



REQUEST FOR PROPOSAL  
TO CONDUCT A STATEWIDE HOUSING  
NEEDS ASSESSMENT  
FOR THE STATE OF KANSAS

Kansas Housing Resources  
Corporation

**DATE POSTED:**

Friday, October 30, 2020

**RESPONSE DEADLINE:**

Electronic copy to KHRC no later than 4:30 p.m.  
on Monday, November 30, 2020

**SUBMIT RESPONSES TO:**

Jeanette Spurgin  
Kansas Housing Resources  
Corporation  
611 S. Kansas  
Topeka, KS 66603  
[jspurgin@kshousingcorp.org](mailto:jspurgin@kshousingcorp.org)

## SECTION I. INTRODUCTION

“Unlocking Home” since 2003, the mission of Kansas Housing Resources Corporation (“KHRC”) is to help our citizens access the quality affordable housing they need and the dignity they deserve. Codified at K.S.A. 74-8901 et. seq., KHRC is a public corporation and independent instrumentality of the State. KHRC serves as the housing finance agency (“HFA”) for Kansas.

KHRC addresses housing issues and needs for the citizens of Kansas, by administering essential programs that allow communities and service organizations to help Kansans. KHRC’s “Core Values”, programs and services can be found at: [www.kshousingcorp.org](http://www.kshousingcorp.org).

The purpose of this Request for Proposal (“RFP”) is to obtain Proposals from qualified individuals/entities (“Respondent(s)”) to conduct a study of the projected housing needs throughout the State of Kansas (the “State”). KHRC will engage the services of the Respondent(s) that it determines is/are the best qualified based upon the Evaluation Criteria set forth herein.

## SECTION II. TERMS AND CONDITIONS GOVERNING THIS RFP

### A. DEFINITIONS

#### 1. AMI

Area median gross income, adjusted for family size.

#### 2. Best Value Contracting

The award of a contract to one or more qualified Respondents that is based not solely on the lowest price, but rather on an analysis of multiple factors including but not limited to price, quality of work, capacity, experience and references.

#### 3. KHRC

Kansas Housing Resource Corporation.

#### 4. Final Contract

The contract ultimately negotiated and entered into by and between KHRC and the successful Respondent pursuant to an award under this RFP.

## 5. Housing Needs Assessment

The statewide housing needs assessment requested to be conducted under this RFP.

## 6. MBE/WBE

An entity that is certified as a minority-owned business enterprise (MBE) or certified as a woman-owned business enterprise (WBE) by the State of Kansas or other certifying agency as deemed appropriate by KHRC.

## 7. Proposal

Proposal refers to the complete response, including any exhibits or attachments, submitted by a Respondent as a result of this RFP.

## 8. Respondent

Respondent refers to any individual or entity submitting a response to this RFP.

## 9. RFP

This Request for Proposal.

## 10. Scope of Work

Scope of Work refers to the instructions and requirements stated in this RFP or portions thereof and any additional, supplementary instructions that are developed, incorporated, or promulgated subsequent to the distribution of this RFP.

## 11. Code of Ethics

KHRC's Code of Ethics the contents of which may be located on KHRC's web site at <https://kshousingcorp.org/code-of-ethics/>.

## 12. State

The State of Kansas.

## 13. Will, Must and Shall:

The use of the terms "must", "will", and "shall" indicate mandatory items and instructions with which Respondents are required to comply.

## B. ADVERTISING AND PUBLICITY

Respondents may not issue any news release or otherwise seek publicity regarding this RFP. No Respondent shall use the name or logo of KHRC or any adaptation, extension, or abbreviation of such name for advertising, trade display, or other commercial purposes except as specifically approved by KHRC in writing.

## C. COSTS AND LIABILITY

This RFP does not commit or obligate KHRC to enter into any contractual agreement with any Respondent. Each Respondent will be responsible for any costs incurred in preparation of its Proposal. KHRC reserves the right to accept or reject any or all Proposals or offers made in response to this RFP.

## D. RIGHTS OF KHRC

KHRC reserves and may exercise one or more of the following rights and options regarding this RFP:

1. Reject any and all Proposals;
2. Seek additional Proposals;
3. Select one or more Respondents based on Best Value Contracting;
4. Enter into negotiations and subsequently enter into a Housing Needs Assessment contract with the successful Respondent, or enter into multiple contracts with multiple Respondents;
5. Choose not to award any contract under this RFP;
6. Add to, delete, modify or enlarge this RFP including any specifications and/or the Statement of Work, or terms or conditions;
7. Modify the terms and conditions of any proposed or executed contract awarded pursuant to this RFP;
8. Cancel or withdraw this RFP without the substitution of another RFP, or alter the terms and conditions of this RFP;
9. Conduct credit checks and investigations as to the qualifications of each Respondent at any time prior to the award of a contract; and/or,
10. Extend deadlines or otherwise modify the required schedule at its sole discretion.

