

REQUEST FOR PROPOSAL

RICE COUNTY, MINNESOTA COMPREHENSIVE HOUSING STUDY

PROPOSALS DUE NO LATER THAN:

Date October 31, 2017

Time: 4:00 p.m.

REQUEST FOR PROPOSALS

COMPREHENSIVE HOUSING STUDY FOR RICE COUNTY, MINNESOTA

The Rice County Housing and Redevelopment Authority (HRA) is soliciting proposals for a comprehensive housing study for Rice County. The results of this housing study will provide decision makers, stakeholders, and community members an understanding of key housing issues. The study should provide an assessment of unmet housing demand now and in the next five, ten, and fifteen years. The study is intended to offer community leaders and stakeholders a basis for formulating housing priorities, policies, and intervention strategies.

County Profile

Rice County (County) is located in Southern Minnesota just 50 miles south of the Minneapolis and St. Paul metropolitan area. The County encompasses an area of 516 square miles and contains 7 cities and 14 townships. According to the 2010 Census, the two largest cities in Rice County are Faribault with a population of 23,352, and Northfield with a population of 20,007. Rice County has a total population of 64,142, which is the State's 13th most populous county. Rice County was organized on March 5, 1853, and is governed by the general laws of the State of Minnesota. The cities of Faribault and Northfield comprise slightly less than half of the County's total taxable value.

Scope of Work

Research Questions

1. What are the employment, income, population, demographic, and economic characteristics of households living in our community?
2. What employment, income, population, demographic, and economic changes can the community expect in the next five, ten, and fifteen years?
3. What is the nature and extent of housing demands in the County?
4. What should be done to meet the housing needs of the County?

Service Area

The study should provide data on Rice County as a whole, as well as specific data for selected cities within the County.

Minimum Required Data Elements

The consultant selected to complete the study is free to develop methodology they deem appropriate; the methodology should be applied consistently to the county and each city being studied.

The final document should quantify the following data elements:

1. Existing Housing stock
 - Owner occupied and rental
 - Type of Housing (single, multi family, manufactured, etc.)
 - Property values
 - Rental prices
 - Age and condition
 - Vacancy rates
 - Availability of affordable rental units for households at 30 percent, fifty percent, and eighty percent of area median income
 - Percentage of households which are overcrowded

2. Other Housing Issues
 - Affordable housing
 - Workforce housing
 - Senior and assisted living options
 - Special needs housing
 - The need for large unit sizes (4 or more bedrooms)
 - Housing sales data
 - Home ownership rates
 - The homeownership gap between white households and minority households
 - Types of mortgage lending is available within the county
 - Infrastructure capacity and challenges
 - Which factors attract new developers to an area
 - What factors support new development
 - Market analysis including information on existing properties related to rents, vacancies, services, and amenities
 - Include information on pending developments and building permits
 - Housing affordability compared to similar markets
 - Energy efficient building options
 - Demographics, now and in the next five, ten, and fifteen years
 - Population by age
 - Households by income, age, size
 - Population by race, ethnicity, and language
 - Number of renter households at 30 percent, fifty percent, and eighty percent of area median income
 - Migration patterns
 - Who is moving in and out of the county

3. Economics
 - Economic base by industry and employer
 - Anticipated employment trends
 - Commuting patterns

4. Recommendations (based on analysis of data collected)
 - Does Rice County have adequate housing of all types to satisfy the needs of its residents now as well as five, ten, and fifteen years from now?
 - If unmet needs exist, provide recommendations for how to meet those needs
 - What types of housing options should be pursued?
 - What programs should be provided for the development of necessary housing?

Study Process and Timeline

The Rice County comprehensive housing study will be overseen by the Rice County HRA. The primary contact for the study will be: Joy Watson, Director of Housing, 320 3rd St NW, Faribault MN, 55021; telephone 507-333-3782; email jwatson@co.rice.mn.us

Input and Community Relations

1. The selected Proposer will meet with the Director of Housing and community leaders to better define the results being sought and the methodology the Proposer will use. This meeting is expected to take place one week after the contract is signed.
2. The Proposer will provide preliminary findings to the Director of Housing, at which time refinements to the study may be requested. The HRA may request that other County departments review the preliminary findings and give feedback to the Proposer.
3. According to the State Demographer's Office, Rice County is experiencing a large shift in demographics, in large part due to immigration. Because communities of color can be underrepresented in traditional forms of data measurement such as the census, the firm will conduct outreach to Rice County's immigrant and refugee communities to gather information on their housing needs. The Proposer will use interpreters to conduct the outreach, which will be supplied by the HRA.
4. The Proposer will provide a final report and presentation to the HRA Board of Commissioners at a scheduled meeting; the Proposer may also be asked to present the final report and presentation at a community meeting.

Timeline for Study Process

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| • HRA Publishes RFP | September 29, 2017 |
| • Response to RFP due to HRA | October 31, 2017 (4:00 p.m.) |
| • Selection of Consultant by HRA
(Approval by Board of Commissioners) | November 14, 2017 |
| • Execution of Contract for services | November 21, 2017 (no later than this date) |
| • Submit/present first draft for review | February 28, 2018 |
| • Final presentation of material to HRA Board | June 5, 2018 |

- All work and work products due

July 3, 2018

Timeline dates are tentative and can be changed to accommodate schedules. However, contract must be executed and services must be initiated on or before November 21, 2017.

