

REQUEST FOR PROPOSALS

2018 HOUSING NEEDS ASSESSMENT

Upper Arkansas Area Council of Governments

3224-A Independence Road
Cañon City, Colorado 81212

The Upper Arkansas Area Council of Governments (UAACOG), together with the three counties of Fremont, Custer, and Park address region-wide issues including affordable housing by providing quality services to promote self-sufficiency and healthy lifestyles for individuals and families by enabling them to improve their lives through an assortment of programs.

The UAACOG is requesting proposals from qualified Consultants to conduct a **2018 Rural Central Colorado Housing Needs Assessment**.

On or about **February 9, 2018**, you should receive this **Request for Proposals** to conduct a Housing Needs Assessment of the four counties in Central Colorado. The area of focus will include communities and unincorporated areas in Counties of Custer, Fremont, and Park.

The Proposal due date is March 15, 2018.

- 1.** Proposals are due to the UAACOG Office by 5:00 pm, on Thursday, March 15, 2018.
- 2.** Proposals may be submitted electronically or via one hard copy. Whether a proposal is submitted via hard copy or electronically, the due date & time applies to any form of submittal.
- 3.** Electronic proposals should be submitted in PDF format.
- 4.** Selection of contractor will be made no later than March 29, 2018.

PURPOSE

The 2018 Housing Needs Assessment should provide the following information and analysis to local communities:

- Provide an in-depth analysis of the current as well as the future needs for affordable, workforce and other housing options primarily of current and future community households, reported incrementally in relation to the Area Median Income (AMI).
- To develop a set of quantifiable recommendations to bridge those identified gaps.
- To form a foundation of understanding based on segregated data sets (each County should have its own individual analysis) for strategic planning to address local housing needs. The researcher should also be able to present the data for a region-wide issue as well.

OBJECTIVES of the ASSESSMENT

1. To define the gap between the current housing options and the number and type of housing units needed by households in the overall community. This information should be segregated as well, so that planning staff in each individual County can glean specific data to assist with municipal planning initiatives, etc.
2. The main areas of data segregation should be the following: Custer County, Fremont County, and Park County.
3. Future Trend analysis and recommendations to stem an ever-widening gap between the necessary number of housing units to provide for the local workforce and households below an income level able to compete in the open real estate market for housing.
4. Identify recommended strategies to guide future decisions regarding removal of regulatory barriers, resource allocation and local policy and programmatic changes, implementation of which will result in bridging current and future housing gaps identified in the Needs Assessment.
5. As an Option: Establish procedures and propose a means for reviewing data on an on-going basis for updating the initial 2018 Needs Assessment.
6. As an Option: Determine the number and location of available units in each county. Map the location with GIS assistance in each county.

The Consultant will provide the data compiled in the Assessment and work with the UAACOG to create a strategic plan to fill identified affordable housing gaps. This analysis, in essence, will provide a rational basis for resource allocation deciding when, whether and why communities within the study area and other land or developing agencies should participate in creating, supporting and/or funding affordable and other housing developments.

STUDY AREA

The primary study area encompasses Custer County, Fremont County, and Park County. This area shall include Custer County and its municipalities of Westcliffe and Silver Cliff; Fremont County and its municipalities of Cañon City, Florence, Rockvale, Williamsburg, Coal Creek and Brookside; Park County and its municipalities of Fairplay and Alma. It is important to study these towns as many people commute from these and the surrounding unincorporated areas to the hubs located in each respective county.

PRODUCTS AND DELIVERABLES

Assuming that a direct survey and interview (s) will be utilized for data gathering the following is expected to be produced by the contractor who is selected:

1. Process outline;
2. Draft survey;
3. Draft interview questions;
4. Final survey;
5. Community meeting (one per county);
6. Draft report including trend analysis (Electronic submittal to UAACOG for distribution)
7. Final report including trend analysis (Electronic submittal to UAACOG for distribution)
8. Associated machine readable database of all firmware (disks/CD-RW; USB flash drives) with ownership belonging to the UAACOG and the ability to modify and update in the future.

