



**City of Hammond
Purchasing Department**

RFP # 22-16

**REQUEST FOR PROPOSALS FOR A HOUSING AND
RESIDENTIAL AREAS STRATEGIC GROWTH STUDY**

**Proposals Shall Be Received by the Purchasing Department,
City of Hammond**

Physical: 310 East Charles St, Hammond, LA 70401

Mail: PO Box 2788, Hammond, LA 70404-2788

Until

10:00 A.M. December 17, 2021

**For additional information or questions, contact:
Jana Thurman Soileau - Purchasing Manager - 985-277-5633**

PROJECT OVERVIEW

The City of Hammond requests service proposals from qualified Consultants/Firms to conduct a housing and residential areas strategic growth study. The purpose of the study is to assist the City in 1) revitalizing and stabilizing distressed residential areas of the City, and 2) reducing the City's blighted property and code enforcement burdens. Specifically, the City goals are to:

- Return undeveloped and blighted residential properties to the housing market;
- Rehabilitate, where feasible, the existing housing in identified areas;
- Provide affordable housing that is compatible to the existing residential character of the surrounding neighborhood;
- Capitalize on properties that could be redeveloped/developed for housing and provide infrastructure that would create more complete, connected, safe, and attractive neighborhoods; and
- Develop programs to promote homeownership and assist low-income and senior homeowners with property repairs and upkeep.

Project tasks to be performed by the Consultant/ Firm are outlined in the project goals and scope.

The City's contact for questions regarding this project is Lacy Landrum, Director of Administration at Landrum_L@hammond.org or 985-277-5653.

BACKGROUND

The City of Hammond is located in southeast Louisiana and is the largest city in Tangipahoa Parish, which is one of the four fastest-growing parishes in the state. Hammond's population is 21,437 (2019 Census estimate). Because the City is at the crossroads of two major interstates (I-12 and I-55), has the largest general aviation airport in the state, and has an active freight and passenger rail line bisecting its downtown area, Hammond's daily population grows to approximately 70,000. Southeastern Louisiana University, North Oaks Medical Center, and a vibrant downtown contribute to Hammond's daily and special event populations. The City is located approximately 45 miles east of Baton Rouge and 60 miles north of New Orleans.

The City operates under a Mayor-Council form of government with a Home Rule Charter. The FY 2022 budget is \$46 million. The majority of revenue is received through sales tax (\$21.5 million) and property tax (\$5 million). According to the 5-year American Community Survey (2015-2019), the City's median household income is \$36,291. The owner-occupied housing unit rate is 47.2%. The median value of these units is \$159,300. The median gross rent is \$796. The 2020 Census is expected to show an 8-10% population increase over the last 10 years.

The City's last focused housing study was completed in June 2007 as a study of workforce housing initiative. The study analyzed Hammond's housing market post-Katrina and identified gaps where the supply of workforce housing could be increased. The next major plan that analyzed housing and projected growth for Hammond was the City's Comprehensive Master Plan, adopted in June 2011. The Unified Development Code was adopted in February 2014 to implement the development strategies identified in the plan.

A housing advisory committee was formed in 2020 to review and analyze Hammond's housing needs and opportunities and to develop a comprehensive housing strategic plan to grow the middle class in the City of Hammond through investment in residential infrastructure. The committee has recommended hiring a Consultant/Firm to assist them.

Hammond faces the challenge of revitalizing distressed residential areas that are detrimental to the City's economic stability and growth. These areas are locations of dilapidated, substandard housing, clusters of unkempt vacant lots and succession rights issues. The presence of these properties deters new housing development and diminishes property values in these areas.

These properties also threaten the health, safety, and welfare of residents in these areas. They are overgrown with vegetation, depositories of trash, and sites of criminal activity. These properties are unsightly and therefore have a direct negative effect on the well-being of residents in close proximity to these properties.

Primary concerns of Hammond residents are:

- Neighborhood safety
- Preserving community character
- Creating walkable streets and pathways
- Preservation of trees

PROJECT GOALS & SCOPE

The Consultant/Firm is expected to accomplish the following:

- Assemble current citywide housing stock information;
- Identify Enhancement Areas; residential areas of the City that are in most need of existing housing stock rehabilitation and that provide opportunities for the creation of new housing;
- Assess property development opportunities and infrastructure needs in the Enhancement Areas;
- Assess current City regulations, programs, and practices pertaining to property code violations, blighted properties, housing rehabilitation, and residential development; and
- Make recommendations based on research that would revitalize and stabilize the Enhancement Areas and reduce the City's blighted property and code enforcement burdens.

The Consultant/Firm must follow these deliverable requirements:

- Written reports shall be provided in hard copy (number to be determined once consultant/firm is selected) and electronically in Microsoft Word. They must be accurate, appropriately formatted, grammatically correct, and well written.