In addition to publishing this RFP through local print media sources, the HRA reserves the right to submit electronic and/or hard copies of this RFP through direct solicitation of proposals from qualified firms so as to ensure that a sufficient number of qualified proposals may be received for consideration of acceptance by the HRA.

Proposal Contents

1. The complete submission in response to this RFP must be delivered to the HRA as both an electronic Word and PDF files and a hard copy consisting of **15** bound copies.
2. **Proposals must be received at the HRA office on or before 4:00 p.m. on October 31, 2017.**
3. A complete submission must include:
 - Narrative response to RFP
 - Proposed timeline for study process
 - Brief statement of qualifications, including summary of key personnel who would be assigned to the project
 - Information for the firm's primary contact including phone number and email address
 - List of references for similar projects (minimum of three references)
 - Certificate of professional liability or other required/requested insurance coverage
 - Cost proposal including any reimbursable cost
4. Rice County HRA reserves the right to accept or reject any or all proposals, to waive any defects or to advertise for new proposals where the acceptance, rejections, waiving or advertising of such would be in the County's best interest. The HRA reserves the right not to award contracts to the lowest and most responsive offeror, and may reject all Proposals without cause and require new proposals.
5. Only sealed, hard copy proposals received by the HRA will be accepted; proposals submitted by telephone, telegram, facsimile machines or e-mail are not acceptable. Proposals received in advance of the due date will be kept secure and unopened. No proposal received after the due date and time will be considered and will be returned unopened.

General Requirements

1. The issuance of this RFP constitutes an invitation to submit proposals. It is not considered a request for bids or as an offer to contract, but only as a means by which the HRA can facilitate the acquisition of information related to the purchase of services. Any proposal

submitted constitutes a suggestion to negotiate and not to bid.

2. All costs of the proposal preparation and submittal shall be borne by the organization submitting a response.
3. The HRA reserves the right to reject any or all responses and/or issue another RFP for this proposed service. The contents of all proposal will be managed pursuant to Minn. Stat. §13.591 subd. 4 and will be nonpublic information until completion of the evaluation process.
4. Rice County HRA reserves the right to amend this RFP at any time.
5. Each proposer must be in compliance with all applicable federal, state and local laws and regulations.
6. The contents of the proposal of the successful bidder may become contractual obligations, if a contract ensues. Failure of the provider to accept these obligations will result in rejection of the proposal.
7. All proposals, once submitted, and any and all associated documents, data, files, information, become the property of the HRA. They will not be returned to the proposer. By submitting a proposal, the proposer agrees that HRA may copy the proposal for purposes of facilitating the evaluation or to respond to requests for public information. The Proposer consents to such copying by submitting a proposal and warrants that such copying will not violate the rights of any third party, including copyrights.
8. The Proposer affirms that to the best of their knowledge, this proposal does not present a conflict of interest with any party or entity, with may be affected by the terms of any future contract
9. Interviews and demonstrations may be scheduled with Proposers to determine the most appropriate Proposer to whom the contract should be awarded and to enter into negotiations with Proposer in order to arrive at a contract the County deems in its best interest.
10. By submitting a proposal, the Proposer certifies that it is the only party interested in its proposal, and that its proposal is made and submitted without fraud or collusion with any other person, firm or corporation. Rice County HRA reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion with intent to defraud, or other illegal practices upon the part of the Proposer, or for noncompliance with the requirements of the Request for Proposals.

Minnesota Government Data Practices Act

1. Pursuant to Minnesota Government Data Practices Act, Minn. Stat. § 13.591, the names of all entities that submitted a timely Proposal to the HRA will become public once the Proposals have been opened. All other information contained in the Proposals remains

private until the HRA has executed a contract with the selected Proposer. After a contract has been executed, all information in all of the Proposals is public, except “trade secret” information as defined at Minn. Stat. § 13.37, and as specifically identified to the HRA as “trade secret” or “confidential business information” by the Proposer.

2. Requests for release of information held by the HRA are subject to the provisions of the Minnesota Government Data Practices Act. Minn. Stat. Ch. 13. Proposers are encouraged to familiarize themselves with these provisions before submitting a proposal.
3. All information submitted by a Proposer eventually will be treated as public information by the HRA unless the Proposer properly requests in its Proposal, and the HRA agrees, that information be treated as private or confidential. A Proposer making such a request must include the name, address and telephone number of the individual authorized by the Proposer to answer inquiries by the HRA concerning the request. The HRA reserves the right to make the final determination of whether the data identified in such a request is private or confidential within the meaning of the Minnesota Government Data Practices Act. A Proposer’s failure to request private or confidential treatment of information pursuant to this Section will be deemed by the HRA as a waiver by the Proposer of any private or confidential treatment of information included in the proposal.
4. The HRA may discontinue its negotiations after commencing negotiations with a finalist, if progress is unsatisfactory, and commence discussions with another Proposer. The HRA may rescind the award of any proposal within one week thereof or at its next regularly scheduled Board meeting, whichever is later, when the public interest will best be served by such action.
5. Following the acceptance of a proposal, the HRA reserves the right to further negotiate the terms and conditions of the work requirements and the form of the contractual agreement with the firm chosen to provide the services as requested in this RFP.

Contact Information

1. Proposals must be received at the HRA office on or before 4:00 p.m. on October 31, 2017.
2. Proposals made in responses to this RFP must be submitted to:
Joy Watson
Director of Housing
Rice County HRA
320 NW 3rd Street
Faribault, MN 55021
3. Rice County HRA is an Equal Opportunity Employer and Equal Housing Opportunity Provider