

LAFAYETTE HOUSING PARTNERSHIP

REQUEST FOR QUALIFICATIONS (RFQ)

HOUSING NEEDS ASSESSMENT AND FEASIBILITY STUDY

ISSUE DATE: March 24, 2026

STATEMENT OF QUALIFICATIONS DUE: May 29, 2026, by 2:00PM CST

(Subject to change at the sole discretion of the Lafayette Housing Partnership. Late responses will not be accepted.)

Point of Contact:

Direct all questions in writing to the SOLE POINT OF CONTACT for this RFQ:

Kristen Hebert, Executive Assistant
Community Foundation of Acadiana
submissions@cfacadiana.org

The Lafayette Housing Partnership strongly encourages participation from minority-owned, women-owned, veteran-owned, and disadvantaged business enterprises.

1 Table of Contents

2	<i>Lafayette Housing Partnership and Project Background</i>	3
2.1	About the Lafayette Housing Partnership	3
2.1.1	City Profile	4
2.1.2	Housing Context and Market Conditions	5
2.2	Project Background and Purpose	5
2.3	Integration with Market Value Analysis (MVA)	6
3	<i>Scope of Work</i>	9
4	<i>Submittal Requirements and Evaluation Criteria</i>	15
5	<i>Conditions of this RFQ</i>	18
5.1	Reservation of Rights	18
5.2	Questions and Requests for Changes to this RFQ	19
5.3	Preparation Costs	19
5.4	Restrictions on Communications	19
5.5	Section Headings.....	20
5.6	Information Submitted.....	20
5.7	Respondent Officer, Withdrawal, and Modification.....	20
5.8	Determination of Responsibility	20
5.9	Serial Negotiations	21
6	<i>Exhibit A: Legal Disclosures</i>	22
7	<i>Exhibit B: Definitions & Key Terms</i>	23
8	<i>Exhibit C: Project Resource Library</i>	25
9	<i>Exhibit D: Restricted Contacts</i>	26

Statements of Qualifications Title:	Lafayette Housing Partnership Housing Needs Assessment and Feasibility Study
RFQ Coordinator:	Kristen Hebert, Executive Assistant, Community Foundation of Acadiana
Contact Information & Statement of Qualifications Delivery Location:	c/o Lafayette Housing Partnership 1035 Camellia Blvd Lafayette, LA 70508 (337) 769-4840 submissions@cfacadiana.org

2 Lafayette Housing Partnership and Project Background

2.1 About the Lafayette Housing Partnership

The Lafayette Housing Partnership (“Partnership”) is a collaborative of housing development and finance associations, public agencies, nonprofit organizations, philanthropic entities, and civic leaders committed to advancing coordinated housing strategies in Lafayette, Louisiana.

The Partnership includes representatives from 232-HELP, Acadiana Apartment Association, Acadian Home Builders Association, Acadiana Regional Coalition on Homelessness and Housing (ARCH), Catholic Charities of Acadiana, Community Foundation of Acadiana, Downtown Development Authority, Lafayette Consolidated Government (LCG), Lafayette Economic Development Authority (LEDA), Lafayette Habitat for Humanity, Lafayette Housing Authority (LHA), Lafayette Public Trust Financing Authority (LPTFA), Maraist Family Foundation, One Acadiana, Realtors Association of Acadiana, Schumacher Family Foundation, SunCHDO, United Way of Acadiana, and other institutional and community stakeholders.

The Partnership seeks to align policy, public investment, and development strategy to expand housing choice, preserve affordability, and promote long-term neighborhood stability across Lafayette.

2.1.1 City Profile

Lafayette, Louisiana, is a regional hub located in the heart of Acadiana, with a 2025 population of approximately **123,418** residents and projected growth to **128,236 residents by 2030**. The city serves as a center for commerce, finance, healthcare, higher education, retail and family entertainment, across the Acadiana Region of South Louisiana.

Lafayette contains approximately **55,193 households and 63,077 housing units**, reflecting continued population and household growth over the past decade. Approximately **49.0% of housing units are owner-occupied, 38.5% renter-occupied, and 12.5% vacant**. These conditions highlight the importance of understanding housing supply dynamics, tenure patterns, and the role vacancy plays in the functioning of the local housing market.

Median household income in the city is approximately **\$58,843**, with an **average home value of approximately \$327,272** and a **median home value of approximately \$269,050**. These indicators illustrate growing pressures across the housing market as incomes, housing values, and supply constraints interact across multiple income levels and housing types. Together, these trends underscore the need for a comprehensive housing needs assessment capable of identifying supply gaps, evaluating development feasibility, and guiding coordinated housing investment.

Lafayette is home to the **University of Louisiana at Lafayette** and **South Louisiana Community College**. While historically rooted in oil and gas and agricultural industries, Lafayette's economy has diversified and expanded to include the healthcare, logistics and distribution, manufacturing and technology sectors. Known as the "Happiest City in America," Lafayette is widely recognized for its strong sense of community, cultural vibrancy, and central role in Cajun and Creole traditions.

Local Government Context

The City of Lafayette operates within the Lafayette City-Parish Consolidated Government (LCG), a consolidated government structure that administers many functions for both the incorporated City of Lafayette and the unincorporated areas of Lafayette Parish. While this Housing Needs Assessment is focused on the City of Lafayette, LCG's planning, and regulatory authority extends to the unincorporated portions of the parish. Development activity in these areas can influence regional housing supply, development patterns, and market dynamics within a geographically compact parish.

