

REQUEST FOR PROPOSALS

For
Comprehensive Housing Study and Needs Assessment
City of Sidney and Cheyenne County Economic Development Partnership

City of Sidney, Nebraska
1115 13th Ave
Sidney, NE 69162
(308) 254-8455

Due Date:
October 23rd, 2020
3:00 PM MST

Submit Proposals to:
Melissa Norgard
City of Sidney Economic Development
1115 13th Ave
Sidney, NE 69162

Introduction

The City of Sidney and Cheyenne County Economic Development Partnership is seeking responses to a Request for Proposals (RFP) for a comprehensive housing study and needs assessment. A comprehensive housing needs assessment is needed to identify and evaluate the new demographics in Sidney, economic characteristics and trends, current housing inventory and characteristics, government policies and incentives. In addition, a complete housing study will collect input from area leadership, stakeholders, and residents. A housing study will assist with quantifying the number of housing units, rental and for-sale, currently available and housing units needed in the market, price point, number of bedrooms and bedroom type and market segments (families, seniors, disables, young professionals, etc.). A housing study would also provide recommendations on how to achieve certain housing goals and would provide recommendations on what would benefit and improve the local housing market.

The City of Sidney has \$20,000 available to complete this project.

General Scope of Work

Identify the specific housing needs and potential use of land for appropriate and affordable housing throughout the City. Examples include parcels where development started before the Bass Pro Shops and Cabela's merger, also known as "The Ranch Subdivision" and "Prairie Winds Subdivision". Currently there are over 200 parcels platted and ready for development.

A full market demand analysis will be completed to include:

- Population history of the city
- Population growth analysis
- Ten-year population forecast
- Housing occupancy and development analysis
- Analysis of housing affordability
- Overall housing demand projections

The objectives of the housing study will include:

1. Analyze the recent past and present housing situation
 2. Identify the future housing target need and demand for Sidney
 3. Design program specific housing projects to address the needs of current Sidney residents and a tool to attract new residents
 4. Address barriers
 5. Opportunities for rehabilitation and existing neighborhood development
- Recommendations and opportunities on existing platted subdivisions

Proposal Requirements

The proposer, and all firms, subsidiaries, and individuals providing professional services shall be licensed to practice in each of their respective areas of professional expertise in the State of Nebraska and shall comply with all the State of Nebraska Professional Design and Engineering licensure requirements.

The submittal must include the following:

- The firms name, address, and phone number

- The name of the contact person at the firm and their email address
- A list of the firm's key personnel who will be assigned to the project and areas of expertise
- All tasks required to complete the scope of work
- Timeline to include completion dates for each task
- Project Fee
- Insurance certificate(s) showing insurance for a minimum of \$1,000,000:
 - Worker's Compensation
 - Professional service liability/errors or omissions
 - Comprehensive general liability

Any proposal that materially fails to satisfy the above stated proposal requirements will not be further evaluated.

Evaluation Criteria

Please indicate in writing the following information about a firm's ability and desire to perform this work. Firms will be rated based upon the weight assigned to each item as noted in parentheses at the end of each statement below (100 total points).

- Introduction (no points): Provide a cover letter generally describing you and/or your firm's character and culture. Include a description of any branch offices, year established, and a list of disciplines performed by staff.
- Experience (30 points): Demonstrate your prior experience in similar projects in the last five years. Responses must list projects performed in the last three years, most comparable to the request services and include any projects that were in part of fully funded by Community Development Block Grant funds. For each project, include information about timeline/completion date of similar projects.
- History (20 points): Provide a history of your and/or your firms' architectural and engineering design experience on restoration and revitalization of historic properties, including energy efficiency upgrades, or similar facilities and projects in communities. Specify how many years of experience you and/or your firm has of design experience for community facilities in rural communities.
- Available Resources and Team (20 points): The amount and type of resources and number of experienced staff (including sub-contractors), available to perform the services required for this project including without limitation: recent, current and project workloads related to staff and resources for the duration of the project. Provide background and experience for each key team member indicating their experience relating to this project, and whether an outside consultant or an employee of your firm.
- Fee (20 Points): The total project fee is not greater than \$20,000.
- References (10 points): Provide three references demonstrating your and/or your firms ability to contribute to the success of the project completion. Include name, title, phone number, email address, length, and type of professional relationship to reference.

Evaluation Procedure

- Proposals submitted on time will be forwarded to the selection committee who will independently score each proposal per the scored criteria listed above.
- The outcome of the independent evaluation may result in: notice of the proposer selection for tentative negotiation and possible award; or further steps to gain more information for evaluation.
- If negotiations are not successful, the City may terminate negotiations with the top ranked consultant and may begin negotiations with the next highest ranked consultant.

Selection Process

The selection committee selected by the City of Sidney will review, score the RFP's. Contract negotiations with the highest ranked Proposer will be directed toward obtaining a written agreement on:

- The Consultant's tasks and a performance schedule;
- A contract consistent with the Proposer's RFP;
- A contract which is fair and reasonable to the City, taking into account the estimated value, scope, complexity, and nature of the Consultant services.

The City of Sidney reserves the right to:

- Amend, modify, or withdraw this RFP.
- Require supplemental statements or information from the Proposer(s) or selected highest ranking Proposer.
- Extend deadline for responses to this RFP.
- Accept or reject any and all of the proposals to this RFP.
- Waive or correct any irregularities in the proposals after prior notice to the Proposer.
- Negotiate with alternate Proposers if initial contract negotiations are unsuccessful.

This RFP does not obligate the City of Sidney to award a contract, to pay costs incurred in preparing any proposal, or to procure the services described herein. All proposals are submitted at the sole cost and expense of the Proposer(s). The City of Sidney shall incur no liability or obligation to a Proposer except pursuant to a written contract for services, duly executed by the Proposer, and an authorized signatory for the City of Sidney.

Submission Requirements

Two originals and one electronic copy of the RFP response and cover letter in PDF format in a sealed envelope. Proposals shall be clearly marked on the outside of the envelope and submitted to:

City of Sidney
Attn: Melissa Norgard
Housing Study RFP
1115 13th Ave
Sidney, NE 69162

Submission deadline: 3:00 PM MST, Friday, October 23rd, 2020

All inquiries relating to the RFP process including administration, deadline, award and/or other questions must be received no later than five days prior to the deadline and be directed to:

City of Sidney Economic Development

Melissa Norgard

1115 13th Ave

Sidney, NE 69162

development@cityofsidney.org

(308) 254-8455

Compensation

The City of Sidney and Cheyenne County Economic Development Partnership with matching funds from NIFA have a total of \$20,000 for the comprehensive housing study and need assessment.

Timeline for the Evaluation Process

RFQ Released	September 23 rd , 2020
Responses Received	October 23 rd , 2020
Selection Committee Review	October 26 th , 2020
City Award	November 10 th , 2020
Contract Signed	At the earliest convenience of both parties after award