In addition, the Consultant shall provide the complete text with all associated tables delivered on a USB flash drive using Microsoft Word or other format as may be designated by the UAACOG. UAACOG also expects the following:

- An Electronic format (Excel only) and hard copy formats of net demand calculation template(s)/model(s) are required to be submitted with the report.
- A full written Housing Needs Assessment Report is expected that will cover additional primary data collection and interpretation. Both a hard copy and a PDF version of the complete report are required.
- An executive summary
- One public presentations of the study to the board of directors for the UAACOG at a regularly scheduled meeting at the Cañon City office location.
- One public presentation of the study to the participating counties at a location to be determined in each county.

Some of the items that should be included in the written report (list is not all-inclusive).

- An analysis of the gaps in the existing housing supply and the demand for specific housing types to meet workforce needs. (Rentals and For Sale/single family/townhomes, etc)
- Projection of current and projected demand for rental and for-sale housing. Projected demand should be made in 3-year and 5-year increments.
- Specific information about very low, low, moderate and middle income households, including a description of the household type(s), amount they pay for housing, tenure and employment patterns.
- An estimate of households that are burdened by high housing costs, segregated into the above-described income categories.

NOTE: All data collected and reports and documents created will be made available to the public. The UAACOG will facilitate the disbursement of information; however the consultant will be required to provide any and all documents, data and reports, as requested.

SCOPE OF WORK

Please see **Exhibit A** for Scope of Work, Suggested Data Sources and additional information.

ANTICIPATED TIMELINE of EVENTS

General Timeline of Events:

March 15, 2018	Proposals due to UAACOG
March 29, 2018	Proposals reviewed and contractor chosen
March 30 – April 6, 2018	Begin Contract Negotiation, final scope of services defined
April 9, 2018	Contract executed
April 10, 2018	Notice to Proceed issued
To Be Determined – April – June 2018	Hold "community meetings" (1) with local players to fully define scope of Assessment study
September 28, 2018	Draft Study due
November 30, 2018	Final report due

Proposals are due back to the Upper Arkansas Area Council of Governments, no later than:

5:00 pm – March 15, 2018

Proposals may be delivered in the following ways:

By USPS, Fed Ex or UPS to:

UAACOG

Attn: Autumn Dever
3224-A Independence Road
Cañon City, CO 81212

Hand Delivered to:

UAACOG

Attn: Autumn Dever
3224-A Independence Road
Cañon City, CO 81212

In **Addition** to hard copies, an electronic copy may be delivered to: autumn.dever@uaacog.com.

EXHIBIT A

Scope of Work

Generally, the **2018 Housing Needs Assessment** should encompass the following scope of work:

Population Demographics

- Number of renters and owners contained within the study area, broken down by county and region;
- Income, including source of households, with a breakdown of renters and owners earning < 30% of the AMI (extremely low income), 31% -50% of the AMI (low income) 50% to 80% of the AMI (moderate income), 81% to 120% of AMI (middle income) and 120% -200% of AMI;
- Number of households with children, number of adults, seniors and those with a disability;
- Comparison of age with income, with a breakdown of renters and owners
- Number of single, two-income and more income households. This would include the average number of jobs held in each household and/or by adults.

Employment and Transportation

- Local wages by trade and industry including a projection of income and industry growth;
- Utilize state demographer data and Comprehensive Economic Development Strategies for each County to determine business growth/reduction in the study area;
- Survey of local employers to determine level of seasonal workers, where they are housed and level of seasonal jobs held by permanent residents.
- Percent of those who commute from outside of municipalities for employment, destination of employment, miles traveled and income of out-of-community households;
- Description of those who commute for employment, including primary residence, length of commute and wages and reasons for not living in the location of employment.

Housing Costs & Estimated Demand

- Depiction of general trends in **rents** by bedroom configuration and location. Estimate increase in rents during recovery period;
- Current **rental and vacancy rates** by number of bedrooms and market location (in each County).
- Planned rental projects in the area and significant rental/ownership developments in the pipeline;
- Trends in **sales prices** by unit type, location and age of property. Specifically, comparison of sales prices during recession period to escalation of sales prices during the past 18-24 months;
- Includes a projection of **current and projected demand** for rental and ownership housing in the study area;
- Estimate potential job creation/growth based on State Demographer data.
- An analysis of gaps in the existing housing supply and the quantifiable demand for specific housing types (e.g. units of rental housing, entry-level for sale housing, etc.); based on income levels, age categories, employment types, etc.

