



RAPPAHANNOCK-RAPIDAN REGIONAL COMMISSION
REQUEST FOR PROPOSALS | RFP # RRRC-2017-002

Project

Regional Housing Study

Summary

The Rappahannock-Rapidan Regional Commission seeks the services of a qualified Consultant to carry out activities in support of a limited regional affordable housing study. As envisioned, the study will include quantitative and qualitative data collection and analysis at various scales (region, county, town) within the Rappahannock-Rapidan region, inclusive of existing affordable housing trends, ongoing and planned projects, and long-term needs related to affordable housing in the region.

Date Issued

August 9, 2017

Grant Period

Funding for this study is through a grant from the Virginia Housing Development Authority. Work must be completed by December 31, 2017.

Due Date

Proposals must be received by 4:00 p.m. on August 28, 2017.

Proposal Submission

Contractor shall submit three (3) printed copies, and one copy in electronic .pdf format by the due date to:

Rappahannock-Rapidan Regional Commission
Attn: RFP # RRRC-2017-002
420 Southridge Parkway, Suite 106
Culpeper, VA 22701

See section IV for required contents. Proposals received after the deadline will be rejected.

Questions

Please direct any questions regarding this RFP to Patrick Mauney (plmauney@rrregion.org) by 3:00 p.m. on August 18, 2017. An addendum with questions and answers will be posted to the RRRC website by 5:00 p.m. on August 21, 2017.

I. PURPOSE

The purpose of the proposed study is to quantify and evaluate affordable housing need at the region, county and town level, working with representatives from the Regional Commission, member local governments, and other regional housing stakeholders to address local concerns and demographic differences. The study is expected to evaluate the existing status of affordable housing in the region, identify ongoing efforts targeting affordable housing, and the future affordable housing needs in the region. The study process and results are also expected to open a dialogue among localities about potential long-term regional implications.

II. BACKGROUND

The Rappahannock-Rapidan Regional Commission (RRRC) serves Virginia's Planning District 9, which includes the counties of Culpeper, Fauquier, Madison, Orange and Rappahannock. Over the past several years, RRRC has taken the lead in planning and facilitation for regional homeless Continuum of Care activities and affordable/workforce housing studies for individual member jurisdictions. RRRC, in cooperation with partner organizations of the Foothills Housing Network (FHN), recently completed a Capacity Building and Strategic Planning effort, facilitated by the Virginia Housing Alliance (VHA), with funding from the Virginia Housing Development Authority (VHDA). The result of this effort is a set of findings and recommendations for creating a sustainable organization that will be responsible for creating and leading a housing delivery network that includes housing opportunities for the homeless, persons with disabilities, and very low-income and extremely-low income residents of the region.

A key finding of the project was that housing instability in the Rappahannock-Rapidan region is on the rise, especially for those in severe poverty. The percentage of extremely low-income renter households (\$17,080 average annual household income) where housing costs exceed 50 percent of the total household income (severe housing cost burden/unaffordability) has risen by roughly 13 percent since 2010. These are the lowest income households most in jeopardy of losing their housing due to unforeseen financial crisis. To exacerbate the issue, affordable housing development/subsidies are not keeping pace with increasing housing burden among these poorest households.

HUD-assisted and other affordable housing options are limited relative to the number of extremely low-income households. The regional rate of HUD-assisted units per 10,000 housing units is 37% of the average for localities across Virginia. There are roughly as many severely cost-burdened, extremely low-income households in the Rappahannock-Rapidan Region (2,040 households) as there are existing HUD-assisted or Low-Income Housing Tax Credit (LIHTC) units (2,056 units). In other words, there are nearly as many low or moderate-income households currently residing in affordable units (paying less than 30% of their income to maintain the housing) as there are households most in need of an affordable housing opportunity. Not accounting for housing needs of low or moderate-income households, the region would need to double the number of HUD-assisted and LIHTC units just to meet current demand among its poorest households.

The next step in addressing the lack of affordable housing in the region is to secure the assistance of a consultant to work with RRRC and local governments to complete a regional affordable housing assessment.

III. SCOPE OF SERVICES

Due to constraints of funding sources for this study, the final report must be submitted and accepted by end of the 2017 calendar year. Funds available for the project are limited. RRRC looks to the selected Consultant to:

1. Participate in an introductory scoping meeting to discuss issues and opportunities with RRRC, local government staff, and other stakeholders to establish the project timeline and define deliverables. RRRC looks to the selected consultant to help focus the study to best meet the priorities of project participants, while complying with funding and time constraints.

Deliverable: Consultant will submit a draft memo summarizing the decisions made at the meeting regarding priorities, tasks, timeframes and deliverable content.

