



Central Virginia Planning District Commission

Request for Proposals
CVPDC Housing Market Analysis Study

The following CVPDC Housing Market Study RFP questions were received. CVPDC responses are presented in blue font.

1. There are references to previous housing studies in the RFP. Are those reports available to the public or only the firm awarded the contract for the study?
 - The City of Lynchburg in May 2020 completed the Analysis of Impediments to Fair Housing Choice. This document is located at: [https://www.lynchburgva.gov/sites/default/files/COLFILES/Community-Development/Grants Administration/2021 2025ConsolidatedPlan/Analysis%20of%20Impediment%20to%20Fair%20Housing.pdf](https://www.lynchburgva.gov/sites/default/files/COLFILES/Community-Development/Grants%20Administration/2021%202025ConsolidatedPlan/Analysis%20of%20Impediment%20to%20Fair%20Housing.pdf).
 - Centra 2018 – 2021 Lynchburg Area Community Health Needs Assessment https://www.centrahealth.com/sites/default/files/files/55/2018_lynchburg_chna_final.pdf

The City of Lynchburg may have additional relevant, defined as developed within three years of this RFP, studies that will be provided. There are no regional housing studies with which to reference.

2. Does CVPDC have any specific forms on demand or housing characteristics that need to be filled out and included within the analysis? Or would the content and formatting of the data be at the discretion of the awarded firm?

The CVPDC does not have any existing housing characteristic forms in place. The process by which information will be displayed and presented will be to the discretion and expertise of the awarded firm.
3. Page 2 of the RFP, Study objective, 4th bullet point. “Review the existing housing program structure and coalitions to identify opportunities to improve efficiencies and coordination”. Can you provide any insight on the information that will be provided from the existing housing program structure and coalitions?

It is intended that information from housing stakeholders (the responsibility of the CVPDC and member localities to identify and provide contact) via the project survey and focus group meetings will provide the foundation by which the firm will present results that can serve to build coordination.
4. Page 3, Item C.a.ix. “Evaluation of the regional foundation that can be leveraged to support affordable rental housing unit demand”. We just wanted clarification on the specific request for this item regarding the regional foundation.

This is another action that the housing stakeholder survey and focus group process will serve to guide in responding to this evaluation. It is recognized that the findings may present existing organizations or show a gap in this area.
5. Page 4, Item 3. A. Lynchburg City Affordable Housing Analysis, item a. Can you provide any specific information on data that the city has collected that would need to be analyzed?

The City has data on the current Section 8 housing (all available data will be provided to the awarded firm), including potential contract completion horizon dates. The request is to show what the impact would be, in units lost, if these units move out of the Section 8 program. This is not a task where the firm will be asked to generate unknown data.

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RFP Submitted Questions and CVPDC Responses

6. Page 5, Task 5: “Provide recommendations for process (future study) to evaluate moderate housing development site suitability”. Can you provide clarification on this point? Does this task refer to helping outline the requirements that would be provided for a site-specific study at some point in the future?
There is interest in utilizing data from the pending housing analysis and other land use parameters, transportation, employment, water/sewer infrastructure to inform housing site suitability. It is recognized this initiative would be outside the scope of the project. The intent would be guidance on additional data or study parameters to achieve this action if the study analysis supports the need for this action. Recognized that the study, awarded firm with present recommendations that may or may not support the need for a future site suitability.

7. Page 5, Task 6: The deliverables are stated to be issued in Microsoft Word (or comparable) format. I would assume that an Adobe pdf file would be satisfactory for the electronic version of the Draft and Final report. Can you please confirm?
Yes, an Adobe pdf file will be an acceptable report submittal format.