

---

# REQUEST FOR PROPOSAL (RFP) HOUSING STUDY OF FLORISSANT, MO

---

City of Florissant Community Development Department  
1055 Rue St. Francois Florissant, MO 63031

The City of Florissant is soliciting bids from qualified companies to produce a housing study to review the impacts of the COVID-19 pandemic on the housing market in the City of Florissant.

## **I. INTRODUCTION**

The purpose of this invitation is to obtain the services of a consultant and/or firm, hereinafter referred to as “Consultant”, to perform a service for the City of Florissant, hereinafter referred to as “City”. Specifically, the City is seeking qualifications and proposals from consultants interested in assisting the City in producing a housing study to review the impacts of the COVID-19 pandemic on the housing market in the City of Florissant. The analysis will be used to evaluate, monitor, and address housing choice issues that were created by or worsened by the COVID-19 pandemic.

## **II. PROJECT BACKGROUND**

The City received Community Development Block Grant CARES Act (CDBG-CV) funds, and therefore, is subject to regulations under Title 24 of the Code of Federal Regulations.

The housing study will include gathering data and developing non-project specific coronavirus recovery and economic revitalization plans for the City of Florissant. The assessment and subsequent plan must meet 24 CFR 570.205. In addition, to meet HUD’s requirement that each activity prepares, prevents or respond to coronavirus the study needs to document coronavirus effects or risks to overall economic, service, housing and infrastructure serving Low to Moderate Income neighborhoods and communities, and to consider both backward-looking and potential forward-looking risks or vulnerabilities to coronavirus. This is known as the PPR tieback and must be specific and addressed in the housing study.

## **III. SCOPE OF SERVICES**

The goal of the housing study is to help the City understand the impacts of the COVID-19 pandemic on the housing market and provide recommendations for policy changes to ensure equitable and balanced housing opportunities across the city, specific topics include:

- Evaluation of over-crowding in certain areas
- Impact of investor activity in the City
- Trends of cost-burdened households pre and post-pandemic
- Code violations or concerns related to property maintenance (particularly as they relate to potential health hazards)
- Description of the current market and impacts resulting from COVID-19
- Review of the available housing
- Recommendations for the City Council

### Deliverables:

The proposal response must specify the time frame in which the housing study will be completed and presented. One meeting with staff and one meeting with the City Council presenting the findings must be included in the proposal.

1. The housing study must contain:

- COVID-19 Impacts & Market Review
- Housing Profile
- Housing Analysis and Recommendations

2. Consultant will provide a draft of the housing study in progress for review and comment by the City prior to submission of the final document.

3. Provide ten (10) hard copies of the final housing study report as well as the report in electronic version. The City will own the housing study report and all rights to it.

### **IV. SUBMITTAL REQUIREMENTS**

An original proposal shall be submitted. Proposals should:

- a. Describe the approach and methodology the Consultant will employ in carrying out the work.
- b. Include any services the Consultant may require from the City to perform the work described in the proposal;
- c. Provide a description of the Consultant's background, qualifications and experience, and the background and qualification of the staff to be assigned to the project.
- d. Provide at least three (3) references within the last two years of past clients with similar Scope of Services conducted and the time frame to complete each of the client's projects.
- e. Provide the timing and schedule of work to be performed, with a completion date for this project; and
- f. Provide a detailed fee schedule to complete the study, as described within this RFP and the hourly rates of the people that will work on the project.

### **V. SELECTION PROCESS**

a. Applicants receiving a Request for Proposal (RFP) will be asked to submit to the City at 1055 rue St Francois, Florissant, MO 63031 by 4:00 pm, December 4, 2023 their proposal for these services.

**b. Questions regarding the bid shall be directed to Carol O'Mara at [Communitydevelopment@florissantmo.com](mailto:Communitydevelopment@florissantmo.com) or 314-839-7680.**

c. The City will select a consultant based on its evaluation of the scope of services to be provided and the best price for such scope of work.