

# Request for Qualifications

Rapid City & Black Hills Area Housing Study

**Responses Due:** February 18<sup>th</sup>, 2022



**JOHN T. VUCUREVICH  
FOUNDATION**

*...to make a piece of the world a brighter place.*

## Rapid City & Black Hills Area Housing Study

Elevate Rapid City is requesting proposals from experienced individuals or firms to provide consulting services for completing the Rapid City & Black Hills Area Housing Study. We seek qualified firms who have experience working with small cities and fast-growing communities.

All submissions must be made via email to Laura Jones by **February 18<sup>th</sup>, 2022** to be eligible for consideration.

### **Laura Jones**

Housing Coordinator

[laura.jones@elevaterapidcity.com](mailto:laura.jones@elevaterapidcity.com)

605-718-8470

Elevate Rapid City in accordance with Title VI of the Civil Rights Act of 1964 and the related nondiscrimination statutes, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, creed, national origin, sex, age, or disability, in consideration for an award.

Neither Elevate Rapid City nor any member agency of the committee shall be liable for any costs incurred by the consultant in response to this RFQ, or any costs incurred in connection with any discussions, correspondence, or attendance at interviews or negotiation sessions.

All materials submitted in response to this RFQ shall become the property of Elevate Rapid City and may be returned only at Elevate Rapid City's option. All materials received shall be considered public information and shall be open to public inspection.

## Introduction and Background

The Rapid City Strategic Housing Coalition ('The Coalition') is a partnership between Elevate Rapid City ('Elevate'), the City of Rapid City ('the City'), the Black Hills Area Community Foundation ('BHACF'), and the John T. Vucurevich Foundation ('the Foundation'). The requested housing study is a joint project and is funded in part by all participating coalition partners. Elevate shall serve as the primary point of contact.

Rapid City is home to 81,000 residents but has a total metro area population of 144,500. The community is expected to grow another 13% by 2030. The rate of population growth for the region is expected to be double the national average. A 2018 Housing study estimated that over 4,400 households paid more than 50% of their income towards housing. This existing shortage has only been exacerbated by recent population growth.

In addition to regional population growth, Ellsworth Air Force Base has been announced as the site for the B-21 training mission. The Environmental Impact Statement published by the U.S. Air Force identified a need for an additional 1,011 housing units to accommodate the new mission.

Housing markets and population trends have changed significantly since the completion of the 2018 housing study. Market rate rents have increased 9.8% in the last 12 months alone. The coalition is seeking a comprehensive housing needs assessment to better prepare for the community for future growth.

## Scope of Services

Elevate is seeking a qualified consultant to develop a comprehensive housing study to identify a range of implementation tools and strategies to further the overall goal of providing a variety of housing opportunities for all residents of Rapid City and the surrounding communities. A component of the Plan will be to identify and implement proactive programs and policies that advance the goal of developing, preserving, and expanding opportunities for low income and workforce housing development.

Elevate recognizes the potential for surrounding communities to accommodate future growth and understands the need for a regional assessment of housing stock and population projections. Demographic and housing assessments and projections (Task 1) are preferred for Rapid City as well as the surrounding communities. Due to data availability and time and resource constraints, further in-depth analyses (Tasks 2-6) should be limited to Rapid City.

The consultant will be responsible for defining the geographic scope for the regional demographic and housing assessment (Task 1). Elevate is willing to consider expanding the scope of Tasks 2-6 if the consultant believes it to be appropriate.

The purpose of the plan is to analyze the housing stock and housing market in the Rapid City metro area, inventory existing housing resources, identify gaps in the local housing market, identify trends that may affect the housing market over time, increase home ownership, and develop strategies to address the current and future needs of the community, with the overall goal of ensuring that housing opportunities are provided for households of all types, ages, and income levels.

The plan will help Rapid City agencies, housing providers, housing developers, nonprofit organizations, and decision makers develop a better understanding of the existing housing market and update intervention strategies including land use and zoning decisions, and encourage housing development projects that meet both market demand and community priorities. The plan should help guide decisions related to the allocation of public funds and other resources.

The following is not intended to be a comprehensive itemization of tasks or activities needed to complete this plan, but rather a guide. Elevate will rely on its consultant's professional expertise to ensure that all pertinent factors are analyzed, and is open to additional or alternative approaches to achieve the overall goal of analyzing housing needs.