2.1.2 Housing Context and Market Conditions

Lafayette’s housing ecosystem is shaped by several structural and market dynamics, including:

- Aging housing stock, particularly pre-1978 units with rehabilitation needs and exposure to lead-based paint risks
- Increasing cost burden among renter households, particularly those earning below 80% of Area Median Income
- Gaps in deeply affordable housing and supportive housing options for vulnerable populations
- Displacement pressures in historically underinvested neighborhoods experiencing reinvestment and rising property values
- Variability in housing production relative to population growth and workforce demand
- Limited supply of workforce housing serving households earning between 80% and 120% of AMI
- Preservation risks among aging subsidized housing developments, including LIHTC properties approaching affordability expiration or requiring recapitalization
- Increasing development costs, including construction materials, insurance, and financing costs, impacting the feasibility of new housing production
- Geographic disparities in housing quality, access to opportunity, and reinvestment patterns across neighborhoods

The city’s housing system also operates within a complex institutional and regulatory landscape involving federal housing programs (HUD), the Low-Income Housing Tax Credit (LIHTC) program administered through the Louisiana Housing Corporation, Housing Choice Voucher programs, local zoning and land-use authority, and emerging public finance tools available through local entities.

Understanding how these factors interact will be critical to identifying housing supply gaps, evaluating development feasibility, and developing implementation strategies capable of supporting both housing production and long-term housing stability.

2.2 Project Background and Purpose

The Lafayette Housing Partnership is soliciting Statements of Qualifications from qualified firms to conduct a comprehensive Housing Needs Assessment and Feasibility Study for the City of Lafayette.

This engagement will build upon recent housing and market analyses and is intended to provide a clear, data-informed, value driven understanding of Lafayette’s housing market dynamics, development feasibility conditions, and future housing needs. Simply put – what do we need more of? Where do we need it? For whom do we need it?

The purpose of this engagement is to:

- Establish a comprehensive, data-informed, value driven understanding of current and projected housing needs across income levels and tenure types
- Identify housing supply gaps across the full housing continuum, including deeply affordable, workforce, and market-rate housing
- Evaluate the financial, regulatory, and market feasibility of housing development and preservation strategies
- Develop actionable recommendations related to policy, land use, zoning, financing tools, and investment strategies capable of supporting housing production and stability

The resulting report will serve as a foundational framework to guide coordinated housing policy, capital investment, zoning considerations, and development strategy for the City of Lafayette through 2030 and beyond. The study is intended to support decision-making by public agencies, housing providers, developers, financial institutions, and community stakeholders working to address Lafayette’s evolving housing needs.

Lafayette recognizes that housing outcomes are shaped by the interaction of market forces, land availability, development feasibility, and public policy. Accordingly, this Housing Needs Assessment is intended not only to quantify housing demand, but to evaluate the structural conditions influencing housing production and preservation within the city. The study should identify opportunities to align local policy tools, development finance mechanisms, and market conditions in order to expand housing supply across the affordability spectrum while preserving existing housing assets and supporting economically sustainable development.

The Partnership is particularly interested in identifying actionable pathways to increase housing production and preservation in the near-term, including strategies that can be implemented within existing market, regulatory, and financing conditions.

2.3 Integration with Market Value Analysis (MVA)

The Lafayette Economic Development Authority (LEDA) has completed a **Market Value Analysis (MVA)** for the City of Lafayette. The MVA establishes a validated, data-informed,

value driven typology of the residential real estate market at the census block group level using indicators including residential sales, vacancy, tenure, subsidized housing units, renovation permits, and related variables.

The MVA produced:

- A validated housing market database
- Market typologies based on cluster analysis
- Geographic mapping of market strength and distress
- Data overlays relevant to public intervention strategies

The Housing Needs Assessment and Feasibility Study contemplated in this RFQ shall build upon the completed MVA dataset and findings. The MVA results will be made available to the selected consultant and shall serve as the **baseline market framework for this engagement**.

The selected consultant will be expected to:

- Utilize the MVA data and typologies as a foundational market framework;
- Expand analysis beyond market characterization to quantify housing supply gaps, production needs, and affordability pressures across income levels and tenure types;
- Integrate MVA findings into feasibility modeling, geographic prioritization, policy recommendations, and implementation strategies; and
- Avoid duplicative re-analysis of data and market conditions already incorporated into the MVA.

The intent of this engagement is to **extend and operationalize the MVA findings into actionable housing production, preservation, and financing strategies** capable of guiding coordinated housing investments and policy decisions. The selected consultant may coordinate with LEDA and the MVA authoring team, as necessary, to ensure consistency in interpretation and application of the MVA findings. The Lafayette Housing Partnership is particularly interested in consultant teams that combine expertise in housing market analysis, real estate feasibility, and housing policy, and that can translate analytical findings into practical strategies for housing production, preservation, and investment.

