



REQUEST FOR PROPOSALS

Housing Needs Assessment

1. Overview

The City of Post Falls is seeking Planning Services for the completion of a Housing Needs Assessment (“HNA”) to better understand the City’s key housing issues with an emphasis on unmet demand both now and over the next 5, 10, and 15 years. In the broadest terms, this study will compile and analyze housing statistics and trends in the Post Falls market to develop a “blueprint” of housing needs and provide recommendations for meeting those needs that can be incorporated into an upcoming update to the City’s comprehensive plan, which is planned for 2025.

2. Objective and Scope of Work

The successful proposer will work collaboratively with the City’s Planning Manager to complete the requested assessment in a logical, timely, and proficient manner. Specifically, the scope of work will include:

- **Public Participation:** Engage in an active public participation effort to support the endeavor.
- **Data Collection:** Compile data on the availability, and affordability, of housing in the Post Falls market currently and over the identified planning horizons. Identify trends, development patterns, and demographic factors that impact the Post Falls housing market.
- **Analysis:** Analyze existing housing availability, condition, and affordability, impacts of the housing supply on workforce, land availability or other constraints that may limit supply. Identify types and numbers of additional housing units, of various types, necessary to provide an affordable housing stock for all income levels over the designated planning horizon.
- **Reporting:** Deliver a comprehensive HNA report with an executive summary detailing the findings of the assessment that includes data visualizations, such as graphs and charts, and a summary of findings.
- **Coordination:** Coordinate with the consultant selected by the city to prepare the 2025 update to the City’s comprehensive plan to include the conclusions and recommendations of the HNA into the comprehensive plan’s housing analysis and policies. Note, the update to the Comprehensive Plan will be completed as part of the following 3-part process:

1. Complete Housing Needs Assessment (HNA)

2. Complete Fiscal Impact Analysis (FIA) by a to be selected consultant
3. Update the Comprehensive Plan by a to be selected consultant.
 - a. Incorporate the findings from the FIA and HNA to update related goals and policies.
 - b. Incorporate related data and graphics into the update.
 - c. Modify goals and policies to be consistent with public process and information gathered from the FIA and HNA reports.
 - d. Modify Future Land-Use and Focus Area designations to be consistent with public process and information gathered from the FIA and HNA reports.

- **Finalization:** Finalize HNA based on feedback from the public process and as coordinated with the Planning Division.

3. Proposal Requirements

Proposals submitted should include the following:

- **Company Background:** Information about your firm, including years in business, core competencies, and previous experience with similar projects.
- **Approach and Methodology:** Detailed description of the methodology and techniques to be used for the HNA, including communication and public outreach strategies to ensure timely and effective communication between the City, public, and your project team. Additionally, provide a description of your plan for coordinating with the City's selected comprehensive plan consultant.
- **Project Timeline:** Estimated timeline from initiation to completion of the project excluding coordination with the City's selected comprehensive plan consultant. Identify other pending projects that may impact the timeline.
- **Team Qualifications:** Information on the project team and lead, including bios and relevant experience for the project team.
- **References:** Contact information for at least three references from past clients who have undertaken similar projects.
- **Conflicts of Interest:** Identify any foreseeable or potential conflicts of interest and how you would propose to resolve such conflicts.
- **Cost Proposal:** Detailed pricing structure, including all expected costs and payment terms. Please attach a rate sheet valid for one year including the rates for the project team.

4. Evaluation Criteria and Selection Process

The City will evaluate Proposals based on the following criteria:

- **Coordination:** Ability to coordinate with the City's selected comprehensive plan consultant.

- **Experience and Expertise:** Proven track record in completing HNA reports.
- **Project Cost:** Reasonableness of the proposed budget in relation to the scope and depth of services offered.
- **Timeliness:** Ability to complete the project within a reasonable timeframe.

The City will review all submissions beginning June 17th, 2024. Interviews may be conducted by telephone, in person, or by teleconference. The selection committee will evaluate all proposals and make a recommendation to the City Council for formal approval of the consultant. Once approved by City Council, staff will work with the consultant to refine scope of work.

5. Submission Guidelines and Contact Information

The City requests the proposer send a concise proposal addressing the requirements outlined in this RFP. The proposal should supply specific and succinct answers to all questions and requests for information.

Proposals must be submitted electronically or by mail and are due to Jon Manley - Planning Manager no later than 5 p.m. on June 14, 2024.

<p><u>Mail</u> Jon Manley Planning Manager 408 N Spokane Street Post Falls, ID 83854</p>	<p><u>Electronically</u> Jon Manley jmanley@postfalls.gov</p>
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Any questions about this RFP should be directed to Jon Manley, Planning Manager, at jmanley@postfalls.gov or 208-457-3344.

The City reserves the right, without qualification, to select any proposal based on written or oral communication with any or all of the firms or individuals when such action is considered to be in the best interest of the City; reject all proposals; exercise discretion and apply its judgment with respect to any proposals submitted; all proposals will be considered confidential until the final selection of a consultant and will be retained by the City of Post Falls.