

**Request for Proposal  
Consultant Services for 2020—2024 Regional Analysis of  
Impediments to Fair Housing  
September 2018**

**I. INTRODUCTION**

A regional collaboration of the City of Milwaukee, Milwaukee County, the City of West Allis, the City of Wauwatosa, and Waukesha County is requesting proposals from qualified consulting firms to assist in the design and facilitation of public focus groups and aid in development of its Analysis of Impediments to Fair Housing.

The City of Milwaukee is an entitlement community for CDBG and HOME and serves as the lead agent in a four county partnership (Washington, Ozaukee, Waukesha, and Milwaukee Counties) for the HOPWA program. The City of Milwaukee received \$15,835,000 in CDBG funds and \$5,967,429 in HOME funds for FY2018.

Milwaukee County is a designated Urban County with 15 participating jurisdictions that is a part of a HOME Consortium with two additional entitlement communities (West Allis and Wauwatosa) in Milwaukee County. Milwaukee County received \$1,606,587 in CDBG funds and \$1,321,445 in HOME funds for FY2018.

The City of West Allis is an Entitlement Community for CDBG and part of a consortium with the City of West Allis and Milwaukee County for HOME funds. The City of West Allis received \$1,255,225 in CDBG funding in FY2018

The City of Wauwatosa is an Entitlement Community for CDBG and part of a consortium with the City of West Allis and Milwaukee County for HOME funds. The City of Wauwatosa received \$976,933 in CDBG funding in FY2018.

Waukesha County is an Urban County Entitlement Community for CDBG, and the lead agent of a four county consortium for HOME funds, called the HOME Consortium (Jefferson, Ozaukee, Washington and Waukesha Counties). Waukesha County received \$1,426,915 in CDBG funding and \$1,410,331 in HOME funds for FY2018.

The 2020—2024 Regional Analysis of Impediments to Fair Housing to be produced by this process must satisfy the requirements of Title VIII of the Civil Rights Act of 1968, 42 U.S.C. 3608 and Executive Order 12892. This act requires that each jurisdiction receiving CDBG and HOME funds plan and take actions to overcome impediments to fair housing. The 2020—2024 Regional Analysis of Impediments to Fair Housing will be the first attempt at a regional plan and will serve as the formal submission to HUD for all of the above named jurisdictions.

For purposes of this RFP, the vendor or respondent refers to the firm responding to this RFP while Consultant or Contractor refers to the firm awarded the contract resulting from this RFP.

For purposes of this RFP, Collaboration Group refers to the above named municipalities.

## **II. SCOPE OF SERVICES**

The scope of work includes, but is not limited to the following:

### **A. Project Coordination**

Consultant will be expected to:

- Meet with Collaboration Group to explain detailed approach and coordinate project timeline
- Coordinate with each municipality to finalize details of citizen participation meetings
- Meet with Collaboration Group to explain findings from public input sessions, and preparation for presentation to local boards
- Meet with Collaboration Group to present draft Regional Analysis of Impediments and preparation for presentation to local boards
- Meet with Collaboration Group to present final Regional Analysis of Impediments and preparation for presentation to local boards.

### **B. Citizen Participation and Consultation**

Development of the Regional Analysis of Impediments must be a collaborative process with input gathered from target groups that include; the general public, nonprofits that represent the target populations, the United Way, Greater Milwaukee Foundation, municipal staff and elected representatives, community leaders, government agencies, and local municipalities. The Consultant will:

1. Assist in the design and facilitation of one community meeting each in Jefferson, Ozaukee and Washington counties to solicit input on needs, impediments and strategies. Waukesha County will have three meetings.
2. Assist in the design and facilitation of 18 community meetings in the City of Milwaukee's neighborhood strategic planning areas. (See attached).
3. Assist in the design and facilitation of 15 community meetings within Milwaukee County with our municipal partners to solicit input on impediments, needs and strategies.
4. Assist in the design and facilitation of three community meetings in the City of West Allis to solicit needs, impediments and strategies.
5. Assist in the design and facilitation of two community meetings in the City of Wauwatosa to solicit needs, impediments and strategies.
6. Conduct an internet survey of the groups and individuals listed above.
7. Meet three times with both the Waukesha County HOME and CDBG Boards, the City of Milwaukee's Community and Economic Development Committee, Milwaukee County's Economic and Community Development Committee, the City of West Allis' Community Development Authority, and the City of Wauwatosa for approximately 15 meetings total. First, to solicit input on the needs and priorities of the Boards for

the next five years, second to present the draft Analysis of Impediments, and third, to present the final Analysis of Impediments.

