



**Request for Proposals  
2019-114  
Kitsap Affordable Housing Inventory and Market Analysis  
Response Deadline:  
Thursday, April 11, 2019 3:00pm**

**Issuing Agency**

This Request for Proposals (RFP) is issued by the Kitsap County Department of Human Services, herein after referred to as “the County.”

**Summary**

Kitsap County and the City of Bremerton (hereinafter referred to as “the City”) are initiating a Request for Proposals (RFP) from qualified firms and individuals to conduct an Affordable Housing Inventory and Market Analysis. This RFP is only open to those qualified firms and individuals who satisfy the requirements stated herein and who are licensed and available to do business in Washington State. The successful firm or individual will assist the City and County with conducting a comprehensive study focusing on the City of Bremerton and Kitsap County.

**Contract Term**

Approximately June 3, 2019 – March 31, 2020

**Budget**

Funding for this contract shall come from the City of Bremerton CDBG Program, the Kitsap County CDBG Program, the Kitsap County Homeless Housing Grant Program, the Kitsap County Affordable Housing Grant Program, and the Kitsap Consolidated Homeless Grant Program. Responses to this RFP should include a specific program budget. Anticipated funds available are not to exceed \$75,000.

**Timeline**

2/28/19 – 3/21/19	RFP issued & advertised
<b>3/22/19 3:00 PM PST</b>	Letters of intent due
3/28/19 3:00 PM PST	Clarification Questions due
4/5/19	Addendum posted (if questions received)
<b>4/11/19 3:00 PM PST</b>	Proposals due
4/15/19 – 5/3/19	Proposal review & selection process
4/22/19 – 4/26/19	Anticipated Interviews
5/6/19	Announcement of winning proposal
5/6/19 – 5/31/19	Contracting process
6/3/19	Contract begins
1/10/20	Final Report Due
1/13/20 – 3/31/20	Presentations

## **Background Information**

The Kitsap County Department of Human Services, Block Grant and Housing and Homelessness Divisions, and the City of Bremerton Department of Community Development and (herein after referred to as the City and County), are releasing this Request for Funding Proposals to assist in creating an Affordable Housing Inventory and Market Analysis to support work to increase the stock of affordable housing in these jurisdictions.

Kitsap County and the City of Bremerton each receive a direct CDBG (Community Development Block Grant) allocation, and work in partnership to administer HOME funds. Both CDBG and HOME funds are federal funds allocated through the US Department of Housing and Urban Development (HUD). Kitsap County administers Homeless Housing Grant funding and Affordable Housing Grant funding, which are locally funded through document recording fees, and the Consolidated Homeless Grant Program, which is funding contracted through the Washington State Department of Commerce.

The RFP process for this solicitation will be managed through the Kitsap County procurement process, on behalf of the Kitsap County Department of Human Services and the City of Bremerton.

## **Solicited Services**

The purpose of this Affordable Housing Inventory and Market Analysis is to:

- Gather information about the regional housing market to better understand the City's and County's historical, current, and future housing needs;
- Identify actions that public, non-profit, and for-profit organizations could take to increase production of various housing types.

The information will also be used to assist the City and the County in the development and implementation of the 2021-2026 Consolidated Plan and for future strategic planning and implementation of strategies to support the development of affordable housing.

The Affordable Housing Inventory and Analysis project will be primarily funded through U.S. Department of Housing and Urban Development CDBG planning funds, City of Bremerton funds, Affordable Housing Grant funds, Homeless Housing Grant funds, and Consolidated Homeless Grant funds. All applicable State and Federal laws must be followed and will apply to this contract. The firm or individual selected must be registered (or register) in the federal System for Award Management (SAM) and no contract shall be made to parties listed as debarred or suspended.

The City of Bremerton and Kitsap County are Equal Opportunity and Affirmative Action Employers. Small, minority- and women-owned firms are encouraged to submit proposals. *The City and County Block Grant Programs provide equal access for citizens with disabilities and will provide reasonable accommodations upon request. Persons with disabilities who require special accommodations or who need this document in an alternative format should call the Department at (360) 337-7272 [TTY: (360) 337-7275] seven to ten working days in advance to make the necessary arrangements.*

## **Scope of Work to be Provided**

The purpose of the study is to improve understanding of where existing housing is located, current housing characteristics and housing's relationship to infrastructure and job locations, identify gaps and the scope of the need for housing, project the housing need in the future, and recommend strategies to increase housing stock, particularly for low-income households. For the purposes of this project affordable housing is defined as housing that is affordable to households at or below 80% of the area median income where housing costs are no more than 30% of a household's income. The following are tasks to be accomplished as part of the contracted services. Resources are identified where appropriate.

