



OAK PARK HOUSING AUTHORITY

DATE: October 21, 2019
Subject: RFQ – Strategic Planning Facilitation
Contact: David Pope, Executive Director, Oak Park Housing Authority

The Oak Park Housing Authority (OPHA) is seeking to contract with an independent 3rd party individual or firm to facilitate a strategic planning process for the organization. This strategic planning process will help the OPHA Board of Commissioners and staff to clarify organizational objectives and to identify potential approaches to expand and advance OPHA's progress toward the achievement of such objectives.

The Oak Park Housing Authority is governed by a 7-member Board of Commissioners. This Board maintains budget, fiduciary, and oversight responsibility for the ownership and management of all OPHA properties and operations. OPHA facilitates its delivery of day-to-day operations through an outsourced contractual relationship with a professional property management services organization. The current contract services provider is the Oak Park Residence Corporation (OPRC).

Background

The Oak Park Housing Authority – officially The Housing Authority of The Village of Oak Park – is an Illinois municipal body charged with responsibility by the U.S. Department of Housing and Urban Development (HUD) with overseeing: 1) the Public and Indian Housing program (PIH), and 2) the Housing Choice Voucher program (HCV), within the geographic boundaries of The Village of Oak Park, Illinois.

Under the PIH Program, OPHA owns and is responsible for the management of Public Housing within Oak Park. Currently, ownership and management of Public Housing units, and the provision of associated services, are provided through a single property, Mills Park Tower, located at 1025 Pleasant Place in Oak Park. Mills Park Tower (MPT) is a 198-Unit independent living Senior residence, serving to provide housing for individuals who are 62 years of age and older. The property is fully occupied and maintains a site-specific waitlist.

Under the Housing Choice Voucher program, OPHA oversees and manages the provision of subsidized housing support to households (individuals and family units) occupying more than five hundred (500) units of scattered site rental housing throughout Oak Park.

OPHA also owns a 6-Unit property (Sojourner House), located at 324 N. Austin Blvd. in Oak Park, which is leased to Housing Forward for purposes of providing short-term (<90 day) interim housing for households (individuals and family units) who are experiencing homelessness or who are at imminent risk of experiencing homelessness.

OPHA also owns and leases its office building (10,000 sq.ft.) at 21 South Boulevard in Oak Park.

Strategic Planning Process

The Board of Commissioners of OPHA is seeking to conduct a strategic planning process and to identify an independent facilitator to guide the Board and the organization through the process.

The Process will consist of multiple activities including the following:

- 1) Documentation Review (articles of incorporation, bylaws, HUD requirements, etc.)
- 2) Interviews with OPHA Commissioners (select Board Members)
- 3) Interviews with key OPHA Staff
- 4) Interviews/Input from key stakeholders (Municipality, Service Providers, Partners, Affordable Housing Entities, etc.)
- 5) Environmental scan to identify key opportunities and risks
- 6) Facilitated Discussions / Planning Sessions
- 7) Documentation / Reporting

Respondent Qualifications

The successful respondent to this RFQ will possess most or all of the following qualifications and/or characteristics:

- 1) Strategic Planning Experience
- 2) Facilitation Experience – Work with public and/or not-for profit boards a plus
- 3) Housing Experience (Policy/Implementation) – Prior experience working with PHA's a plus
- 4) Experience working with populations facing unique challenges – Including seniors, persons with disabilities, racial and cultural minority populations, and households (individuals and family units) who are economically disadvantaged.
- 5) Located within the Chicago Metropolitan Area

RFQ Response

Please submit Letters of Interest in response to this RFQ to:

David Pope, Executive Director
Oak Park Housing Authority
21 South Boulevard, Oak Park, IL 60304
dpope@oakparkrc.com

Please include in your submittal information highlighting your/your firm's experience and qualifications related to the Strategic Planning Process approach and Respondent Qualifications criteria outlined above. Also, please describe your/your firm's level of knowledge regarding the history of housing in the Oak Park community. Additional information regarding your/your firm's approach to such a process, and any information regarding prospective resourcing/staffing would also be welcomed and appreciated.

Due Date for submittals: 5:00 p.m. on Wednesday, November 6th, 2019

For any questions, please contact OPHA Executive Director David Pope at 708-386-6061