## E. OTHER LEGAL CONDITIONS

### 1. Contractual Arrangement

By virtue of its signed Proposal to this RFP, the Respondent agrees that, in the event it is selected to conduct the Housing Needs Assessment for KHRC pursuant to this RFP, it will enter into good faith negotiations in pursuit of an acceptable Final Contract. KHRC, at its sole discretion, may incorporate any and all terms and conditions included in this RFP, the Proposal, and any additional provisions required by KHRC into the Final Contract. Any Respondent selected to proceed toward a contract with KHRC will be required to include in the Final Contract, contractual provisions that address issues of liability, indemnification, insurance, payment terms, and such other terms and conditions as are customary for agreements that address the subject matter of this RFP.

Each Respondent must conspicuously state in its Proposal its inability or unwillingness to accept any of the provisions, terms or conditions in this RFP, including any provisions set forth in exhibits, and must include in its Proposal the reason(s) for any such exceptions. The Final Contract shall become effective on the date it is fully executed by KHRC and the successful Respondent. The Final Contract shall remain in full force and effect until completion of the Scope of Work and approval of the same by KHRC.

KHRC and Respondent may, at any time after a selection is made under this RFP and before the Scope of Work is completed, agree to extend or expand the requirements for the Housing Needs Assessment under the Final Contract to include additional services or duties, and/or to provide additional time to complete the Scope of Services, provided that all such amendments to the final contract must be agreed to in writing by both KHRC and Respondent.

### 2. Notice Regarding Distribution of Questions and Answers

**NOTICE:** For the purpose of transparency and in an effort to prevent any real or perceived unfair advantage, all questions or requests for additional information submitted to KHRC regarding this RFP and the corresponding answers will be published on KHRC's website or otherwise made available to all Respondents.

### 3. Interviews, Discussions and Negotiations

A Proposal, including any proposed personnel and any required proposal documents may be subject to negotiation by KHRC at any time. KHRC may interview none, one, some, or all of the Respondents who submit a Proposal. RFP responses may be evaluated and the award of a Final Contract may be granted with or without discussions and/or negotiations with Respondents.

KHRC reserves the right to request additional information from any or all Respondents. Negotiations by KHRC will not be deemed a counteroffer or a rejection of any Proposal.

#### 4. Waivers

KHRC may waive any requirements imposed in this RFP when failure to grant the waiver will result in an increased cost to KHRC, or when it is in the best interest of KHRC to grant the waiver. Any such waiver will be granted to any and all Respondents which are awarded a Final Contract.

## SECTION III. INSTRUCTIONS TO RESPONDENT

### A. PROPOSAL SUBMISSIONS

#### 1. Number of Copies and Media

Each Respondent must submit an electronic copy of its Proposal. The proposal should include a cover letter containing the Respondent's name and address, the contact information (i.e. address, email and phone number) for the Respondent's primary contact for purposes of any questions KHRC may have of Respondent, and a summary of the Respondent's price proposal for performing the Scope of Work.

#### 2. Delivery Instructions/KHRC Point of Contact

All questions and requests for additional information must be submitted in writing via email and should include a subject line of "Housing Needs Assessment RFP Inquiry" to [jspurgin@kshousingcorp.org](mailto:jspurgin@kshousingcorp.org).

#### 3. Submission of Questions

Questions regarding this RFP should be directed to KHRC in writing by mail, facsimile or electronic mail to:

Jeanette Spurgin  
Kansas Housing Resources Corporation  
611 S. Kansas  
Topeka, Kansas 66603  
[jspurgin@kshousingcorp.org](mailto:jspurgin@kshousingcorp.org)

**NOTICE:** No verbal questions will be answered. All questions and inquiries must be in writing and submitted via one of the forms authorized above.

#### 4. Deadline for Submission of Proposal

Proposal is due and must be received by KHRC by 4:30 PM (Central) on **Monday, November 30, 2020**. Proposals received after 4:30 PM (Central) on November 30, 2020 will not be accepted.

*No Respondent may modify or correct its Proposal at any time after the Proposal Due Date, except in direct response to a request from KHRC for Clarification.*

#### B. Extensions of Proposal Deadlines

In the event the due date for Proposal is extended or modified, the new date will be published on the KHRC website <https://kshousingcorp.org/>.