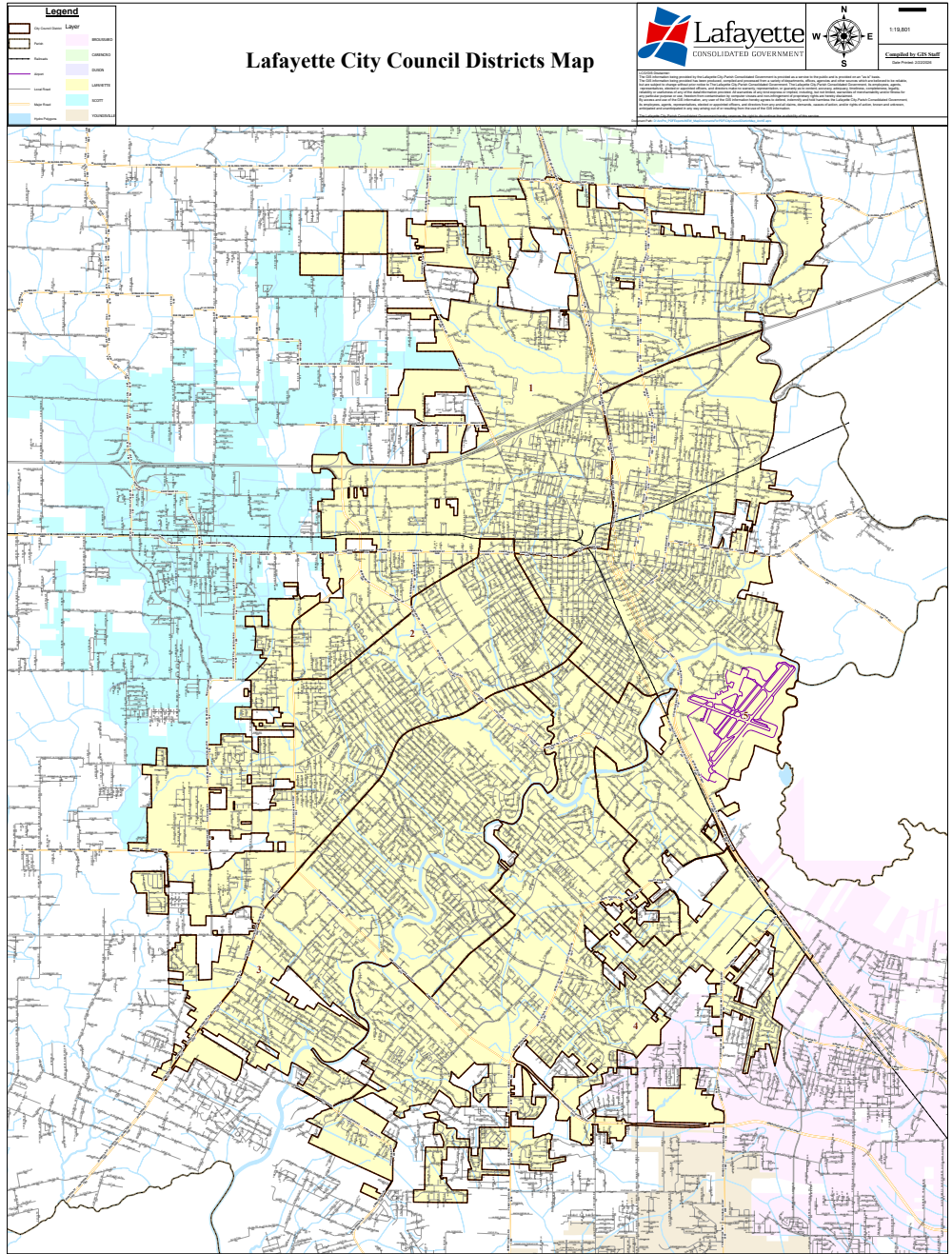


Figure 1 City of Lafayette

3 Scope of Work

The selected consultant shall prepare a comprehensive **Housing Needs Assessment and Feasibility Study for the City of Lafayette**, incorporating both quantitative and qualitative research methods.

The intent is not to produce a theoretical policy document, but to develop an **actionable, implementation-ready framework** grounded in local data, market conditions, and institutional realities. The study should clearly identify housing supply gaps, establish production targets, evaluate development feasibility, and recommend policy and financing strategies capable of supporting housing production and preservation.

The consultant shall incorporate and reference the completed **Lafayette Market Value Analysis (MVA)** as the baseline market assessment. The MVA results will be provided to the selected firm and shall serve as the foundation for housing gap analysis, feasibility modeling, and geographic prioritization. The Lafayette Housing Partnership seeks a study that not only identifies housing needs but also clarifies the conditions under which housing can realistically be produced in Lafayette's market environment.

Scope Structure

The Lafayette Housing Partnership anticipates that the Housing Needs Assessment will consist of a **Base Study** supported by optional **Enhanced Analytical Components**. The **Base Study** represents the core housing analysis necessary to understand housing supply, demand, and feasibility conditions within the City of Lafayette. Respondents are encouraged to describe their proposed analytical approach and methodology for completing the Base Study and may also identify additional analytical tools, data products, or implementation resources that could strengthen the study's usefulness for local decision-makers.

The Lafayette Housing Partnership anticipates a contract budget generally in the range of \$75,000 to \$125,000, with a target scope aligned closer to approximately \$100,000 depending on the proposed approach and level of effort. Following the RFQ process, a short list of qualified teams may be invited to participate in a subsequent proposal phase to further refine the scope of work, schedule, and cost.