The plan will address the following issues for Rapid City and the Black Hills Regions:

1. Population demographic projections for Rapid City and regional communities.
2. Existing and future need for housing type based on demographic and economic needs Rapid City and regional communities.
3. Housing choices for special populations for Rapid City.
4. Rental Housing Market assessment for Rapid City.
5. Housing Instability and supportive services for Rapid City.
6. Market potential to attract new housing development as the needs assessment dictates.
7. Coordination of housing with land use, schools, services, and transportation infrastructure for Rapid City.
8. Recommended zoning adjustments to encourage infill housing for Rapid City.
9. Zoning, permitting, development standards for Rapid City.

## Task 1: Demographic & Housing Data

The consultant will provide the following for Rapid City and the surrounding communities:

1. Gather socioeconomic and housing related data including but not limited to demographics, age, households, educational attainment, income, and employment.
2. Conduct population forecasting for Rapid City and the Region.
3. Examine income, housing cost-burden, poverty, homelessness, sensitive populations; the elderly, disabled, etc. and identify any geographic concentrated areas of poverty.
4. Provide a rental and owner-occupied housing inventory and provide specific metrics for ownership, type of dwelling, age and condition of units, historical status, neighborhood character, access to utilities, transportation, employment, etc.
5. Provide an inventory of existing subsidized housing, including availability, new or future subsidized housing, and other dwellings which serve as transitional and emergency housing.
6. Provide an assessment of non-traditional housing alternatives, such as motels, as short- and medium-term rentals and provide more stable alternatives.

**Deliverable:** The consultant will provide a technical Demographic and Housing Inventory Report

## Task 2: Review of Existing Housing Initiatives

The consultant will provide the following for Rapid City:

1. Review existing documentation and plans, studies, efforts, organizations, and programs relevant to the housing market.
2. Identify sources of funding for technical assistance for housing and other related programs included in the current housing initiatives.
3. Review programs to identify redundancy, coordination, and collaboration across multiple agency efforts.
4. Meet and interview major stakeholders as necessary to discuss the city's housing needs and existing efforts.
5. Synthesize the baseline inventory of current services, capacity and programs of private, nonprofit, and public operators, and providers.

**Deliverable:** The consultant will provide a Baseline Housing Initiatives Report containing the above information.

## Task 3: Market Analysis

The consultant will provide the following for the Rapid City market:

1. Study residential real estate trends of all types of housing including an analysis of sales prices, length of time on the market, and other relevant real estate indicators.
2. Study market rate for rental units and availability of rental units. Units shall be distinguished by type, number of bedrooms, size, and location in the analysis. Study shall include information on short-term rental properties. Interview rental property managers and owners.
3. Analyze home and rental affordability to inform housing and rental assistance programs.
4. Analyze available and future housing for community services and schools.
5. Include information on new residential development, types of housing being built, and price points.
6. Identify impediments to housing development, including but not limited to zoning and permitting. Interview developers to better understand impediments to housing development.
7. Quantify the impact of market forces such as cost and availability of developable land, utilities costs, and any other market forces the consultant believes are pertinent.

8. Included in this report should be a summary of trends, historical data, and future projections of the housing market. Historical data of ten years shall be included, and a period of ten years for future projections.

**Deliverable:** The consultant will provide a Market Analysis Report containing the information gathered for the Rapid City market.

#### Task 4: Housing Needs Assessment

The results of the demographic study, housing inventory and market analysis conducted above shall be synthesized and presented to determine what deficiencies and surpluses of housing units exist for owner and renter households of various sizes, incomes, and types. This gap analysis will help identify housing needs in the communities and aid efforts to develop and prioritize an action plan to address these needs. The goal is to provide an estimate of the number of housing units needed (both rental and owner occupied) to meet the existing and future needs of the communities based on unit type, number of bedrooms, price point, and location in relation to income levels and demographic categories.

**Deliverable:** The consultant will provide a Needs Assessment Report containing the information gathered in Task 4.

#### Task 5: Develop Recommendations and Implementation Strategies

The consultant will develop recommendations for meeting current and future housing needs for Rapid City:

1. Develop strategies to increase housing attainability and housing choices identified in the Plan.
2. Develop strategies and programs to develop, preserve, and expand housing opportunities for persons and households with low incomes (80% AMI and below).
3. Develop strategies to meet the workforce housing needs (80-120% AMI).
4. Identify sources of funding (federal, state, local and private resources) for assistance for housing development and other related programs.
5. Develop strategies to combat deterioration and encourage preservation of the older housing stock.
6. Develop strategies for the redevelopment of substandard housing stock.
7. Provide recommendations to overcome identified structural impediments to housing development
8. Identify policies and tools including incentives that have successfully been used to spur different kinds of housing development.
9. Recommend projects that have potential for funding and development.
10. Identify strategic options for promoting or attracting market rate developers.
11. Provide recommendations for long term capacity building and improved collaboration among entities to implement recommendations.
12. Include metrics to judge the performance of the housing market in meeting the needs of our residents.

