

Request for Proposals

Housing Study Consulting Services

Proposals DUE: January 6, 2017

City of Grandview

Economic Development Department

Leonard Jones, Mayor

Cory Smith, City Administrator

REQUEST FOR PROPOSALS

Introduction

The City of Grandview, Missouri is soliciting proposals for a comprehensive Housing Study for the City of Grandview. The results of this Housing Study will help decision-makers, stakeholders and community members develop a meaningful sense of the housing market, an understanding of key housing issues, and a platform for strategy and policy decisions.

The study should provide a measured assessment of present and future unmet housing demand over the next 5, 10, and 15-year period. The report is intended to offer community leaders and stakeholders a basis for formulating community-specific housing priorities, policy alternatives and intervention strategies, including land use and zoning decisions, allocation of City resources, and the most appropriate allocation of housing financing resources such as HOME grant funding from the U. S. Department of Housing and Urban Development and resources available from the State. The study should suggest methods for positioning Grandview's housing planning to promote an economically diverse community.

1. **Rules**

This RFP is solicited to the General Public and a Professional Services Contract will be awarded pursuant to the rules set forth in the City of Grandview Purchasing Manual and subject to approval by the Mayor of Grandview, Missouri.

2. **Reviewing Period**

All proposals meeting RFP requirements and conditions may be held by the City of Grandview for a period not to exceed sixty (60) days from the date of the opening of proposals for the purpose of reviewing the proposals and investigating the qualifications of consultants, prior to the awarding of the contract.

3. **Compliance with Applicable Laws**

The contract shall be governed by and construed in accordance with the laws of the State of Missouri.

The proposal must comply with all Federal, State, and municipal laws, ordinances, rules and/or regulations.

4. **Questions and Interpretations**

Any substantive questions regarding the proposal documents shall be referred to the City of Grandview Economic Development Department Attention: Dr. Troy Nash in writing at least five working days prior to the date and time for receipt of proposals. All answers and interpretations and any changes to the documents will be issued in the form of addenda to all consultants of record, and on the City

web site, <http://www.grandview.org>. It is the responsibility of the proposer to periodically check the City web site for updates on this RFP.

5. Ability and Experience

The City of Grandview will not award a contract to any consultant who cannot furnish satisfactory evidence of their ability and experience to perform the requested services.

The City of Grandview may make such investigations as it deems necessary to determine the above and a consultant shall furnish information requested in this regard.

Certification of Non-Collusion

All consultants must sign the attached certificate of non-collusion. This signed form must be submitted with the proposal package. Failure to sign and submit the form is cause for that proposal to be rejected.

6. Corrections

Erasures or other changes in the proposal must be explained or noted over the signature of the consultant.

7. Conflict of Interest

The consultant agrees that to the extent that such law is applicable to the duties it is to perform hereunder, it will comply with the provisions of City of Grandview Purchasing Manual concerning conflict of interest. The consultant covenants that it presently has no interest and shall not require any interest, direct or indirect, which would conflict in any manner or degree with the performance under the agreement.

No employee of the City of Grandview and no public official who exercises any function or responsibilities in the review or approval of the undertaking or carrying out of this agreement shall participate in any decision relating to this agreement which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly interested or have any financial interest, direct or indirect in this agreement or the proceeds thereof.

8. Prospective Consultant's Qualifications

The prospective consultant replying to the RFP shall be or represent a firm, company or corporation possessing experience and expertise in planning, community development and/or a related field, and the professional standards thereof, to undertake and successfully complete the Scope of Services as outlined in this RFP.

10. Signature

All proposals shall be complete, factual, and signed by an authorized officer of the consultant's company on the appropriate page(s).

11. Waiver

The City of Grandview reserves the right to reject any and all proposals, or to waive any informalities in the proposal process, if deemed in the City's best interest.

12. Number of Copies

The proposer shall provide one original and three (3) copies of proposal to the City of Grandview Economic Development Department. The envelope shall be marked "SEALED PROPOSAL" Housing Study Consulting Services.