Anticipated Study Components

Respondents may recommend additional analytical components that strengthen the study's ability to guide housing production, preservation, and policy decision-making.

The scope shall include, at minimum:

1. *Demographic and Market Analysis (Building on MVA)*

- a. Utilize the completed MVA typology as the baseline residential market characterization;
- b. Quantify housing production needs by Median Household Income (MHI) or Area Median Income (AMI) levels using MVA market types;
- c. Analyze housing starts, building permit activity, and housing sales trends over the past 10-15 years, including evaluation of housing values using both total sales price and price per square foot to better understand market conditions and development activity across MVA cluster types;
 - i. Distinguish between new construction and rehabilitation activity within building permit trends to better understand patterns of housing production versus preservation.
- d. Evaluate absorption capacity and development feasibility within each market typology;
- e. Identify areas appropriate for preservation, stabilization, or catalytic investment.
- f. Establish annual housing production targets by AMI level and tenure type through 2035. (Targets shall be sufficient to meet projected population growth and prevent future housing shortages.)

2. *Housing Development Pipeline*

- a. Inventory of planned, permitted, and under-construction housing developments
- b. Analysis of recent housing production trends and development patterns, including both new construction and rehabilitation activity
- c. Assessment of the development pipeline relative to projected housing demand
- d. Identification of regulatory, financial, and market barriers affecting development feasibility

3. *Existing Housing Stock and Conditions*

- a. Inventory of housing types by age, tenure, and affordability
- b. Assessment of aging stock and rehabilitation needs
- c. Analysis of public housing and voucher-supported units
- d. Preservation risk assessment for LIHTC, naturally occurring affordable housing (NOAH), and other subsidized units

- e. *Assessment of long-term operating sustainability considerations affecting existing housing stock, including high-level evaluation of cost pressures such as insurance, maintenance, utilities, and property management, and identification of strategies to support the long-term financial viability and preservation of housing assets.*

4. *Housing Gaps and Vulnerabilities*

- a. Housing gap analysis by AMI level across the housing continuum
- b. Analysis of supportive housing and permanent supportive housing needs
- c. Assessment of homelessness trends, including inflow/outflow patterns and system capacity
- d. *Identification of housing system factors contributing to homelessness, including affordability pressures and supply constraints*
- e. Identification of displacement risk indicators
- f. Analysis of absentee ownership, distressed property, and title-related barriers, including heirship issues that may impact property transfer, redevelopment, and housing investment.
- g. Identification of vacant, underutilized, and redevelopment-ready residential land suitable for housing production.

5. *Geographic and Spatial Analysis*

- a. Mapping of housing affordability gaps and cost burden, including spatial analysis of renter affordability conditions such as cost-burdened and severely cost-burdened households, and variation in rents relative to Area Median Income (AMI).
- b. Overlay of FEMA flood zones and disaster risk
- c. Council district and neighborhood-level analysis
- d. Identification of high-opportunity and high-need areas
- e. Identification of publicly owned land and underutilized sites with potential suitability for housing development or redevelopment.

6. *Stakeholder and Community Engagement*

The consultant shall conduct targeted stakeholder and community engagement sufficient to inform the Housing Needs Assessment and Feasibility Study. Engagement activities are expected to be focused and strategic, and may include interviews with key housing market participants, small group discussions, and limited public engagement opportunities.

At a minimum, engagement should include input from:

- Housing developers, builders, and rehabbers
- Housing providers and nonprofit organizations
- Financial institutions and housing finance partners
- Local government and housing agencies
- Community stakeholders and neighborhood representatives

Engagement activities may include:

- Key informant interviews
- Small stakeholder roundtables
- A limited number of public engagement opportunities, such as a survey, public meeting, or virtual input session

Respondents are encouraged to leverage existing housing networks and partner organizations to facilitate efficient engagement. The intent of engagement is to inform the analysis and validate findings, rather than to conduct a large-scale public engagement process. The Lafayette Housing Partnership will assist the consultant in identifying participants, coordinating convenings, and facilitating engagement opportunities where possible. The consultant should also anticipate providing guidance for the Lafayette Housing Partnership to identify and engage non-traditional housing stakeholders, including small-scale developers, rehabilitation-focused investors, community-based organizations, and individuals or entities operating outside formal housing systems who may be contributing to housing supply or stabilization efforts. The intent is to capture a more complete understanding of housing activity and resources that may not be reflected in publicly available data.

7. *Feasibility Study of Priority Development Opportunities*

- a. Identification of potential housing development or redevelopment sites informed by public input, planning initiatives, and institutional stakeholders
- b. Market and financial feasibility analysis for representative housing prototypes (e.g., small infill housing, townhomes, workforce rental housing, mixed-income multifamily development, and supportive housing).
- c. Evaluation of regulatory and zoning considerations affecting housing production
- d. Funding and capital stack analysis including modeling of layered financing sources such as LIHTC (4% and 9%), New Markets Tax Credits (NMTC),

HOME, CDBG, tax-exempt bonds, PILOT structures, federal, state, and local public finance tools, and philanthropic capital.

- e. Development implementation pathways, including potential public-private partnerships
- f. High-level evaluation of one or more representative catalytic development or redevelopment sites, including consideration of development potential, code requirements, conceptual programming, phasing considerations, and illustrative financing approaches to support implementation.

