

REQUEST FOR PROPOSAL

CITY OF GRAND FORKS, ND COMPREHENSIVE HOUSING STUDY AND NEEDS ANALYSIS

PROPOSAL OPENING

DATE: October 28, 2011

TIME: 4:00 P. M.

REQUEST FOR PROPOSALS COMPREHENSIVE HOUSING STUDY AND NEEDS ANALYSIS CITY OF GRAND FORKS, ND

The Grand Forks Housing Authority is soliciting proposals for a comprehensive Housing Study and Needs Analysis for the City of Grand Forks. The results of this Housing Study and Needs Analysis will help decision makers, stakeholders and community members develop a meaningful sense of the housing market as well as an understanding of key housing issues. The study should provide a measured assessment of present and future unmet housing demand, focusing on informing for a deeper understanding of short-to-mid-term housing demand (5 year, 10 year, 15 year). The report is intended to offer community leaders and stakeholders a basis for formulating community-specific housing priorities, policy alternatives and intervention strategies.

ABOUT THE COMMUNITY/SERVICE AREA

Grand Forks is the third-largest city in North Dakota and the county seat of Grand Forks County. According to the 2010 census, the city's population was 52,838, while that of the city and surrounding metropolitan area was 98,461. Grand Forks, along with its twin city of East Grand Forks, Minnesota, forms the center of the Grand Forks, ND-MN Metropolitan Statistical Area, which is often called Greater Grand Forks or the Grand Cities.

Historically dependent on local agriculture, the city's economy now encompasses higher education, defense, health care, manufacturing, food processing, and scientific research. Grand Forks is served by Grand Forks International Airport and the Grand Forks Air Force Base, while the city's University of North Dakota is the oldest institution of higher education in the state with enrollment exceeding 14,000 students.

SCOPE OF WORK

Research Questions

1. What are the demographic and economic characteristics of households living in our community? What is the income level of households living in our community now and in the future?
2. What can our community expect with respect to economic, employment, and population change in the next 2-5 years? 10 years? 15 years?
3. Based on market information, what is the nature and extent of short-to-mid-term housing demand in our community? Price range? New construction or rehab? Seniors? Families? Special Needs? Students? Young Professional? Affordable? New Americans?
4. What's different? If the forecasts developed for this study differ from previously published studies for the community, note reasons for the divergence. The previously published Community Wide Housing Market Analysis and Demand Estimates for Grand Forks was completed in September, 1998.

Service Area

The area to be covered in this study is the City of Grand Forks. Modest consideration should be given to the housing demands and availability of the MSA and its effect on the local market.

Minimum Required Data Elements

The Consultant selected to complete the study is free to develop specific methodology as they deem appropriate. However, the final document should, at a minimum, quantify the following data elements (Use of as much available 2010 and newer census data as possible is required.):

1. Existing Housing stock
 - By tenure – rent, own
 - By type – single, multi family, manufactured
 - By value – property values, rents
 - By age and condition
 - Vacancy rates
2. Other Housing Issues
 - Affordable housing – Low Income Housing, Tax Credit, Public Housing, Sec 8, USDA
 - Senior/Assisted living options
 - Special Needs housing
 - Housing market turnover/sales data
 - Building permit history (community's experience with new construction)
 - Infrastructure capacity/challenges (if applicable)
 - Rental market analysis including information on existing rental properties over 4 units 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.
 - Housing affordability compared to other markets, (e.g. Fargo, Minneapolis, Bismarck)
 - Lead / Energy Star / "green building" cost/benefit locally
3. Demographics – now and future (5 yr, 10 yr, 15 yr)
 - Population by age
 - Households by income, age, size
 - o Number of renter households at both 50% and 60% of AMI and the supply of adequate housing for same, now and projected.
 - Migration patterns (if available)
4. Economics
 - Economic base – by industry and key employer
 - Anticipated employment trends
 - Commuting patterns – employment and services (ex. education, retail, health care)
5. Recommendations (based on analysis of data collected)
 - What types of housing (i.e. owner occupied, rental, market, assisted, elderly, special needs, work-force, student, young professional, New American, etc.) should the development of which be pursued and supported?
 - What types of housing (i.e. owner occupied, rental, market, assisted, elderly, special needs, work-force, student, young professional, New American, etc.) will be needed in the short, medium and long term?
 - What programs, established as well as new and innovative, should Grand Forks seek/provide for the development and/or redevelopment of necessary housing?
 - What housing demands will likely **not** be met without subsidy, incentives, innovative programs, code revisions, etc?
 - The bottom line is, does Grand Forks have and/or is it developing adequate housing of all types to satisfy the needs of its residents now as well as 5, 10 and 15 years

from now? If not, what housing is needed and what programs should/could the community develop to facilitate said housing?

STUDY PROCESS AND TIMELINE

The City of Grand Forks comprehensive housing study and needs analysis will be overseen by the Grand Forks Housing Authority's Board of Commissioners (HA).

The primary contact from the Grand Forks Housing Authority is Terry Hanson, Executive Director, 701-787-9437, tnhanson@grandforksgov.com.

Input and Community Relations

Once chosen, the selected firm will meet with the HA to better define the results being sought and the methodology the firm will use. This meeting is anticipated to take place on or about Thursday, December 1st, 2011.

The firm will provide preliminary findings to HA at which time refinements to the study can be requested.

The firm will provide a final report and presentation to the HA.

The firm will provide a final report and presentation to the Grand Forks City Council.

Timeline for Study Process

HA Publishes RFP	October 5, 2011
Response to RFP due to HA	October 28, 2011
Selection of Consultant by HA	November 3, 2011
Execution of Contract for services	December 1, 2011
Initial meeting with oversight committee	December 1, 2011
Submit/Present first draft for review	February 2, 2012
Final presentation of material to HA	March 1, 2012
Presentation to City Council / all work products due	March 19, 2012

(Dates are tentative and can be changed to accommodate schedules. However, contract must be executed and services must be initiated prior to December 31, 2011)

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 HA and City Council presentation materials should be provided as well.

CRITERIA FOR EVALUATION OF PROPOSALS

1. Qualifications of Consultant 35 points
 - Experience completing this type of housing demand analysis
 - Experience working in similar sized communities
2. Proposed study methodology 30 points
 - Sources of data

- Interaction with community
- 3. Understanding of RFP 25 points
 - Community context
 - Goals and purpose of study
- 4. Adherence to Timeline 10 points
- 5. Cost of Services

A complete submission will 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
- List of references for similar projects
- Cost proposal (separate sealed envelope attached to submission)

The Grand Forks Housing Authority (HA) reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals including, but not limited to, any proposal which does not meet bonding requirements, or proposals which do not furnish the quality, or offer the availability of materials, equipment or services as required by the specifications, description or scope of services, or proposals from offerors who lack experience or financial responsibility, or proposals which are not made to form. The HA reserves the right not to award contracts to the lowest and most responsive offeror, and may require new proposals.

The HA may rescind the award of any proposal within one week thereof or at its next regularly scheduled meeting, whichever is later, when the public interest will be served thereby.

Only sealed proposals received by the HA will be accepted; proposals submitted by telephone, telegram, facsimile machines are not acceptable.

Responses to this RFP are due to:

**Terry Hanson, Executive Director
Grand Forks Housing Authority
1405 1st Ave N
Grand Forks, ND 58203**

To be received no later than 4:00 p.m., Friday, October 28, 2011

The Grand Forks Housing Authority is an Equal Opportunity Employer and Housing Provider