#### C. Anticipated Timetable

RFP Release Date: **Friday, October 30, 2020**

Final date for submission of requests for additional information:

**Friday, November 13, 2020**

Proposal Due Date: **Monday, November 30, 2020**

Publication of KHRC selection: **Wednesday, December 9, 2020**

#### D. RFP REVISIONS

In the event KHRC deems it necessary or appropriate to revise or clarify the terms or provisions of this RFP, any such revisions or clarifications will be issued in the form of an addendum. Any such addendum issued by KHRC will also be posted on our web site at <https://kshousingcorp.org/>.

## SECTION IV. PROPOSAL PREPARATION

### A. MANDATORY PROPOSAL SECTIONS

Proposal shall include, at a minimum, the following mandatory, separate sections:

- Executive Summary and Conclusions
- Proposed Plan for Conducting the Housing Needs Assessment
- Qualifications and Experience
- References
- Price Proposal and Estimated time to complete
- Proposal of Terms, Conditions and Other Requirements

Respondents are invited to include additional information or sections in the Proposal which they feel would assist KHRC in the evaluation of the proposal.

## B. PROPOSED SCOPE OF SERVICES

### 1. Housing Needs Assessment

KHRC is seeking a Respondent to conduct a comprehensive housing needs assessment for the State. In the context of conducting the Housing Needs Assessment pursuant to the requirements stipulated above, the successful Respondent must ensure that the final Needs Analysis addresses and fulfills KHRC's stated goals. Specifically, the successful Respondent must ensure that the Needs Analysis provides all of the following:

- a) Identification of populations, demographics and household compositions statewide and by region;
- b) Identification of current and long-term housing trends and needs throughout the State as a whole and further broken down by population subsets (elderly, special needs, disabled, veteran, working families (i.e. families with incomes at or below 30%, 50%, 60%, 80% and individuals/families with incomes at or below 125% of AMI);
- c) Identification of current and long-term housing needs in all counties;
- d) Provide detailed analysis on specific communities and populations in need of further assessment due to their unique nature, while highlighting differences between those communities and their needs;
- e) Identification and evaluation of renters and home-owners within the State who are cost burdened (i.e. those whose rent/mortgage payments exceed 30% of their income);
- f) Full analysis of housing trends across segments of the regions and populations of the State;
- g) Determination of availability and condition of existing housing stock throughout the State;
- h) Analysis of economic and employment realities/challenges if it is determined that there are communities with unique characteristics;
- i) Analysis of impacts (both statewide and by region) of residential foreclosures on housing stock and housing needs;
- j) Analysis of trends and need for preservation of existing affordable housing units compared to need for construction of new affordable housing units;
- k) A statewide rent analysis for properties subsidized by state and/or federal low-income housing tax credits and/or HOME funds (including analysis of how many affordable housing properties are created with KHRC resources versus without KHRC resources), including identifying affordable housing funded by non-KHRC resources;
- l) Identification of available tools and resources, as well as opportunities for leveraging existing resources, to further assist in the development of affordable housing throughout the State;



- m) Provide data and analysis for the Analysis of Impediments to Fair Housing. This data should include an analysis of the percentage of families living below the poverty line and the percentage of households receiving public assistance (poverty index); the distance to nearest transportation stations; a review of prior and current activities associated with fair housing programs in the state; home mortgage disclosure act (HMDA) data; an evaluation of public policies and practices affecting the provisions of fair housing including but not limited to, public services, planning and zoning laws, land use regulations, community development policies and practices; and identification of existing barriers and/or impediments to fair housing within the State. The data should also suggest remedies to address the identified impediments;
- n) Provide a comprehensive analysis of the housing needs throughout the State, including rural, suburban and urban areas of the State, as well as information on rental, single family, special needs and homeless housing needs;
- o) Provide a comprehensive analysis of housing needs as it relates to special needs housing needed throughout the rural, suburban and urban areas of the State including a breakdown by housing type and special needs category including the special needs services needed to enhance the housing stability and independence of the special needs residents including persons who are physically, emotionally or mentally impaired or persons who suffer from mental illness, are developmentally disabled, homeless, or youth aging out of foster care, or formerly incarcerated persons and the effect housing barriers have on recidivism rates for those individuals;
- p) Factor in economic, transportation, population and demographic data in projecting and analyzing housing needs;
- q) Provide a comprehensive analysis of the demand and supply of affordable housing statewide;
- r) Provide examples of frontier and rural counties with new/remodeled housing projects and how those communities were able to successfully execute such projects;
- s) Identify workforce issues in frontier and rural counties specifically related to housing (builders, developers, etc.) and offer potential solutions;
- t) Identify infrastructure barriers to new housing development in small communities (i.e., streets, sewers, water, etc.);
- u) Analyze whether the home ownership cycle is the same in small towns versus urban areas (i.e., starter homes, family homes, options for downsizing, & retirement housing);
- v) Analyze the availability of historical buildings for housing development (i.e., upper level apartments in small town downtowns);
- w) Analyze information on aging and disability services, including how coordinated entry is working in the state; whether HUD access points have been created within the continuum of care and whether stakeholders can efficiently &

