

**Statement of Qualifications
For the
Consolidated Strategy Plan
And the
Analysis of Impediments to Fair Housing
City of Shreveport
Department of Community Development
December 06, 2012 – December 30, 2012**

The City of Shreveport, Department of Community Development is seeking firms to assist in the development of the U. S. Department of Housing and Urban Development (HUD) *2014 – 2018 Consolidated Strategy Plan and the Analysis of Impediments to Fair Housing*. The Consolidated Plan is intended to assist communities in developing a collaborative process whereby the community establishes a unified vision for community development activities.

Respondents must have a minimum of five (5) years experience assisting jurisdictions with comprehensive planning. Those interested must be an independent party, and the agency must not reflect any real or apparent conflict of interest with the City of Shreveport.

The Consolidated Strategy Plan serves four separate, but integrated functions. The Consolidated Strategy Plan is: a planning document for the jurisdiction; an application for federal funds under HUD's formula grant programs: Community Development Block Grant (CDBG), HOME Investment Partnership Act (HOME), and Emergency Solutions Grant (ESG); a strategy to be followed in carrying out HUD programs; and an action plan that provides a basis for assessing performance. See (24 CFR 91) for the Consolidated Plan regulations. See the *Guidelines for Preparing a Consolidated Plan Submission for Local Jurisdictions*. <http://www.hud.gov/offices/cpd/about/conplan/>

The Analysis of Impediments to Fair Housing (AI) is a comprehensive review of the jurisdiction's laws, regulations, and administrative policies, procedures and practices, reference (24 CFR 91). There must be actions described and taken to overcome any impediments identified in the AI. The guidelines are located on the HUD website at <http://www.hud.gov/offices/fheo/images/fhpg.pdf>

STATEMENT OF QUALIFICATIONS (SOQ)

This SOQ must include a brief history of the firm or organization and a resume' of each person in the office who will be assigned to the project; narrative of qualifications; resources committed to the project; strategies for public participation or consensus building; strategies and methodologies for managing the study; a listing of sub-consultants (if applicable); references including a listing of governmental bodies for which the respondent has been under contract and a similar project reference list.

- I. Agency Information
 - A. Name, Address, Telephone Number, Facsimile Number, Contact Person
 - B. Type of Organization
 - C. Narrative of Qualifications
 - D. Resources (staff, equipment, materials to be committed to this project)
 - E. Strategies and Methodologies

- II. Sub-Consultants
 - A. Names, Education, Experience, and Qualifications

- III. References
 - A. A list of governmental agencies for which the respondent has been under contract
 - B. Similar projects reference list

Applicants will have the opportunity to submit an SOQ to develop the complete Consolidated Plan (CSP) and the Analysis of Impediments to Fair Housing (AI) or one or more of the following components to the CSP:

- Citizen Participation Plan, to include:
 - An aggressive and innovative outreach plan
 - Public Hearings
 - Focus Groups

- CSP Plan Completion, to include:
 - Surveys
 - Strategies
 - Data collection and analysis
 - 2014 Annual Action Plan (strategies)
 - Other HUD required components

- Analysis of Impediments to Fair Housing (AI)

Please cost allocate each area within the component. Feel free to bid on all three components.

A selection committee will review all submissions. All responses will be evaluated on the basis of the information requested. They will be scored and ranked with the highest rating being awarded a contract.

In the event of a tie, the most qualified respondent whose SOQ is deemed most advantageous to the City of Shreveport with all factors considered will be awarded a contract. The selection of finalists may require verbal presentations.

These funds are administered by the City of Shreveport and made available by the U. S. Department of Housing and Urban Development.

This statement of qualifications can be obtained at the Department of Community Development, 401 Texas Street, Shreveport, LA, during regular business hours, beginning December 06, 2012, Monday through Friday, 8:30 A. M. and 4:30 P. M. The statement of qualifications is also posted on the city's website at www.shreveportla.gov

If interested in applying for these professional services, please respond no later than 5:00 p.m., December 30, 2012. All responses shall be directed to Ms. Bonnie Moore, Director, Department of Community Development, Post Office Box 31109, Shreveport, LA 71130 or hand delivered to 401 Texas Street, Room 314, Shreveport, LA, 71101, (318) 673-5900. **APPLICATIONS MAY NOT BE SENT BY FACSIMILE (FAX) or BY ELECTRONIC MAIL (E-MAIL).**