



City of Dublin

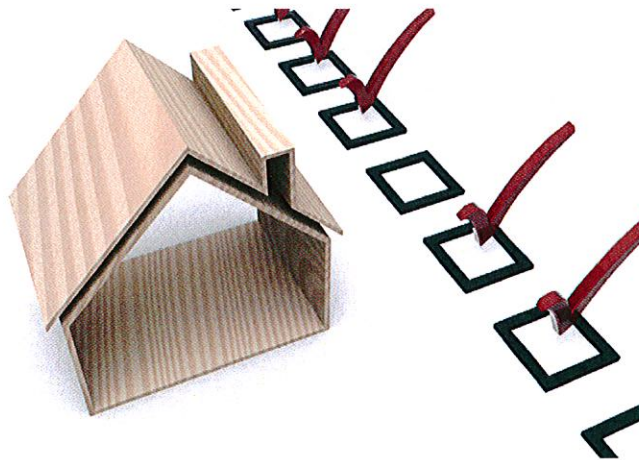
Purchasing Department

RFP #17-01-002

Issue Date: January 5, 2017

City of Dublin

Housing Needs Assessment Survey



Proposals due January 31, 2017 @ 2:00 P.M. EST

Request for Proposal (RFP): *City of Dublin Housing Needs Assessment Survey*

The City of Dublin is seeking a consultant to complete a Housing Needs Assessment Survey and is also seeking information on the housing needs of the City in order to better address those needs through planning, development, partnerships and any other methods available to the City government.

Background

The City of Dublin is seeking information about the housing needs of City residents. This information is necessary in order for the City to know exactly what its housing needs are and to consider effective ways of expanding affordable housing and meet the housing needs of its workforce, senior and disabled residents.

The City is seeking a comprehensive Housing Needs Assessment Survey. The City proposes to hire a qualified consultant to conduct the survey and develop a written analysis of gathered data that provides a comprehensive and concise report that identifies: 1) areas in the City that are in greatest need of affordable housing; 2) whether there is need for development of workforce housing; 3) whether there is need to develop more senior and disabled housing; 4) barriers to developing needed housing, including barriers by specific geographic area of the City such as zoning, land use policies, ordinances and infrastructure concerns; and 5) possible solutions to address the City's housing needs, including potential sources of funding for development as well as parties that may be interested in developing needed housing in the City.

Scope of Work

The City of Dublin is soliciting proposals for consultants who have the skills and capacity necessary to provide a comprehensive housing needs assessment survey within an approved budget and schedule. The minimum level of information required includes:

- Assess current housing stock in the City to determine average age and structural condition of stock.
- Identify areas with concentrations of low-to moderate income populations that lack adequate affordable housing;
- Identify needs specific to workforce housing in relationship to commute times, access to services, affordability and other relevant factors;
- Identify needs specific to senior and disabled housing in the City, both now and in the future based on population changes, in relationship to areas of likely concentrations of senior and disabled populations, access to services, affordability and other relevant factors;
- Identify barriers to the development of affordable housing in areas of need such as infrastructure concerns or access concerns to services/amenities that might impact the ability of a project to be successful;
- Review existing land use policies and ordinances that may pose barriers to affordable housing and recommend amendments to alleviate those barriers
- Identify surplus City property that might be suitable for development of affordable housing.

- Identify parties interested in developing affordable housing in the City, including those that may make compatible partners with the City;
- Identify potential funding sources available for developing affordable housing relevant to the areas of greatest need in the City;

Selection Criteria

Proposals will be reviewed and evaluated by the City of Dublin Purchasing Director, City Manager and Community Development Department in consultation with others the Director may involve in the process. After considering factors outlined in the Proposal Contents Section in this RFP, a consultant will be recommended to the Mayor and City Council for approval subject to negotiation of fair and reasonable compensation. Consultants will be notified by e-mail of the City's selection.

Fee Schedule

For purpose of proposal evaluation, the Consultant is requested to provide an hourly fee schedule for all personnel to be involved in the project. The hourly rates should include fringe benefits, indirect costs, and profit. The Consultant's charge for reimbursable expenses should also be included. The consultant is asked to provide an estimated total project cost. The City of Dublin will negotiate a fee with the successful consultant, based upon costs for similar projects recently managed by the City and funds available for service delivery.

Proposal Contents

The Consultant's proposal must contain five parts:

1. **Technical Approach/Project Schedule.** Describe the approach to be taken in addressing the proposed scope of work. This description is to include delineation of specific tasks to be undertaken in each project activity. Include a project schedule showing estimated start and completion dates for all major tasks.
2. **Experience of Proposed Personnel.** Describe the techniques to be used, staffing configurations, and the like. A brief resume of the individuals involved in the project will be required. Specifically identify the individual(s) responsible for analysis of information, etc.
3. **Prior Related Experience.** Summarize your firm's experience on projects involving Needs Assessment Surveys. Specifically identify projects involving Housing issues including development and identifying affordable housing needs for specific populations or geographical areas. Include only projects currently underway or completed within the past five years, and identify any outstanding concerns from closed projects. Include a contact person and phone number for each referenced project.
4. **Responsiveness to Client Needs.** Describe specific project implementation measures intended to 1) provide a comprehensive assessment of the City, and 2) enhance the usefulness of the data provided.

Describe factors such as familiarity with the geographic area impacted by the survey, knowledge of local housing needs, lenders, developers, etc., which will help your firm implement project activities.

State a timeline for completion of the assessment.

5. Fee Schedule. (As outlined above)

Evaluation Criteria

The following factors will be used in evaluating Consultants' proposals and awarding of contract:

1. Technical Approach/Project Schedule (25 points)
2. Experience of Proposed Personnel (25 points)
3. Prior Related Experience (20 points)
4. Responsiveness to Client Needs (15 points)
5. Fee Schedule (15 points)

Anticipated Selection Schedule

Proposals are due to the City no later than 2 p.m. on Tuesday, January 31, 2017. Proposal may be submitted in person, by U S mail or package delivery to:

City of Dublin Purchasing Department
Attn: Kris Harden
P. O. Box 690, Dublin, GA 31040
215 Truxton St., Dublin, GA 31021
Faxed or e-mail proposals will not be accepted.