**C. Collaboration/Subcontract with local academic/higher education entity to assist with collection and analysis of statistical information.**

**D. Regional Analysis of Impediments Components:**

The Regional Analysis of Impediments produced must be a detailed analysis of fair housing data, an assessment of fair housing issues and contributing factors, and an identification of fair housing priorities and goals. The Collaboration Group envisions a document that addresses these points first in a regional context, but also provides separate sections or appendices that identify specific impediments and action items to alleviate those impediments for each municipality in the Collaboration Group. Specifically, the Regional Analysis of Impediments must identify and address:

- Patterns of integration and segregation;
- Racially or ethnically concentrated areas of poverty;
- Disparities in access to opportunity;
- Disproportionate housing needs
- Presented separately, identify fair housing issues and related contributing factors in each jurisdiction and region;
- Presented separately, set goals or action items to overcome fair housing issues and related contributing factors for each jurisdiction

**III. IMPLEMENTATION SCHEDULE**

The Consultant will provide sufficient staffing and be available as needed to complete the 2020—2024 Regional Analysis of Impediments to Fair Housing by November 15, 2019.

<b>Activity</b>	<b>Completion Date</b>
RFP Issued	September 26, 2018
RFP Submission Date	October 19, 2018
Contract Approval and Initiation of Work	By November 02, 2018
Public Focus Group meetings	November 2018 through February 2019
Meeting with Collaboration Group to present public input	March 2019
Meeting with Collaboration Group to present 1 <sup>st</sup> draft	May 2019
Presentations to Collaboration Group Boards	June 2019
Meeting with Collaboration Group to present final draft	July 2019
Presentations to Collaboration Group Boards	August 2019
Public Comment Period	September 2019
Final revisions if necessary	October 2019
Final approval by Collaborative Group Boards	October and November 2019
Submit to HUD	November 15, 2019

### **III. DELIVERABLES**

#### **A. 2020—2024 Regional Analysis of Impediments to Fair Housing**

The specified reports above shall be delivered electronically. All reports are to be submitted within 10 day upon completion of the task, or by the date specified in the Implementation Schedule.

Upon receipt of the draft reports, the City of Milwaukee will review and respond as to approval or modification required within five (5) days and upon receipt of such notice, the Consultant shall correct all defects or deficiencies considered by the Consultant and the City to be within the scope of the proposal and shall resubmit the final report within five (5) days.

### **V. COLLABORATION GROUP STAFF PARTICIPATION**

The City of Milwaukee requires the Consultant to have the capacity to exercise independent judgment and to perform those actions necessary to complete the plans. While the consultant will be working under the general direction of the City, it should be understood the City has limited professional staff capacity to support the project and will rely on the personnel, experience and expertise of the Consultant to ensure all necessary components of the process are completed in a timely manner.

The Community Development Director will oversee the development of the Regional Analysis of Impediments, and will be the contact for meetings and information.

The Collaboration Group will provide copies of all existing plans, data and documents, to the selected firm, including:

- Contact lists of local agencies, community leaders, municipalities and others invited to participate in the process
- Copies of zoning, subdivision and related land use regulations
- SEWRPC Regional Housing Plan
- HUD's AFFH Planning Tool
- Information and recommendations developed by the respective Boards for each Community Development entity in the Collaboration Group
- Previous Analysis of Impediments to Fair Housing for each municipality
- Facilities, meeting rooms, photocopying, phone, office space and related services when needed

Waukesha County's CDBG and the HOME Board members will be included in the public information gathering process, and will review and approve the plans before submittal to HUD. The Consultant will be required to attend some HOME and CDBG Board meetings during the planning process, and to present the draft and final reports to both Boards before submittal to HUD.

The City of Milwaukee's Community and Economic Development Committee will be included in the public information gathering process, and will review and approve the plans before submittal to HUD. The Consultant will be required to attend Committee meetings during the planning process, and to present the draft and final reports to the Committee before submittal to HUD.

The City of Wauwatosa's CDBG Committee and Common Council will be included in the public information gathering process, and will review and approve the plan before submittal to HUD. The Consultant will be required to attend a CDBG Committee meeting during the planning process to present the draft. The final report will be presented to the appropriate Council Committee. Common Council approval required before submittal to HUD.

The City of West Allis Community Development Authority and Common Council will be included in the public information gathering process, and will review and approve the plan before submittal to HUD. The Consultant will be required to attend a Community Development Authority meeting during the planning process to present the draft. The final report will be presented to the appropriate Council Committee. Common Council approval required before submittal to HUD.

Milwaukee County's Economic and Community Development Committee will be included in the public information gathering process, and will review and approve the plans before submittal to HUD. The Consultant will be required to attend Committee meetings during the planning process, and to present the draft and final reports to the Committee before submittal to HUD.