8. *Policy and Program Recommendations*

- a. Strategies and tools to expand housing supply, including support for both new construction and rehabilitation-based housing production, accessory dwelling units (ADUs), infill development strategies, land banking, and community land trusts.
- b. Displacement mitigation strategies
- c. Identification of key regulatory and zoning barriers affecting housing production, along with targeted recommendations for code amendments, process improvements, and opportunities to enable by-right development and appropriate increases in density.
- d. Alignment with Lafayette Housing Authority plans and other local housing initiatives.
- e. Implementation roadmap for the next 5-10 years.
- f. Early-action strategies for the next 18–24 months.
- g. Performance metrics and monitoring framework
- h. Strategies to support workforce housing production (80-120% AMI).
- i. Recommendations for improving coordination among housing agencies, public finance entities, and development partners.
- j. Identification of regulatory, financing, and construction barriers affecting housing production in Lafayette.
- k. Recommendations for land banking strategies, site assembly, and disposition policies to support housing production and long-term affordability.
- l. Development implementation framework, including high-level guidance on development pathways, roles of public and private partners, and approaches to structuring housing projects to support feasibility and delivery.
- m. Workforce housing strategies aligned with major employment sectors, including healthcare, education, and regional workforce needs, with

consideration of housing typologies and price points necessary to support economic competitiveness.

9. Final Deliverables

- a. Comprehensive written report (digital and print-ready)
- b. Executive summary suitable for elected officials and policymakers
- c. Public presentation materials and briefing deck
- d. Presentation of findings to project partners and elected officials
- e. All data sets, maps and visualizations produced during the study in editable formats with accompanying metadata
- f. GIS files and spatial datasets used in the analysis
 - i. Housing production targets and implementation framework suitable for adoption by local agencies and development partners. Implementation roadmap shall summarize priority actions, responsible parties, and recommended timelines
- g. Recommendations for a housing data tracking framework, including key metrics, data sources, and potential approaches for developing tools or dashboards to monitor housing production, development pipeline activity, and performance over time.
- h. Recommendations for ongoing coordination among housing stakeholders, including identification of roles, responsibilities, and collaboration structures to support implementation of the study's recommendations.

Potential Enhanced Analytical Components

Respondents may also describe additional analytical tools, technologies, or approaches that could strengthen the study's ability to guide housing production, preservation, and policy decision-making.

Examples may include:

- Interactive housing data dashboards or visualization tools
- Housing opportunity mapping
- Housing scenario modeling and policy simulations
- Detailed feasibility prototypes for additional housing typologies
- Housing production monitoring frameworks
- Communication tools or public-facing housing strategy materials

These elements are not required but may be discussed further during the subsequent proposal phase.

4 Submittal Requirements and Evaluation Criteria

Solicitation for Contract Award Event	Date
Request for Qualifications Issued	March 24, 2026
Deadline for Questions and Requests for Changes	April 24, 2026
Statement of Qualification Due Date and Time	May 29, 2026, 2:00PM CST
Shortlist Notification	By June 19, 2026
Proposals from Shortlisted Firms Due Date and Time	July 10, 2026, 2:00PM CST
Virtual Interviews with Shortlisted Firms (Optional)	Week of July 13, 2026
Notice of Intent to Award	July 27, 2026
Contract Effective Date	On or Before September 1, 2026

The Lafayette Housing Partnership, in its sole discretion, reserves the right to modify any and all dates in this schedule.

Respondents should submit a **Statement of Qualifications via email** that includes the following components:

1. **Cover Letter** – A brief introduction of the firm expressing interest in the project, including primary contact information for the respondent.
2. **Firm Profile** – A description of the firm including background, size, office locations, areas of expertise, and years in business. Respondents should also describe their experience working with public agencies, housing authorities, and multi-stakeholder housing initiatives.
3. **Relevant Experience** – A summary of **up to five comparable projects** demonstrating the firm’s experience conducting housing needs assessments, housing feasibility studies, housing production strategies, or related housing market analyses.

For each project, include:

- a. Client name and location
- b. Project description and scope of work
- c. Role of the firm and key staff involved
- d. Relevance to Lafayette Housing Needs Assessment
- e. Outcomes or implementation results achieved, including public benefits where applicable

4. **Project Team and Key Personnel** – Identification of key staff who would be assigned to the project, including the proposed project manager and technical team members.

For each individual, provide:

- a. Role on the project
 - b. Relevant experience and areas of expertise
 - c. Summary biography or resume
5. **Understanding of Lafayette’s Housing Context** – A brief narrative describing the respondent’s understanding of Lafayette’s housing landscape, including housing affordability challenges, housing production constraints, preservation considerations, and neighborhood dynamics. Respondents are encouraged to reference relevant housing systems, development conditions, or institutional factors affecting housing supply and stability.
 6. **Anticipated Approach and Analytical Methods** - Respondents are invited to provide a **brief narrative (no more than two pages)** describing the analytical approaches, methodologies, or tools they anticipate applying to the engagement. While a detailed work plan is not required at this stage, respondents should describe the types of analytical methods they may utilize to support the Housing Needs Assessment and Feasibility Study.