Questions regarding the proposal may be directed by e-mail to:

Kris Harden, CPPB, Purchasing Director
hardenk@dlcga.com

Questions must be received by the end of business on Monday, January 16, 2017. Answers will be posted on the City's website at www.cityofdublin.org by the end of business on Monday, January 23, 2017. It is the responsibility of the interested firms to check the website for new questions and answers prior to submitting proposals. The names of firms and individuals submitting questions will not be disclosed.

The committee plans to have all proposals evaluated by February 13, 2017 and will forward the recommendation to Mayor and Council for the February 16, 2017 Council Meeting.

Terms and Conditions

All responses and supporting materials as well as correspondence relating to this RFP become property of the City of Dublin when received. Any proprietary information contained in the response should be so

indicated. However, a general indication that the entire contents, or a major portion, of the proposal is proprietary will not be honored. The following terms and conditions shall also apply:

- A. The City of Dublin reserves the right to accept any proposal, to reject any proposal, to waive defects in proposals submitted in response to this request, and to select the proposal deemed to be in the best interests of the City. Issuance of this proposal does not obligate the City to award a contract. The City accepts no responsibility for reimbursement of expenses incurred in responding to this Request for Proposal.
- B. The City of Dublin shall not be responsible for RFP preparation costs. By submitting the RFP each firm agrees to be bound in this respect and waives all claims to such costs and fees.
- C. All information, documentation, and other materials submitted in response to this solicitation that are considered non-confidential and/or non-proprietary are subject to public disclosure under the Georgia Public Information Act after the solicitation is completed and contract executed with selected firm.
- D. The City and its contractors shall not discriminate on the basis of race, color, religion, national origin, or sex in the award and performance of contracts.
- E. By submitting this RFP, submitters accept the evaluation process as outlined in this document and acknowledge and accept that determination of the most qualified firm offering the best value to the City may require subjective judgments by the owner.
- F. Pursuant to O.C.G.A. 36-60-13, if applicable, any contract resulting from this invitation, if not sooner terminated pursuant to the provisions of terminations contained herein, is terminable by the CITY OF DUBLIN Council on December 31 of each calendar year during the term of said contract, except that said contract shall be renewed automatically on such date, and without any lapse, unless positive action is taken to terminate said contract by the Council in a public meeting and such action entered in the Official Minutes of the CITY OF DUBLIN Council.
- G. Initial contract and any continuation contract(s) will terminate immediately and absolutely at any such time as there are no appropriated unobligated funds available to satisfy the City's obligations under said contract(s).
- H. Subsequent to the award, the successful bidder will be presented with a contract which may be in the form of a purchase order. Contract is to be executed within ten (10) calendar days of from award notice. If the contract document is mailed, the date of presentation shall be the postmark date.

OPTION (Please price this item separately):

****This option is not a requirement to submit the Request for Proposal for the Housing Needs Assessment Survey**

The City of Dublin seeks to have a Neighborhood Analysis performed to describe and analyze the overall condition of the neighborhoods within the corporate limits of Dublin and invites proposers to submit a cost separate from the above referenced RFP. The general scope of the study would be to provide an analysis of the land-use, structural conditions, public utilities, streets, community facilities and environmental conditions. Socio-economic information should be included in order to present a profile of each neighborhood's population.

Sample pages from the last Neighborhood Analysis, which was performed in June 1978, are included in this package to give each proposer a general idea of the information that the City of Dublin is requesting. The analysis in its entirety may be obtained by contacting Kris Harden, Purchasing Director, at hardenk@dlcga.com and it will be sent by e-mail.

SAMPLE

NEIGHBORHOOD ANALYSIS

DUBLIN, GEORGIA

James Wright Associates, Inc.

June 1978

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TABLE OF CONTENTS

	Page
INTRODUCTION	1
METHODOLOGY	2
CHAPTER	
I STUDY AREA I	12
II STUDY AREA II	26
III STUDY AREA III	39
IV STUDY AREA IV	52
V STUDY AREA V	66
VI STUDY AREA VI	79
VII STUDY AREA VII	93
VIII STUDY AREA VIII	106
IX STUDY AREA IX	119
X STUDY AREA X	132
XI STUDY AREA XI	145
XII CENTRAL BUSINESS DISTRICT	158
RECOMMENDATIONS	171

LIST OF ILLUSTRATIONS

SAMPLE

Number		Page
1	City Wide Map	4
2	Soil Map	10
3	Structural Conditions and Location Map...I	15
4	Sewer Service Areas	17
5	Water Service Areas	18
6	Streets Conditions and Traffic	19
7	Location of Thefts and Burgleries and Fires	25
8	Structural Conditions and Location Map...II	28
9	Sewer Service Areas	30
10	Water Service Areas	31
11	Street Conditions and Traffic	33
12	Location of Thefts and Burgleries and Fires	38
13	Structural Conditions and Location Map...III	41
14	Sewer Service Areas	43
15	Water Service Areas	44
16	Street Conditions and Traffic	46
17	Location of Thefts and Burgleries and Fires	51
18	Structural Conditions and Location Map...IV	54
19	Sewer Service Areas	56
20	Water Service Areas	57
21	Street Conditions and Traffic	59
22	Location of Thefts and Burgleries and Fires	65
23	Structural Conditions and Location Map...V	68
24	Sewer Service Areas	70
25	Water Service Areas	71
26	Street Conditions and Traffic	73
27	Location of Thefts and Burgleries and Fires	78
28	Structural Conditions and Location Map...VI	82
29	Sewer Service Areas	83
30	Water Service Areas	84
31	Street Conditions and Traffic	86
32	Location of Thefts and Burgleries and Fires	92
33	Structural Conditions and Location Map...VII	96
34	Sewer Service Areas	97
35	Water Service Areas	99
36	Street Conditions and Traffic	100
37	Location of Thefts and Burgleries and Fires	105
38	Structural Condition and Location Map...VIII	108
39	Sewer Service Areas	110
40	Water Service Areas	111
41	Street Conditions and Traffic	113
42	Location of Thefts and Burgleries and Fires	118
43	Structural Conditions and Location Map...IX	121
44	Sewer Service Areas	123
45	Water Service Areas	124
46	Street Conditions and Traffic	126
47	Location and Thefts and Burgleries and Fires	131