effectively access them; whether HMIS screenings are efficient, determine average wait times for consumers accessing HUD programs including coordinated entry, whether Kansas has sufficient emergency shelters & funds for those unable to access shelters; & whether rules for coordinated entry and HMIS are consistent throughout the state;

- x) Analyze available information on connections between housing and health inequality & identify best practices or recommendations to address housing-related health needs;
- y) Identify & evaluate existing barriers to accessing existing shelter services, permanent supportive housing, recovery housing and other housing options for persons in the criminal justice system & identify best practices or recommendations to address those needs; &
- z) Analyze federal, state, and local public policies including the effect of such policies on housing development in the state; this should include the identification of replicable best practices and policies that have enabled rural and economically distressed communities to successfully develop or redevelop local housing stock.

The successful Respondent will provide KHRC an initial preliminary draft needs assessment by **Tuesday, June 1, 2021**. KHRC will provide input on the initial preliminary draft to the Respondent to finalize the preliminary draft that will be released to the public for comments. Respondent will then present the preliminary draft in at least 6 (six) public regional hearings throughout the state to solicit comments. The public hearings will be held during **Summer 2021** and may be conducted virtually at the sole discretion of KHRC based on current public health conditions.

The final Housing Needs Assessment will be provided to KHRC by **Thursday, December 9, 2021**. It should be designed to provide KHRC with clear, accurate and concise data together with conclusions and opportunities that will allow KHRC to strengthen communities and the lives of Kansans through the financing, development and preservation of affordable housing.

## C. PROPOSAL DETAILS

Respondents, in responding to this RFP, must provide clear and complete responses to each of the following questions and information requests. Brevity and clarity of responses will be appreciated.

1. Location and Personnel. Provide the name, address, telephone number, fax number and email address of the Respondent. Identify a primary contact person regarding the response and the proposed project manager for the engagement. Identify all individuals anticipated to be involved in the preparation of the Housing

Needs Assessment and the role each is expected to fill. Provide resumes for each individual so identified and/or a brief summary of each individual's qualifications to perform the work in question. To the extent students will be utilized in preparing the Housing Needs Assessment describe their roles and anticipated involvement in each project.

2. Organizational Overview and Documentation. Provide an overview of the Respondent's business entity, including legal structure, full legal name, and state of organization. Provide documentation on Respondent's business entity including organizational documents, federal employer identification number and evidence of Respondent's good standing with the State. If Respondent is an MBE/WBE, provide copies of documentation establishing certification as an MBE/WBE. If Respondent is not a certified MBE/WBE, provide information regarding the percentage of the Respondent organization owned by women and/or minorities and also provide information regarding the percentage of persons employed by the Respondent organization that are women and/or minorities.
3. Affiliations and Subcontractors. Respondent must identify and fully explain all third-party agreements, joint venture arrangements, and/or relationships that will result in the provision of any services in whole or in part by outside parties, third-party contractors, affiliates, or subcontractors. Respondent must provide documentation regarding the qualification and experience of all third-party firms as a whole, as well as for each staff member proposed to be involved in performing the Scope of Work. In addition, Respondent must clearly delineate the duties and obligations being assumed by which parties in carrying out the Scope of Work. In identifying any such parties, Respondent must include each party's full legal name, state of organization (in the case of an entity), all contact information (e.g. address, phone/fax numbers, email address, primary point of contact, etc.), and must indicate whether the party is an MBE/WBE and provide copies of documentation establishing that certification as an MBE/WBE. Joint ventures are required to designate a single contracting entity with the authority to negotiate, execute and bind the joint venture to any potential future contract and act as the party responsible to KHRC.
4. Ownership Details. Each Proposal submitted under this RFP must disclose the name of the individual, entity and/or entities having an ownership interest in the Respondent. All entities identified in this disclosure must be reduced to their human being level irrespective of the number of entity layers which may be present for any disclosed entity. If a Respondent under this RFP is a publicly held corporation, the disclosure required under this section is limited to disclosure of the names of the members of the Respondent's board of directors, its key employees (including, but not limited to, its chief executive officer, chief financial

officer and chief operating officer), and any shareholders owning or controlling ten percent (10%) or more of the corporation.

