

CITY OF HOUSTON
Scope of Work
Survey of Houston Rent Security and Vulnerability Amidst Disasters

Project Summary:

As the Houston community is still recovering from Hurricane Harvey, the current health crisis will impact Hurricane Harvey recovery efforts and the resilience of Houstonians from future flooding disasters. As unemployment surges, the need for affordable housing will become even greater, and as local leaders require Houstonians to stay at home, some families may still be living in flood impacted homes, which may be unhealthy environments. This study seeks to understand the short-term or long-term housing needs of Houstonians because of the compounding impacts of Hurricane Harvey and subsequent disasters affecting the resilience of the community.

The City of Houston (“City”), Housing and Community Development Department (HCDD) seeks a consultant with proven experience in targeted public polling and community surveys. HCDD seeks to understand what effects the increased levels of unemployment and underemployment may have on the City’s recovery from recent flooding disasters and susceptibility of residents becoming rent insecure, entering into poverty, or losing housing in the coming months.

HCDD seeks to poll populations up to 120% LMI to understand housing insecurity or public service needs at this time for multiple income levels. As such, the consultant should design a questionnaire and survey for the appropriate targeted populations measuring:

1. The demographic information of those previously or newly unemployed and underemployed, and
 - a. How long they expect to under- or unemployment to last.
 - b. Whether they expect to need assistance in meeting their housing needs.
 - c. The length of time at which they would they would anticipate seeking assistance.
2. If they experienced detrimental effects from recent flooding disasters, and
 - a. The degree to which they have recovered from the disasters.
 - b. Whether a prolonged economic downturn will affect any ongoing ability to recover from and prepare for future disasters.
3. If they are aware that the City provides disaster recovery and housing assistance and what kind of assistance would be most helpful given the current challenges.

The proposer may provide additional topics as it relates to understanding current community needs and recovery efforts needed. The project should include recommendations regarding housing assistance and priorities based on survey/poll findings.

Timetable:

All work should be completed within three weeks from the start of work.

Proposals will be scored based upon:

Proposal responses will be evaluated upon the following:

- The degree to which the proposal meets stated scope of work.
- The degree to which the proposer has the necessary skills and abilities to deliver this proposal.
- How the proposed price compares to the planned budget and timelines.

Proposals should include:

- Overview of the final study, including information that will be included and data to be used.

- Description of staffing and identification of project manager.
- Description of timeline to complete proposal.
- Description of the skills and abilities of proposer to complete this proposal within the time period.
- Written statement of proposer's background and experience related to work, along with a listing of recently completed similar projects and three references.