SAMPLE

List of Illustrations (Continued)

Number		Page
48	Structural Conditions and Location Map...X	134
49	Sewer Service Areas	136
50	Water Service Areas	137
51	Street Conditions and Traffic	139
52	Location of Thefts and Burgleries and Fires	141
53	Structural Conditions and Location Map...XI	147
54	Sewer Service Areas	149
55	Water Service Areas	150
56	Street Conditions and Traffic	151
57	Location of Thefts and Burgleries and Fires	157
58	Structural Conditions and Location Map...CBD	160
59	Sewer Service Areas	162
60	Water Service Areas	163
61	Street Conditions and Traffic and Fires	164
62	Location of Thefts and Burgleries	170

SAMPLE

INTRODUCTION

The purpose of this Neighborhood Analysis is to describe and analyze the overall condition of the City of Dublin's neighborhoods. Existing physical, economic and social conditions in the City's neighborhoods are examined, and recommendations which would serve as guidelines for neighborhood improvement are developed.

The general scope of this study is to provide a fine-grained analysis of the land-use, structural conditions, public utilities, streets, community facilities and environmental conditions in twelve designated study areas. In addition, socio-economic information is included in order to present a profile of each neighborhood's population.

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METHODOLOGY

In this analysis, the following methodology was developed to identify the causes of existing neighborhood blight and the sources of potential deterioration.

- (1) A delineation of twelve study areas to include all the neighborhoods within the corporate limits of the City of Dublin.
- (2) A breakdown of the land use in each study area.
- (3) A survey of structural conditions in the area, including the location and condition of each residential and nonresidential unit.
- (4) A survey of public utilities in each study area, including sewers and water lines.
- (5) A survey of street conditions in each area including high accident streets and intersections.
- (6) A description of the community facilities and public services available to each study area.
- (7) An assessment of environmental conditions in each neighborhood.
- (8) A description of the socio-economic characteristics of each study area.
- (9) A summary and analysis of existing conditions in each neighborhood.

Study Area Delineation

The twelve study areas delineated in the Existing Land Use Survey and Analysis, 1977, City of Dublin, Georgia are used in this analysis.

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In the former study, neighborhood boundaries were delineated by physical barriers such as rivers, creeks, major streets, highways and railroads. Illustration 1 shows the boundaries for the twelve study areas.

Land Use

The land use survey and maps presented in the 1977 Existing Land Use Survey and Analysis are used in this analysis. Occupied land is classified in the following categories: Residential, Commercial, Industrial, Public and Semi-Public and Streets and Railroad Right-of-Way.

Structural Conditions

The survey and maps of structural conditions presented in the Existing Land Use Survey and Analysis are used in this analysis. The location and condition of each residential and non-residential unit in the twelve designated study areas are shown in Illustrations 3,8,13,18, 23,28,33,38,43,48,53,58. The City of Dublin provided an updated survey of structural conditions in the CBD. Tables 1 through 4 show the distribution of structural conditions by study area.

Structural conditions are classified under three categories: sound, deteriorated and dilapidated based on the following criteria:

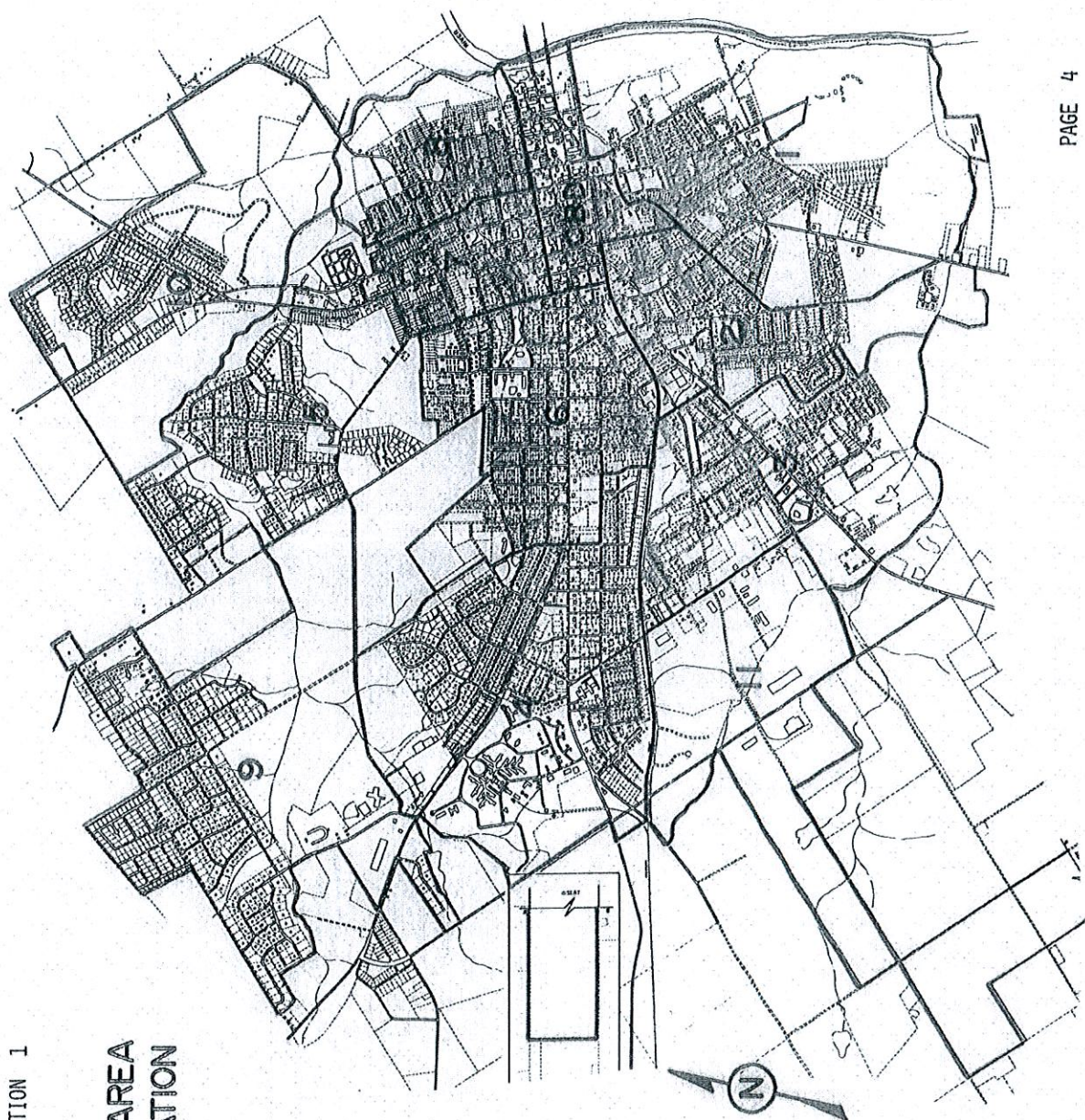
Sound: Structures which require no repairs or are in need of only limited minor repairs, e.g., lack of paint, slight damage to porches or steps, broken gutters or spouts.