- Maps shall be provided electronically and in hard copy (size and number to be determined once the consultant/firm is selected).
- Supporting data shall be provided in hard copy and electronically in Excel spreadsheet format.

The schedule of the scope of work deliverables shall be determined once the Consultant/Firm is selected. The City reserves the right to withhold payment for deliverables that are not provided on time and that do not meet the requirements.

SCOPE OF WORK

Element I: Housing Inventory & Enhancement Area Identification

In this element, the Consultant/Firm shall assemble current housing information and identify residential areas of the City in most need of enhancement and that provide opportunities for new housing development.

Task 1: Existing Housing Stock Inventory

The Consultant/Firm shall assemble information on the following:

- a. Existing housing stock: housing type (number and percentage)
- b. Housing projects planned and under construction: street address, housing type, number of units, if multi-family
- c. Housing sales for the past 5 years: housing type and number of units, if multi-family

Deliverables:

1. Report summarizing the task information including tables/charts and data sources
2. Supporting databases for the subtasks and sortable either citywide or by each council district.

Task 2: Enhancement Areas Identification

The Consultant/Firm shall identify residential areas of the city where there are blighted and dilapidated/substandard structures and empty lots.

Deliverables:

1. Report describing the Enhancement Areas identification process and sources of information
2. Maps displaying the Enhancement Areas

The conclusion of Element I is presentations to the Housing Advisory Committee, City Administration, and City Council.

Element II: Enhancement Areas Need & Opportunity Assessment

In this element, the Consultant/Firm shall 1) inventory and assess individual properties in enhancement areas, and 2) assess connectivity and other infrastructure needs in each enhancement area.

Task 1: Property Inventory

For each enhancement area, the Consultant/ Firm shall compile the following information on empty lots and properties where there are blighted or dilapidated/substandard structures.

- a. General Information: owner(s), address, assessor parcel #, lot size, zoning
- b. Property Description: empty lot/lot with structure, blighted/ dilapidated-substandard structure, residential / commercial, occupied/vacant
- c. Existing Housing Description: type (if multi-family, number of units), rental/ owner-occupied
- d. Commercial Description: type of business
- e. Property Status: liens, foreclosures, condemnation status
- f. Maintained or not by the City

Deliverable: Report containing property information spreadsheets and data sources.

Task 2: Property Opportunity Assessment

The Consultant/Firm shall do the following to determine housing stock rehabilitation and new housing development opportunities of the inventoried properties.

- a. Develop a set of criteria that assess the inventoried properties, opportunities for structure rehabilitation and/or new housing development
- b. Develop and apply a ranking system to the inventoried properties as to their feasibility for rehabilitation and potential for new housing development

Deliverable: Report including spreadsheets, documenting assessment approach and results.

Task 3: Enhancement Areas Infrastructure Assessment

For each enhancement area, the Consultant/Firm shall identify infrastructure that would create more connected, safe, and attractive residential areas.

Deliverable: Report including maps identifying infrastructure needs.

The conclusion of Element II is presentations to the Housing Advisory Committee and City Administration.

Element III Review, Research & Recommendations

In this element, the Consultant/Firm shall 1) examine the City's current residential property governance, 2) research the methodologies and programs of other jurisdictions regarding residential property governance, housing development, and residential area revitalization and stabilization, and 3) provide recommendations to achieve the following:

- Reduction of the City's blighted property and code enforcement burdens
- Development of high-quality, affordable housing in the enhancement areas that is compatible to the existing character of surrounding neighborhood
- Rehabilitation of recoverable housing stock in the enhancements areas
- Introduction of infrastructure in the enhancement areas to create more complete, connected, safe, and attractive neighborhoods
- Identify and/or develop programs that promote homeownership and assist lower-income homeowners with property repairs and upkeep

The Consultant/Firm shall complete the following review and then research and offer their recommendations.

City Governance Review

The Consultant/Firm shall review the following aspects of City governance:

- a. Regulatory: 1) Sections of Municipal Code of Ordinances pertaining to blighted properties and residential property code violations and enforcement, and 2) Sections of the Unified Development Code pertaining to residential zoning and site development requirements and to overlay districts.
- b. Administrative: 1) Policies, procedures, practices and associated costs pertaining to a) blighted property condemnation, demolition, and maintenance, b) property code violations and enforcement, and c) succession policy or guidelines, and 2) Housing rehabilitation and development programs.

