

REQUEST FOR PROPOSAL

City of Maupin

Consultant Services
Housing Needs Analysis

Issue date: June 24, 2020

RFP Closing Date: 4:00 p.m. on July 16, 2020

REQUEST FOR PROPOSALS

The City of Maupin is conducting a selection process to invite qualified consultants/consultant firms to submit proposals to provide the City of Maupin with: (1) a Buildable Lands Inventory, compliant with OAR 660-008-0010; (2) a Housing Needs Analysis for 2018-2038 planning period, compliant with Goal 10, OAR 660-008, and OAR 660-024; and (3) a Housing Strategy, based upon policy analysis in partnership with a local technical advisory committee. The contractor is expected to participate in four (4) meetings with the technical advisory committee and a public open house.

The full RFP may be obtained from, and questions posed to:

Name: Kevin Lewis
Title: City Manager
City of Maupin
507 Grant Avenue,
PO Box 308
Maupin, OR 97037
Telephone: (541) 395-2698
Email: citymanager@cityofmaupin.org

Proposals will be received by the City until 4:00 p.m. on July 16, 2020. Responses received after this time will be rejected as non-responsive. Proposers shall submit proposals in writing or via email, clearly titled “**Proposal for Housing Needs Analysis**,” Attention: City Manager, Kevin Lewis, at the above address/email address.

Section I
Request for Proposals

The City of Maupin (City) intends to select a qualified consultant (Proposer) from among proposers who respond to this Request for Proposals (RFP) to provide: (1) a Buildable Lands Inventory, compliant with OAR 660-008-0010; (2) a Housing Needs Analysis for 2018-2038 planning period, compliant with Goal 10, OAR 660-008, and OAR 660-024; and (3) a Housing Strategy, based upon policy analysis in partnership with a local project advisory committee. The contractor is expected to participate in three (3) meetings with project advisory committee, including one which will be a joint meeting with the Planning Commission and City Council.

All Proposers are placed on notice that the scope of the Project and its costs may be revised, expanded, or reduced before a contract is executed between a Proposer and the City. For purposes of submitting a proposal, the services described in the proposal should be drafted to separately address each of the above-referenced portions of the Project. The City intends to enter into a contract with the selected consultant after negotiating an agreement that is in the best interests of the City and the public.

Proposal clarifications or additional information requested by City must be provided by Proposer within 24 hours of request, excluding weekends and holidays.

Section II
Project Description

A: Project Background

The City of Maupin is a small (pop. 430) rural community in North Central Oregon. Since the closure of its lumber mill (c. 1990) Maupin has worked to re-establish an adequate economic foundation to support a vibrant local community. Public employment (schools, City, County and State) provide the most stable employment in the community and the vast majority of the covered employment. The largest private sector employment comes from recreation uses (rafting, fishing, etc.) on the Deschutes River, which transects the town. However, these private sector jobs tend to be low-paying and seasonal. The City has also become a popular retirement and vacation home community which has increased housing development while year-round population has remained fairly stable. With the recent completion of a fiber-optic broadband project, Maupin is also now in a position to attract additional new residents who are able to make a living online, or smaller, niche businesses who rely on high capacity internet access.

With these economic trends in Maupin, 62 new jobs were added between 2006 and 2017, with an additional 70 projected during 2019's Economic Opportunity Analysis process for the next 20 years. With this job growth anticipated, the City is seeking to better understand its housing supply needs as that was identified as a critical challenge for community economic development.

The City received a Technical Assistance Grant from the Department of Land Conservation and Development to complete this project and has a total budget of \$35,000 for the proposed scope of work.

Objectives: The City of Maupin has several specific objectives for the proposed Goal 10 work. These include:

- The primary objective of this project is to further quantify the supply and demand for housing, with a specific focus on identifying the level of affordable housing available to the workforce in Maupin. While data does not currently exist to determine whether Maupin qualifies as severely rent burdened, anecdotally the City knows that affordable rentals in Maupin are very difficult to find.
- The City would also like to identify strategies it can implement to support creation of additional quality, low-income housing in Maupin as well as address any other gaps in housing availability. Much of Maupin’s workforce lives in outlying areas, causing employees to be burdened with commuting expenses. Maupin relies on this workforce to staff the booming recreation industry and wants to ensure that these members of the community can find quality housing that is affordable to them in town.
- Because river related recreation is a key local economic driver, Maupin’s workforce expands significantly during the summer rafting season. This predictable, annual influx of employees requires temporary housing. Determining the nature, extent and location of these housing units as well as the demand for additional units is a significant issue for the City.