2. Utilizing quantitative and qualitative data, the Consultant will complete a draft Housing Assessment. RRRC will make data from the referenced Foothills Housing Network Capacity Building and Strategic Planning effort available for Consultant use. The assessment is expected to include, at minimum:
 - Current and projected affordable housing needs at Region, County, and Town levels
 - Inventory of ongoing or proposed affordable housing developments or other efforts
 - High-level affordable housing needs assessment at the Region, County, and Town levels

3. Present and Discuss findings with stakeholder team
4. Submission of Final Report

IV. SUBMISSION AND EVALUATION OF PROPOSALS

A. Proposal Submission

Three (3) printed copies and one (1) electronic .pdf copy of the Contractor's proposal must be received by RRRC by the deadline referenced on the cover page. Proposals should be clear and concise and limited to no more than 20 pages, excluding attachments and/or appendices.

Proposals should include a cover page including, at minimum:

- Referenced RFP number
- Contractor's Name, Address, Telephone Number, and Website (if applicable)
- Name and Email Address for Contractor's Designated Contact Person

Proposals shall also address all items identified in Section IV-B. Failure to address all items in Section IV-B may result in disqualification of the proposal.

B. Proposal Contents

Proposals shall address the following items, at minimum:

1. Description of the offeror's experience relevant to completing the tasks outlined in Section III.
2. Short description of 3 studies carried out by the contractor with relevance to the services requested by this RFP. Completed studies may be included as appendices to the contractor's proposal submitted in response to this RFP.
3. Identification of individuals who will work on this study, including statement of relevant background and experience relative to the study.
4. Description of the conceptual approach that the offeror will utilize to complete the study. Where the offeror proposes to utilize specific data sources and/or alternative data collection methods, such alternatives should be identified and expanded upon, as necessary.
5. A preliminary timeline and work plan for the study, including the key activities and stakeholder engagement activities required to carry out the tasks in Section III and within the time period specified in the RFP. A minimum of three (3) references whom RRRC can contact for information regarding the offeror's work, specifying the role of each individual or firm to specific projects or activities
6. A preliminary cost proposal. Costs may be broken down into individual deliverables as determined by the contractor. The contractor may also provide a range of costs where the task may suggest alternative approaches, or where the scope of the task may be unclear from the information provided in the RFP.

C. Evaluation Criteria (100 points)

- Experience and Expertise in similar affordable housing assessment studies (25 points)
- Capacity and Experience of Individuals that will work on this study (10 points)
- Approach and Methodology (20 points)
- Timeline and Work Plan for completing study (25 points)
- Overall quality and completeness of proposal (10 points)
- Proposed Cost (10 points)

V. OTHER TERMS AND CONDITIONS

A. All proposals must be submitted in accordance with this RFP. All information received shall become part of the proposal.

B. The Offeror certifies that it knows of nothing that could raise the issue of conflict of interest with regard to this RFP.

C. The award of a contract shall be at the sole discretion of RRRC. The award shall be based upon the evaluation of all information made available to the Commission. RRRC reserves the right to enter into any contract deemed to be in its best interest. RRRC shall not be obligated to furnish a statement of the reason why a proposal was not deemed to be the most advantageous.

D. An officer of the proposing Offeror must sign the proposal and all issued addenda. Such signature shall bind the Offeror to all obligations under this RFP.

- E. The Offeror agrees that their proposal shall be good and may not be withdrawn for a period of ninety (90) days.
- F. RRRC shall not be responsible for any expense incurred by any Offeror in preparing and submitting a proposal or participating in the interview and negotiation processes.
- G. All proposals shall become the property of the RRRC. In accordance with the Virginia Public Procurement Act, they will not be open for public inspection prior to final selection.
- H. RRRC reserves the right to cancel this RFP, to accept or reject any or all proposals in whole or in part and to waive any informality in the RFP.
- I. This RFP, any subsequent contract and the work performed there under shall be governed in all respects by the laws of the Commonwealth of Virginia. The Offeror shall comply with applicable federal, state, and local laws and regulations.
- J. The Offeror shall not assign, transfer, convey, sublet, or otherwise dispose of any award, or any or all of its rights, obligations, or interests under this contract, without the prior written consent of the RRRC.
- K. The Offeror shall indemnify and save harmless the RRRC, its supervisors, officers, agents, and employees from and against any and all liability, claims, losses, suits, legal proceedings, and costs occurring from any cause whatsoever in any work required by this RFP.
- L. By submitting its proposals, the offeror certifies that their proposals are made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer, or subcontractor in connection with its proposal, and that it has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, service, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- M. The Offeror shall agree to the nondiscrimination provisions set out in § 2.2-4311, Code of Virginia.
- N. The Offeror shall agree to the drug-free workplace provisions set out in § 2.2-4312, Code of Virginia.
- O. The Offeror shall agree to comply with all federal immigration laws. Offeror shall not knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.
- P. In accordance with § 2.2-4311.2, Code of Virginia, Offerors organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 shall include the identification number issued to it by the State Corporation Commission. Any Offeror not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include a statement describing why they are not required to be so authorized.