

REQUEST FOR PROPOSALS

ISSUED BY NORTHWEST REGIONAL PLANNING COMMISSION

Housing Needs Analysis for Franklin and Grand Isle Counties, Vermont

April 15, 2022

PROJECT DESCRIPTION

Overview

The Northwest Regional Planning Commission (“the Commission”) seeks a qualified firm to complete a comprehensive housing needs analysis for Franklin and Grand Isle counties that articulates the critical issues, opportunities and solutions to address the region’s housing needs. The study will be used to inform the goals and priorities of the Working Communities Challenge initiative, and update the housing portion of the Northwest Regional Plan. The Commission will be responsible for public engagement once the analysis is published.

Context and Background

The Working Communities Challenge initiative works to create homes of all types and sizes that are safe, accessible, and affordable for everyone in Franklin and Grand Isle counties. A stable home serves as a foundation for individuals to lead full and healthy lives, for communities to be vibrant and inclusive, and for the local and regional economy to grow and prosper. The Commission serves as the backbone organization of the initiative that is led by a Core Team of diverse organizations and businesses. The Core Team seeks to quantify the need for all types of housing, and identify opportunities and strategies to meet this need.

The Commission is legally mandated to prepare a regional plan pursuant to Title 24, Chapter 117, of the Vermont Statutes Annotated, commonly referred to as the Vermont Municipal and Regional Planning and Development Act. The Commission’s housing goals are to:

1. Ensure that high-quality, safe and affordable housing is available to residents of the region;
2. Ensure that new and rehabilitated residential development will reinforce and reflect the traditional forms and patterns of residential community settlements and will efficiently utilize existing and planned infrastructure;
3. Promote the construction of housing in areas that are convenient to employment, services, retail, public transportation, recreation facilities and schools; and
4. Support innovative planning, design and construction of housing to minimize long-term living costs; have minimal impact on natural resources, open space and significant agricultural and forestlands; avoid adverse environmental impacts; and achieve greater energy efficiency.

Funding

A total of \$10,000 - \$20,000 is available for consultant services from the Commission.

Scope of Work

This Request for Proposals (RFP) is issued for the purpose of selecting a qualified firm(s) to complete a comprehensive housing needs analysis for Franklin and Grand Isle counties that articulates the critical issues, opportunities and solutions to address the region’s housing needs. The firm will utilize and build upon the Vermont Housing Needs Assessment: 2020-2024 completed for the Vermont Department of

Housing and Community Development and other sources to analyze the housing stock and housing market within the Franklin and Grand Isle counties, inventory existing housing resources, identify gaps in the local housing market, identify trends that may affect the housing market over time, and develop strategies to address the current and future needs of the community, with the overall goal of ensuring that housing opportunities are provided for households of all types, ages, and income levels. The firm will also identify the impacts of the following on housing needs for the counties: (1) the COVID pandemic; (2) in-migration and climate change refugees; and (3) short-term rentals and seasonal homes.

The following is not intended to be a comprehensive itemization of tasks or activities needed to complete this housing study, but rather a guide to better explain the Commission's intentions. The Commission will rely on its consultant's professional expertise to ensure that all pertinent factors are analyzed, and is open to additional or alternative approaches to achieve the overall goal of identifying gaps between the counties' current housing supply and the existing and future housing needs of the community.

The Commission seeks a town-level or subregional analysis for the following, including comparisons with other regions, and the state as a whole:

- **Population and Demographic Profile.** An analysis of the demographic characteristics of the counties, including projections through at least 2040;
- **Housing Inventory.** An analysis of the quality, quantity, location and occupancy of various housing types, sizes, tenures and price points in the counties;
- **Market Analysis.** An analysis of the existing and future supply and demand for housing by price/rent levels, unit types and tenure (ownership/rental); and
- **Housing Needs Assessment.** The firm will utilize the Population and Demographic Profile, Housing Inventory and Market Analysis conducted above to articulate Critical Issues, Opportunities and Solutions (and impediments to these solutions). It will identify what deficiencies and surpluses of housing units exist for owner and renter households of various sizes, incomes, and types. This gap analysis will help identify housing needs in the community and aid efforts to develop and prioritize strategies to address these needs. The goals are to: (1) provide an estimate of the number of housing units needed (both rental and for sale) to meet the existing and future needs of the community based on unit type, number of bedrooms, price point, and location in relation to income levels and age categories; and (2) ensure these housing units are occupied by the families and individuals that need them.

