

November 15, 2023

Request for Proposals Housing Needs Assessment

INTRODUCTION

The partners of South Routt County (partners) are seeking a qualified consulting firm to submit a proposal for the preparation of a Housing Needs Assessment for the purpose of analyzing present and future housing needs for different typologies and income levels for the communities in southern Routt County (Routt County, Town of Oak Creek and Town of Yampa). In an effort to advise policymakers, form goals and implement housing into a long-term strategic plan for the southern part of the County, and in an effort to promote the economic resiliency and community growth envisioned, the partners believe it is necessary to have a Housing Needs Assessment completed.

The partners are seeking a creative team with a public engagement approach where local staff and the consulting team can collaboratively work with the communities to create a compelling and fiscally sound action plan to implement and achieve each communities housing goals as described in their comprehensive and/or housing plans.

COMMUNITIES BACKGROUND

The southern part of the County consists of rural communities with a rich history influenced by cultural heritage, bountiful natural resources on adjacent Federal and State lands and the traditional western value of community and family. The County has family-oriented communities (incorporated and unincorporated) that blends a traditional hometown atmosphere with an independent spirit. The County's authentic feel, well-established neighborhoods and cooperative governance provides a solid foundation for a living experience that is fostering communities, smart growth and encouraging creativity.

The recent growth in property values throughout South Routt County and in the nearby community of Steamboat Springs is having a significant impact on housing availability and affordability in the County. Pandemic related employment options, including working from home, are also affecting the price of homes in mountain communities, particularly those communities located near resorts, which includes South Routt County. The recent addition of broadband in much of

the area may also be raising the value of local housing as broadband service allows people to work from remote locations. Real estate pricing and a lack of inventory in the home sale and rental home markets are challenging workers in the regional service and professional industries with a lack of affordable housing options. The consultants will be working with all of the partners and their individual communities to create their housing options for those working locally.

Given the availability of excellent schools with small classes, the availability community wide of broadband in the County, real estate pricing remaining lower than Steamboat Springs, the proximity to Steamboat Springs and I-70 via the 69-mile length of State Highway 131, the Yampa Valley Regional Airport 45 to 60 minutes away, and our rural quality of life, South Routt County will be the choice of many who move to the area looking to rent or purchase a home. The recent acquisition and planned annexation of the 536-acre parcel in West Steamboat area by the Yampa Valley Housing Authority, aka Brown's Ranch, and the current and future housing and development opportunities within the area surrounding the Stagecoach State Park are also going to have impacts that ripple towards and within South Routt County, especially for people wanting a smaller, rural lifestyle opportunity and may actually drive up the area's housing stock prices.

CONSULTANT ROLE AND SCOPE OF SERVICES

South Routt County officials are seeking a consultant to develop a Housing Needs Assessment. It is expected that the Housing Needs Assessment incorporates and provides any update needed to bring the information contained in the Market Context Summary related to housing current. The goal is to identify specifically where and how the housing market is not meeting the current and future needs of the residents and local workforce throughout South Routt County in terms of product, location and pricing and steps to implement an action plan. The towns of Oak Creek and Yampa are participating in the State of Colorado, Department of Local Affairs (DOLA) Proposition 123 program and have both been given certified commitments, which includes an affordable housing calculation.

Tasks include, but are not limited to the following:

- Consultant will meet with the County and municipal policymakers, staff and housing stakeholders (builders, realtors, South Routt County school district, local emergency service providers, local business owners, local medical

staff and residents) to identify and clearly understand the need for affordable, attainable, workforce housing and working with the South Routt County partners to establish the intended goals and outcomes for the Housing Needs Assessment;