**Deliverable:** The consultant will provide the above along with an implementation framework identifying actions, indicators, timelines, and responsible organizations from information gathered in previous Tasks. The Consultant will prepare a final draft of the study and a separate Executive Summary for presentation to the Steering Committee and incorporate changes requested by the Steering Committee.

## Task 6: Dashboard & Tracking System

The consultant will develop a system to track and monitor changes in housing availability as new development occurs. The dashboard is to include a means of tracking and displaying, existing stock, new building permits, certificates of occupancy, and other variables the consultant determines to be appropriate.

**Deliverable:** Tracking and display system for housing stock and new development.

## Task 7: Final Document and Presentation

**Deliverable:** The consultant shall provide a digital copy of the draft document one month prior to the agreed upon project completion date for preliminary review. The Consultant shall provide one original, six paper copies, and one electronic copy of a visually appealing Final Report of the Housing Needs Assessment and Action Plan and an Executive Summary, one paper copy and one electronic copy of the PowerPoint presentation summarizing the report's findings and recommendations, one electronic copy of all GIS shape files and maps, and other supplementary data. The consultant will present the findings of the study to the Rapid City Council at a public meeting and Elevate Rapid City Executive Board.

## Staff Responsibilities

The Coalition will provide:

1. Available GIS information and data as requested
2. Community plans
3. Zoning and subdivision codes and maps
4. Inventory and review existing documentation and plans, studies, efforts, organizations, and programs relevant to the housing market.
5. List of current local and state housing initiatives, programs, and technical resources.

## Community Engagement & Steering Committee

The consultant will undertake a meaningful, inclusive public participation program that engages stakeholders and community members in effective, meaningful ways. To understand the perspectives, preferences, and perceptions of area residents, a public engagement strategy should be planned. Careful attention should be given to soliciting responses and participation from low-income residents and those who serve them. Upon completion of the Housing Needs Assessment Report, consultants shall introduce various stakeholders to the specific housing challenges facing Rapid City and solicit feedback and comments on how to best prioritize an action plan. Elevate will provide a preliminary list of stakeholders to initiate engagement efforts. Additional participants will be identified through engagement efforts. We anticipate meetings with stakeholders to include public officials and the public. The Elevate Housing Coordinator will establish an initial steering committee. Additional members may be added as stakeholders are identified through engagement efforts.

## Procurement Schedule

The schedule for the RFQ is given below. Dates are tentative and may be modified by Elevate as necessary.

<b>Submissions requested:</b>	January 17 <sup>th</sup> – February 18 <sup>th</sup>
<b>Submission Deadline:</b>	February 18 <sup>th</sup>
<b>Submissions Reviewed:</b>	February 18 <sup>th</sup> – February 25 <sup>th</sup>
<b>Interviews Scheduled:</b>	February 28 <sup>th</sup> – March 11 <sup>th</sup>
<b>Final Bid Process:</b>	March 12 <sup>th</sup> – April 29 <sup>th</sup>
<b>Contract Awarded:</b>	May 18 <sup>th</sup>
<b>Project Begin:</b>	May 22 <sup>nd</sup>
<b>Draft Review:</b>	November 21 <sup>st</sup>
<b>Project Completion:</b>	December 21 <sup>st</sup>

## Submissions

Submissions shall include the following information:

### 1. Title Page

List the RFQ subject, the name of the firm, address, telephone number, name of contact person and the date.

### 2. Letter of Transmittal

Make a positive commitment to perform the required work within the time period. Also give the name(s) of the person(s) who will be authorized to represent the firm, their title, and telephone number if selected.

### 3. Project Statement

A project narrative that describes the respondent's understanding of community housing needs and markets, as well as the value the respondent will bring to the creation of the Plan.