Other Jurisdiction Research

The Consultant/Firm shall conduct research in the following:

- a. Residential property regulatory and administrative governance
- b. Affordable single-family housing development
- c. Programs for lower-income homeowners and homebuyers
- d. Neighborhood revitalization and stabilization strategies and programs

Recommendations

The Consultant/Firm shall provide recommendations in the following areas:

A. City Governance

Regulatory: 1) Municipal Code of Ordinances amendments that would add to, adjust and clarify sections regarding a) residential property code violations and enforcement, b) blighted property definition and condemnation processes, and c) succession, and 2) Unified Development Code amendments that would ensure new housing development in the enhancement areas is compatible with the existing character of surrounding neighborhood.

Administrative: Adjustments/changes to policies, procedures, and practices that would reduce the City's blighted property and code enforcement burdens.

B. Affordable Single-Family Housing Development: Mechanisms and programs that promote the development of high quality, affordable single-family housing in the enhancement areas, (e.g. developer incentives, private /public partnerships, redevelopment authority implementation).

C. Housing Programs that would assist lower-income homeowners and homebuyers.

D. Enhancement Areas Redevelopment: Other programs, mechanisms, and measures that would assist in revitalizing and stabilizing the enhancement areas, including infrastructure that would create more complete, connected, safe and attractive neighborhoods.

Deliverable: Report outlining: 1) A-D recommendations, 2) information sources, 3) parties responsible for recommendation implementation/administration, and 4) sources, where appropriate, to fund the recommendations.

The conclusion of Element III is presentations to the Housing Advisory Committee, City Administration, and City Council.

PROPOSAL COMPONENTS

To be considered, a Consultant/Firm must show expertise in housing, residential property development and neighborhood redevelopment. The following sections prescribe the format of proposals and describe the approach for the development and presentation of proposal information. These sections are designed to ensure the submission of information essential to the understanding and comprehensive evaluation of proposals.

- a. Title Page
- b. Table of Contents
- c. Consultant/Firm Profile: Overview of your company, history, number of years in existence, length of time in the housing consulting business, staff size, number and location of offices, areas of expertise, number and type of employees in the local office, number and type of clients which you serve.
- d. Outside Consultants or Sub Consultants expected to be used for this project: Name/address/contact information, specialty or role with this project, years of experience providing studies for governmental entities.
- e. Experience and References: Projects your firm has completed within the past five (5) years that are similar to those requested by this RFP. Special attention shall be given to projects your firm has completed for other city entities. Include company name, address, persons to contact, telephone number, a brief description of the project completed by your firm, project period, and date completed.
- f. Key personnel who will be assigned to the City project: List the person's name, title, project assignments, years of experience, brief summary of their work experience, areas of expertise, length of service with your firm, location, and any other qualifications relevant to the City's project.
- g. Describe your company's approach the tasks outlined in the Scope of Work including descriptions and timeframes of related deliverable that will be provided to the City. Also, provide a listing of data/information sources including those needed from the City.

- h. Identify all costs related directly or indirectly to total Scope of Work including, but not limited to employee classification, hourly rate, travel time, out-of-pocket expenses, etc. Also, provide cost estimates for each Element and for each Task in Elements I and II. No add-on costs will be accepted, unless mutually agreed upon by consultant and City. The City reserves the right to negotiate the final tasks and elements approved for work.
- i. Describe what sets your firm apart from your competitors and if there is a particular area of expertise for which you are known.
- j. Describe your firm's research tools and capacities, mapping tools, and any other relevant tools or resources.
- k. Signature Page on RFP form (included in these specifications)

GENERAL PROPOSAL REQUIREMENTS

1. The Consultant/Firm must respond to this RFP by submitting all information required in order for its proposal to be evaluated and considered for award. Failure to submit such information shall be deemed sufficient cause for disqualification of the proposal from further consideration for award.
2. Consultant/Firm is required to state what they intend to furnish the City in response to this solicitation and must indicate in writing any variances to the terms, conditions, and specifications of this proposal.
3. The City shall issue a written addendum to this RFP if substantial changes are made which impact the submission of proposals. A copy of the addendum will be e-mailed to each Consultant/Firm receiving the solicitation and posted on the City website. In the event of conflict between the original RFP and an addendum, the addendum shall prevail. Subsequent addenda shall govern over prior addenda.
4. The Consultant/Firm is advised that the ONLY official position of the City is that position which is stated in writing and issued as an RFP and any amendments or addenda thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
5. The Proposal must contain a signature of the Consultant or an authorized agent of the firm.
6. The Consultant/Firm, by affixing its signature to its Proposal, certifies that the proposal is made without previous understanding, agreement, or connection, either with any persons, firms or corporations offering the same items, or with the City. The Consultant/Firm also certifies that its proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

SPECIAL CONDITIONS

1. During the evaluation process, the City reserves the right to request additional information or clarifications from those submitting proposals, and to allow corrections of errors and/or omissions.
2. Submission of a proposal indicates acceptance by the company submitting the proposal of the terms, conditions and specifications contained in this RFP.

