

# **REQUEST FOR QUALIFICATION**

## **GRAND FORKS HOUSING AUTHORITY COMPREHENSIVE HOUSING NEEDS ANALYSIS FOR YOUTH EXPERIENCING HOMELESSNESS**

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**PROPOSAL RELEASE**

**DATE: February 15, 2019**

**TIME: 4:00 P.M.**

**REQUEST FOR QUALIFICATIONS  
COMPREHENSIVE HOUSING NEEDS ANALYSIS FOR YOUTH EXPERIENCING HOMELESSNESS  
GRAND FORKS HOUSING AUTHORITY**

The Grand Forks Housing Authority (GFHA) is soliciting qualifications for a Comprehensive Housing Needs Analysis for Youth Experiencing Homelessness on behalf of a group of area housing and service providers looking to develop evidence-based solutions. The results of this Comprehensive Housing Needs Analysis will help stakeholders and community members determine the needs of and the appropriate solutions to address youth experiencing homelessness in Region IV, North Dakota. The study should provide a measured assessment of present and future unmet homeless needs, focusing on the provision of a deeper understanding of what services are lacking/needed, the barriers to housing youth, both with families and unaccompanied, and the extent of their issues. The report is intended to provide stakeholders a basis for action rather than continued discussions.

**ABOUT THE COMMUNITY/SERVICE AREA**

The Region IV Supportive Housing Collaborative is a group of dozens of local organizations working to identify community needs in regard to gaps in housing and services in and around Grand Forks, North Dakota. The group previously addressed the issue of individuals experiencing chronic homelessness, and together developed the first Housing First-Permanent Supportive Housing project in Region IV. Today, the group is prepared to tackle the next community issue, addressing youth experiencing homelessness. The United Way of Grand Forks/East Grand Forks and the Grand Forks Public School District have reported hundreds of children in the school system as experiencing homeless and/or housing instability; the time has come to take steps to create adequate, appropriate, sustainable solutions.

**SCOPE OF WORK**

**Research Questions**

1. How many youth are experiencing homelessness? To include, but not limited to: unaccompanied youth, youth with children of their own, number of family units, preschool aged.
2. What issues or barriers do these youth and/or families face that lead them to homelessness.
3. What “type” of homelessness are they experiencing: doubled up, on the street, sheltered etc.
4. What are the issues that youth are facing that can be addressed by local and regional service providers? To what extent are these issues? Are there any services not being provided?
5. What are the solutions? What type of housing or shelter is needed, and how many units or beds?

**Service Area**

The area to be covered in this study is Region IV of North Dakota to include Pembina, Walsh, Nelson and Grand Forks counties.

**Minimum Required Data Elements**

The Consultant selected to complete the study is free to develop specific methodology as they deem appropriate. However, the final document should, at a minimum, quantify the following data elements:

1. Number of units and/or beds needed. The type of units, i.e. supportive housing, affordable housing, market rate housing, etc. to meet current need and projected three to five year need.

2. Required services and the extent of their availability. Optional services and the extent of their availability. Who provides these services, if anyone.
3. Siting requirements: whether the location needs to be close to services, a grocery store, free clinic, etc.
4. Provide potential funding sources for both development and services provided.

**STUDY PROCESS AND TIMELINE**

The comprehensive housing needs analysis will be overseen by the Region IV Supportive Housing Development Collaborative of housing and service providers in the area, led by the Grand Forks Housing Authority.

The primary contact from the Grand Forks Housing Authority is Terry Hanson, Executive Director, 701-787-9437, thanson@thegfha.org.

**Input and Community Relations**

Once chosen, the selected firm will meet with the GFHA to better define the results being sought and the methodology the firm will use. This meeting is anticipated to take place on or about March 19th, 2019.

The firm will provide preliminary findings to the Grand Forks Housing Authority at which time refinements to the study can be requested.

The firm will provide a final report and presentation to the Housing Authority.

The firm will provide a final report and presentation to the Region IV Supportive Housing Development Collaborative.

**Timeline for Study Process**

GFHA Releases RFQ	February 15, 2019
Response to RFQ due to GFHA	March 5, 2019
Selection of Consultant by GFHA	March 12, 2019
Execution of Contract for services	March 13, 2019
Initial meeting with oversight committee	March 19, 2019
Submit/Present first draft for review	July 8, 2019
Final document provided to GFHA/	July 29, 2019
Presentation to GFHA Board of Directors	August 1, 2019
Presentation to Region IV Supportive Housing Collaborative/	August 21, 2019
All work products due	

*Dates are tentative and can be changed to accommodate schedules. However, contract must be executed and services must be initiated prior to March 13, 2019.*

**Work Product**

The final report should be delivered to the Grand Forks Housing Authority and Region IV Supportive Housing Development Collaborative as well as 20 additional hard copies. An electronic copy of the Grand Forks collaborative presentation materials should be provided as well.

## **CRITERIA FOR EVALUATION OF PROPOSALS**

1. Qualifications of Consultant 35 points
  - Experience completing this type of housing/services demand analysis
  - Experience working in similar sized communities
2. Proposed study methodology 30 points
  - Sources of data
  - Interaction with community
3. Understanding of RFQ 25 points
  - Community context
  - Goals and purpose of study
4. Adherence to Timeline 10 points
5. Cost of Services

### **A complete submission will include:**

- Narrative response to RFQ
- Proposed timeline for study process
- Brief statement of qualifications, including summary of key personnel who would be assigned to the project
- List of references for similar projects
- Cost proposal (separate sealed envelope attached to submission)

The Grand Forks Housing Authority has the right to request a formal presentation from finalists.

The Grand Forks Housing Authority reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals including, but not limited to, proposals which do not furnish the quality, or offer the availability of materials, equipment or services as required by the specifications, description or scope of services, or proposals from offerors who lack experience or financial responsibility, or proposals which are not made to form. The GFHA reserves the right not to award contracts to the lowest and most responsive offeror, and may require new proposals.

The GFHA may rescind the award of any proposal within one week thereof or at its next regularly scheduled meeting, whichever is later, when the public interest will be served thereby.

Only sealed proposals received by the GFHA will be accepted; proposals submitted by telephone, telegram, facsimile machines are not acceptable.

Responses to this RFQ are due to:

**Terry Hanson, Executive Director  
Grand Forks Housing Authority  
1405 1<sup>st</sup> Ave N  
Grand Forks, ND 58203**

To be received no later than 4:00 p.m., March 5th, 2019.

The Grand Forks Housing Authority is an Equal Opportunity Employer and Housing Provider.