### 4. Qualifications

1. Name, address and telephone number of the firm's owners, and full information about the corporate structure of the submitting firm.
2. Names, qualifications, and experience of personnel relative to project requirements, who are to be assigned to the project.
3. Description of similar project experience and the names, addresses, and telephone number of owners for all projects described (references will be checked).
4. Project team availability and capacity
5. If subcontracts are utilized, the position in the project team and identity of the sub-contractor shall be stated.

## 5. Project History and References

1. Provide a summary of qualifications, including a complete project history for minimum three (3) projects from the consultant which meets the minimum qualification requirements. These projects will be considered in evaluating the qualifications. The information must include:
2. Project name and location
3. Name, address, and telephone number for project contact person.
4. Description of the project including:
  - a) Type of project
  - b) Initial and completion project budget and schedule
  - c) Name, title, and role of personnel used to perform services
  - d) Project design and delivery method used

## 6. Budget Proposal

Proposed contract fees specifying a fixed fee shall be submitted containing a schedule of the estimated hours required and are to be broken down by type of personnel to be used for the proposed services. The expected budget for this project is **\$80,000**.

1. Breakdowns are to be shown separately for each Task listed under "Scope of Work". Overhead factors and other multipliers shall be identified. Upon the award of this contract, profit (either percent or actual cost) must be identified and negotiated as a separate element of the price for any contract.
2. The consultant shall be responsible for all required resources to include but not limited to computers, surveys, outside consultants, etc.
3. While cost will not be the sole determining factor, cost will be considered.

## 7. Project Schedule

Included as part of the response, the proposer shall provide a schedule to ensure that the project can be completed by November 30, 2022. If the consultant believes this will adversely affect the quality of the project, the consultant should explain why.

## 8. Proposed Modifications

Any proposed modifications to the project scope, including additions to or deletions from the scope in this RFQ. If scope modifications are proposed, please provide reasoning or rationale. It is recommended that the submission address the scope of services and budget included with this RFQ in addition to the alternative scope and budget.

## 9. Additional Information

Any additional information that will allow the commission to accurately evaluate the firm's capability.

## Evaluation Procedure

All submissions will be evaluated to determine if they meet the requirements of the Request for Qualifications. Elevate may, as it deems necessary, conduct discussions with the consultants it deems reasonably suspected of being selected for award, for the purpose of clarification and responsiveness to requirements.

Submissions will be evaluated based on the following criteria:

### General Quality & Adequacy of Response - 10%

- a. Completeness and thoroughness
- b. Responsiveness to terms and conditions
- c. Overall impression

### Personnel, Experience & Project Management – 30%

- a. Qualifications and experience of proposed personnel, including project manager
- b. Demonstrated capacity to do the work
- c. Plan area understanding and experience

### Technical Approach, Work Plan & Budget – 60%

- a. Clarity and organization in concept development
- b. Approach to scope of work, including the ability to derive creative solutions
- c. Addresses expected outcomes
- d. Relevant knowledge, skills & experience with the project
- e. Proposed budget based on proposed scope
- f. Submission is in the best interest of Elevate Rapid City and the Coalition

## Proposal Terms & Conditions

The scope of work contained in this document is predicated upon the following provisions, assumptions, and conditions that should be part of any submission and budget submitted by a consultant.

### Evaluation of Proposal Compliance with Specifications

Understanding that no consultant may completely meet all requirements of the specifications, Elevate and the Coalition reserve the right to determine whether a submission substantially complies with the specifications; accept, negotiate modifications to, or reject the terms of any submission; and waive the right to accept a part, or parts, of a submission, unless otherwise restricted in the submission.

Elevate reserves the right to reject any or all responses and to waive any informality in the process when to do so would be to the advantage of the coalition. Elevate, in its sole discretion, may choose not to award a contract at any time because of unforeseen circumstances or if it is determined to be in the best interest of the commission not to do so.

### Applicant Qualifications

Elevate may require all proposers to submit evidence of qualifications, and may consider any evidence of the financial, technical, and other qualifications and abilities. Elevate will not award a contract to a proposer who, in its opinion, is not fully qualified on the basis of financial resources and responsibility, possession of adequate equipment, personnel, experience, and past record of performance to perform the obligation to be undertaken competently and without delay.

## Confidentiality

All information, not in the public domain, disclosed to the consultant for project completion purposes or information that comes to the attention of the consultant during the course of performing such work is to be kept strictly confidential.

