets and socioeconomic conditions, an overall assessment of the Town's and the City of Victorville's housing needs, the nature and extent of homelessness, an inventory of assisted housing units, estimates of the number of housing units occupied by lower income households, the extent of lead based paint hazards, a summary of impediments to fair housing choice, and public and private resources and opportunities for encouraging affordable housing development and provision of support services. Given the nature of this project, the Town needs to plan and schedule tasks well in advance of HUD mandated deadlines.

As in previous years, the Town of Apple Valley, on behalf of the Apple Valley HOME Consortium, seek Council approval to release a Request for Proposals (RFP) and enter into a Professional Services Agreement for Consulting Services for the preparation of the Five-Year Consolidated Plan and Analysis of Impediments to Fair Housing. As this is an eligible CDBG expense, Consultant fees will be paid out of each jurisdiction's CDBG administrative funds.

A copy of both the RFP and the Consultant RFP List is attached for your review and information.

**TOWN OF APPLE VALLEY  
APPLE VALLEY CONSORTIUM**

**Request for Proposals**

**PREPARATION OF:  
FIVE-YEAR CONSOLIDATED PLAN ANNUAL ACTION PLAN  
AND/OR  
ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING  
FISCAL YEARS 2012 - 2016**



Get a Slice of the Apple.

Economic & Community Development Department  
14955 Dale Evans Parkway  
Apple Valley, CA 92307

[www.applevalley.org](http://www.applevalley.org)

**Issuance Date: July 7, 2011**

**Proposal Due Date: August 4, 2011**

# **APPLE VALLEY CONSORTIUM**

14955 Dale Evans Parkway  
Apple Valley, California 92307  
(760) 240-7000

## **REQUEST FOR PROPOSALS (RFP) PREPARATION OF A ONE-YEAR ACTION PLAN & FIVE-YEAR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CONSOLIDATED PLAN AND/OR**

### **ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING**

#### **INTRODUCTION**

The Apple Valley Consortium, acting on behalf of the City of Victorville and the Town of Apple Valley, is requesting proposals from qualified firms to prepare the Consortium's Five-Year Consolidated Plan, Annual Action Plan for each jurisdiction and/or Analysis of Impediments to Fair Housing (AI) for submission to the U.S. Department of Housing and Urban Development (HUD).

The respondent may submit a proposal for either the preparation of the Five-Year Consolidated Plan/Annual Action Plan, the Analysis of Impediments to Fair Housing, or both. Each of the two requests should be addressed by individual proposals. Any cost savings for preparing both documents should be reflected in the budget sections.

#### **BACKGROUND**

The Apple Valley Consortium is located in Southern California, in San Bernardino County, approximately 40 miles north of San Bernardino, California. The Consortium covers two contiguous high desert communities, the City of Victorville and the Town of Apple Valley with populations of approximately 95,000 and 75,000 respectively. The communities, while diverse, may include pockets of concentrated minority pockets within their corporate boundaries.

The City of Victorville and the Town of Apple Valley are entitlement recipients of CDBG and Neighborhood Stabilization Program (NSP) funds; the Apple Valley Consortium is an entitlement recipient of HOME funds. The communities will receive approximately \$5.6 million through the Consolidated Plan process in fiscal year 2011-2012.

## **FIVE-YEAR CONSOLIDATED PLAN/ANNUAL ACTION PLAN**

### **SCOPE OF WORK**

A consultant will be selected to prepare a joint Five-Year Consolidated Plan which includes a One-Year Action Plan (for each jurisdiction) for the program year 2012-2016 in accordance with HUD requirements.

The Five-Year Consolidated Plan should include the following elements:

- Prepare a HUD-approved Consolidated Plan which addresses each required element pursuant to federal regulations as well as Part 570 of Chapter 24 of the Code of Federal Regulations found at <http://www.hud.gov/offices/cpd/about/conplan/regs/index.cfm>. and follow the guidelines established by HUD located at <http://www.hud.gov/offices/cpd/about/conplan/index.cfm>
- Analyze demographic information and data collections to complete the required HUD tables and the analysis of housing and non-housing needs. Data should be based on the most updated information available from a source approved by Consortium staff.
- Prepare an Executive Summary for the Consolidated Plan.
- Assist Town/City staff with development of new strategies, objectives, priorities, and programs for inclusion in the Consolidated Plan.
- Develop and incorporate a performance measurement component as required by HUD regulations.
- Conduct consultations with private agencies, public agencies, and community groups as required.
- Assist Town/City staff with the following:
  - Conduct no less than two (2) community meetings
  - Develop and circulate one (1) community survey
  - Attend minimum of two (2) public hearings
  - Complete other additional specific actions as required by HUD.
- Prepare a One-Year Action Plan for each jurisdiction

Provide two (2) hard copies and an electronic copy or CD of the draft Consolidated Plan, and two (2) copies of the HUD-approved Consolidated Plan. Provide approved plans on two (2) CD diskettes in Microsoft Office Word 2003 or 2007 format and PDF format.

## ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING

### INTRODUCTION

The Consortium is seeking proposals from consultants interested in preparing the HUD mandated Analysis of Impediments (“AI”) to fair housing choice for the period July 1, 2012 – June 30, 2016. The AI should be developed in accordance with the necessary requirements and guidelines under the Federal Regulations. The analysis will be used to evaluate, monitor, address, and resolve Fair Housing issues.

### BACKGROUND

As the recipient of federal CDBG and HOME funds, the Consortium is required to take steps to affirmatively further fair housing as part of the obligations it assumes when it accepts these funds. Annual certifications are included in the annual Action Plan; however, a comprehensive AI must be submitted every five years.

The regional housing market is reasonably similar for both the Town of Apple Valley and the City of Victorville. Therefore, this is a coordinated effort by the Apple Valley Consortium to have one AI produced to include both jurisdictions.

### SCOPE OF WORK

A consultant will be selected to develop an Analysis of Impediments to Fair Housing (AI) pursuant to the Code of Federal Regulations, Title 24, Section 91, found at <http://www.hud.gov/offices/fheo/library/finaljointletter.pdf>. and “Fair Housing Planning Requirements and Guidelines” located at <http://www.hud.gov/offices/fheo/images/fhpg.pdf>.

The AI must include the following elements:

- Research and analysis of pertinent data to identify possible impediments to fair housing.
- Review of prior and current activities that promote fair housing, including an assessment of agencies currently providing fair housing programs in the area.
- Analysis of private market issues that relate to the sale or rental of housing.
- Evaluation of public policies and practices which affect the provision of fair housing, including, but not limited to, public services, state and local laws, ordinances and regulations and procedures and practices of the local public housing authority.
- Identification of impediments to fair housing listed in order of priority with proposed methods of corrective actions to address identified impediments.

Identify the public meetings or surveys needed in order to solicit information and the potential groups needed to participate. The Consultant is responsible for preparing agendas, surveys, handouts, and other presentation materials, as appropriate, as well as providing minutes and tabulating surveys.

- Summary of the approach that will be used to perform the scope of work outlined above. Include: (1) a description of the final product that will be provided, and (2) a proposed work plan including a timeline for each phase of the work plan.
- General description of your firm’s knowledge and experience in preparing Consolidated Plans, Annual Action Plans, AI, or other related planning documents.
- Identify all personnel that will be assigned to work on the project. Provide qualifications, relevant experience, and time assigned to specific project tasks and the project overall.
- Provide a list of at least three (3) public agencies, including the contact person’s name, phone number, and email address for which similar, or relevant work, products has been completed and approved by HUD within the last five years.
- Assist Town/City staff with the following:
  - Conduct no less than two (2) community meetings
  - Develop and circulate one (1) community survey
  - Complete other additional specific actions as required by HUD.

**Time is of the essence and the consultant must be able to adhere to an aggressive timeline that will meet the Consortium’s deadline to submit the required documents to HUD by May 15, 2012.**

**Note:** Regular meetings of the Apple Valley Town Council are held the second and fourth Tuesday of each month. The Consultant should be prepared to adhere to this schedule, while meeting HUD’s public review/comment period of the draft Consolidated Plan/Annual Action Plan, AI and public hearing requirements.

**TENTATIVE SCHEDULE: Consolidated Plan/Annual Action Plan & AI**

RFP issued	July 7, 2011
Proposal due date	August 4, 2011
Award of contract	August 26, 2011
Project start date	As soon as possible, from award of contract
Regional survey start date	September 19, 2011
Consultation Meeting Dates	October 13, 2011 and October 20, 2011
Publish notice for Public Hearing #1	November 25, 2011
Public Hearing #1	December 13, 2011
Regional survey due from consultant	January 14, 2012
Community Development Citizens Advisory Committee deliberation/CDBG/HOME applications	March 1, 2012
Draft Consolidated Plan & AI due to Apple Valley/Victorville	March 15, 2012
Publish notice for Public Hearing #2	April 6, 2012
Public Hearing #2	May 8, 2012
Submit Consolidated Plan to HUD	May 15, 2012
Provide any necessary revisions	May 15 – June 30, 2012