5. Scope of Services. Respondent must describe how it will fulfill all requirements and expectations set forth in the Scope of Services, including the processes and procedures it will use to accomplish all tasks required under this RFP. The responses should be as detailed as possible in addressing how all services to be provided.
6. Institutional Resources. Identify all resources being made available to KHRC by Respondent for the purposes of completing the Scope of Work.
7. KHRC Experience. Describe the Respondent's historical experience in working with or serving KHRC, including descriptions of work previously performed for KHRC.
8. Related Experience. Describe the Respondent's experience in working with other state or federal governmental entities in carrying out studies similar in nature to the Housing Needs Assessment to be conducted under this RFP and include a list of all such similar studies and assessments conducted by Respondent.
9. References. Respondent must provide KHRC with a minimum of two (2) references from entities for which Respondent has performed research studies in the past.
10. Other Information. Detail and discuss any other information not specifically covered or requested by this RFP which Respondent believes is pertinent to KHRC consideration in selecting a Respondent to carry out the Scope of Work.

#### **D. STRUCTURE OF PROPOSAL**

Each Respondent is required to submit a complete Proposal and attest to the accuracy and completeness of its Proposal. In all respects, the Respondent must comply with the instructions, formats and stipulations of this RFP including proper submission, proper format, meeting deadlines, inclusion and presentation of pricing information, and the terms and conditions of the proposed Final Contract.

KHRC desires to consider Proposal in a consistent and easily comparable format as established in this RFP. Proposal not organized as set forth in this RFP may, at KHRC's discretion, be considered unresponsive. Do not refer to other parts of your Proposal in lieu of answering a specific question. Do not provide references to filings or forms publicly available in lieu of providing specific information in the Proposal.

Each Proposal must include a letter ("Certification Letter") signed by an authorized representative of the Respondent certifying that:

1. The person executing the letter is authorized execute the Proposal and the Final Contract, on behalf of the Respondent; and

2. The Proposal is a firm offer which will remain valid for a minimum period of sixty (60) days; and
3. All information in the Proposal is true and correct to the best of his or her knowledge; and
4. No owner, principal or employee of the Respondent gave or will give anything of monetary value including a promise of future employment to an KHRC employee or KHRC Director, or a relative of an KHRC employee or KHRC Director, in an attempt to influence any decision to award a Final Contract or to influence the decision to modify or negotiate any term contained in any such Final Contract; and
5. No elected or appointed official or employee of KHRC is financially interested, directly or indirectly, in the performance of the Scope of Work; and
6. Respondent will ensure they are free from Conflicts of Interests; and
7. Respondents will fully comply with KHRC's Code of Ethics.

KHRC may deem any Proposal failing to meet all of these requirements to be unresponsive, resulting in elimination of the Proposal from consideration.

## **E. EVALUATION CRITERIA**

Each Proposal will be evaluated on a variety of factors, including, but not limited to, the following (in no particular order):

1. Experience and expertise of the Respondent and the specific personnel to be assigned to the Housing Needs Assessment;
2. Relevant experience conducting similar studies and assessments with other state or federal governmental entities;
3. The location, extent and capabilities of the Respondent's offices and number of employees in the State;
4. Participation by a public or private university or college as the lead party conducting the Housing Needs Assessment and Assessment of Fair Housing (please note that KHRC will give a preference to any Respondent that is a public or private college/university and/or any Respondent proposing to utilize a public or private college/university as the lead party in its proposal);
5. Respondent's ability and willingness to carry out the full Scope of Work and demonstrated understanding of the federal and State statutory and all applicable regulatory requirements associated with each of the Housing Needs Assessment, Consolidated Plan;
6. Innovative ideas or suggestions reflected in the Respondent's Proposal;

7. KHRC's prior experience, if any, in working with the Respondent and any other factors KHRC believes would be in its best interest to consider;
8. Respondent's proposed fees and charges for performing the full Scope of Work;
9. Respondent's ability to meet KHRC's desired timelines specified in this RFP;
10. Respondent's inclusion of the participation of minorities and women, including Respondent's employees and/or any participation with one or more MBE/WBEs; and,
11. Overall level of professionalism displayed in the Respondent's Proposal.

## **F. PRICE PROPOSAL**

Provide a price proposal that delineates the following costs:

1. Total fees Respondent intends to charge for conducting the Housing Needs Assessment;
2. Itemization of any expenses or other charges (including any reimbursable costs) which Respondent anticipates will be charged separate from the fees covered by 1 above along with a proposed cap on such additional charges.