## Award of Contract:

Each consultant acknowledges that Elevate and the Coalition will use their discretion and judgment in making the final decision and further acknowledges that no claim by the consultant will arise in any way relating to the exercise of that judgment by Elevate. Elevate's Chief Executive Officer is the only individual who may legally commit Elevate to the expenditure of funds. No cost chargeable to the proposed contract may be incurred before receipt of either a fully executed contract or a specific, written authorization to proceed.

## Ownership of Products

Elevate will retain the copyright for all data, materials, information, processes, studies, reports, surveys, proposals, plans, codes, scientific information, technological information, regulations, maps, equipment, charts, schedules, photographs, exhibits, software, software source code, documentation, and other materials and property that are prepared, developed or created under or in connection with this project. Therefore, the submitter should anticipate that all products of this work effort will become the property of Elevate who will make them available to other government agencies and their contractors.

## Contracting Requirements

The following are not part of the proposal requirements but will be requirements in the contract in addition to other contractual requirements.

### Contract Decision

Elevate and the Coalition shall have the final authority and discretion to make a selection based upon the qualifications and proposals, responsibility, and capabilities of respondents, the fairness of price and other factors. Any decision by Elevate and the Coalition shall be final.

### Cancellation & Rejection

Elevate and the Coalition reserve the right to cancel any contract for failure or refusal of performance, fraud, deceit, misrepresentation, collusion, or any other misconduct on the part of the consultant.

Elevate and the Coalition reserve the right to reject any proposals, in whole or in part. Submissions received from debarred or suspended firms will be rejected. Elevate may reject any proposal that is not responsive to all the material and substantial terms, conditions, and performance requirements of the RFQ.

### Unresolved Finding for Recovery

The selected consultant affirmatively represents and warrants to Elevate that it is not subject to a finding for recovery under ORC 9.24 or that it has taken appropriate remedial steps required under ORC 9.24 or otherwise qualifies under that section. The consultant agrees that if this representation or warranty is deemed to be false, the agreement shall be void ab initio as between the parties to this agreement, and any funds paid by Elevate to the consultant hereunder shall be repaid to Elevate immediately, or an action for recovery may be commenced immediately by Elevate for recovery of said funds.

## Contract Negotiation & Clarification

A not-to-exceed contract amount based on satisfactory work performed and services delivered will be entered into after negotiations between Elevate, the Coalition, and the selected firm. Alternative compensation models may be considered.

In order to determine if a submission is reasonably amenable for award, communications by Elevate or the evaluation committee are permitted with any Applicant to clarify uncertainties or eliminate confusion concerning the contents of a submission and determine responsiveness to the RFQ requirements. Clarifications may not result in a material or substantive change to the submission. The initial evaluation may be adjusted because of a clarification under this section.

After final evaluation, Elevate intends to negotiate with the highest ranked submission(s). Negotiations, if held, will be within the scope of the request for submissions and limited to those items that would not influence the ranking of submissions.

Elevate may terminate negotiations with the highest-ranked applicant and commence negotiations with the next highest ranked applicant, if the selected applicant does not respond in a timely manner, fails to negotiate in a good faith manner, or if the parties cannot, after a good-faith effort, cannot come to terms

## Covenants of Consultant

The consultant will be required to covenant and warrant the following:

1. Consultant is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any contract, supported in whole or in part by the funding sources for this project;
2. Consultant must have an active registration in SAM.gov
3. Consultant will comply with the [Procurement Standards \(Sections 2 CFR §200.317-200.327\)](#) in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Specifically, 2 CFR §200.321, contracting with small and minority businesses, women's business enterprises, and labor surplus area firms requires all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. If subcontracts are to be let, Consultant must take the following affirmative steps:
  - a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
  - b. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
  - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
  - d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
  - e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
  - f.
4. Consultant has not within a three (3) year period had one or more public transactions terminated for cause or default;

5. Consultant will comply with the provisions of Section 1352, Title 31 of the U.S. Code, which prohibits the use of federal funds to lobby any official or employee of any federal agency, or member or employee of Congress; and to disclose any lobbying activities in connection with federal funds.
6. Consultant must carry insurance policies which protect Elevate and employees from any claims, suits, etc. of the consultant's employees or equipment used for the project on those items listed in the Scope of Work. In addition, liability insurance coverage must be provided to protect itself from claims under workers compensation acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any of its employees or of any person other than its employees; and from destruction of tangible property including loss of use resulting therefrom; and from claims arising out of the performance of professional services caused by any errors, omission, or negligent acts for which they are legally liable.