This may include, but is not limited to:

- a. Housing demand forecasting and production modeling
- b. Development feasibility analysis and financial modeling
- c. Housing supply gap analysis across income levels
- d. Spatial analysis and GIS-based housing market mapping
- e. Data integration with existing studies, including the Market Value Analysis (MVA)
- f. Scenario modeling to evaluate housing policy or development strategies

Respondents are also encouraged to describe **innovative tools, analytical techniques, or engagement approaches** they have applied in other communities that have produced meaningful housing policy or development outcomes.

Examples may include emerging housing analytics tools, interactive data dashboards, scenario modeling platforms, development pipeline analysis, or other methods that help communities translate housing studies into actionable implementation strategies and near-term projects for early wins.

Respondents should briefly explain how such tools or approaches **could be applied to Lafayette’s housing ecosystem**.

7. **References** – Provide at least three client references for comparable work performed within the past five years.

Include:

- Client name

- Title and organization
- Email address
- Phone number

Detailed scope, methodology, and fee proposals are not required at this stage. Shortlisted firms will be invited to submit a full proposal.

Responses will be evaluated for shortlisting based on the following criteria:

- **Firm Qualifications and Experience (30%)**

Demonstrated expertise conducting housing needs assessments, housing feasibility studies, housing market analysis, and housing policy strategy for public-sector clients.

Preference will be given to firms with experience working in mid-sized metropolitan markets and with projects involving affordable housing production, preservation strategies, housing finance tools, and multi-agency housing initiatives.

- **Relevant Project Experience (20%)**

Quality and applicability of prior comparable projects, particularly those involving:

- Housing needs assessments
- Housing production modeling and housing supply gap analysis
- Feasibility analysis for affordable, workforce, and mixed-income housing
- Preservation analysis for subsidized housing portfolios (including LIHTC or public housing)
- Implementation-oriented housing strategies adopted by public agencies

Respondents should clearly describe project outcomes, including policy adoption, funding allocations, zoning reform, or housing development activity resulting from the work.

- **Integration with Existing Market Value Analysis (MVA) (20%)**

Demonstrated ability to build upon an existing Market Value Analysis framework without duplicating effort.

Strong responses will demonstrate experience translating neighborhood market typologies into:

- Housing production targets
- Development feasibility scenarios
- Geographic prioritization strategies
- Housing policy and financing recommendations

- **Key Personnel and Project Team (15%)**

Experience and qualifications of the proposed project team, including the project manager and technical staff responsible for housing market analysis, feasibility modeling, policy strategy, and spatial analysis.

- **Anticipated Approach and Analytical Methods (10%)**

Clarity and thoughtfulness of the respondent's anticipated analytical approach, including the use of innovative tools, data integration techniques, or analytical methods that support actionable housing strategies.

Respondents demonstrating familiarity with emerging housing analytics practices, scenario modeling, or implementation-focused housing planning approaches may receive additional consideration.

- **References (5%)**

Strength of past client feedback, including demonstrated ability to deliver high-quality work on schedule and collaborate effectively with multi-sector partners.

From the pool of Respondents, the Selection Panel will shortlist three firms based on the highest scores. The firms will submit a full proposal which may include participation in a virtual interview.

Once the shortlist is established, the Lafayette Housing Partnership will provide each shortlisted Respondent with additional submission requirements for the Proposal phase, which may include insurance and compliance documentation. The Lafayette Housing Partnership reserves the right to modify the evaluation criteria, including the addition or removal of components and the adjustment of scoring weights.

Final selection will be made by the Selection Committee based on qualifications, detailed proposals, and interview performance (if applicable).

5 Conditions of this RFQ

5.1 Reservation of Rights

The Lafayette Housing Partnership, in its sole discretion, reserves the right to modify any provision of this RFQ; cancel or suspend this RFQ; or reject any or all Statements of Qualifications received in response to this solicitation. The Selection Committee may determine whether a submission does or does not substantially comply with the requirements of this RFQ, waive minor informalities, request clarification or additional information as needed, and obtain references regarding any Respondent's past

performance from any source. The Selection Committee also reserves the right to negotiate the terms of a contract with the selected Respondent. Neither the issuance of this RFQ nor the evaluation of any submission obligates the Lafayette Housing Partnership to award a contract.

5.2 Questions and Requests for Changes to this RFQ

All questions related to this RFQ and any requests for changes must be submitted in writing via email to the RFQ Coordinator no later than April 24, 2026. Any material clarifications or changes to this RFQ will be issued as a written addendum. Up until the deadline for submissions, it is the responsibility of all interested parties to monitor the Community Foundation of Acadiana (CFA) website for any addenda. The Lafayette Housing Partnership may make courtesy efforts to notify interested parties when an addendum is issued; however, Respondents are ultimately responsible for being aware of and incorporating all addenda into their submissions.

5.3 Preparation Costs

Respondents to this RFQ do so at their own expense. The Lafayette Housing Partnership will not reimburse any costs incurred in the preparation or submission of a Statement of Qualifications, including expenses related to meetings, interviews, presentations, or subsequent negotiations that may be requested or required.

5.4 Restrictions on Communications

All communications concerning this RFQ shall be to and through the Executive Assistant (Kristen Hebert, 337-769.4855, submissions@cfacadiana.org) or, where appropriate, the LHP's legal counsel (Brandon DeCuir, 225.346.8714, brandon@decuirlaw.com).