## **Tasks**

### **Task 1: Housing Coordination**

Housing issues, especially around affordable housing, have been and continue to be an area of interest by various groups in Kitsap County.

The City and County through their Planning Departments and Department of Human Services, including the Block Grant Divisions and Housing and Homelessness Division, conduct work that relates to a number of areas that touch housing. Through the implementation of this analysis the City and County expect to receive assistance in the following areas:

- a) Identifying key stakeholder groups along with their roles and responsibilities relating to housing issues;
- b) Identifying current planning around housing needs;
- c) Providing objective information and analysis;
- d) Identifying gaps among housing groups and planning needs;
- e) Conducting additional analysis using available data and new information; and
- f) Recommendations for action steps to improve coordination among the various stakeholders involved in housing.

Part of the work under this task would lay out who is involved in regional housing issues, including their roles and relationships to other groups and processes, and to identify gaps and potential for additional relationships. The initial and ongoing role, or possible role, for City and County Block Grant Divisions and the County Housing and Homelessness Division should also be examined.

### **Task 2: Comprehensive Housing Inventory and Market Analysis**

This task entails development of a housing market analysis, including analysis of demographic trends and housing demand, as well as analysis of housing supply. The task includes an inventory of existing affordable housing including both public and private units. The analysis will examine where housing is located related to job locations for those households, and the transportation systems which connect them. The analysis will also consider job type, wage levels, transit services, housing type, income levels and other characteristics to get a better picture of what different housing needs are and how they are related to jobs and transportation. Additionally, the task includes assessment and analysis of the various housing programs, incentives, investments, development processes and other resources that are available to meet current and future housing needs.

The comprehensive housing inventory and market analysis should include items such as:

- a) Identification of key analysis questions and policy concerns to assist in scoping data and analysis needs. The focus will be on using existing data;
- b) Inventory of existing housing – where it is concentrated, what its characteristics are (e.g. densities, age and condition) and the distance to services. This includes all housing (public and private) and housing by type such as affordable, workforce, and other housing provided by groups such as housing authorities;
- c) Inventory of population characteristics – describe relevant household characteristics including household income, composition, size and relationship to current housing inventory;
- d) Analysis of jobs and wages – types of jobs and typical wages, as well as incomes necessary to afford market-rate housing at different levels;
- e) Inventory of housing opportunities – where is there capacity for housing, what kind of housing could be developed there (including levels of affordability), what services are nearby;
- f) Demand for housing – identifying the demand for housing at various types and densities, as well as the different housing markets in the City of Bremerton and Kitsap County. This could be a quantitative

- analysis supplemented by qualitative interviews (such as with real estate professionals, housing authority staff and for-profit developers and non-profit housing providers);
- g) Market assessment of various housing types and users. Information will be used to assist in identifying and assessing locations for different housing types. This would include an examination of needs, access to transit, health services and other community services;
  - h) Comparison of housing opportunities to housing needs – identify where there are matches or mismatches between housing opportunities and needs;
  - i) Identify what the policy implications are based on the analysis;
  - j) 10-year and 20-year projections for population growth, population characteristics, and the resulting demand in the City and the County for housing that is affordable for very low- and low-income households; and
  - k) Analyze the City’s efforts through the Emergency Rental Assistance Program and the establishment of the Affordable Housing Grant Fund. Also include analysis of the City’s Infill Strategy Toolkit, and the City’s Comprehensive Plan Housing Element.

### **Task 3: Recommended Housing Strategies**

Task 3 should build upon the work and analysis identified in Task 1 and 2, along with existing efforts to identify actions that can be taken to improve the housing situation in the City of Bremerton and Kitsap County. This task should also identify strategies and lead entities for implementing those strategies.

- a) Identification of properties or areas where opportunities exist to develop new housing, including potential projects and locations for CDBG, HOME Investment Partnership Program, Affordable Housing Grant Funded and/or housing authority funded projects;
- b) Identification of barriers that may be preventing development of new affordable housing, as defined in this proposal, such as infrastructure, regulations and comprehensive plans/zoning challenges;
- c) Investigate infrastructure (transportation, water, and sewer) improvements that could make more land suitable to development within appropriate areas;
- d) Identify possible development incentives and explore alternative funding sources and partnerships;
- e) Identify potential developers, both for-and non-profit who have the capacity to develop affordable or mixed-use housing with a significant affordable housing component; and
- f) Recommended targets for affordable housing production for 5 years, 10 years, and 20 years.

