

NWIL Single and Multi-Family Workforce Housing Study RFP (RFP1-2020)

Issued on November 9, 2020 by:



309 1st Ave
Rock Falls, IL
815.625.3854

Questions?

Please contact us at info@blackhawkhills.com.

Northwest Illinois Single and Multi-Family Workforce Housing Study RFP

Proposals due by December 9, 2020.

SECTION 1. GENERAL INFORMATION

1.1. About Blackhawk Hills

Blackhawk Hills Regional Council (BHRC) – a 501(c)(3) not-for-profit – is Northwest Illinois’ regional planning organization, economic development district, and resource conservation and development district for Carroll, Jo Daviess, Lee, Ogle, Stephenson, and Whiteside counties.



1.2. Project Summary

BHRC requires technical assistance to assess the state of single and multi-family housing in Northwest Illinois. BHRC is particularly interested in exploring housing that supports workforce growth and development and considers impacts to the housing market related to COVID-19.

1.3. Project Scope

The respondent should break down his or her proposal by county and by line item for each county. BHRC may choose to proceed with a project that studies as many as six and as few as one of its counties and will give preference to a consultant that is flexible in this regard.

Item	Notes
Housing Demographics and Economic Overview	Supply scope item description and associated quote for each county; supply the same for the region as a whole
Demand and Supply Analysis	Ibid
Gap Analysis	Ibid
Policy and Ordinance Review	Ibid
Implementation Recommendations	Ibid
Meetings	Ibid

In addition, respondents should supply proposals and budgetary estimates for the cities of Dixon, IL, and Freeport, IL, separately. These proposals must also address the above scope items.

1.4. Project Timeline

January 1, 2021 to September 30, 2021. RFP timeline follows in Section 1.5.

1.5. Request for Proposals (RFP) Timeline

Item	Date
RFP Issued	November 9, 2020
Last Date to Submit a Response	December 9, 2020
Review Committee Evaluation, Ranking, and Recommendation	Starting December 10, 2020
BHRC Board Selection/Contract Authorization	By December 18, 2020
Contract Preparation, Amendment, and Approval	Starting December 21, 2020
Contract Work Begins	January 1, 2021

1.6. Pre-Proposal Meeting

There is no pre-proposal meeting.

1.7. Interviews

Interviews are not scheduled. However, if BHRC finds it necessary to conduct interviews, BHRC will schedule the interviews between the review/ranking and contract portions of the RFP Process and amend the timeline as it sees fit to do so. In general, BHRC reserves the right to modify the RFP timeline as necessary.

SECTION 2. PROJECT SCOPE

Before reading Section 2, please reference Section 1.3's summary.

- Housing Demographics and Economic Overview: especially as demographics relate to workforce growth and development
 - Demand and Supply Analysis: should address the impacts of COVID-19 and trends in housing assessments
 - Gap Analysis: should consider what types of housing support work from home, as well as housing that supports multiple generations and itinerant workforces
 - Policy and Ordinance Review: should assess the impacts of local policies and ordinance on workforce housing development in general; should also compare findings to innovative regions and housing policy organizations ([The Aspen Institute](#), [the Lincoln Institute](#), [Pew](#), etc.) that demonstrate or suggest best practices for single and multi-family developments/re-developments
 - Implementation Recommendations: should supply action plan for participating stakeholders
 - Meetings: should address face-to-face and remote meetings
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SECTION 3. PROPOSAL TERMS AND CONDITIONS

3.1. RFP Document

Information provided here is intended solely to assist proposers in the preparation of their proposals. To the best of BHRC's knowledge, the information provided is accurate. However, BHRC does not warrant such accuracy and any errors or omissions subsequently determined will not be construed as a basis for invalidating this RFP.

3.2. Ownership of Records

BHRC will retain ownership of all interim and final documents, and related materials that are either produced or developed in conjunction with the consultant's contract. The consultant is prohibited from copying or distributing any of these documents or other reports developed in conjunction with the BHRC without written permission from BHRC.

3.3. Inquiries

Email all inquiries to info@blackhawkhills.com no later than December 4, 2020. BHRC will review all inquiries received by this date and respond to questions as soon as possible. If a proposer discovers any errors, omissions, or ambiguities within the RFP document, that proposer should identify and email them to BHRC prior to the RFP submission deadline.

3.4. Acceptance of Proposal Content and Public Information

As much as possible, BHRC will treat all proposals as proprietary and confidential from the time of receipt and throughout the review process; however, the proposer agrees that all submitted proposals become the property of BHRC and information included in or attached become available to the public after recommendation for endorsement of contract is made.

Any specific portions of the proposals which the submitting firm desires to remain confidential due to legitimate “proprietary information” or “trade secret” must be identified in an attachment to the proposal entitled “Request for Confidentiality.” In the event that BHRC judges the information to be non-confidential, the proposer will be notified and given the opportunity to change the designation or withdraw the proposal prior to evaluation.

3.5. Withholding Content

To the extent permitted by law, it is the intention of BHRC to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of BHRC.