SCHEDULE

- Proposals due: May 16, 2022
- Consultant selection: May 20, 2022
- Project Work to begin: June 1, 2022
- Complete project on or by: August 12, 2022

Deliverables

Housing Needs Analysis Report. The results of the Population and Demographic Profile, Housing Inventory, Market Analysis, and Housing Needs Assessment shall be presented in a written report containing appropriate maps, graphs, charts and tables necessary to summarize and explain the data and findings. This information shall also be provided in a manner that can be utilized at public meetings,

at steering committee meetings, on a project website, on social media, and any other venues. All maps and spatial data shall be provided in a GIS format deemed acceptable by the Commission. Materials shall be provided in draft form to the Commission for review by both staff and the steering committee prior to finalization. The final report shall include an executive summary, and shall be provided in both an editable format acceptable to the Commission that can be used and updated by the Commission as needed in the future, as well as in pdf form suitable for distribution and posting on the Commission's website. All maps, tables, graphs, spreadsheets or other data sets produced for this analysis shall be provided to the Commission in electronic format, as well.

PROPOSAL REQUIREMENTS

Submission Requirements

All responses to the RFP shall include the following information:

1. **Cover Letter** – A letter of interest and a summary of qualifications, recommended approaches, scope of work, processes and deliverables for the project.
2. **Scope of Work** – A detailed scope of work based on the scope of work provided above, broken down by task. Describe the approach to the project and proposed methodology including:
 - a. A detailed scope of work with associated list of tasks broken down by sub-task and team member;
 - b. A description of the proposed deliverables.
3. **Proposed Schedule** – Provide a schedule that includes completion of work tasks and deliverables including key meetings and complies with the timeframe provided above.
4. **Project Budget** – Provide a detailed budget broken down by task and team member. Include your overhead and hourly rates for the individuals involved.
5. **Qualifications and Staffing** – Provide a qualifications profile of the lead consultant and sub-consultants, including indication of the lead consultant, the role of each consultant on the team with organizational staffing chart and percentage of time devoted to the project by each consultant. Also provide detailed information on each consultant, including contact information, the name of the firm, year established, including a description of relevant experience on similar projects for each firm and listing of their individual work experience in this role on similar projects
6. **References** – A minimum of three (3) professional references for whom a similar project has been completed within the last ten (10) years.
7. **Page Limit** – The proposal, encompassing items 1-6 above, shall not exceed 20 double-sided pages (40 total pages) including cover letter, table of contents, project lists and contacts.

All information submitted becomes property of the Commission upon submission. The Commission reserves the right to issue supplemental information or guidelines relating to the RFP as well as make modifications to the RFP or withdraw the RFP. Once submitted, the consultant team (including specific staff assigned to the project) may not be changed without written notice to and consent of the

Commission. The cost of preparing, submitting and presenting a proposal is the sole expense of the consultant. The Commission reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel the RFP in part or in its entirety if it is in the best interest of the Commission. This solicitation of proposals in no way obligates the Commission to award a contract.

Submission Requirements

Respondents should submit one (1) digital copy (PDF) and 2 printed copies of the proposal by 5:00 p.m. May 16, 2022 to:

Barry Lampke
Northwest Regional Planning Commission
75 Fairfield St.
St. Albans, VT 05478
802-922-1990
blampke@nrpcvt.com

Please expect a confirmation email upon receipt of the proposal by the Commission.

If you have any questions about this project or the RFP, please submit them by May 6, 2022 at 5:00p.m. by email to [Barry Lampke \(blampke@nrpcvt.com\)](mailto:blampke@nrpcvt.com). We will post answers to all questions on the NRPC website by May 11, 2022 at 5:00 p.m.

Proposal Selection Proposals will be reviewed by a selection committee comprised of representatives from the Commission.

Proposal Evaluation

Respondents will be evaluated according to the following factors:

1. Consultant Qualifications (experience with similar projects, ability to work with municipalities to attain desired outcomes, and knowledge of the topic) 40%
2. Scope of work, fees, total cost, methodology and schedule 40%
3. Proposal quality, completeness and clarity 20%

Final Consultant Selection

Following the selection process, one team will be selected to negotiate a final contract for services. The final scope of work with specified deliverables may be modified through negotiation of the final contract. The final project team may also be modified through negotiation of the final contract. Any expenses resulting from the interview and proposal process will be the sole responsibility of the consultant.