Deteriorated: Structures in need of \$2,000 or more in repairs.

Dilapidated: Structures in need of \$5,000 or more in repairs.

ILLUSTRATION 1

STUDY AREA DELINEATION



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Public Utilities

A survey by the City of Dublin identified water and sanitary sewer service throughout the City. Illustrations 4,9,14,19,24,29,34,39,44,49,54 and 59 show sewer service in each study area. Illustrations 5,10,15,20,25,30,35,40,45,50,55 and 60 show water service in each study area.

Streets

A survey conducted by the City of Dublin shows street conditions and traffic problems. Illustrations 6, 11, 16, 21, 26, 31, 36, 41, 46, 51, 56, 61 show streets which are unpaved, those which lack curbs and gutters, and high accident streets and intersections in each study area.

Community Facilities

For the purposes of this report, the term community facilities refers to those facilities and services which are provided by the local government to meet public needs. Ideally, one would like to see each neighborhood provided with a full-range of community facilities; however, this is not feasible due to the costs and economies of scale. Therefore, at a minimum, access to services should be provided for each neighborhood in such basic areas as education, medical services, parks and recreation, police and fire protection and public utilities.* A detailed analysis of community facilities for each study area is made in the main body of this report.

Since police and fire protection are provided in all study areas, these services will not be mentioned again in the individual analyses

*Sewer and water service is evaluated in separate sections throughout this report.

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of each study area. The City has a class six fire rating. There are two fire stations and 30 sworn fire officers. The Police Department has 10 cars and 30 sworn officers.

The City of Dublin provided information on the incidence of fire calls and theft-by-taking and burglary during 1977 in each study area. This information is presented in Illustrations 5, 7, 12, 17, 22, 27, 32, 37, 42, 47, 52, 57 and 62.

Environmental Conditions

A field survey was conducted May, 1978 to provide an assessment of overall environmental conditions in each study area. Some of the environmental problems noted were the existence of visual, noise and air pollution from commercial development and excessive traffic, litter on public rights-of-way and on private property, drainage problems and abandoned structures.

Socio-Economic Characteristics

All socio-economic information was extracted from the 1970 U.S. Census by Enumeration District. Since study area boundaries were not coterminous with Enumeration District boundaries, the data were adjusted by a count of dwelling units in each study area and Enumeration District. The validity of the census information is questionable, especially in the newer suburban neighborhoods where substantial growth has occurred over the past eight years.

Socio-economic data were broken down into population characteristics and housing characteristics. Since there were no income data available by Enumeration District, the distribution of owner-occupied units by

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value and renter-occupied units by monthly contract rent, the number of primary individuals, overcrowding and structural conditions were all used as surrogates for measuring the income level in each study area.

Soil Types

For the purposes of this analysis, a U.S. Department of Agriculture Soil Conservation Service map showing soil associations in the Dublin vicinity was used (Illustration 2). Table 5 gives a rating of the degree of limitations for the two major soil association classifications found in the City of Dublin. It should be noted that this is generalized data, and that detailed on-site investigations should be performed before development decisions are made.

All study areas but Study Area X fall in Soil Association Number 6. Study Area X falls in Soil Association Number 2.

