

**The City of Moore
Moore, Oklahoma**



**RFP #2025-003
Professional Services for Analysis of Impediments to
Fair Housing Choice**



SOLICITATION OVERVIEW

The City of Moore is soliciting proposals for:

Title: Analysis of Impediments to Fair Housing Choice
RFP Number: 2025-003
Due Date: 3:00 p.m., Friday, December 13, 2024
Location: City of Moore, Purchasing Division
301 N. Broadway Ave. Suite 142
Moore, OK 73160

Submit written questions to: cdbg@cityofmoore.com

Questions may be submitted through 5:00 p.m., Friday, November 29, 2024.

- No verbal questions will be accepted.
- Questions of a substantial nature will be addressed in an addendum, posted on the City's Bids Web page, <https://www.cityofmoore.com/government/city-bids>, for all interested parties.

I. Overview

A. INVITATION

The City of Moore, Oklahoma, is seeking proposals from qualified consultants to provide the City with the Professional Consulting Services for the Preparation of Analysis of Impediments to Fair Housing Choice for the City of Moore, complying with the following specifications as listed herein. The title of services requested, "Professional Services for the Preparation of Analysis of Impediments to Fair Housing Choice for the City of Moore", will hereafter be referred as (AI) and is used as an interchangeable term throughout this proposal document.

The City of Moore, Oklahoma has been identified by the U.S. Department of Housing and Urban Development (HUD) as an entitlement community to receive a Community Development Block Grant (CDBG) allocation. The AI is required to receive federal housing and community development block grant funding and document efforts to affirmatively further fair housing choice. The AI reviews impediments to fair housing choice in the public and private sector and defines actions to overcome the impediments.

B. PROPOSAL DEADLINE

Proposers shall submit one (1) original in digital format, and two (2) hard copies. The proposal must be clearly marked as RFP #2025-003

Analysis of Impediments to Fair Housing Choice and delivered to:

City of Moore Purchasing Department
301 N. Broadway Ave. Suite 142
Moore, OK 73160

No later than **3:00 PM CST, Friday, December 13, 2025**. Proposals received after the submittal deadline shall be considered void and unacceptable and shall be returned unopened to the respondent.

The City of Moore is an equal opportunity employer.

Barbara Furgiani, Purchasing Agent, 405-793-5022

II. Community Background

The Community Development Block Grant (CDBG) program is a flexible program that provides communities with resources to address a wide range of unique community development needs. Beginning in 1974, the CDBG program is one of the longest continuously run programs at HUD, now providing annual grants on a formula basis to 1209 general units of local government and States. In accordance with regulations found at 24 CFR 570 the CDBG program works to ensure

decent affordable housing, to provide services to the most vulnerable in our communities, and to create jobs through the expansion and retention of businesses. It is an important tool for helping local governments tackle serious challenges facing their communities.

The City of Moore, Oklahoma is an entitlement community under the CDBG program. The average annual allocation is \$340,000.

III. Scope of Services

The consultant will develop the AI according to the Federal Regulations at 24 CFR 570.904 and 24 CFR 91.225. The Department of Housing and Urban Development (HUD) published the Fair Housing Planning Guide Volume 1, which can be found at <https://www.hud.gov/sites/documents/FHPG.PDF>.

The completed Analysis of Impediments will include a comprehensive review through research and data analysis to identify possible impediments to fair housing, make recommendations to remedy the identified impediments, and develop an action plan for program or policy changes required as a result of the identification of impediments to fair housing. The consultant will present a draft report to the public for comment, and the City for comment and approval. Complete a final document in a format and organizational structure that meets the federal regulations, guidelines and notifications that includes graphs, charts, tables, and pictures and an Executive Summary of the recommendations.

PROJECT SCHEDULE

A first draft of the plan should be ready for review within 60 days of issuance of the notice to proceed and a final plan completed within 90 days of the issuance of the notice to proceed. An initial draw request can be submitted upon the City's receipt of the first draft of the plan. A final invoice may be submitted after the City's receipt of the final plan.

IV. Submittal Requirements

A. CONTENTS OF PROPOSAL

The following information is to be included in the proposal:

The prospective consultants are encouraged to follow the outline and page distribution indicated below. Proposers shall submit two (2) paper copies and one (1) .pdf copy of their completed RFP response. All proposals must be limited to the following prescribed information and be submitted in an 8 ½" x 11" format. Responses should contain the following elements:

1. **Letter of Transmittal** - Clearly indicate the single contact (principal-in-charge), email

address, mailing address, and telephone numbers. Indicate unique features of the organization and the project team that makes the team suited to undertake this specific project.