Respondents must not communicate with the Lafayette Housing Partnership Selection Committee, the Lafayette Public Trust Financing Authority (LPTFA) Board of Trustees and executive staff, or individuals as identified in Exhibit D, except when invited to do so in a formal interview by the RFQ Coordinator. Any unauthorized communication may result in disqualification. The Lafayette Housing Partnership will not conduct "one-on-one" meetings with interested parties during the RFQ process outside of formal interviews.

5.5 Section Headings

The section headings and titles used in this RFQ are for convenience only and in no way modify the scope or intent of any provision contained in this RFQ.

5.6 Information Submitted

It is the sole responsibility of each Respondent to provide all information required by this RFQ. The Lafayette Housing Partnership are under no obligation to request additional information if it is not included in the submission. However, the LHP may (a) request Respondents to submit additional information during the evaluation period, or (b) overlook, correct, or require correction of any obvious clerical or mathematical errors in a submission.

5.7 Respondent Officer, Withdrawal, and Modification

By submitting a response to this RFQ, each Respondent agrees that their submission constitutes a binding offer to perform the work described herein for a period of one hundred twenty (120) calendar days from the submission deadline. This period may be extended upon mutual agreement between the Lafayette Housing Partnership and the Respondent. Submissions may be withdrawn or modified prior to the due date and time by providing a written request to the RFQ Coordinator. After the submission deadline, no withdrawals or modifications will be permitted unless expressly approved in writing by the LHP.

5.8 Determination of Responsibility

In determining whether a Respondent meets the standards of responsibility to perform the work described in this RFQ, the Lafayette Housing Partnership may review references, financial stability, credit history, and past performance of any Respondent, including work performed for the Community Foundation of Acadiana, the Lafayette Public Trust Financing Authority (LPTFA), or other public entities. This review may include but is not limited to successful performance on comparable projects; compliance with contractual specifications and obligations; timely completion and budget adherence; and lawful payment of suppliers, subcontractors, and employees. The LHP reserves the right to consider and rely upon any information or references obtained from any source.

5.9 Serial Negotiations

After the Lafayette Housing Partnership has issued its Notice of Intent to Award and resolved any protests, the LHP, through its contracting party, LPTFA, reserves the right to enter into limited negotiations with the apparent successful Respondent to finalize pricing, performance schedule, scope of work, and other matters necessary to the contract. If the LHP, in its sole discretion, determines that negotiations have reached an impasse, it reserves the right to terminate negotiations with that Respondent and commence negotiations with the next highest-ranked Respondent. This process may continue until an agreement is reached and the contract is executed, or the LHP elects to cancel this RFQ.

6 Exhibit A: Legal Disclosures

- The LHP reserves the right to accept or reject any and all Statements of Qualifications submitted in response to this RFQ.
- The issuance of this RFQ does not commit the LHP to award a contract, to pay any costs incurred in the preparation of a response, or to procure or contract for services.
- The LHP reserves the right to request additional information from any Respondent, to waive informalities or irregularities in any submittal, and to modify or cancel this RFQ in whole or in part.
- All materials submitted in response to this RFQ shall become the property of the LHP and may be subject to public disclosure under applicable law.
- The selected Respondent will be required to enter into a contract in a form acceptable to the LHP.
- By submitting a Statement of Qualifications, each Respondent certifies that no elected official or employee of the Lafayette Public Trust Financing Authority, Lafayette Economic Development Authority, Lafayette Housing Authority, or Lafayette Consolidated Government has a financial interest, direct or indirect, in the Respondent's submission or any contract resulting from this RFQ.
- The LHP reserves the right to negotiate the final scope, schedule, and fee with the selected Respondent prior to contract execution.

7 Exhibit B: Definitions & Key Terms

For purposes of this RFQ, the following definitions apply:

- **AMI (Area Median Income)** – The median household income for the Lafayette Metropolitan Statistical Area, as published annually by the U.S. Department of Housing and Urban Development (HUD), used to determine affordability thresholds.
- **Affordable Housing** – Housing for which total housing costs (including rent or mortgage, utilities, insurance, and taxes) do not exceed 30% of gross household income.
- **Administrator** – The Lafayette Public Trust Financing Authority (LPTFA), acting as contracting entity on behalf of the Lafayette Housing Partnership.
- **Cost Burdened Household** – A household paying more than 30% of its gross income toward housing costs.
- **Deeply Affordable Housing** – Housing affordable to households earning at or below 30% of AMI.
- **Displacement Risk** – The likelihood that existing residents may be involuntarily relocated due to rising housing costs, redevelopment pressure, or loss of subsidized housing.
- **Feasibility Study** – The portion of this engagement evaluating financial, regulatory, zoning, land use, and market conditions impacting development or preservation of housing.
- **Housing Continuum** – The full spectrum of housing types, from emergency shelter and supportive housing to market-rate ownership.
- **Housing Needs Assessment** – The comprehensive analysis of housing demand, supply gaps, affordability conditions, demographic trends, and market feasibility to be produced under this engagement.
- **Housing Starts** – Newly permitted and constructed residential units within a defined period.
- **Housing Sales Trends** – Data reflecting transaction volume, pricing trends, appreciation, and absorption rates within the local housing market.
- **Lafayette Housing Partnership (LHP)** – The collaborative body issuing this RFQ, consisting of public agencies, private associations, developers, nonprofit organizations, and civic partners.
- **LIHTC (Low-Income Housing Tax Credit)** – A federal tax credit program administered by the Louisiana Housing Corporation to incentivize affordable housing development.