3.6. Subcontractors

It is intended that a single contractor will have total responsibility for all services identified in this RFP. Therefore, any proposer desiring to use a subcontractor(s) must identify each on a document supplied as an attachment to the Proposal and titled attachment “Subcontractor(s). It should include:

- the company’s name,
- the company’s principal owner(s),
- a description of their involvement in the project, and
- qualifications for each aspect of the scope of services with which they are involved

The subcontractor(s) cannot be changed after submission of the proposal except with the written approval of BHRC. The consultant is responsible for all subcontractor actions, workmanship, performance, and payment.

3.7. Proposal Costs

BHRC is not liable for any costs or expenses incurred by any proposer related to this RFP. BHRC is not liable for payment of any amount to the selected proposer until the contract has been awarded and executed by BHRC, and the consultant has performed services pursuant to the contract that entitle the consultant to receive payment under the terms of the contract.

Proposed consultant costs for each phase (as described in Section 4.2) of this project must be submitted in a spreadsheet format with a file name as follows: “Project Costs – Do Not Open.” The spreadsheet should be password protected with the password “sealed.”

3.8. Proposal Submission

BHRC must receive all proposals no later than December 9, 2020. Late proposals will not be considered. Proposals may be emailed to:

Daniel Payette, Executive Director Attn: NWIL Housing Study RFP Blackhawk Hills Regional Council 309 1st Ave Rock Falls, IL 61071 daniel.payette@blackhawkhills.com

3.9. Rejection of Proposals

BHRC reserves the right to waive any informality, and/or to reject, at any time and for any reason, proposals received as a result of this RFP. BHRC’s intent is to enter into a contract following this process. However if, after reviewing the proposals received, BHRC determines that BHRC should not enter into any contract, or to enter into a partial or different contract from the contract contemplated by this RFP, BHRC will act in accordance with what BHRC determines at that time to be in its best interest. No proposer or any other party has any entitlement, interest, or right in this decision by the BHRC and by submitting a proposal, acknowledges BHRC’s right to exercise its discretion in this regard without any right of recourse by the proposer.

3.10. Insurance and Hold Harmless

The successful proposer will be required to provide proof of insurance prior to the signing the contract. In addition, “hold harmless” provisions will be contained in the contract with the successful proposer.

3.11. Contract Negotiations

BHRC reserves the right to negotiate the award and conditions of the proposal prior to entering into a written agreement.

3.12. Applicability of State and Federal Regulations

The selected consultant will comply with all applicable terms and conditions of the U.S. Economic Development Administration and State of Illinois. This includes regulations and policies related to nondiscrimination, equal employment opportunity, lobbying, as well as any agreements between BHRC and local, state, and federal agencies.

3.13. Rights Reserved

BHRC reserves the following rights if using them will be more advantageous to BHRC:

- Withdraw this RFP at any time without prior notice
- Accept or reject any and all submissions, or any item or part thereof
- Postpone due dates
- Not award a contract to any proposer
- Award a contract without negotiations or discussions

SECTION 4. PROPOSAL REQUIREMENTS AND EVALUATION

Brevity and clarity are preferred. Costs may only be included in response to Section 4.2 and should be submitted in accordance with Section 3.7.

4.1. Proposal Requirements and Evaluation

Requirement	Points	Subrequirements
Project Understanding and Work Plan	25 points max.	<ul style="list-style-type: none"> • Demonstrate project understanding, including for each scope of work item • Demonstrate familiarity with Northwest Illinois or similar rural regions • Explain how planned tasks will accomplish the project • Illustrate previous relevant work and coordination with stakeholders • Enumerate organizational tools available for use during the project
Project Schedule and Timeline	15 points max.	<ul style="list-style-type: none"> • Indicate time required to complete individual tasks • Note relationships between tasks, including any dependencies • Describe key events, as well as associated items to deliver • Set input points from BHRC and stakeholders
Organization Description	10 points max.	<ul style="list-style-type: none"> • Describe background • Describe relevant projects completed • If applicable, similarly describe subconsultants • Provide up to three (3) references from individuals or organizations that can attest to your organization's ability to accomplish this project; include name, address, and email addresses
Proposer Experience with Similar Projects	15 points max.	<ul style="list-style-type: none"> • List staff and hours assigned to each • Describe extent of principal or project manager involvement • Describe key staff roles and responsibilities • Explain experience or qualifications of principals (including technical and managerial), project managers, and key staff with similar projects • Are all portions of the project assigned to particular staff or a subcontractor?
Desired and Value-Added Capabilities	20 points max.	<ul style="list-style-type: none"> • Submit any information believed relevant to proposal • Submit any innovative approaches to working on the project • Submit any complimentary approaches not anticipated or known
TOTAL	85 points max.	

4.2. Cost Information

Requirement	Points	Subrequirements
Cost Information	20 points max.	<ul style="list-style-type: none"> • Are consultant or subcontractor resources readily available? • Estimated hours and cost to complete individual work elements • Estimated total cost • List of tasks not performed by the consultant or subcontractor that must be performed by BHRC • Identifies what your organizations considers reimbursable expense and detailed costs of each

Selection

The BHRC selection team will review and rank proposals using the aforementioned criteria, with the BHRC Board of Directors ultimately selecting a proposal and authorizing work.

Timeline

Please see Section 1.5.