

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Consolidated Plan, Neighborhood Revitalization Strategy Area Plan, Annual Action Plan and Analysis of Impediments to Fair Housing Choice – RFP No. 21-0019
INITIATED BY:	Finance Department

It is requested that Council approve the execution of a contract with Mosaic Community Planning, LLC (Atlanta, GA) to assist the staff of the Community Reinvestment Department with the development of the 2021-2026 Consolidated Plan, 2021-2026 Neighborhood Revitalization Strategy Area Plan, 2021 Annual Action Plan, and the 2021 Analysis of Impediments to Fair Housing Choice, including all narratives, data tables, and other plan elements. The recommended vendor's proposal is within budget.

The Community Reinvest Department intends to use the next 5-year consolidated planning process as the framework for a means to provide decent housing, a suitable living environment and to expand economic activities. The plan will focus on expanding efforts to revitalize neighborhoods and provide housing opportunities through analysis of community housing market needs, housing stock and socioeconomic trends while also identifying target housing and economic development areas. The plan will also take into consideration the continued impact of ongoing activities as it relates to existing neighborhoods and housing needs.

Mosaic Community Planning, LLC shall lead the planning process, in accordance with federal regulations and guidance, with assistance from City staff. Tasks include but are not limited to the following:

1. Design and implementation of a Citizen Participation Plan and Process
 - A. To include an update to the Columbus Consolidated Government's Citizen Participation Plan
2. Community Profile
3. Housing and Homeless Needs Assessment
4. Non-Housing Community Development Needs Assessment
5. Housing Market Analysis
6. Strategy to Alleviate Chronic Homelessness
7. Special Population Needs
8. Public and Assisted Housing Needs
9. Lead Paint Hazard Reduction Strategy
10. Community Development Needs
 - A. Housing
 - B. Neighborhood Development
 - C. Economic Development
11. 5-Year Strategic Community Development Plan
 - A. To include how land banking as a city-wide housing strategy

- B. To include how CDBG-CV (Coronavirus) funds can be used to for economic recovery.
12. Identification of target housing and economic development areas.
 13. 1-Year Action Plan, Housing and Urban Development (HUD) Previous Year 2020/ City Fiscal Year 2021
 14. 2021-2026 Neighborhood Revitalization Strategy Area
 15. Analysis of Impediments to Fair Housing Choice
 16. Required HOME Sections for Consolidated Plan & Annual Action Plan
 17. Make one (1) presentation to the City Council.
 18. Plan and coordinate public meetings/hearings associated with project deliverables.
 19. Any other items necessary to meet HUD requirements for a Consolidated Plan, Annual Action Plan, Neighborhood Revitalization Strategy Area Plan and Analysis of Impediments.

RFP Advertisement and Receipt of Proposals:

RFP specifications were posted on the web page of the Purchasing Division, the Georgia Procurement Registry and DemandStar on January 12, 2021. This RFP has been advertised, opened, and evaluated. Four proposals were received on February 1, 2020 from the following:

Mosaic Community Planning, LLC (Atlanta, GA)

- ¹Resource Consultants, LLC (Mosier, OR)
- TDA Consulting, Inc. (Laurinburg, NC)
- Western Economic Services, LLC (Portland, OR)

¹Among several other submittal requirements, Resource Consultants, LLC failed to include a notarized E-Verify Affidavit. In accordance with the [O.C.G.A. § 13-10-91](#), the proposal from Resource Consultants, LLC did not receive further consideration.

The following events took place after receipt of the proposals.

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Pre-Evaluation Meeting	02/04/21	The Purchasing Manager advised evaluation committee members of the RFP rules and process, and the co-managers of the project provided an overview. Proposals were emailed to each committee member to review.
1 st Evaluation Meeting	02/15/21	The Evaluation Committee discussed each proposal and determined clarifications were required of one firm.
Clarification Requested	02/25/21	Clarification was requested from one firm.
Clarification Received & Forwarded to Committee	03/01/21	Clarification responses were forwarded to the Evaluation Committee; additional information was not required.
Evaluation Forms Sent	03/02/21	Evaluation forms were forwarded to the voting committee members.
Evaluation Forms Returned	03/11/21	Evaluation forms were completed and returned to Purchasing for compilation of results.
Evaluation Results	03/15/21	Evaluation results were forwarded to the committee.
Recommendation of Committee	03/16/21	The voting committee members unanimously recommended award to the highest-scoring firm of Mosaic Community Planning, LLC.

Evaluation Committee:

The proposals were reviewed by members of the Evaluation Committee, which consisted of two (2) representatives from the Community Reinvestment Department and one (1) representative of the Planning Department. An additional Planning Department representative and an additional Community Reinvestment representative served as alternate voters. One (1) representative from the Community Reinvestment Division served as a non-voting advisor.

Award Recommendation:

The evaluation committee, as reflected by their comments provided below, recommends award to [] for the following reasons:

- Mosaic Community Planning, LLC was the only firm located in the Atlanta, GA region - proximity is a major plus and instills more confidence that local knowledge will be utilized during this process. Additionally, Mosaic's team has a variety of experience and a number of years in the field completing these types of plans and analyses. Lastly, it was great to see a number of AICP planners on staff.
- Mosaic has completed several projects in relation to the RFP. They have worked with all levels of government, including consolidated governments. Within the last five years, they have completed similar projects for a variety of clients. As stated in their proposal, Mosaic can meet the expectations in project delivery.
- The vendor's proposal was very thorough and the cost for the project was specifically addressed as to how each part of the assessment would be charged.