3. The City will not pay for any information herein requested, nor is it liable for any costs incurred by those submitting proposals. The City reserves the right to select the Consultant/Firm that will best meets the needs of the City. Consultant/Firms and/or proposals that do not meet the stated requirements will be considered in non-compliance and will be disqualified.
4. No Consultant/Firm may withdraw their proposal for a period of sixty (60) days from the date set for the opening thereof.

PROPOSAL SUBMISSION

Only one (1) proposal shall be accepted from each proposer. Alternates shall not be accepted. Submission of more than one (1) proposal or alternates not requested may be grounds for rejection of all proposals by the proposer.

The method of delivery of proposals is the responsibility of the proposer. All proposals shall be received by the Purchasing Department, Hammond City Hall Complex, 310 East Charles Street, Hammond, Louisiana on or before the specified proposal deadline. Late proposals shall not be accepted under ANY circumstances. It is the proposer's sole responsibility to insure that their proposal has been delivered and accepted with ample time to meet the deadline.

The outside of the envelope or package must be marked with the following:

Proposal Name: **STRATEGIC HOUSING GROWTH STUDY**

Proposal RFP No: **22-16**

Proposal Due Date/Time: **December 17, 2021 at 10:00am**

Please include one (1) original hardcopy of the proposal. Also include a digital copy via CD, DVD, or flash drive. The files must be in a format that can be opened by standard Microsoft Office programs (Word, Excel, Powerpoint), but PDF format is preferred.

Submitted proposals must include all the proposal components described in these specifications to be considered and evaluated.

The City reserves the right to withdraw this solicitation for proposals at any time without prior notices. Further, the City makes no representations that any contract will be awarded to any firm submitting a proposal. The City reserves the right to reject any and all proposals. Proposals that are not current, accurate, and/or complete shall be considered non-responsive and eliminated from further consideration. Following the acceptance of a proposal, the City reserves the right to further negotiate the terms and conditions of the work requirements and the form of the contractual agreement with the firm chosen to provide the services as requested in this RFP.

EVALUATION

Proposals will be evaluated according to the following:

- Effectiveness, clarity, and conciseness of your firm’s approach to the completing the project goals and objectives
- Description of schedule and deliverables in terms of accuracy, thoughtfulness and feasibility
- Background and experience of firm and personnel, including the practical experience and technical qualifications of the staff who will actually work on the project
- Demonstrated success on previous projects, especially of similar scope, including quality of work, meeting the project's schedule, and completing the project within budget
- Firm’s quality assurance and control procedures, including how the firm will handle delays or budget overages
- Cost in terms of overall value

INDEMNIFICATION

Proposer shall agree to indemnify and hold the City of Hammond, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers, harmless against any and all claims, demands, suits, costs, liabilities or judgments for sums of money, and fines or penalties asserted by any party, firm or organization for loss of life or injury or damages to person or property, growing out of, resulting from, or by reason of any negligent acts, errors, and/or omissions by proposer, its agents, servants or employees, while engaged upon or in connection with the services required to be performed by proposer under this RFP. Further, proposer shall agree to indemnify the City of Hammond, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers for all reasonable expenses and attorney’s fees incurred by or imposed in connection therewith for any loss, damage, injury or other casualty pursuant to this RFP. Proposer additionally shall agree to pay all reasonable expenses and attorney’s fees incurred by the City of Hammond, its departments, agencies, boards and commissions, officers, agents, servants and employees, including volunteers in establishing the right to indemnity pursuant to the provisions Stated herein.

TERMINATION OF SERVICE AGREEMENT

After the RFP is awarded, either party may terminate the service agreement for cause based upon the failure of the other party to comply with the terms and/or conditions of the agreement; provided that the party shall give other written notice specifying the other party’s failure. If within thirty (30) days after receipt of such notice, the party has not either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the terminating party may, at its option, place the other party in default and the agreement shall terminate on the date specified in such notice. The terminating party may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the other party to comply with the terms and conditions of this agreement; provided that the terminating party shall give the other party written notice specifying its failure and a reasonable opportunity for the party to cure the defect.

ASSIGNMENT

The proposer affirmatively acknowledges and agrees that any ensuing agreement shall be binding upon the successors and assigns for the parties hereto. The ensuing agreement being for the personal services of the successful proposer(s) shall not be assigned or subcontracted in whole or in part by said successful proposer(s) as to the services to be performed hereunder without the written consent of the City of Hammond, in the City's sole discretion.

COMPLIANCE

The proposer agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistant Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1972, and the Contracting Party agrees to abide by the requirements of the American with Disabilities Act of 1990. The proposer shall keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect his employees or prospective employees. Any act of discrimination committed by the proposer, or failure to comply with these statutory obligations, when applicable, shall be grounds for termination of this agreement.