B: Scope of Work and Deliverables.

Task 1: Kick-off Meeting with Project Advisory Committee & Consultant, Gather Background Information, and Define Goals & Objectives for Project. The consultant will coordinate with City Staff and Contract Planner to gather background information, revise project timeline, and prepare for PAC Meeting #1. At PAC Meeting #1 the Consultant will explain the project scope and schedule, gather more background information, and facilitate a discussion with the PAC to clarify the goals and objectives for the project.

Products/Outcomes: Prepare for and attend PAC Meeting #1. Complete Memo #1 which includes project scope/schedule, project purpose, list of background information, and a summary of the goals and objectives for the project.

Task 2: Consultants prepare DRAFT Housing Needs Analysis that satisfies DLCs requirements, according to OAR [660-008-0000](#) and present it to the PAC at Meeting #2.

1. **Identify Trends:** Consultants will review and evaluate the area’s demographic and economic trends, current housing conditions and supply, as well as relevant available data from the city, county, region, and state. Consultants will review with staff, and subsequently with the PAC, proposed methodology, based on the trend data, local conditions, and community goals.

2. **Inventory of Existing Housing Stock:** Provide information on the existing housing stock including but not limited to the mix of unit types, ownership versus rental, costs and affordability, etc.

3. **Identification of Projected Needs:** The Housing Needs Analysis must identify the unit types, price ranges, and land requirements reasonably expected to be needed for the 20-year planning period.

4. Assessment of Buildable Land and Development Potential: The inventory of residential lands shall consider development constraints such as natural hazards, slopes, availability of public facilities, and other suitability factors for both vacant and developed land when determining land availability for housing development. It is critical to understand not only the quantity of land within an urban growth boundary, but also its suitability for desired residential uses and development types required.

Consultants and staff will interview targeted stakeholders and discuss with federal, state and regional agency staff ways to cooperate, participate in housing initiatives, and funding for implementation. This coordination will be used to develop a draft of the HNA to be shared with the PAC at PAC Meeting #2.

The consultants will gather input from the PAC meetings to incorporate into a Final HNA.

***Products/Outcomes:** Draft Housing Needs Analysis & PAC Meeting #2*

***Payments:** After the Draft HNA is presented to the PAC – payment of \$17,500 is due to the consultant.*

Task 3: Present refined HNA to City Council and Planning Commission. Findings, Recommendations and Implementing Measures. After receiving input on the draft HNA from the PAC at PAC Meeting #2 the consultant will revise the documents and prepare for a presentation for a joint meeting between the Maupin City Council and Planning Commission. The HNA shall be accompanied by a separate memo that describes recommendations for housing strategies and potential implementing measures. The consultant shall facilitate input at this meeting and incorporate the input into the final HNA. PAC Members will also attend the joint meeting.

***Products/Outcomes:** Revised Drafts of HNA. A memo describing housing strategies and implementing measures. Presentation at joint meeting of City Council, Planning Commission, and PAC.*

Task 4: Final Reports Completed. The consultants will draft final versions of the HNA and Housing Strategies and Implementing Measures Memo and submit it to city staff, contract planner and PAC members for review. Consultants will make final changes and corrections as requested. The final documents will be brought back to the City Council for final approval and adoption

***Products/Outcomes:** Final Versions of HNA and Housing Strategies and Implementing Measures Memo. Presentation of Final version at City Council and adoption by the City Council.*

***Payments:** After the Final HNA, and Implementing Measures Memo are presented to the City Council – final payment of \$17,500 is due to the consultant.*

Section III

Proposals due: July 16, 2020
Interviews [if held]: July 20-21, 2020
Anticipated Award: July 22, 2020
Report Due: January 15, 2021
Public Outreach: September 15, 2020

Section IV

No Pre-proposal Meeting will be held.

**Section V
Submittal Information**

Please note the following specific requirements for submitted proposals:

1. Proposers responding to this RFP do so solely at their expense. The City is not responsible for any Proposer's expenses associated with responding to this RFP.
2. Proposers are directed to the protest procedures as set forth in the OAR 137-048- 0240.
3. Each proposal must include the information set forth in Section VII, Proposal Requirements, and should address the evaluation criteria found in Section VIII.