- Update, refine and build upon the Yampa Valley Housing Authority's housing needs assessments completed in the past, and other relevant local and regional housing studies and reports;
- Information contained in the Housing Needs Assessment will include, but is not limited to:
 - Demographic and Economic Framework
 - Housing and Land Inventory
 - Housing Market Conditions
 - Housing Challenges and Opportunities
 - Housing Gaps and Estimated Need
 - Community Resources and Financial Tools including Land Inventory (vacant land, infill opportunities, empty homes and dilapidated residential structures, vacant community owned properties)
 - Defining affordability based on current local population, e.g., what can the County's residents afford to pay for housing?
 - A comparison of what does the proposed density look like in the Housing Strategy Action Plan compared to what exists today?
- Land Use Codes reviewed for completion of a Housing Strategy Action Plan that will assist the County and municipal officials to prioritize and implement strategies to create the different types of housing suitable for various income levels and workforce types that may include:
 - Incentives that would generate interest in building housing units on County/Town owned and/or private property by private investors;
 - Regulations, policies and programmatic changes that should be considered for adoption to diversify the housing stock needed across target areas;
 - Identification of where existing infrastructure can provide opportunities to provide new housing;
 - Resource allocation and funding opportunities and strategies to address identified housing gaps, e.g., rental, senior, teacher/town employees, public safety employees and managers, medical service providers, local business employees/owners and/or family housing units;

- Identification of existing buildings that could be rehabilitated or repurposed to address housing needs and demand;
- Outline a five (5) year implementation plan for workforce housing development.
- Provide information County/Town officials can use that will meet criteria sought by state and federal housing programs that provide local government grants to develop workforce housing, utility and road infrastructure.

The partners request that the consultant further define and develop this scope as necessary to achieve the overall objectives.

REQUEST FOR PROPOSAL PROCESS

RFP Process

The partners are asking firms to make proposals based on the above scope of work with costs associated to complete the work. Staff plans on helping where possible but it should be assumed that only 10% of total can be completed by County/Town staff.

November 15, 2023	Issue RFP via Town of Oak Creek website: https://townofoakcreek.com/documents/ .
December 21, 2023	RFP's due at 3:00 p.m. Mountain Standard Time. LATE PROPOSALS WILL NOT BE ACCEPTED. Proposals must be emailed in a PDF format to Clerk, Town of Oak Creek, clerk@townofoakcreek.com , and a hard copy with an electronic copy on memory stick mailed to Town of Oak Creek, P.O. Box 129, 128 Nancy Crawford Blvd., Oak Creek, Colorado 80467-0129.
December 21, 2023	Bid opening at or about 3:00 p.m. Town of Oak Creek, 128 Nancy Crawford Blvd., Oak Creek, Colorado 80467-0129.
January 4, 2024	Review of RFP responses, and determine firm(s) to be interviewed.

January 11, 2024	Anticipated date for interviews via the internet & recommendation.
Jan. 25 or Feb. 8, 2024	Town of Oak Creek Board approval of firm
February 22, 2024	Notice to Proceed provided to selected firm
August 31, 2024	Project is completed.
October 10, 2024	South Routt County partners recommends the Town of Oak Creek, Town Board accepts the completed project.

Note: The above schedule is subject to change with the majority of South Routt County partners discretion. Changes and clarifications to the RFP will be made by posting updates via Town of Oak Creek’s website: <https://townofoakcreek.com/documents/>.

RFP Evaluation

The RFP evaluation and selection criteria include:

- A. Relevant Experience & Project Manager Experience
 - a. What experience with similar projects does the team have?
 - b. What projects has the Project Manager led?
 - c. Does the firm have a good record of demonstrated results from previous plans?

- B. Project Approach/Scope
 - a. Are the minimum elements addressed?
 - b. Do additional tasks suggested by the consultant tend to improve the quality of the end product?
 - c. How well does the proposed scope assure accomplishment of an effective plan?
 - d. How well is the project approach explained and justified?

- C. Public Relations & Public Outreach Experience
 - How much experience does the consultant/team show in working with public committees?

D. Cost

The cost will be weighted in relation to other proposals received and shall be evaluated relative to the number of hours of professional consulting services to be received by the South Routt County partners and the overall level of expertise of the specific firm's personnel proposed to do the work for the partners.

E. Qualified Personnel

- a. How many members of the team have worked together on previous similar projects?
- b. What local knowledge is evident in the team make-up?
- c. Does the team meet the objectives of the project?
- d. How well does the team understand the concept/goal of this project?

The South Routt County partners administration shall review the RFP proposals and will decide to interview a selected and limited number of firms in order to make a final "short-list" determination that will participate based on the timeline above.