- **Market Value Analysis (MVA)** – A spatial market analysis methodology used to classify housing markets based on indicators such as sales activity, vacancy, tenure, and investment patterns.
- **Preservation Risk** – The potential loss of affordability due to expiring affordability covenants, financial distress, physical deterioration, or redevelopment pressure.
- **Respondent** – Any firm or team submitting a Statement of Qualifications in response to this RFQ.
- **Shortlist** – The process by which up to three Respondents are invited to submit full proposals.
- **Stakeholder Engagement** – Structured outreach conducted during the study to gather input from residents, property owners, service providers, institutional partners, and elected officials.
- **Work Product** – All deliverables, reports, datasets, maps, analyses, presentations, and materials prepared under this engagement, which shall become the property of the Administrator.
- **Workforce Housing** – Housing affordable to households earning between 80% and 120% of Area Median Income.

8 Exhibit C: Project Resource Library

The following documents and data sources are provided for reference. Respondents are encouraged to review these materials to inform their understanding of Lafayette’s housing environment and its economic base. Additional datasets, including the completed Market Value Analysis, will be provided to the selected consultant upon contract execution.

Blanco Policy Center DCFS Dashboard (Housing and Social Indicators) -

<https://www.lapolicydata.org/dcfs-dashboard/>

LSU AgCenter FEMA Flood Insurance Rate Map -

<http://maps.lsuagcenter.com/floodmaps/?FIPS=22055>

Lafayette Consolidated Government Zoning Map -

<https://lcg.maps.arcgis.com/apps/webappviewer/index.html?id=7a5890fd004b4c07911e3036f9d76131>

Lafayette Consolidated Government Development Code -

https://www.lafayettela.gov/docs/default-source/d-p-documents/planning-files/lafayette-development-code-october-2023.pdf?sfvrsn=ff0fda2c_2

Lafayette Economic Development Authority - <https://lafayette.org/lafayette/industry>

Lafayette Housing Authority Capital Fund Program (CFP) 5 Year Action Plan 2025-2029 -

<https://www.thelha.com/wp-content/uploads/0-2025-2029-CFP-5-Year-Action-Plan.pdf>

Lafayette Housing Authority HUD 5-Year Plan and Annual Plan -

<https://www.thelha.com/wp-content/uploads/2025-2029-5-Year-Agency-Plan.pdf>

Lafayette Housing Authority HUD Annual Plan - [https://www.thelha.com/wp-](https://www.thelha.com/wp-content/uploads/2025-Annual-Plan.pdf)

[content/uploads/2025-Annual-Plan.pdf](https://www.thelha.com/wp-content/uploads/2025-Annual-Plan.pdf)

Louisiana Housing Corporation – 2025 Qualified Allocation Plan -

https://www.lhc.la.gov/hubfs/Document%20Libraries/Tax%20Credit%20Program/2025-2026%20Draft%20QAP%20Redlined%20as%20of%2010-09-24.pdf?utm_campaign=Public%20Announcements&utm_medium=email&_hsenc=p2ANqtz-96KzkFGrTac4fUTqBVAnqWekEGeAm_EZsNgNvTJ4g7YpJ-AOOe1dcCCLLTsO2Jw9RouQEZo_c32H1iODJ1EfL692NTA&_hsmi=328750910&utm_content=328750910&utm_source=hs_email

Plan Lafayette - <https://www.lafayettela.gov/DP/Planning/PlanLafayette>

U.S. Census Quick Facts for Lafayette, LA -

<https://www.census.gov/quickfacts/fact/table/lafayettelouisiana/LND110220>

9 Exhibit D: Restricted Contacts

Pursuant to the Restrictions on Communications section of this RFQ, Respondents are prohibited from contacting the individuals listed below regarding this solicitation, except through the designated point of contact or as part of a formal interview process. Any unauthorized communication may result in disqualification.

A. Lafayette Consolidated Government

- a. All members of the Lafayette City Council
- b. Mayor-President and Executive Staff
- c. Chief Administrative Officer

B. Lafayette Economic Development Authority

- a. Board of Commissioners
- b. President & CEO
- c. Executive Leadership Team

C. Lafayette Housing Authority

- a. Board of Commissioners
- b. Executive Director
- c. Executive Leadership Team

D. Lafayette Public Trust Financing Authority (Administrator)

- a. Board of Trustees
- b. Executive Staff

E. Selection Panel

- i. Elsa Dimitriadis, Acadiana Regional Coalition on Homelessness and Housing
- ii. Missy Bienvenu Andrade, Community Foundation of Acadiana
- iii. Mandi Mitchell, Lafayette Economic Development Authority
- iv. Alexander Lazard, Lafayette Public Trust Financing Authority
- v. Cathie Gilbert, Lafayette Consolidated Government
- vi. Christina Dayries, Lafayette Consolidated Government
- vii. Latweeta Smeyers, Lafayette Housing Authority