2. **Project Understanding** – A written narrative explaining the proposing consultants understanding of the research and data analysis needed to identify possible impediments to fair housing as well as the recommendations to remedy any identified impediments.
3. **Project Approach** - A written narrative that defines the methods and means by which the proposing firm will perform the services outlined in the Project Scope described in the RFP. This narrative should include a project timeline outlining the major tasks, phases, timeframes, and milestones necessary to complete the project.
4. **Team Organization and Key Participants** – A written narrative describing how the project team will be organized and how the project will be managed. Persons identified in the response to the RFP are the only persons who may work on the AI. No substitution of staff or sub-contractors is permitted.
5. **Project Experience and References** –
List no more than three (3) specific projects previously undertaken similar in scope. Provide a list of references for those projects. Include name, title, address, telephone numbers and email addresses.
6. **Fee Proposal** – If the fees will vary depending on a variable or set of variables, please describe your fee schedule. The fee quote should be based on the assumption that, if awarded a contract, the contractor will be required to meet the City's insurance requirements. Include in the proposal the hourly rate structure for each team member designated to the project.

B. DOCUMENTS TO BE SUBMITTED

The following forms/documents must be completed and submitted

- **Exhibit C** Non-Collusion Affidavit
- **Exhibit D** Certification Regarding Lobbying
- **Exhibit E** Certification Regarding Debarment, Suspension, and Other Responsibility Matters
- **Exhibit F** MOB/WOB/Section 3 Business (if Applicable)
- **Exhibit G** Uniform Price Cost Analysis
- **Exhibit H** Conflict of Interest Certification
- **Proof of Insurance**
- **W-9**
- **UEI Number**

V. Evaluation and Selection

A. EVALUATION CRITERIA

The competitive selection process provided for under this RFP will focus on the qualifications and prior history of performance on similar projects of each lead firm and the members of the lead firm's proposed team, in accordance with the selection criteria set forth below. Thoughtful written responses to this RFP will enable the City to select the most qualified proposers.

Selection of the successful firm with whom negotiations shall commence will be made through an evaluation process based on the following criteria:

- 30%** **Project Approach:** Proposal ~~includes~~ demonstrates the contractor has a clear understanding of the objectives, ~~and~~ scope, and timeframe.
- 25%** **Project Team:** Proposal demonstrates that the consultant has ~~the~~ in-depth knowledge of Fair Housing laws, regulations and fair housing impediments.
- 40%** **Past Project Experience:** Proposal includes at least three specific projects that the contractor has completed within in the last three years that are similar in scope and nature to present RFP. The contractor's response includes references with contacts and phone numbers.
- 5%** **Presentation of Proposal:** Proposal strictly adheres to the requirements set forth in the RFP and is organized and succinct. The proposal will inform the selection committee of the quality of the final analysis.

B. SELECTION AND AWARD PROCESS

Proposals will be independently evaluated and by the selection committee. The committee will record their scores on the evaluation sheet and forward those to the Purchasing Department for tabulation.

Based on the result of the scoring, a recommendation will be made to City Council for their review and consent. Upon successful completion of preliminary negotiations with the selected firm, a notice of award will be issued and contract preparation commenced. Unsuccessful firms will be notified by mail.

VI. Miscellaneous

All materials submitted by any proposer in response to the RFP will become the property of the City and will be returned only at the option of the City.

Costs for developing a response to the RFP, interviews, and contract negotiations are entirely the obligation of the proposer and shall not be charged in any manner to the City.

This RFP is a solicitation and not an offer to contract. The City reserves the right to issue clarifications and other directives concerning this RFP, to require clarification or further information with respect to any proposal received, and to determine the final scope and terms of any contract for services, and whether to enter any contract. The provisions herein are solely for the fiscal responsibility of the City and confer no rights, duties or entitlements to any proposer. A written agreement for services will be required between the City and successful proposer.

VII. Estimated Timetable for Proposals

This RFP is a solicitation and not an offer to contract. The City of Moore reserves the right to terminate, modify, abandon or suspend the process; reject any or all submittals; modify the terms and conditions of this selection process, and/or waive informalities in any submission.

Firms submitting a response to the RFP will be asked at a minimum, to state their understanding and experience relating to the project and offer their methodology for achieving the objective and producing the required deliverables for each task. The finalists selected will be required to participate in an interview. The selection committee will rank the prospective proposers after the interview and recommend the Moore City Council enter contract negotiations with the first ranked team. If contract negotiations fail, the City will proceed to enter negotiations with the teams in ascending order of rank as the City deems necessary.

It is the City's expectation that this RFP and selection process result in the selection of a consultant and affiliated team to be retained in a professional capacity for the development and execution of the anticipated professional services described herein.

The following is a detailed schedule of events for the RFP process, which is subject to modification by the City:

- **November 12, 2024:** Advertise RFP
- **November 19, 2024:** Advertise RFP
- **November 29, 2024:** Questions due to the City
- **December 4, 2024:** Responses to submitted questions posted online
- **December 13, 2024:** RFP responses due to the City
- **December 16-18, 2024:** Selection Committee evaluation
- **December 20, 2024:** Notify first ranked team
- **December 16-20, 2024:** Negotiate contract
- **January 6, 2025:** City Council meeting
- **January 7, 2025:** Contract execution / notice to proceed