RFP Submittal Content and Format

The RFP shall be provided in one electronic copy (PDF format, on a memory stick – these materials can be emailed if not over 15Mb in file size) and one physical copy by 3:00 pm on December 21, 2023. The proposal should be emailed to Clerk, Town of Oak Creek, clerk@townofoakcreek.com, and a hard copy with an electronic copy on memory stick mailed to Town of Oak Creek, P.O. Box 129, 128 Nancy Crawford Blvd., Oak Creek, Colorado 80467-0129. All submission materials shall be retained by the Town of Oak Creek and the South Routt County partners and not returned. At a minimum the RFP response shall include:

1. Letter of transmittal.
2. The submittal shall include a full explanation of qualifications for the individuals and companies that would be working on the project. A summary of qualifications should include at a minimum:
 - Consultant team organizational profile including background and experience of the team and the primary staff members who are

proposed to work directly on the project. Listing by company name of any subconsultants and the addresses of their office locations along with contact information. List key projects the project team has worked on in the past 5 years that are of similar type and magnitude to this RFP and include reference contact information.

- Current resume of the project manager that outlines experience related to managing and facilitating a housing needs assessment as described above. Specific examples should be included of similar projects which were facilitated by the project manager including references.
 - Minimum number of hours per week each individual will be specifically dedicated to this project during the project. Please note if the Town of Oak Creek awards a contract, it will preclude changes in personnel and/or major change in hours of individual personnel unless approved by the Town.
3. Proposed Approach/Scope: Develop and describe the tasks that must be accomplished to complete the project and a narrative description of how the firm proposes to execute the tasks. Describe how the firm will be able to collect or verify field data in a timely fashion. Describe particular challenges which you foresee this project presenting and your approach for addressing these challenges. Describe your approach to public involvement and innovation.
4. Cost Estimate:
- The consultant shall provide a cost estimate for completing the entire project including a lump sum, not-to-exceed, dollar figure for all consultant and subconsultant services, fees, and charges as well as document and graphics preparation, reproduction, and delivery. Separately break out and show all associated reimbursable costs for providing these services (e.g., office space, phone, travel, reproduction, etc.). The budget should include all anticipated costs to be billed for this project.
5. Provide an itemized list and your proposed cost (either lump sum or hourly rate) for optional services that may be of benefit to the South Routt County partners but are not identified in this RFP.

Contact and Questions

Please refer to <https://townofoakcreek.com/documents/> for information on this RFP. Contact is: grant@townofoakcreek.com or call: (970) 275-4892

SPECIAL CONDITIONS

1. The South Routt County partners are open to suggestions other than those listed in this proposal which consultants believe would be of value to producing the best Housing Needs Assessment for South Routt County.
2. The South Routt County partners intend to select a consultant and recommend to the Oak Creek Town Board to proceed to contracting for an agreed upon “not to exceed” lump sum amount.
3. The Town of Oak Creek and none of the South Routt County partners shall be liable for any costs incurred for the preparation of this RFP.
4. Upon the recommendation of the majority of the South Routt County partners, the Town of Oak Creek reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any Proposal, and to accept or reject any item or combination of items. Upon the recommendation of the majority of the South Routt County partners, the Town of Oak Creek further reserves the right to cancel the contract if a final scope of services cannot be acceptably agreed to between the selected consultant and the Town of Oak Creek.
5. Upon the recommendation of the majority of the South Routt County partners, the Town of Oak Creek reserves the right to inspect the business reputation or other qualifications of any firm, and to reject any proposal, irrespective of quoted prices, if it is determined to be lacking in any of the essential components to assure acceptable standards of performance.

6. Upon recommendation of the majority of the South Routt County partners, the Town of Oak Creek reserves the right to obtain financial data or other supplemental information concerning the consultant or any sub-consultant.
7. All proposals received shall become the property of the Town of Oak Creek and each of the South Routt County partners. All proposals shall become a public record and shall be regarded as public records except for those parts of each proposal which are defined by the proposer as business or trade secrets, provided that such parts are clearly marked as “trade secret”, “confidential”, or “proprietary.”

SERVICE CONTRACT REQUIREMENTS

The selected consultant(s) will be responsible for maintaining the level and type of insurance, employment practices, and other details established by the recommendation of the partners and the Town of Oak Creek.