



## **REQUEST FOR INFORMATION: ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING**

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### **I. Purpose**

The City of Springfield is seeking information from qualified consultants for the development of an Analysis of Impediments to Fair Housing for the City of Springfield. The Analysis of Impediments must be completed in compliance with federal regulations and to meet the HUD submission deadline of May 15, 2020.

### **II. Background**

The City of Springfield is an entitlement grantee and receives an annual allocation of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). The City of Springfield is in a consortium with the City of Eugene for federal HOME Investment Partnerships Program (HOME) funds, and must jointly submit a Five-Year Consolidated Plan for program years 2020 - 2024. As required by Consolidated Plan regulation 24 CFR 91, Springfield and Eugene are required to complete comprehensive Analyses of Impediments. The two Cities have many of the same stakeholders and community partners, though are different communities with different policies and will thus produce separate Analysis of Impediments.

#### *City of Eugene Request for Proposals*

The City of Eugene is contracting separately for a consultant to develop the Eugene-Springfield Five-Year Consolidated Plan for the Eugene-Springfield HOME Consortium, and to produce an Analysis of Impediments to Fair Housing for the City of Eugene. The City of Springfield is interested in determining whether it would be most efficient to use the same consultant (or consultant team) to prepare the City of Springfield Analysis of Impediments as selected by Eugene for its Analysis of Impediments and the Eugene-Springfield Five-Year Consolidated Plan.

### **III. Submission Requirements to this RFI**

In your response, please include sufficient information to address the following:

- a) Qualifications and Experience  
Please discuss the overall capabilities of the organization, and experience with developing Analysis of Impediments for Entitlement Communities.
  
- b) Proposed Services and Proposed Schedule  
Please provide a summary of your approach to developing an Analysis of Impediments for the City of Springfield, including key work tasks, detailed work plan, and proposed schedule. In order to meet a HUD-submission deadline of



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May 15, 2020, staff estimate the final draft of the Analysis of Impediments needs to be completed by February 2020 in order to be available for public review.

If you are also responding to the City of Eugene's RFP for developing the Eugene-Springfield Consolidated Plan and Eugene-specific Analysis of Impediments, please identify any opportunities for coordination between the projects.

- c) Prior Experience Producing an Analysis of Impediments  
Please detail your experience producing Analysis of Impediments to Fair Housing, particularly for entitlement communities. Please also include references.
  
- d) Cost Proposal  
Please detail a summary of costs for labor, estimated hours, hourly rates, purchased materials, travel expenses, and other related direct costs for completion of the City of Springfield Analysis of Impediments to Fair Housing.

If you are also responding to the City of Eugene's RFP for developing the Eugene-Springfield Consolidated Plan and Eugene-specific Analysis of Impediments, please identify how the cost for this project may differ if you are selected by the City of Eugene for their projects.

### IV. Responding to this RFI

*Response:* Please use Section III. Submission Requirements to this RFI as your guide to responding to this RFI.

*Deadline:* Please submit an electronic copy of your proposal to Erin Fifield via email ([efifield@springfield-or.gov](mailto:efifield@springfield-or.gov)) by August 27, 2019, no later than 5:00 pm.

*Contact:* If you are interested in submitting a response to this RFI, the City encourages you to contact City staff. Contact information for staff is as follows:

*August 2 – August 9:*  
Erin Fifield, 225 Fifth Street, Springfield, OR 97477  
Phone: (541) 726-2302  
Email: [efifield@springfield-or.gov](mailto:efifield@springfield-or.gov)



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*August 10 – August 27:*

Sandy Belson, 225 Fifth Street, Springfield, OR 97477

Phone: (541) 736-7135

Email: [sbelson@springfield-or.gov](mailto:sbelson@springfield-or.gov)

*Review:* Responses to this RFI may be reviewed by city staff, the Springfield Community Development Advisory Committee, as well as City Council. Consideration will be given to responses that meet HUD requirements for compliance with submission of an Analysis of Impediments. Preference will further be given to responders that have also submitted a qualified proposal to the City of Eugene for their RFP for development of the Eugene-Springfield Consolidated Plan and the Eugene-specific Analysis of Impediments to Fair Housing, and to what extent the information presented in their response to this RFI recognizes efficiencies in contracting for both projects.

*Posting:* This RFI is posted on the Springfield website at <http://www.springfield-or.gov/city/development-public-works/housing-and-block-grant-programs>. In the event it is necessary to amend, revise, or supplement any part of the Request for Information, addenda will be posted on this website page. The City will make a reasonable effort to provide the addenda to all who the City provided the initial RFI.

*Disclaimer:* This RFI is not a solicitation document. It is not a request for proposal, request for quotation, offer, or an invitation for bid. Information received from this RFI may be used to directly contract with a consultant for the development of the Analysis of Impediments.

All material submitted by the Responders shall be considered property of Springfield, and the City will not be required to return same to any Responder. The material submitted by Responder will be treated in the same manner as the City's own records. After opening, all Responses become part of the public record unless exempt under Oregon Public Records Law. Responders wishing to exempt appropriate portions of their Responses from disclosure as public records are encouraged to discuss their concerns with City staff listed above before submitting a response.