## **SELECTION CRITERIA AND PROCESS**

The selection of a consultant will be handled within strict and aggressive time constraints. Upon receipt of RFP submittals, a selection panel will evaluate each proposal. The Consortium may invite one or more Consultants for a follow-up interview based upon the quality of the proposal submission. The established criteria to be used to rate the RFP submittals will include the following elements:

1. Experience with fully preparing and successfully submitting HUD approved Consolidated Plans, AI and other required documents.
2. The ability of the Consultant, with minimal assistance from the Consortium staff, to accomplish all tasks expressed and implied in the Scope of Work.
3. The approach to document development, as described by the Consultant as part of the written proposal, and the administrative processes to be developed.
4. Relevant qualifications of personnel.
5. Information obtained from references and firm's reputation.
6. Familiarity with applicable local, state and federal laws.

## **DISCLAIMERS**

All facts and opinions stated herein, and in any additional information, whether written or oral, provided by the Town/Agency and its representatives is based on available information and is believed to be accurate. No representation or warranty is made with respect thereto.

The Town/Agency, reserves the right to issue written notices of any changes in the submission process should the Town/Agency determine, in its sole and absolute discretion, that such changes are necessary.

Those entities submitting responses to this RFP assume all financial costs and risks of submission. No reimbursement or remuneration will be made by the Town/Agency to cover the costs of any submittal whether or not such submittal is selected. The Town/Agency reserves the right to reject any, or all, submittals at its sole and absolute discretion and accepts no responsibility for any financial loss by such action.

## **RFP SUBMISSIONS**

Interested Consultants must submit a signed cover letter with five (5) hard copies of each proposal and two electronic copies containing all data in PDF form on a CD. **All submittals are due no later than 4:00 p.m. on Thursday, August 4, 2011. Submittals received after the deadline will not be considered.**

Submittals should be addressed to:

Cindy Amagrande  
Housing & Community Development Specialist II  
Town of Apple Valley  
14955 Dale Evans Parkway  
Apple Valley, CA 92307

Facsimile or electronic transmissions will not be accepted. The Consortium, following review of the initial submission, may request additional information.

Any questions regarding the RFP process must be submitted in writing or emailed directly to Cindy Amagrande, Housing & Community Development Specialist II ([camagrande@applevalley.org](mailto:camagrande@applevalley.org)) (760) 240-7000, extension 7916.

Company	Contact	Address	City	State	Zip
2 R W Consultants	Laurie Byers	100-10th Street NE, Ste. 202	Charlottesville	VA	22902
ABT Associates	Christina Anderson	55 Wheeler Street	Cambridge	MA	02138
BBC Research & Consulting	Tom Pippin	3773 Cherry Creek North Drive, Ste. 850	Denver	CO	80209
Hogle-Ireland, Inc.	Nelson Miller	1500 Iowa Ave., Ste. 110	Riverside	CA	92507
ICF International	Leslie Nardoni	14724 Ventura Blvd., Ste. 1001	Sherman Oaks	CA	91403
Inland Fair Housing & Mediation Board	Lynn Anderson	10681 Foothill Blvd., Ste. 101	Rancho Cucamonga	CA	91730
Karen Warner Associates	Karen Warner	517 Lincoln Blvd.	Santa Monica	CA	90402
Laurin Associates	Jayne Raab	1501 Sports Drive	Sacramento	CA	95834
Mullin & Loneragan Associates	Karen A.	800 Vinial St., Ste. B-414	Pittsburg	PA	15212
Rosenow Spevacek Group, Inc.	David Gilbert	390 West 4th Street	Santa Ana	CA	92701
The Arsh Group	Taghi Arshami	8396 Mississippi St., Ste. A	Merrillville	IN	46410
Vernazza Wolf & Associates	Marian F. Wolfe	5464 College Ave., Ste. C	Oakland	CA	94618
Veronica Tam & Associates	Veronica Tam	107 S. Fair Oaks Ave., Ste. 212	Pasadena	CA	91105
Wildan	Patrick E. Goode	12900 Crossroads Pkwy No., Ste. 405	Industry	CA	91746
Urban Futures, Inc.	Marshall Linn	311 N. Tustin Ave., Ste. 230	Orange	CA	92865
Comprehensive Housing Services	Gayle Bloomingdale	8840 Warner #203	Fountain Valley	CA	92708

