



CITY OF LAWRENCE

REQUEST FOR QUALIFICATIONS (RFQ)

RFQ # Q1607

Purpose of RFQ: **Technical assistance and support services for affordable housing, community development, and economic development.**

RFQ Description: The City of Lawrence, Kansas is seeking a company, firm or consulting team that has knowledge, skills and expertise in the areas of affordable housing, community development, and economic development to provide technical assistance and support services to complement the City's in-house skill set.

Department: **City Manager's Office**

Contacts: **Diane Stoddard, Assistant City Manager**

email: dstoddard@ci.lawrence.ks.us

Phone: 785-832-3413

Site Visit Requirements: **None**

Copy Requirements: **One electronic copy/PDF Format**

Due Date & Time: **Friday August 26, 4 pm**

Submit to Address:

City of Lawrence, Kansas
Diane Stoddard, Assistant City Manager
dstoddard@lawrenceks.org

Request for Qualifications

Technical Assistance and Support Services:

Affordable Housing, Community Development, and Economic Development

The City of Lawrence, Kansas

RFQ# Q1607

Purpose

The City of Lawrence seeks Requests for Qualifications from qualified and experienced consultants to provide technical and support services to assist staff, governing bodies, advisory boards, partnership organizations, and community stakeholders within three areas of focus:

- Affordable housing
- Community development
- Economic development

Scope of Services

Through a variety of consultation, education, and technical services, the consultant will provide broad-based support for the above areas of focus to compliment the efforts and skills of staff, governing bodies, advisory boards, partnership organizations, and community stakeholders. Services may include:

- Organizational capacity building and development in the focus areas identified above;
- Workshops, clinics, facilitations, and other training courses related to focus areas;
- Review of programs in focus areas;
- Assessments and discussions to identify barriers to programs and provide recommendations for improvement, training, and/or technical assistance to address deficiencies;
- Preparation for strategic approaches and best practices in the focus areas, including affordable housing development and management; neighborhood economic development; small business development; financing, lending and underwriting; construction and rehabilitation management; and project management;
- Program development, including designing, capitalizing, organizing, funding and launching;
- Assistance in creating, designing, financing, and executing housing, economic, and community development programs;
- Technical services including analytical work such as gap analysis reports for economic development projects.

Responses to the RFQ should prove a demonstrated depth of knowledge in the focus areas and expertise in the above services.

Submittal Requirements

Consultants are asked to submit a Statement of Qualifications for delivering technical and support services addressing affordable housing, community development, and economic development.

Consultants are asked to provide the following:

1. Provide background information on your practice. Indicate how long the firm has been in professional practice, approximately how large the professional staff is, and what areas of expertise the firm offers. Identify the project manager and other key personnel who will work on the project.
2. Provide contact references from other municipal clients starting with the most recent project first. Provide a brief description of the projects executed for each of these clients.
3. Indicate your experience with providing support and technical services to municipalities in the areas of affordable housing, community development, and economic development.
4. Provide a cost proposal for services. Cost proposal should address how services would be handled on a case-by-case basis or by retainer and estimated expenses for services.
5. Submit sample reports on gap analysis that has been completed for similar type projects.

Selection Process

A Selection Committee involving representatives from the City of Lawrence will review the submittals and make a recommendation to the City Commission of the best firm to complete the project. The recommendation will be based upon relevant project experience, approach to the project, and the cost of proposal to complete the phase one report. The City Commission will make the final selection and authorize the agreement with the successful consultant.

Interviews

The City will conduct interviews with the shortlisted firms involving key project staff from the primary firm and their consultants. Team members should be prepared to discuss, among other things, their approaches to maintaining a schedule, communicating with clients, coordinating project responsibilities, and identifying project risks which require the attention of the City, staff, advisory boards, and commission, other taxing jurisdictions, partnership teams, and community stakeholders. Each interview will be limited to two hours in which the consultant team will make an introductory presentation of their team’s experience and strengths. The balance of the time will be devoted to questions, answers, and discussion.

Submittal Schedule*

Invitation to Submit.....August 12, 2016

Invitations will be distributed electronically by the City of Lawrence to selected consultants and posted on the City's DemandStar site. Others may request a copy of the RFQ at any time prior to the submission date.

Submission Deadline.....August 26, 2016

Submit your Statement of Qualifications to Diane Stoddard at the Lawrence City Hall by 4:00 p.m. Submittal should be in PDF Format. Respondents are responsible for verifying receipt of the response by the City of Lawrence.

City of Lawrence, Kansas
Diane Stoddard, Assistant City Manager
dstoddard@lawrenceks.org

Shortlist Notified.....September 1, 2016

The City will notify selected firms by phone to schedule interviews. All unsuccessful firms will be notified by email.

Interviews (via electronic means)..... September 19-23, 2016

Recommendation to City Commission of Top Ranked Firm/Authorization to Execute Services Agreement..... October 4, 2016

**Schedule is subject to change.*