- Preferences households may have when seeking housing, including location considerations, amenities and size/price of unit.
- An estimate of households who would like to purchase a home, the amount available for a down payment and factors that have inhibited them in seeking a home to buy;
- Specific information about very-low, low, moderate and middle income households, including a description of the household type(s), amount they pay for housing (as percentage of income), length of time in the area and employment patterns;
- Identify key population and housing demographic data to be measured including current and future unmet housing needs;
- Impact of seasonal housing on the business community and the community at large. Include how many units are needed, future trends type and price.

Housing Issues (Area-wide and location-specific Issues, e.g. Housing stock may need significant rehabilitation, burdened households in the Central Colorado etc.)

- An estimate of the number of households burdened by high housing costs, including those who are burdened and earn very low, low, moderate and middle incomes;
- An estimate of overcrowded housing units;
- An estimate of sub-standard dwelling units in need of rehabilitation/replacement;
- Estimated impact of seasonal workers on limited housing stock/availability;
- Determine if the RBO market is impacting the availability of long-term housing in each county;
- Number of housing units needed, both rental and for sale, to fill the current and future needs based on bedroom size, price point, corresponding income levels and age categories.
- As an Option: Determine the number and location of available units in each county. Map the location with GIS assistance in each county.

Solutions & Recommendations

- Quantifiable number of units needed both rental and ownership housing stock to fill unmet needs, by bedroom size and price point;
- What options are available to address the housing needs in the study area;
- Identify regulatory barriers to production of affordable housing opportunities;
- Recommend policy changes and updates to promote affordable housing opportunities;
- Identification of potential solutions for policy makers, non-profit organizations and the private sector to consider addressing identified housing needs and problems.

Implementation Strategies

- Suggest strategies for the creation and implementation of housing programs and development of properties to meet the gaps identified in the study;

- Identify potential revenue funding sources for operational subsidies for housing programs and revenue stream for the production of units to meet area's unmet housing needs. This does not include modeling or strategic evaluation of these potential sources.

PROPOSAL REQUIREMENTS

Proposals shall include a concise statement of the consultant's approach to the project and a summary of the Consultant's ability to provide the required services. Proposals should, at a minimum, include:

A. A Cover Letter with the following information:

- 1) Name and address of firm(s) and identification of the Team Leader or Firm if a team approach is proposed.
- 2) Identification of Project Manager and all other team members, including any subcontractors to this project.
- 3) Statement of qualifications. This statement should include a resume, a description of previous similar work, and a list of projects completed within the last three years.
- 4) A clear description of how your firm would complete this project, including scope and methodology.
- 5) A detailed Work Plan Schedule, including estimated completion times for each step and an overall timeframe for completion of project.
- 6) Names and telephone numbers of at least three (3) client references to whom the applicant has provided services similar to the project described by the RFP.

B. A proposed Scope of Work and itemized Budget. At a minimum, the scope of work shall provide itemization of all costs and services and a billing schedule for each phase of the project. A reasonable attempt should be made to incorporate the "Timeline of Events" as depicted on page 4 of this document.

C. All prices quoted must be firm for a period of Ninety (90) days after the proposal due date of March 15, 2018.

D. A statement identifying any actual or potential conflicts of interest of any consultant or team member should be included as an addendum to your bid documents.

EVALUATION CRITERIA AND SELECTION PROCESS

Proposals will be evaluated using the following criteria (all criteria are weighed equally in the review of proposals). The UAACOG, at its discretion, may consider other criteria brought to light during the review & interview process.

1. Understanding of the project and previous work within the Rural Central Colorado area.
2. Approach and technical content of the proposal related to the scope of work.
3. Background and qualifications of the Consultant and team.
4. Experience of the Consultant in conducting similar projects and satisfactory recommendations of past clients.
5. Experience of the Consultant in working with comparable jurisdictions with similar issues.
6. Cost and schedule of proposal.

INQUIRIES

Consultants interested in submitting a proposal that have questions or who want additional information or clarification should submit requests in writing to:

UAACOG

Attn: Autumn Dever

3224-A Independence Road

Cañon City, CO 81212

autumn.dever@uaacog.com