

City of Scottsbluff, Nebraska

Tuesday, September 8, 2015

Regular Meeting

Item Bids1

Council to approve the request for proposals for a housing study on behalf of the Western Nebraska Economic Development committee and authorize the city clerk to advertise for bids to be received by October 1, 2015.

Staff Contact: Nathan Johnson, Assistant City Manager

Housing Study

Request for Proposals

September 8, 2015

Introduction

The Western Nebraska Economic Development (WNED) Group is seeking professional services for the development of a Community Housing Study for the governing bodies of Scotts Bluff County, Kimball County, Morrill County, City of Scottsbluff, City of Gering, City of Terrytown, City of Minatare, City of Mitchell, City of Bridgeport, City of Bayard, City of Kimball, Village of Morrill, Village of Lyman, Village of McGrew and Village of Melbeta to help create a vision to guide community planning, economic development and investment, and decision making for the next several years.

This study will:

- Create a Housing Vision for all of Scotts Bluff, Kimball and Morrill Counties, including communities of City of Scottsbluff, City of Gering, City of Terrytown, City of Minatare, City of Mitchell, City of Bridgeport, City of Bayard, City of Kimball, Village of Morrill, Village of Lyman, Village of McGrew and Village of Melbeta;
- Identify the current housing available in the Scotts Bluff, Kimball and Morrill County communities;
- Develop an action plan with benchmarks and measurable goals that will enable economic development entities and community leaders to appropriately address local housing challenges and opportunities; and
- Promote economic development and improve community character.

General Scope of Services / Tasks

The Western Nebraska Economic Development (WNED) partner communities identified above, have established the following general tasks to serve as a guide for RFP development. The consultant is encouraged to suggest creative and innovative additions or modifications to these components.

- **Population, economic dynamics, and housing in Scotts Bluff, Kimball and Morrill Counties:** This will include population history and trends, history of demand for housing, composition of major employers, types of housing stock, affordability/occupancy/vacancy analysis, housing conditions and costs, and special population housing demands.
- **Development / Redevelopment:** Identify future locations for new residential development, as well as identify prime residential redevelopment / infill areas.

- **Assessment of the housing demand potential and identify housing development areas (sites):** This will address and identify priority housing opportunities.
- **Assessment of the demand, resources, challenges and opportunities by types and prices of housing:** This should identify the demand by groups, types, and price categories of housing.
- **Implementation:** Realistic action plan or program that provides a framework to carry out the recommendations and identifies realistic funding sources to help implement the programs and/or construction projects identified in Study.
- **Report and presentations to WNED, and participating political jurisdictions requesting a formal presentation:** The completed report shall be presented to the WNED group and representatives of the participating political jurisdictions.
- **Public Participation:** Outline Public Participation Plan.

Citizen Participation

Public input is a vital part of the planning process. It instills a sense of community ownership of the plan, thereby leading to a greater desire to implement its goals and objectives. The Consultant shall work closely with the WNED group and necessary political jurisdictions to prepare and implement an effective and innovative public participation process that provides meaningful input.

Implementation

The most common criticism of any plan is that it sits on a shelf and gathers dust. In order for this plan to avoid that fate, the plan shall include an aggressive and rational work program consisting of strategies for implantation of the goals and objectives of the plan. An action plan should be accompanied by a time frame to accomplish certain projects, the information needed, and funding mechanisms to achieve the said housing projects.

Expected Outcomes / Products

Expected Plan outcomes include:

- Completed Plan document that is in compliance with all governing regulations that includes recommended strategies, associated data and supportive tables, graphics, charts, and maps.
- 15 original copies and electronic files (.pdf and .doc) of all study files and sections.
- Electronic copies of all maps and data that may be generated that are GIS compatible.

Elements of the Proposal

Proposals should contain the following components:

1. Description of the Consultant's prior experience in developing Housing Studies for counties/communities of similar size and character to WNED communities listed above. Consultant will include summaries of at least two recently completed projects, listing a brief description of the project, client and contact information, budget, and role. Explanations of past projects should include actual housing development projects that have been successfully completed as a result of the study the firm performed. The Consultant is strongly encouraged to provide examples of communities that are similar to WNED Communities.
2. Names and titles of professionals and support staff that will directly work on the project. If the project is to be a joint venture between several consulting firms, the proposal should so state.
3. Brief resumes of key consulting staff, as well as those who will be directly involved in the completion of this project.
4. Summary of the Consultant's recommended methodology and approach to the development of the Housing Study.
5. Overview of the suggested scope of services, additional services the Consultant thinks would benefit the project, method of public involvement, project management, and quality control.
6. A work program and fee schedule showing anticipated start and realistic finish dates for all major tasks. Consultant shall define and outline proposed work elements, plan components, potential number of meetings proposed, and any assumptions made. Consultant should also provide an estimated fee based upon the components of the work schedule.
7. Full disclosure of any potential conflicts of interest.

Evaluation Factors:

The following factors will be used to evaluate and select the professional planning firm:

- Grasp of the problems and solutions, responsiveness to terms and conditions, completeness and thoroughness of documentation.
- Demonstrated professional experience.
- Evidence of good organizational and management practices.
- Personnel qualifications.
- Schedule and anticipated completion date.
- Cost Proposal.

WNED reserves the right to reject any or all submissions. WNED reserves the right to select from the proposal or conduct interviews with a short list of up to three qualified Consultants following the review of all of the submissions.

Negotiations:

Western Nebraska Economic Development (WNED) group and its partner communities reserve the right to modify any elements that are contained in the Request for Proposals, whether it be to change or clarify. This will ensure that the best possible consideration be afforded to all concerned.

Contact:

All questions concerning the request for proposal should be in writing and submitted to Nathan Johnson, Assistant City Manager – City of Scottsbluff, by email at njohnson@scottsbluff.org

Submittals:

All submittals shall be submitted to:

Western Nebraska Economic Development (WNED) Group

ATTN: Nathan Johnson

2525 Circle Drive

Scottsbluff, Nebraska 69361

by 4:00 p.m. MST, October 9, 2015, and should be directed to the individual named as contact for this project.