13. Place and Time

Sealed proposals will be received at the City of Grandview City Clerk's Office, 1200 Main Street, Grandview, MO 64030 until 3:30 PM, on January 6, 2017, at which time and place they will be opened and recorded.

14. Modifications

A consultant may correct, modify, or withdraw a proposal by sealed, written notice clearly marked as a correction, modification, or withdrawal and received at the Grandview Economic Development Department prior to the time and date set for the proposal deadline.

Failure to comply with the above conditions and requirements or any attached specifications or any other minimum qualifications will be justification to reject any proposal as incomplete.

Contract Terms and Conditions

Proposal Preparation

The prospective consultant is to follow the instructions and requirements of the proposal submission requirements in preparing and submitting its response to the RFP.

Cost Liability

The City of Grandview assumes no responsibility and no liability for costs incurred relevant to the RFP by prospective consultants prior to issuance of a contract.

Selection of Proposals

The City of Grandview shall award a professional consulting contract to the responsible prospective consultant whose proposal conforms to the RFP, is the most advantageous to the City of Grandview, and meets the requirements as stated in the proposal submission requirements.

The selected consultant will be required to sign a contract with the City of Grandview in which s/he accepts responsibility for the performance of services as stated in the submitted proposal and be prepared to commence work immediately upon execution of the signed contract and receipt of a Notice to Proceed.

Acceptance of Proposal Content

The contents of the proposal of the successful consultant, in its entirety, shall form the basis of any contract that is awarded.

Successful Consultant Responsibilities

The successful consultant will be required to assume sole responsibility for the complete project as required by this RFP. The City of Grandview will consider the successful consultant to be the sole point of contact with regard to contractual matters, whether or not subcontractors are used by the successful consultant for one or more parts of this project.

Subcontracting

Subcontracting will be allowed for tasks required by this RFP. Any intent to subcontract on the part of the prospective consultant must be specifically described in the proposal. The City of Grandview reserves the right to approve the use of all subcontractors.

Ownership of Material

All rights, titles to and ownership of all data, material, and documentation resulting from this project and/or prepared for the City pursuant to this contract shall remain exclusively with the City. The prospective consultant shall be paid for all service as will be specified in the contract.

Additional Requirements

During the project's contract, the selected Consultant will attend all required meetings without additional compensation. In addition, the Consultant will meet with City partners at the start of the project and as necessary throughout the project to review recommendations and project status.

Price Change

All prices shall be firm and not subject to increase during the period of this contract.

SCOPE OF WORK

Primary Questions To Be Answered With This Study

The Housing Study will at a minimum respond to the following eight questions.

1. What are the demographic and economic characteristics of households living in our community?
2. What can Grandview expect with respect to economic, employment, and population growth that will impact housing planning and policy decisions?
3. Based on market information, what is the nature and extent of short-to-mid-term housing need in our community? Price range? Affordable? New construction or rehab? Rental or Homeownership? Seniors? Families? Special Needs? Students? Young Professionals? New Immigrants?
4. Based on analysis of age and quality of current housing stock what are strategies for sustainability of older housing stock, and the viability and cost effectiveness of rehabilitation of older structures?
5. Is there a market for unsubsidized, market rate housing, and what are the City's strategic options for promoting or attracting market rate homeowners and renters?
6. What strategies and programs, existing or to be created, should Grandview pursue or provide for the development and/or redevelopment of necessary housing within the City?
7. How should the City maximize the use of public funds to support the potential housing market, and improve housing for all income levels and stabilize neighborhoods?
8. How does housing fit into Grandview's economic growth; i.e. as a walk to work community; as a commuter community, etc.?

Service Area

The area to be covered in this study is the City of Grandview. Appropriate consideration should be given to the housing demands and availability within the surrounding metropolitan area and their effect on the local market.

Minimum Required Elements of the Study

The Consultant selected to complete the study is free to develop specific methodology as it deems appropriate. However, the final document should, at a minimum, quantify the data elements (Use of 2010 and newer census data - from the American Community Survey - is required.) listed in 1 through 7 below. Citywide data must also be organized by census tracts and neighborhoods, and relevant information must be mapped so that we can better understand clusters of activity.