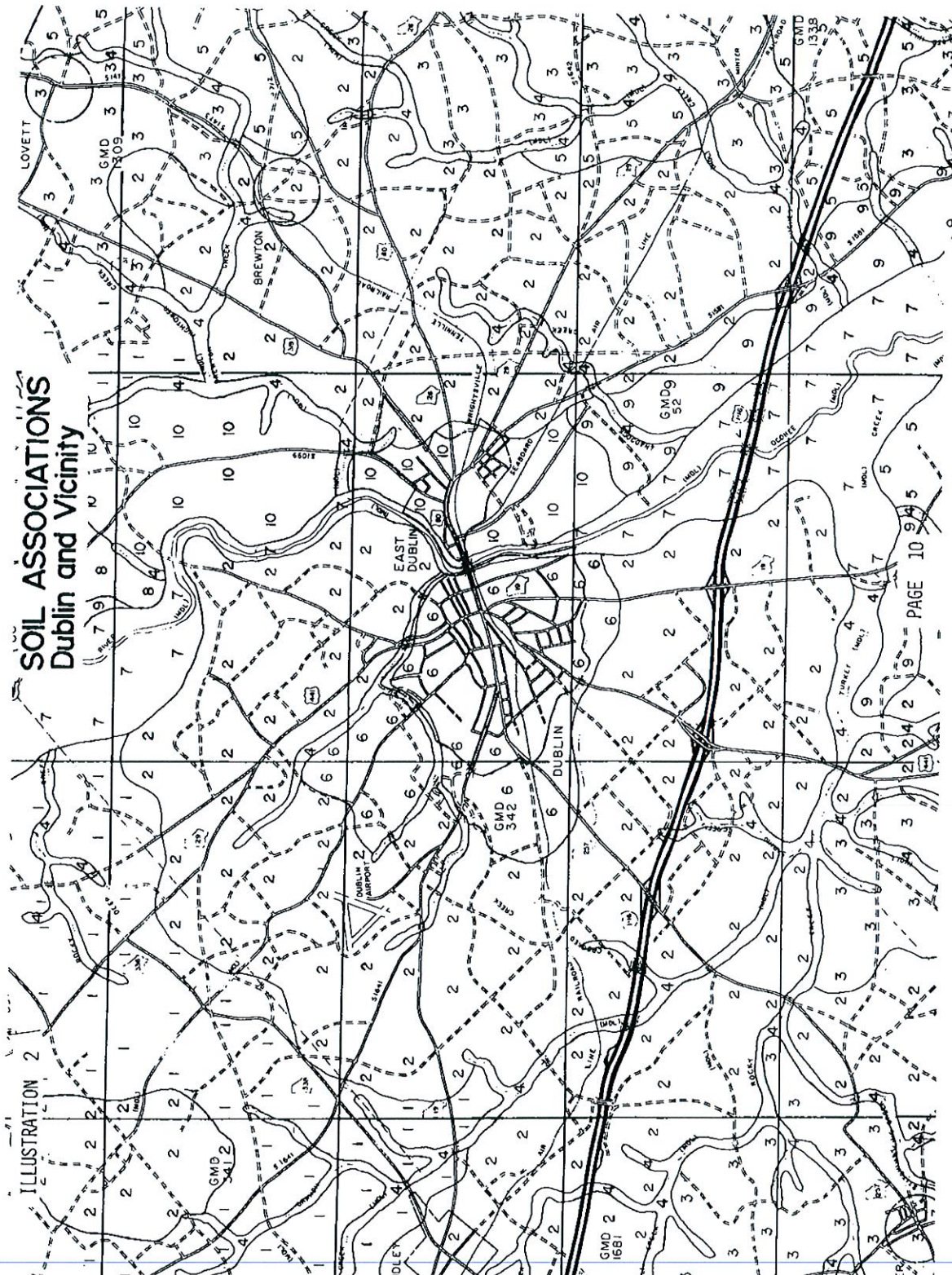
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TABLE 5.
DUBLIN
Rating of Soil Association According to Degree of Limitations
as Affected by Soil Properties for Selected Land Use

Soil Assoc. No.	Major Soils in Each Soil Association	Residential, with Public or Community Sewage System	Residential, With Septic Tank Filter Fields	
2	Norfolk, Tifton, Wagram	<u>Slight</u>	<u>Slight</u>	
6	Tifton, Norfolk, Fuquay	<u>Slight</u>	<u>Slight</u>	
Soil Assoc. No.	Light Industry and Commercial Buildings	Trafficways	Sewage Lagoons	Sewage Trunk Lines
2	<u>Slight</u>	<u>Slight</u>	Moderate Slopes 2 to 12%	<u>Slight</u>
6	<u>Slight</u>	<u>Slight</u>	Moderate Slopes 2 to 8%	<u>Slight</u>
Soil Assoc. No.	Picnic Area	Intensive Play Areas	Areas of Potentially High Production of Crops	
2	<u>Slight</u>	Moderate App. 30% of area has slopes greater than 6%	<u>Slight</u>	
6	<u>Slight</u>	Moderate 20% of area has slopes greater than 6%	<u>Slight</u>	

