



Purchasing Division

ADDENDUM NO. 1

DATE: September 22, 2020
FROM: City of Grand Junction Purchasing Division
TO: All Offerors
RE: Housing Needs Assessment and Housing Strategies Report (Re-Solicited)
RFP-4827-20-DH

Offerors responding to the above referenced solicitation are hereby instructed that the requirements have been clarified, modified, superseded and supplemented as to this date as hereinafter described.

Please make note of the following clarifications:

1. Q. For this project, would you consider a proposal from a nonlocal firm that conducts all meetings and work virtually and does not travel to Colorado?

A. There are a number of meetings, focus groups and presentations with staff, stakeholders and City officials that are a required part of this project. The proposal shall designate whether meetings will be conducted in person or virtually. The approach to conducting these meetings, presentations, etc. will be considered and evaluated as a part of a proposal as a whole.

2. Q. The section titled "Required Components" on Page 13 identifies "other data required per US Department of Housing and Urban Development (HUD) guidance for an Analysis of Impediments to Fair Housing (AI) study and a 5-year Consolidated Plan.

a. Is Grand Junction in the process of updating the Consolidated Plan and AI and, if so, what is the due date for that planning effort?

A. The City of Grand Junction will shortly initiate the process of updating the Consolidated Plan and the Analysis of Impediments to Fair Housing, and shall pursue these updates in tandem with the execution of the work outlined in this RFP due to the natural interrelationship of the two efforts. The due date for these two CDBG work products is May 16, 2021.

b. Consolidated Plans (Con Plan) and AI's are rather lengthy documents that require a substantial amount of information. Are there particular pieces of information that Grand Junction is hoping can be produced through the Housing Needs Assessment process for use in the Con Plan and AI that are not already identified under the Phase One Minimum Specifications?

A. All information related to the Consolidated Plan and the Analysis of Impediments to Fair Housing that shall be required to be completed by the consultant are listed as components of the Phase One Minimum Specifications of the RFP.

c. While not currently required by HUD, many communities are currently electing to prepare AI documents that are in compliance with the now rescinded Affirmatively Furthering Fair Housing (AFFH) standard, as they believe it represents a more robust standard which still meets all of the requirements for the current AI self-certification. Would Grand Junction be interested in preparing information necessary to meet the AFFH standard, and if so, how much of that information does the community anticipate will be provided as part of the Housing Needs Assessment?

A. The City of Grand Junction is not electing to prepare Analysis of Impediments to Fair Housing that would comply with the rescinded Affirmatively Furthering Fair Housing (AFFH) standard.

3. Q. Under the section titled “minimum specifications” on page 14, the RFP identifies “...changes in income associated with COVID-19 Pandemic” and on page 15 identifies “impacts of COVID-19 on renter’s cost burden” as pieces of information that should be included under the demographic analysis. Do staff have any recommendations regarding local sources of information that you expect the consultant to rely upon to conduct these analyses, recognizing that most State and Federal data sources do not yet reflect these more recent economic changes (i.e., time lag in the data sets, etc.)?

A. The City of Grand Junction anticipates that limited data on the impacts of COVID-19 on housing and income will be available through cooperation with Colorado Mesa University, the Grand Junction Economic Partnership, and the local property management and real estate industry. The City anticipates that this component of the research will likely require collection of new data, including through a survey to be distributed in the community, which is already a required component of Housing Needs Assessment as described in the RFP.

4. Q. To what extent will City staff be available to facilitate community outreach beyond what is already described in the RFP?

a. How comfortable is the Grand Junction community with the newly popular online meeting formats/service providers, like Zoom?

A. The City of Grand Junction has shifted several of its outreach efforts and public hearing functions either entirely or partially to online meeting formats since March 2020. Many other local functions and businesses have also made this shift. Generally, the City views it one venue for participation but that input sessions or significant public functions be open to both virtual and in-person participation whenever possible.

5. Q. Under section 4.4.4 on page 16 the RFP indicates that “the final product shall cover such information as to provide necessary housing data and statistics to meet requirements for CDBG Annual Reporting and CDBG Consolidated Planning.” Are staff able, upon kickoff of the project, to provide a listing of the Con Plan and AI tables that you would like completed by the Housing Needs Assessment consultant?

A. City of Grand Junction Staff shall, upon contracting for the work described in the RFP, be prepared to supply a list of data tables that the consultant must complete in order to fulfill CDBG requirements related to the Consolidated Plan and Analysis of Impediments to Fair Housing. The data required for completion of such tables shall essentially correspond to the data needs listed under Phase One Specifications in the RFP.

6. Q. Has any funding already been allocated for the purposes of securing a consultant to prepare the Phase One and Phase Two analyses described in this RFP? Has an anticipated total budget been identified? Is this a firm threshold, or may the proposer identify the cost that would be associated with completing the analyses as requested and interpreted by the proposer?

A. The City has allocated 50% of the anticipated project costs in 2020 and the remaining 50% of the anticipated project costs in 2021. There is not a firm threshold, but the City has allocated \$60,000 for the study.

7. Q. What is the source of funding for the project?

A. A portion of funding will be provided by City partners including the Grand Junction Housing Authority and Mesa County Public Health. City funding will be from both the general fund and COVID-19 funds reimbursement.

