

CITY COUNCIL – ACTION REQUEST FORM

Date: May 24, 2017

To: The City Manager

From: D. Ritchie Brooks, Director, Community Development

Council Action Requested:

Resolution awarding a consulting contract for a comprehensive housing study and needs assessment and authorizing funding.

Summary of Information:

There is increased interest and a need to undertake a comprehensive housing study and needs assessment: 1) the Five-Year Consolidated Plan is due to the U.S. Department of Housing and Urban Development (HUD) on May 15, 2018 and requires data on the housing market and housing needs, 2) the resolution approving the Affordable Workforce Housing Policy adopted the guidelines and provided that the policy will be revisited once a comprehensive housing review is done, and 3) the Mayor and City Council included a housing study in the City's 2017-2021 Strategic Plan. At the direction of the City Council, the Community Development Department was instructed to have a housing study completed.

The Community Development Department, through City/County Purchasing, issued a request for proposal (RFP) on March 8, 2017 for a consultant to complete a housing study and needs assessment. The scope of work encompassed the essentials of a comprehensive housing study, the requirements of the Consolidated Plan, and requests from Council Members. The scope of work and addendum of questions from prospective consultants are attached. Proposals were due on April 7, 2017, and ten proposals were received as summarized below.

A panel comprised of City staff from various departments reviewed the proposals and identified the top four proposals as Atria, Enterprise, HR&A, and RATIO. Community Development staff checked references on these four firms. Community Development and Planning Board staff conducted telephone interviews with representatives from each of the four firms. Based on criteria in the Request for Proposal, as evaluated through the staff panel and interviews, Enterprise Community Partners, Inc. submitted the most responsive and responsible proposal.

Committee Action:

Committee	Finance 6/12/17 CD/H/GG 6/13/17	Action	Approval
For	Unanimous	Against	

Remarks:

This agenda item awards the consulting contract for a housing study and needs assessment to Enterprise Community Partners, Inc. and appropriates \$136,633 in Community Development Block Grant (CDBG) and Housing Finance Assistance Funds. An appropriate resolution and project budget ordinance appropriating the Housing Finance funds are attached. CDBG funds are already appropriated for this purpose.

Name	Home Office	Price	MWBE
Atria Planning, LLC	San Diego, CA	\$84,600	Yes
BBC Research & Consulting	Denver, CO	\$64,200	N/A
Economic & Policy Resources, Inc.	Williston, VT	\$121,270	N/A. Subcontractor – Yes.
Enterprise Community Partners, Inc.	Washington, DC	\$136,633	N/A. Subcontractor – Yes.
HR&A Advisors, Inc.	Washington, DC	\$164,310	N/A
Mullin & Lonergan Associates, Inc.	Pittsburgh, PA	\$94,600	N/A
North Carolina Housing Coalition	Raleigh, NC	\$105,250	N/A
RATIO Architects, Inc.	Indianapolis, IN	\$108,255	N/A
TDA Consulting, Inc.	Laurinburg, NC	\$49,301	Yes
Western Economic Services, LLC	Portland, OR	\$39,870	N/A