1. Existing housing stock
 - By tenure if data is available – rental, owned

 - By type – single, 2-family, triple decker, multi family
 - By value – property values, rents
 - By age and condition (if information is available)
 - Vacancy rates
 - Inventory of Assisted Housing

2. Sales activity and prices over last five years
 - By Neighborhood (City will provide neighborhood boundaries to successful proposer)
 - Type of building: single, 2-family, triple decker, multifamily
 - Type of buyer – owner-occupier or investor
 - Foreclosure-related activity

3. Analysis of housing conditions data
 - Building Code violations – number and type annually
 - Age and quality of existing housing

4. Data should be organized by
 - Neighborhoods or census tracts
 - Household income
 - Household size
 - Tenure type

5. Demographics – now and future (5 yr, 10 yr, 15 yr)
 - Population by age

 - Households by income, age, size
 - Estimated number of renter households at 50%, 60% and 80% of AMI and the supply of adequate housing for same, now and projected.

6. Economics
 - Anticipated local and regional employment trends and impact on local housing demand
 - Commuting patterns – employment and services (education, retail, health care)

7. Other Housing Elements
 - Housing affordability analysis (ie. comparison of rents to household income)
 - Housing affordability compared to other markets
 - Affordable housing inventory and utilization of Section 8 Housing Choice Vouchers

Analysis of abandoned, vacant, and dilapidated residential properties Available land for housing development
Senior/Assisted living options
Special Needs housing
Housing market turnover/sales data
Building permit history (community's recent history of new construction and adaptive reuse)
Rental market analysis including information on existing rental properties related to rents, vacancies and amenities. Include information on pending developments and rental housing needs.
Senior and Family market analysis including information on existing properties related to rents, vacancies, services, amenities and resident profiles. Include information on pending developments.

STUDY PROCESS AND TIMELINE

The City of Grandview housing study will be overseen by the Grandview Economic Development Department with input from community partners.

A timeline for the study is expected to include the following:

City Publishes RFP

Response to RFP due to Economic Development Department

Interviews with selected finalist candidates

Selection of Consultant

Execution of Contract for services

Initial meeting with Economic Development Department and oversight committee of community stakeholders

Submit/Present first draft for review

Final presentation of material to Economic Development and community stakeholders

Presentation to Board of Aldermen at a public meeting

Delivery of final work product:

The City must execute a contract with the selected firm before Date, February 15, 2017.

Community Input

Communication with community stakeholders is important. Once chosen, the selected firm will meet with City officials, nonprofit housing developers and for profit housing developers to better define the results being sought and the methodology the firm will use.

The firm will provide preliminary findings to the Economic Development and community stakeholders at which time refinements to the study can be requested.

The firm will provide a final report and presentation to the Economic Development Department and community stakeholders.

The firm will provide a final report and presentation in a public community meeting.

Work Product

The final report should be delivered to the community both as a PDF file and in hard copy consisting of 20 bound copies. An electronic copy of the public presentation materials should be provided as well.

All deliverables will become property of the City of Grandview.

Proposal Submission Requirements

The name of the proposer and title of the project, Grandview Housing Study, must appear on the outside front cover of each proposal.

Proposals shall be due to the City Clerk's Office **on or before 3:30 pm on Friday, January 6, 2017**. Proposals are to be submitted to:

Dr. Troy Nash
Economic Development Department
1200 Main Street, Grandview, MO 64030

Non-price Proposal Contents

The information submitted must include, but should not necessarily be limited to, the following items:

1. Cover Letter

A letter signed by an officer of the firm, binding the firm to all comments made in the proposal is required. Include a primary contact person for the proposal.