8. Q. What is the not-to-exceed budget for Phase I?

A. See 7A.

9. Q. What, if any, information has been gathered on housing in the Grand Valley since the onset of COVID-19 (Mid-March 2020)?

A. The City of Grand Junction anticipates that limited data on the impacts of COVID-19 on housing and income will be available through cooperation with Colorado Mesa University, the Grand Junction Economic Partnership, and the local real estate management and real estate industry. This component of the research will require collection of new data, including through a survey to be distributed in the community, which is a required component of Housing Needs Assessment as described in the RFP.

10. Q. Where shall the Solicitation Response Form fit in with the required format described on page 19 of the RFP?

A. The Solicitation Response Form may be attached at the end of the firm's proposal response.

11. Q. Who will serve as the project manager from the City for the project?

A. Kristen Ashbeck, Principal Planner and CDBG Administrator in the City's Community Development Department.

12. Q. Due to COVID-19, is it possible for meetings with the Planning Commission and City Council to be facilitated via Zoom?

A. See Section 4.4.3 of the RFP. "The Consultant shall attend at a minimum one (1) meeting with staff, one (1) meeting of the City of Grand Junction Planning Commission, and one (1) meeting of the City of Grand Junction City Council, where a presentation may be necessary. The Consultant shall also perform up to four (4) workshops with the City of Grand Junction City Council at reasonable

intervals in the process.” Though a virtual meeting(s) and/or workshop(s) option may be acceptable, it may not be preferred for all workshops/meetings. The Planning Commission regularly holds workshops utilizing a virtual interface while the City Council has preferred to maintain in person workshops while making provisions for virtual participation by outside participants.

13. Q. The RFP calls for a housing assessment for the Grand Valley area. The second part of the RFP asks for strategies and recommendations for the City of Grand Junction. Is it the desire of the owner to have a listing of strategies and recommendations for the Grand Valley area as well as for the City of Grand Junction? We interpret the language of the RFP to mean that the Grand Valley area section of the report is to include all the data points and items requested but not a listing of strategies and recommendations. Is this an accurate interpretation of the language of the RFP?

A. The questioner is correct in distinguishing between the geographic scope of the Housing Needs Assessment and that of the Housing Strategy. The Assessment shall respond to the areas of analysis listed in the RFP under Phase One: Grand Valley Housing Needs Assessment so as to include the communities of Fruita, Grand Junction, Loma, Mack, Palisade, and unincorporated portions of Mesa County generally identified as being situated in the Grand Valley. The Housing Strategy shall focus on recommendations that can be executed primarily by the City of Grand Junction, including in cooperation with local partners, and thus is intended to be limited in scope to the City of Grand Junction city limits and those areas within the City’s Urban Development Boundary (UDB), which encompasses portions of unincorporated Mesa County that are anticipated to be annexed into the City of Grand Junction in the future.

14. Q. Is it the current policy of the City of Grand Junction to conduct City Council Meetings and Planning Commission meetings virtually or in person?

A. Public hearings by the City of Grand Junction City Council and Planning Commission are currently held in person, with only very limited virtual participation (i.e. virtual observation, not active participation).

15. Q. Is there a current targeted budget amount for the services outlined in the RFP?

A. see 7A.

16. Q. Are the envisioned workshops, public meetings, and other outreach activities to be targeted to the City of Grand Junction or to a county wide population?

A. The City of Grand Junction anticipates that outreach activities will need to be targeted at two levels, related to the differing geographic scopes of the two phases of work (see Q. 13). The Assessment shall include the communities of Fruita, Grand Junction, Loma, Mack, Palisade, and unincorporated portions of Mesa County generally identified as being situated in the Grand Valley. Note that this is distinguishable from the term used by the questioner, i.e. that the Grand Valley is not congruent with Mesa County. The Housing Strategy shall focus on recommendations that can be executed primarily by the city of Grand Junction, including in cooperation with local partners, and thus is intended to be limited in scope to the City of Grand Junction city limits and the City’s Urban Development Boundary (UDB). Outreach for the former shall be Valley-wide in scope; outreach for the latter shall combine conclusions from the Valley-wide Assessment with further targeted research within the City’s UDB.

17. Q. The RFP asks for a survey as part of the information gathering process. Is it the intent of the owner to have the survey targeted to the City of Grand Junction population or to a county wide audience?

A. See Q. 13 and Q. 16 for factors related to the differing geographical scopes of the two phases of work. Note that the RFP does not contemplate a county-wide analysis, but distinguishes the between: Phase 1 research, which is related to the Grand Valley (a geographical subset of Mesa County); and Phase 2 research, which is related to the City of Grand Junction UDB (itself a geographical subset of the Grand Valley). The City of Grand Junction anticipates that any efficacious approach to Phase 1 of the work shall require a survey that is Valley-wide in reach.

The original solicitation for the project noted above is amended as noted.

All other conditions of subject remain the same.

Respectfully,

A handwritten signature in black ink, appearing to read "Duane Hoff Jr.", written in a cursive style.

Duane Hoff Jr., Senior Buyer
City of Grand Junction, Colorado