

# Request for Proposal (RFP) for Analysis of Impediments to Fair Housing Choice in Blaine County, Idaho

August 23, 2024

Contact:

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## SUBMITTAL DEADLINE

The Blaine County Housing Authority (BCHA) will accept proposals electronically at [info@bcoha.org](mailto:info@bcoha.org) until **September 8<sup>th</sup>, 2024, 11:59 p.m. MST.**

## QUESTIONS AND CONTACTS

Questions or requests for information should be submitted via email to Rian Rooney at [info@bcoha.org](mailto:info@bcoha.org). Proposers should refrain from approaching other Blaine County Housing Authority staff and board members, City of Ketchum staff or elected officials. The BCHA is interested in establishing a fair and transparent selection process where proposers have equal access to all the information about the project.

### I. INVITATION TO SUBMIT PROPOSALS

Copies of this RFP can be found at <https://www.bcoha.org/fair-housing.html>

Electronic proposals shall be submitted via email to [info@bcoha.org](mailto:info@bcoha.org).

The BCHA will respond to any questions of a substantive nature via an addendum to this RFP. All addenda will be posted to BCHA's website and distributed to known holders of the RFP.

The BCHA reserves the right to reject any and all proposals or any part thereof, to waive any formalities or informalities and further, to award the services to the most responsive and responsible Proposer, according to the BCHA's evaluation and as deemed to be in the best interest of the BCHA. The BCHA may opt to conduct interviews at its own discretion following the proposal deadline.

### II. BACKGROUND

The Blaine County Housing Authority's mission is to be a central source for solutions, advocacy and knowledge surrounding community housing in Blaine County. BCHA administers lease-up, transfers and compliance on an inventory of deed-restricted community housing units, recommends and advocates for housing policies, works on services to create housing stability and informs, engages and collaborates on all things housing in Blaine County, Idaho.

- [2022 BCHA Strategic Plan & 2024 BCHA Action Plan](#)
- [Blaine County Housing Studies and Plans](#)

The Blaine County Housing Authority (BCHA) is seeking the services of a qualified and experienced consultant or firm to conduct an Analysis of Impediments to Fair Housing Choice for the geographic scope of Blaine County, Idaho, including individual findings and recommendations for each of its 6 component jurisdictions (Sun Valley, Ketchum, Hailey, Bellevue, Carey and unincorporated Blaine County).

The Analysis of Impediments to Fair Housing Choice will be shared with each jurisdiction and used to advocate for and inform regulatory and policy decisions as well as strategic, regional action planning.

The AI should be completed in accordance with current HUD requirements and HUD’s Fair Housing Planning Guide, Volume 1 available at:

[https://www.hud.gov/sites/dfiles/FHEO/documents/Fair%20Housing%20Planning%20Guide\\_508.pdf](https://www.hud.gov/sites/dfiles/FHEO/documents/Fair%20Housing%20Planning%20Guide_508.pdf).

### III. PRELIMINARY PROJECT SCHEDULE

As a guideline, the City anticipates the following schedule:

Milestone	Date
Posting	August 23, 2024
Proposal Due Date	September 8, 2024
Contract Award	September 20, 2024

### IV. SCOPE OF SERVICES

1. Develop a current analysis of impediments to fair housing choice and strategies to address those impediments for each of Blaine County’s five incorporated jurisdictions (Sun Valley, Ketchum, Hailey, Bellevue and Carey) and unincorporated Blaine County.
2. Identify and summarize impediments and strategies at a cross-jurisdictional Blaine County-level.
3. Recommend specific action items and recommendations to overcome impediments for each jurisdiction.
4. Include an explanation of methodologies used for evaluation, analysis and recommendations.
5. Include and utilize a process for obtaining input from local governments and residents of the community, particularly for whom fair housing is a concern, and account for historic resident input derived from previous surveys and engagement.
6. Results shall be packaged in a final report.
7. Provide a presentation of findings and recommendations upon completion.

### V. EVALUATION CRITERIA

Proposals will be evaluated according to the following criteria:

- Recent and relevant project performance. Experience and availability of each of the members of the team and their qualifications.
- Response to the requirements in the RFP and an approach that indicates understanding of the project scope.
- Project examples and references.

### VI. PROPOSAL FORMAT

Proposals shall be organized and contain the following information.

- Team information
  - Provide a summary of the firm / project team
  - Provide assigned duties of project team
- Description of experience producing Analyses of Impediments and similar projects
- Process and schedule for completion of the project
  - Timetable and phases of project
  - Anticipated amount of assistance from BCHA staff
- Examples of Work and References (minimum of 3)
- Price/Compensation Proposal
  - This information will not be used in scoring or evaluating the proposals.