

## **CITY MANAGER PROCUREMENT AWARD**

### **ACTION REQUESTED:**

Approve the award of RFP 19-094, Housing Needs Assessment/Affordable Housing Plan, to SB Friedman & Co for an amount not to exceed \$42,500

**DEPARTMENT:** City Clerk's Office

**SUBMITTED BY:** Pam Gallahue PhD, City Clerk

### **BOARD/COMMISSION REVIEW:**

N/A

### **BACKGROUND:**

The City of Naperville is a Community Development Block Grant (CDBG) entitlement community as defined by Title I of the Housing and Community Development Act of 1974. As part of its annual application for CDBG funding, the City certifies it will affirmatively further fair housing, including conducting the Analysis of Impediments to Fair Housing Choice (AI) and taking appropriate actions to overcome the effects of any impediments identified by the analysis. The 2016 AI recommended the City prepare a Housing Needs Assessment/Affordable Housing Plan to determine the degree to which affordable housing demand exceeds current housing supply and to address the impact of housing cost burdens on low and moderate-income residents and members of protected classes.

The City Clerk's Office solicited proposals from experienced and qualified consulting firms to prepare a Housing Needs Assessment/Affordable Housing Plan based on the most recent and relevant data and information. The Housing Needs Assessment/Affordable Housing Plan will provide a data-based framework to identify critical issues, set housing priorities, formulate policy recommendations and develop successful strategies to meet current and future housing needs.

The consultant will prepare a housing needs assessment and affordable housing plan based on a review of previous studies, a detailed analysis of existing housing conditions, current and projected demographic and economic data and housing market conditions through 2040. Data analysis will focus on identifying critical issues and unmet housing needs, especially in the areas of affordability and underserved populations. The consultant is expected to identify trends, recommend policies and introduce actions and best practices to address the unmet needs and issues identified following data analysis.

### **DISCUSSION:**

Advertisement Date:	05/29/2019	Notices Sent:	73
Opening Date:	06/20/2019	Planholders:	9
		Proposals Received:	2

Proposals were received from the following firms:

SB Friedman & Co Development Advisors  
Valerie Kretchmer Associates

A selection committee consisting of staff from the City Clerk's Office, Transportation, Engineering and Development Business Group and two members of the Housing Advisory Commission reviewed proposals. The proposals were scored based upon the criteria set forth in the RFP:

1. Capability, Capacity and Qualifications (30%)
2. Suitability and quality of the Approach (35%)
3. Milestones and Deliverable (20%)
4. Outcomes to be Achieved (15%)

Both firms were invited to attend interviews with the section committee. Following interviews, the selection committee rescored the firms. A summary of the qualification scores is provided below:

<b>Consulting Firm</b>	<b>Qualification Score</b>
<b>SB Friedman Development Advisors</b>	<b>93.25</b>
Valerie Kretchmer Associates	88.25

SB Friedman Development Advisors scored the highest and is recommended for award. The consultant originally proposed \$72,720 for the full assessment, but through negotiations and the firm's desire to work on this project, the fee was reduced to \$42,500.


**FISCAL IMPACT:**

CIP #: N/A

Housing assessments are expensed to the other professional services accounts listed below. No dollars were directly budgeted for the housing assessment in 2019. A portion of this assessment will be funded through CDBG allocation underspend. The remainder of the contract will be funded by savings on the 5th Avenue Advocate Contract.

<b>Account Number</b>	<b>Fund Description</b>	<b>Total Budget Amount</b>
13143700-531309	Community Development Block Grant	\$0
30281100-531309	General Fund	\$155,000

**SUBMITTED BY:**

 9-13-19  
Pam Gallahue, PhD, Date  
City Clerk

 9/13/19  
Rachel Mayer Date  
Chief Procurement Officer

**APPROVED BY:**

 9/16/19  
Douglas A. Krieger Date  
City Manager