**Section VII
Proposal Requirements**

Proposal shall include, at a minimum, the following items:

1. Each proposal shall include an introductory or cover letter. Proposers may use this section to introduce the proposal and the key provisions of the submittal.

2. The name of the person(s) authorized to represent the Proposer in negotiating and signing any agreement which may result from the proposal.
3. Name and qualifications of the individual who will serve as the Project Consultant.
4. The names of the professional persons who will assist the Project Consultant in performing the work and a current résumé for each, including a description of qualifications, skills, and responsibilities. The City is interested in professionals with experience serving small governmental entities and especially those serving Cities of comparable size. The City is also interested in professionals with experience planning for and designing projects similar to this Project.
5. Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status or other protected class, and has a drug-free workplace policy.
6. Proof of insurance for a minimum of one million dollars coverage in professional liability insurance, comprehensive coverage, and automobile liability insurance. Proof of coverage by Workers' Compensation Insurance or exemption.
7. A list of the tasks, responsibilities, and qualifications of any subconsultants proposed to be used on a routine basis and proof of adequate professional liability insurance for any subconsultants.
8. The names and current phone numbers of individuals representing three (3) Cities, to be used as references. Describe the work performed for references. References from city projects are preferred. Please verify that the references identified had direct contact with your proposed team members.
9. Confirmation that the Proposer will make available the necessary personnel for this work. This should include the proximity of personnel to the City, and affirmation that such personnel can respond to City inquiries within a maximum of 24-hours.
10. Proposed cost breakdown, including all time and material, travel, etc., and proposed timeline for project completion.
11. Proposer may provide supporting material that it believes will assist the Selection Committee in the decision process. Only relevant information should be submitted. Items that may be included in the Appendix as support material

include: graphs and figures, additional references, work examples, project photos, insurance certificates.

Section VIII Evaluation Criteria

Proposals will be evaluated by the City using the following criteria:

1. Proposer availability and capability to perform the needed services described in this RFP.
2. Proposer's key staff experience with public projects of similar type, size and complexity.
3. Proposer's demonstrated ability to successfully complete similar services on time and within budget, including Proposer's record of satisfactory performance.
4. Project Understanding. Communicated understanding for each Project category declared. Acknowledged information specific to City. Demonstrated ability to synthesize technical information and communicate this information in verbal, written or graphic form. Described how the Project team will interact with City staff and what level of support will be anticipated or expected from the City.
5. The methodology Proposer would use in approaching this Project. At a minimum, provide an estimate of the amount of time needed to complete each major task, and a preliminary schedule of major elements.
6. Proposer's familiarity with local, state and federal permitting procedures and regulations, and Proposer's geographic proximity to the Project site.
7. Amount and type of resources and number of experienced staff Proposer has within Proposer's firm available to perform the engineering and related services described in this RFP within the applicable time limits. This includes the current and projected workloads of such staff and the proportion of time such staff would have available for architectural or related services, without the need for Proposer to subcontract for that work.

**Section IX
Miscellaneous**

The City reserves the right to: 1) Seek clarifications of each proposal; 2) Negotiate a final contract that is in the best interests of the City and the public; 3) Reject any or all proposals or cancel this RFP at any time if doing either would be in the public interest, as determined by the City in its sole discretion; 4) Award the contract to any Proposer based on the evaluation criteria set forth in this RFP; 5) Waive minor informalities contained in any proposal, when, in the City's sole judgment, it is in the City's best interest to do so; and 6) Request any additional information City deems reasonably necessary to allow City to evaluate, rank and select the most qualified Proposer to perform the services described in this RFP.

The services and responsibilities set forth in this RFP, together with any other documents required herein, shall be included in the contract executed by the successful Proposer (see attached). Any open terms in the attached contract will be completed based upon City negotiation and Awardee's proposal. Submittal of a proposal indicates a Proposer's intent to execute the attached contract and be bound thereby.

**Section X
Contact Information**

Direct all inquiries regarding the Housing Needs Analysis and this RFP to:

Name:	Kevin Lewis
Title:	City Manager City of Maupin 507 Grant Ave, PO Box 308 Maupin, OR 97037
Telephone:	(541) 395-2698
Email:	citymanager@cityofmaupin.org