2. Qualifications and Experience

A description of the history, experience and qualifications of your firm and any proposed subcontractors to perform the Scope of Services. Please provide:

1. Names and addresses of all firms involved on the project (including subcontractors);
2. History, size and structure of firm(s)
3. Name(s) of principals in firm(s);

4. Identification of Principal in Charge, the Project Manager and the roles of other key personnel. Include relevant project experience and copies of resumes of all personnel assigned to project.
5. Describe other similar projects your firm has undertaken with contact information.
6. Listing of contracts currently under contract;
7. Contact information for references from similar projects

3. Approach to Scope of Work

A detailed description of the approach to Scope of Work is required. The City is seeking creative, proven techniques including clear, understandable written products suitable for a wide range of policy makers and community leaders.

4. Plan of Services/Timeline

The Plan of Services must include the elements to be performed by the consultant, the number of hours and other resources required to complete each task, and the expected time to complete each step. The Plan should include time schedules and milestones, personnel assignments, and other information as necessary to demonstrate the consultant's ability to complete the project on time. It is the City's goal to have this study completed by July 1, 2017. Proposers are invited to submit timelines with earlier completion dates.

5. City Resources Required

A list of the resources, personnel, data, or other assistance which the proposer expects are required from the City in order to complete each task in the scope of work during the planned time period

6. References

Provide three references from individuals familiar with your work. Use the form included in this RFP.

7. Price Proposal Contents

a. Detailed Description of Costs

Provide a total not-to-exceed fixed fee. The City seeks proposals that demonstrate maximum value and effectiveness.

b. Detailed Cost Breakdown

Provide a cost for each task identified in the Scope/Schedule and an estimate of manpower hours necessary to complete work. All cost assumptions must be

clearly documented in this portion of the submittal. Include a budget for direct expenses.

c. Form for Price Proposal

Complete and sign form that is included in this RFP

Minimum Evaluation Criteria

In order to be reviewed, the proposal must be substantially complete, meet the Qualifications listed in the RFP and contain all necessary forms.

QUALIFICATIONS:

- Proposer has 5 years of experience in Housing Planning
- Team Leader for project must have a Minimum of a Master’s Degree in Management, Community Planning, Urban Planning, Business Administration, or a related field.
- Team Leader for project must have a minimum of 5 years of experience in housing needs assessments.

Comparative Evaluation Criteria

The proposal will be reviewed by the City and ranked on the following criteria:

1. Plan of Services:

Highly Advantageous

Proposal includes a detailed, creative, logical, and highly efficient scheme and schedule for addressing all of the required tasks.

Advantageous

The proposal includes a credible scheme for addressing all of the required tasks.

Non-Advantageous

The proposal is not sufficiently detailed to fully evaluate, or does not contain components necessary to address all the required tasks.

Unacceptable

The proposal does not include a plan of services.

2. General Qualifications of Firm:

Highly Advantageous

Firm has successfully completed two or more housing studies similar to that requested in this RFP, has experience in working with communities of similar size

and demographics, and has a proven track record for completing projects on time, within budget, and on schedule.

Advantageous

Firm has completed one or more housing studies successfully and timely.

Non-Advantageous

Firm has no experience completing local housing studies, but has completed other local planning studies.

Unacceptable

Firm has no experience completing any local planning studies.

3. Personnel and Resources to be utilized:

Highly Advantageous

Individuals from the proposed project team have experience with and have substantially contributed to the design and development of a housing study as described in this RFP.

Advantageous

At least one individual from the proposed project team has contributed to or has experience with the design and development of a Housing Study.

Non-Advantageous

None of the proposed project team has substantially contributed to the design and development of a Housing Study, but at least one member has undertaken other planning studies.

Unacceptable

None of the proposed project team has worked on any local planning studies.

Consultant Interviews

Following evaluation of the submitted materials, at dates and times to be announced, the City may request the three (3) candidate firms that score highest based on the above-listed comparative evaluation criteria to make an oral presentation to the City evaluation team. The presentation must be made by the project manager (and key support team members) to be assigned to the work. Such presentation shall, as a general rule, be limited to approximately 30 minutes for presentation plus 30 minutes of questions.

Deadline for submission: **January 6, 2017**, at the City Clerk's Office, 1200 Main Street, Grandview, MO 64030, at which time proposals will be opened and recorded.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid or bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Signature of person submitting contract/bid

Name of Business

Date