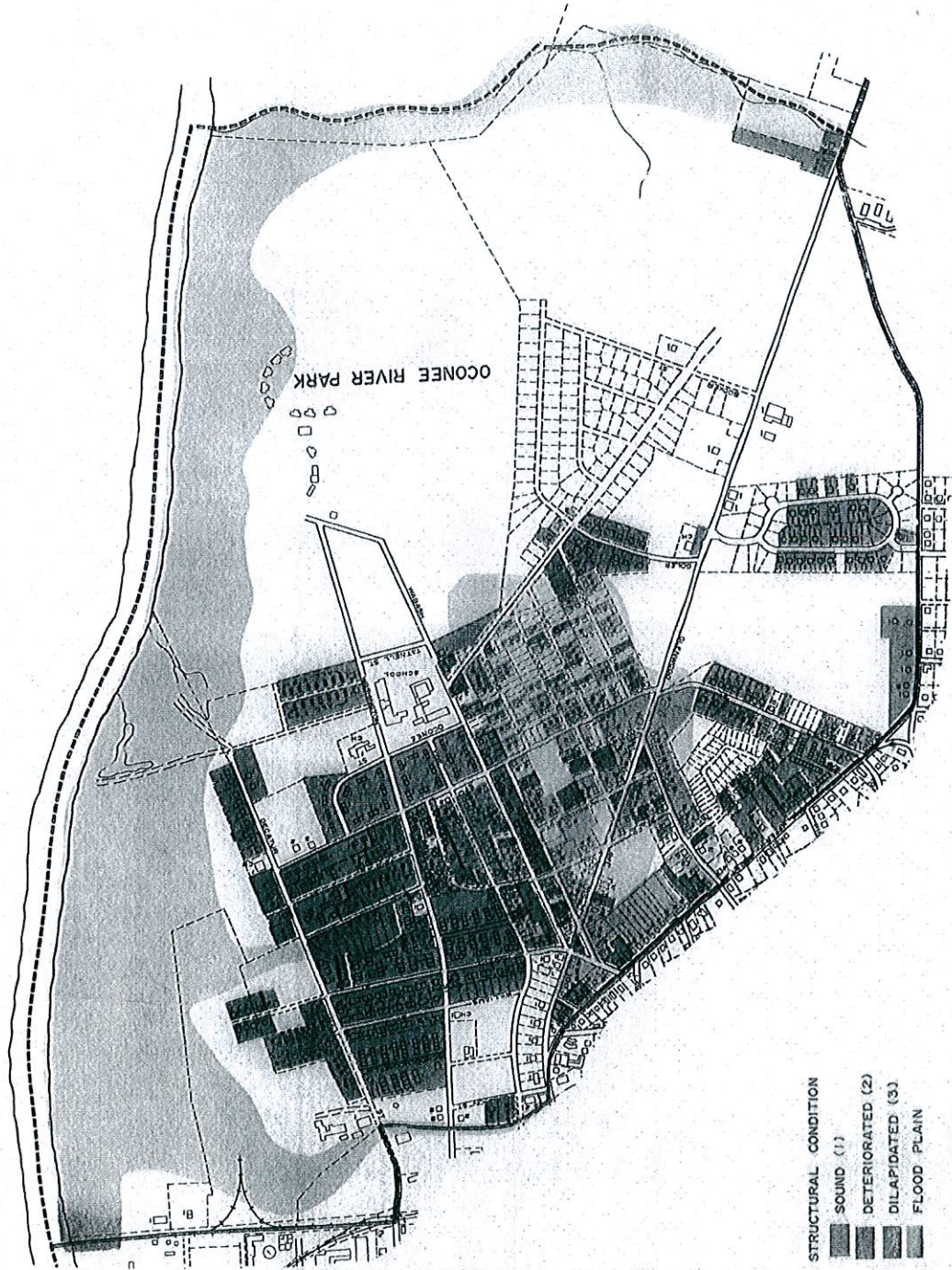
SOIL ASSOCIATIONS

Dublin and Vicinity



STUDY AREA I

ILLUSTRATION 3



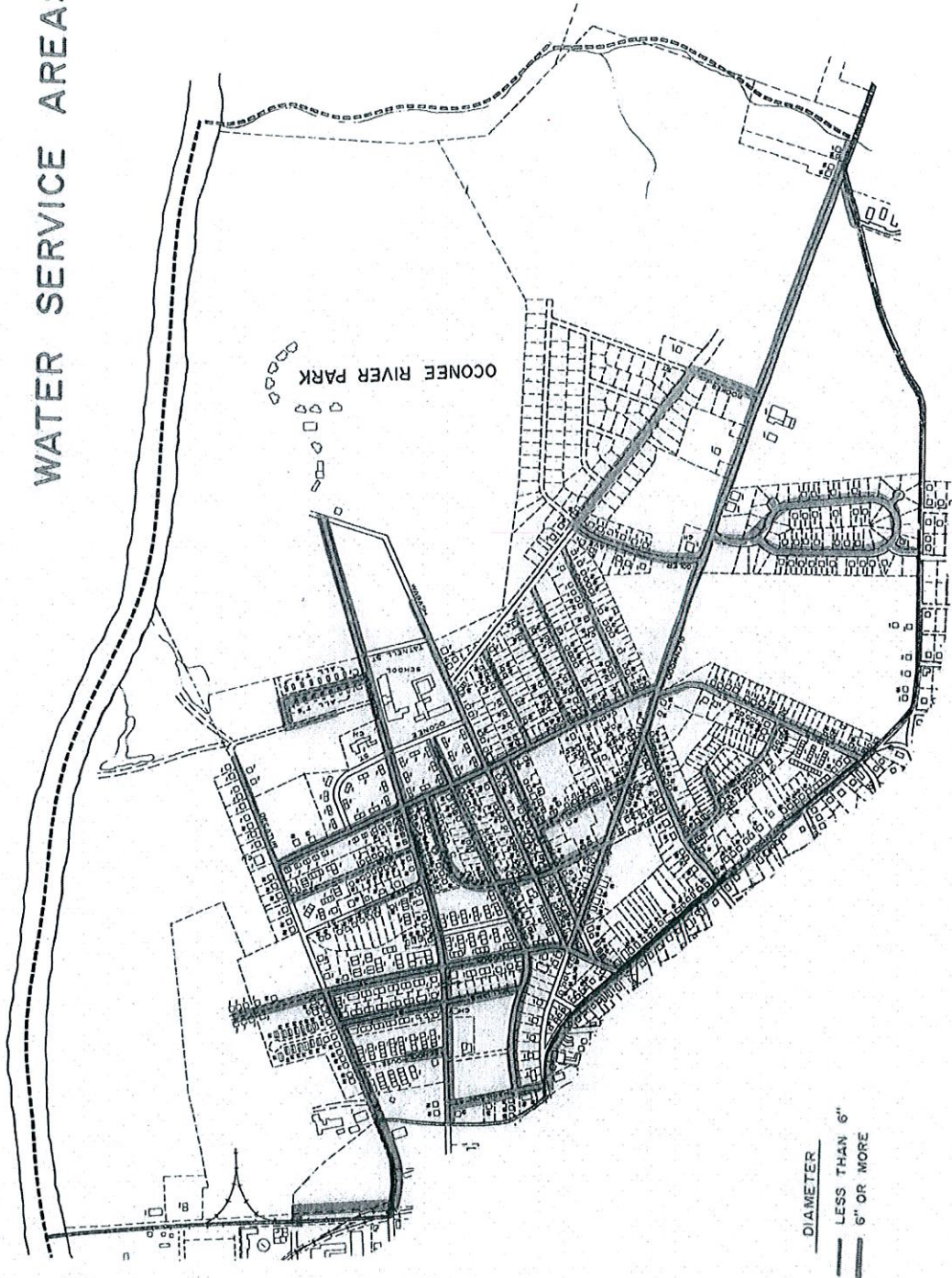
PAGE 15

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STUDY AREA I

ILLUSTRATION 5

WATER SERVICE AREAS

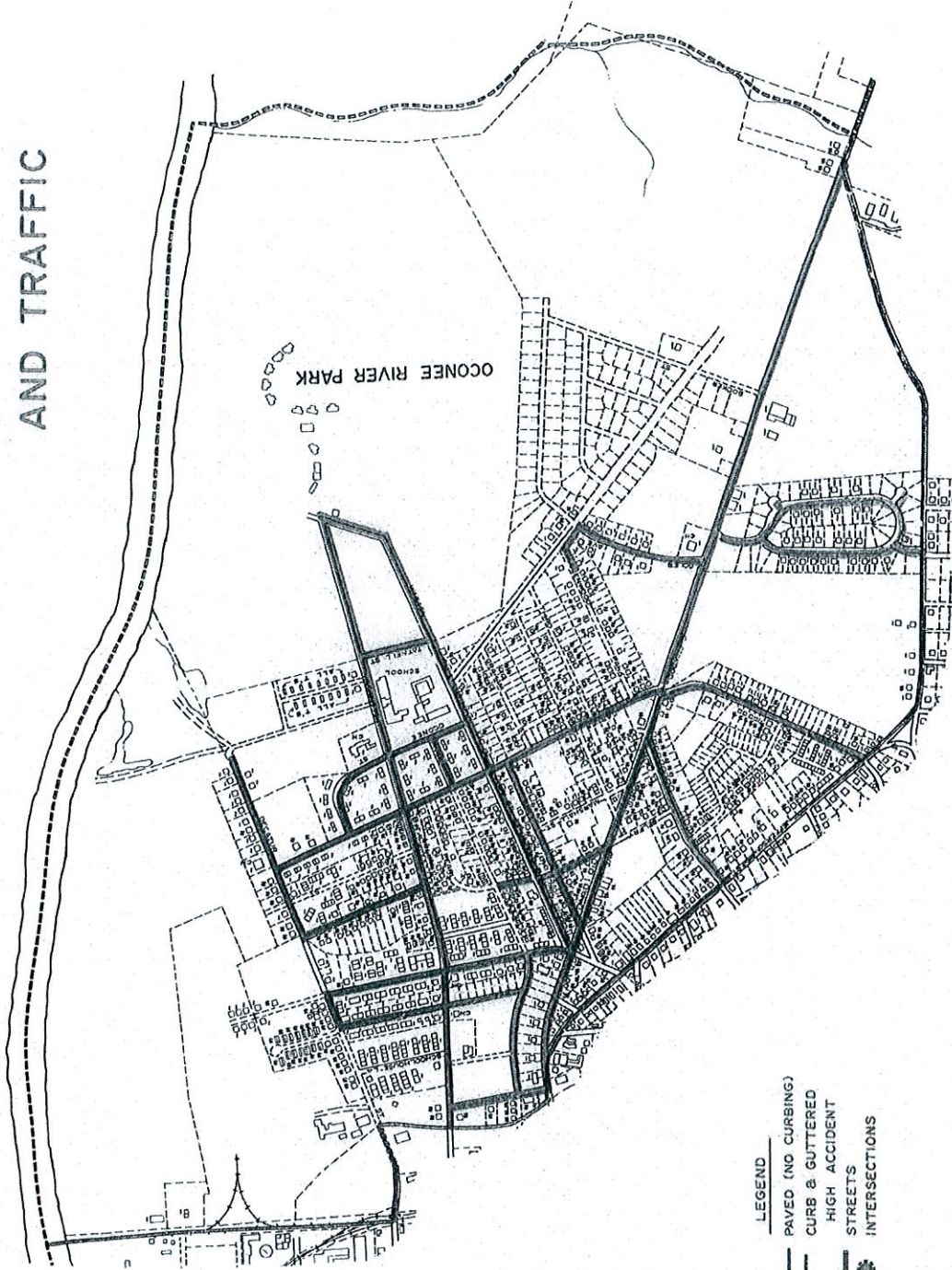


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STUDY AREA I

STREET CONDITIONS
AND TRAFFIC

ILLUSTRATION 6



- LEGEND
- PAVED (NO CURBING)
 - CURB & GUTTERED
 - HIGH ACCIDENT
 - STREETS
 - INTERSECTIONS

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TABLE 9.

Population Characteristics

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	<u># of Persons</u>	<u>Percentage</u>
A. Population		
White	0	0.0
Black	<u>1895</u>	<u>100.0</u>
TOTAL	1895	100.0
B. Total Number of Households in 1970 - -	561	
C. Average Number of Persons per Dwelling Unit - -	3.4	
D. Crowding	<u># of Units</u>	<u>Percentage</u>
1.00 or less	417	74.3
1.01 or more	<u>144</u>	<u>25.6</u>
TOTAL	516	100.0
E. Age by Sex	<u>Total</u>	<u>Male</u> <u>Female</u>
Under 5 years	201	92 109
5-17 years	642	311 331
18-24 years	156	79 77
25-44 years	366	156 210
45-64 years	339	135 204
65 and over	<u>191</u>	<u>69</u> <u>122</u>
TOTAL	1,895	842 1,053
F. Head of Household by Type	<u># of Families</u>	<u>Percentage</u>
Husband-Wife Family	227	40.5
Family with Female Head	157	27.9
Black	157	27.9
Primary Individual	156	27.8
Black	156	27.8

TABLE 35.