Vendor Qualifications/Experience:

- The firm's two (2) principals are AICP-certified planners and have a combined thirty (30) years of experience producing consolidated plans, annual action plans, assessments of fair housing, analyses of impediments to fair housing choice, market analyses, and similar housing and community development plans.
- The firm has been in operation for six (6) years. One of the firm's principals served as Deputy Director of Community Development for a large urban county in metro Atlanta for five (5) years, managing an annual budget exceeding \$10 million.
- The firm has completed consolidated plans and/or fair housing studies for the following entities:
 - Atlanta, GA
 - Albany, GA
 - Rome, GA
 - Gainesville, GA
 - Savannah, GA
 - Fulton County, GA
 - DeKalb County, GA
 - Cherokee County, GA

- Listed below are the most recent contracts awarded to Mosaic Community Planning, LLC:
 - City of Gainesville, GA February 2019 – September 2019
Preparation of 2019 – 2023 Five-Year Consolidated Plan, 2019 Annual Action Plan, and an Analysis of Impediments to Fair Housing Choice, including public engagement and IDIS entry (Integrated Disbursement and Information System for HUD).

There was an additional, separate contract in 2020 to prepare the 2020 Annual Action Plan and amend the 2019 Annual Action Plan to accept CDBG-CV1 funds.

 - City of Albany, GA February 2020 – June 2021 (anticipated)
Preparation of 2021-2025 Five-Year Consolidated Plan, 2021 Annual Action Plan, 2 Neighborhood Revitalization Strategy Area Plan, and an Analysis of Impediments to Fair Housing Choice, including virtual public engagement and IDIS entry.

Mosaic previously prepared Albany’s 2016-2020 Consolidated Plan, 2016 Annual Action Plan, and an Analysis of Impediments to Fair Housing Choice.

 - Mobile County, AL July 2019 – July 2020
2020-2024 Five-Year Consolidated Plan, 2020 Annual Action Plan, and an Analysis of Impediments to Fair Housing Choice, including all public engagement activities and IDIS entry.
 - City of Gastonia, NC July 2018 – October 2020
Separate contracts for:
 - (1) 2020-2024 Five-Year Consolidated Plan and 2020 Annual Action Plan, including public engagement and IDIS entry; and,
 - (2) An updated Analysis of Impediments to Fair Housing Choice, including public engagement.
 - DeKalb County, GA March 2019 – December 2020
Preparation of the 2019-2023 Five-Year Consolidated Plan, 2019 Annual Action Plan, and an Analysis of Impediments to Fair Housing Choice, including public engagement and IDIS entry.

The RFP process is governed by the City’s Procurement Ordinance Article 3-110, Competitive Sealed Proposals for the procurement of Equipment, Supplies and Professional Services. During the process of an RFP there is no formal opening, due to the possibility of negotiated components of the proposal. In the event Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.

Funds are budgeted in the FY21 Budget: Community Development Block Grant Fund - Community Reinvestment - CDBG-CV - Contractual Services; 0210-245-6000-CDBG-CV-6319.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH MOSAIC COMMUNITY PLANNING, LLC (ATLANTA, GA) TO ASSIST THE STAFF OF THE COMMUNITY REINVESTMENT DEPARTMENT WITH THE DEVELOPMENT OF THE 2021-2026 CONSOLIDATED PLAN, 2021-2026 NEIGHBORHOOD REVITALIZATION STRATEGY AREA PLAN, 2021 ANNUAL ACTION PLAN, AND THE 2021 ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE, INCLUDING ALL NARRATIVES, DATA TABLES, AND OTHER PLAN ELEMENTS.

WHEREAS, an RFP was administered (RFP No. 21-0019) and four (4) proposals were received; and,

WHEREAS, the proposal submitted by Mosaic Community Planning, LLC met all proposal requirements and was evaluated most responsive to the RFP.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to execute a contract with Mosaic Community Planning, LLC (Atlanta, G) to assist the staff of the Community Reinvestment Department with the development of the 2021-2026 Consolidated Plan, 2021-2026 Neighborhood Revitalization Strategy Area Plan, 2021 Annual Action Plan, and the 2021 Analysis of Impediments to Fair Housing Choice, including all narratives, data tables, and other plan elements. Funds are budgeted in the FY21 Budget: Community Development Block Grant Fund - Community Reinvestment - CDBG-CV - Contractual Services; 0210-245-6000-CDBG-CV-6319.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2021 and adopted at said meeting by the affirmative vote of _____ members of said Council.

- Councilor Allen voting _____.
- Councilor Barnes voting _____.
- Councilor Crabb voting _____.
- Councilor Davis voting _____.
- Councilor Garrett voting _____.
- Councilor House voting _____.
- Councilor Huff voting _____.
- Councilor Thomas voting _____.
- Councilor Tucker voting _____.
- Councilor Woodson voting _____.

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson III, Mayor