### **Task 4: Final Report and Presentation Materials**

The following documentation and materials are to be prepared for use by the County and City. Upon completion of the contract, the materials will be owned by the City and County and may be reproduced and reused at their sole discretion:

- A housing inventory list, including characteristics, addresses, owners, rental/ownership costs, and other relevant information.
- A written report including a summary of data collected, stakeholder input, research, analysis, findings, and recommended housing strategies.
- A slide presentation summarizing the data collection process, stakeholder input, research, analysis, findings, and recommended housing strategies.
- At least three presentations by key staff of the slide show to elected officials and community stakeholders.
- Final report is due no later than Friday, January 10, 2020. Presentations are TBD but will occur no later than March 31, 2020.

## **Evaluation of Proposals**

### **Letter of Intent**

In order to be an applicant for this RFP, the applicant must submit a Letter of Intent **no later than March 22, 2019**, to the address below, stating the intention to submit a proposal in response to this Request for Proposals. The Letter of Intent must be accompanied by a summary of the applicant's experience in providing the types of services outlined in this Request for Proposals.

If only one qualified applicant submits a Letter of Intent, Kitsap County reserves the right to substitute the bid proposal and review process with a simplified contract process. In this event, the sole bidder will be contacted to take the next steps in the contract process.

### **Proposal Information**

Proposals should include:

- 1) Introductory Letter including the organization name, address, contact person, email, and reason your organization should be selected for this work.
- 2) Statement of qualification, including:
  - Name, address and telephone number of the firm or individual;
  - Federal EIN Number, Washington State Corporation Number, and DUNS Number (if applicable);
  - Names of project team members, professional certifications/registrations, and relevant experience of each;
  - Organizational experience and workload – include a detailed description of similar programs successfully undertaken and implemented; and
  - List of similar relevant projects and where to view them.
- 3) Project Approach: A written description (2 - 4 page narrative) of your approach to performing this scope of work. Proposals should respond with specific details about how each of the listed tasks will be addressed.
- 4) Program Implementation and Operation Timeline
- 5) Budget Proposal, to include:
  - Estimated billable hours, cost per hour, and hours per task for each individual on the consultant team;
  - Key staff availability to conduct the scope of work; and
  - Total overall price and cost breakout for each task.
  - This proposal has a not to exceed amount of \$75,000.
- 5) At least three references for similar work performed within the last six years.

### **Submittal of Proposals**

Six (6) copies of the proposal must be submitted in one package, clearly marked "Affordable Housing Inventory and Market Analysis" by **no later than 3:00 PM PST on April 11, 2019** to:

**Please submit by mail to:**

Colby Wattling, Buyer  
Kitsap County Purchasing Office  
614 Division Street, MS-7  
Port Orchard, WA 98366

**OR**

**For hand delivery, express, or courier:**

Colby Wattling, Buyer  
Kitsap County Administration Building  
Purchasing Office – Fourth Floor  
619 Division Street  
Port Orchard, WA 98366

### **Clarifications**

Any questions, requests for additional information, or requests for clarification regarding this request for proposals will be accepted via e-mail by Colby Wattling at [cwattling@co.kitsap.wa.us](mailto:cwattling@co.kitsap.wa.us) until **3:00 PM Thursday, March 28, 2019**. Answers to any questions received will be posted as an Addendum to the Kitsap County and City of Bremerton webpages by Thursday, April 5, 2019.

### **Selection Criteria**

Proposals will be evaluated to determine the best value to the City and County based upon the following (weighted) factors:

- (10%) Experience related to conducting housing inventories, analysis of housing needs, assessing housing markets and relationships to employment locations and infrastructure, primarily transportation-related infrastructure;
- (10%) Experience in geographical information systems, specifically conducting land use analyses with housing-related components;
- (10%) Experience in identifying and developing action plans/strategies related to housing;
- (30%) Overall approach and understanding of the project;
- (10%) Qualifications of key personnel;
- (10%) Availability and capacity to conduct the work; and
- (20%) Price and cost-related measures.

The City and County shall make the final determination of the most qualified applicant to negotiate a contract with. Prior to final selection, the Proposal Review Panel may select a short list and interview prospective applicants and/or may require submittal of further documentation regarding the applicant's capabilities and qualifications. Dates and times for those interviews are to be determined. References will be contacted prior to final selection of a firm or individual to undertake the project. The contract will be issued by Kitsap County as a Homeless Housing Grant Program contract. All standard provisions of a Homeless Housing Grant Program contract will apply plus federal contract provisions as required under 2 CFR Part 200 and 24 CFR Part 570.

### **Reservations**

Kitsap County reserves the right to reject any and all proposals, and to waive informality, technical defect, or clerical error in any proposal, as the interest of Kitsap County may require. All costs incurred in the preparation of the proposal will be borne entirely by the submitter. All materials submitted to Kitsap County become the property of Kitsap County and become public record.