Housing Characteristics

A. Total Housing Units in 1970 - - 938

B. Occupancy-Vacancy Status

	<u># of Units</u>	<u>Percentage</u>
(1) Owner-Occupied		
White	403	92.9
Black	<u>31</u>	<u>7.1</u>
Total	434	46.3
(2) Renter-Occupied		
White	384	85.9
Black	<u>63</u>	<u>14.1</u>
Total	447	47.7
(3) Vacant for Sale only	7	12.2
Vacant for Rent	33	57.9
Other	<u>15</u>	<u>26.3</u>
Total	57	6.1

C. Units Without All Plumbing Facilities

Owner Occupied	13
Renter Occupied	32
Other	<u>5</u>
Total	50

D. Units Without Flush Toilets - - 24

E. Owner-Occupied Units by Value

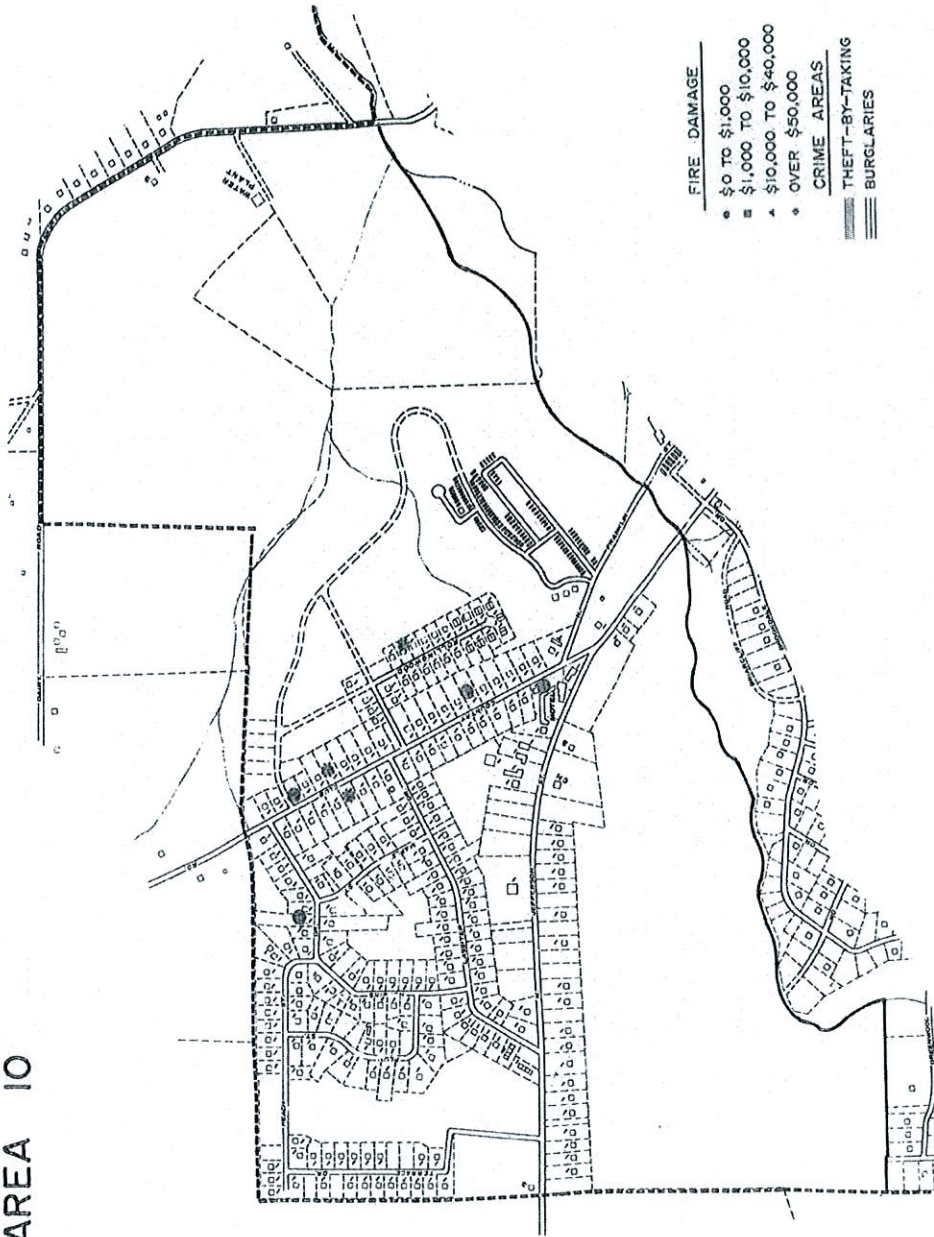
<u>Value</u>	<u>Number</u>
Less than \$5000	23
\$5000 - \$9000	86
\$10,000-\$14,999	152
\$15,000-\$19,999	80
\$20,000-\$24,999	33
\$25,000-\$34,999	17
\$35,000-\$49,999	17
More than \$50,000	6

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LOCATION OF THEFTS AND BURGLARIES AND FIRES

ILLUSTRATION 52

STUDY AREA 10



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RECOMMENDATIONS

What is most apparent in any study of neighborhood conditions is that neighborhood decay is a cyclical process in which cause and effect relationships are not always clear. However, correlations between certain socio-economic and physical variables may be derived inferentially.

For example, existing housing quality is typically related to such variables as the age of the housing stock, the income of the inhabitants, household size, and tenure. Neighborhood vitality and stability are related to the level of owner-occupancy, the existence of adequate community facilities, public utilities and services and overall environmental conditions.

The recommendations contained in the following paragraphs are not intended as a panacea for eradicating and preventing the spread of neighborhood blight. Rather they are intended only as guidelines for developing programs which fit within the City's resource constraints.

I. Formation of a Neighborhood Improvement Council

One of the most effective means to implement a neighborhood improvement program is to promote public interest and involvement at all stages of the planning process.

To this end, it is recommended that the City establish a Neighborhood Improvement Council composed of resident representatives from each neighborhood.

The purpose of this advisory council would be to provide a