



City of Leavenworth

700 Highway 2 / Post Office Box 287
Leavenworth, Washington 98826
(509) 548-5275 / Fax: (509) 548-6429
Web: www.cityofleavenworth.com

City Council

Carl J. Florea - *Mayor*
Carolyn Wilson
Mia Bretz
Sharon Waters
Clint Strand
Jason Lundgren
Anne Hessburg - *Mayor Pro Tem*
Zeke Reister
Joel Walinski - *City Administrator*

REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR THE CITY OF LEAVENWORTH HOUSING ACTION PLAN

The City is soliciting proposals from qualified firms to develop a Housing Action Plan

Posting Date: February 13, 2020
Proposals Due: March 13, 2020 by 5:00 pm

SUBMIT QUALIFICATIONS AND PROPOSAL TO:

Attn: Chantell Steiner, City Clerk
700 US Hwy 2 / P.O. Box 287
Leavenworth, WA 98826
financedir@cityofleavenworth.com

Background

The City of Leavenworth is seeking a qualified Consultant to prepare a Housing Action Plan, meeting all the objectives of the Engrossed Second Substitute House Bill (E2SHB) 1923. This project is funding through a Department of Commerce grant.

The City of Leavenworth has been addressing community housing needs for several years, starting with the formation of the Housing Task Force in 2016, then completing a Housing Needs Assessment in 2017, forming the Council Housing Committee in 2018, diligent review of regulations with the Planning Commission in 2018 and several code amendments in 2019.

New code provisions include permitting Accessory Dwelling Units, zero lot line development and updated Planned Development regulations. Other discussion considered by the Planning Commission (primarily in 2018) included changing zoning districts, providing for low-income housing incentives and (in 2019) review of lot size requirements and Missing Middle concepts. The Planning Commission will be hosting a public workshop on March 26, 2020 to review several concepts and get feedback from the community on housing options.

Objectives

The Housing Action Plan is an opportunity for the City to complete a comprehensive review of current living conditions, identify future housing needs and develop clear, actionable implementation tools. Additionally, it is anticipated that the Housing Action Plan will identify updates to the Comprehensive Plan. The following are tasks to be accomplished as part of the contracted services and which more fully detailed in Attachment A, the Department of Commerce Contract.

Project Tasks

- Develop a public outreach plan and assist with public outreach efforts to engage specific local stakeholders and the broader community
- Review and evaluate existing studies and available data, including an evaluation of the success of current housing policies and regulations
- Evaluate utilization of existing residential and multi-family regulations and processes
- Collect data and information to provide an assessment of the current types and age of housing, including housing within specific income categories up to 120% of the Average Median Income (AMI)
- Provide household demographics, including workforce profiles, income segments, and cost-burdened data
- Identify projected population and employment growth, along with existing and projected housing demand for the next 20-30 years
- Identify housing resources and constraints
- Analyze new housing and apartment development impacts
- Consider strategies to minimize displacement
- Create a draft and final Housing Action Plan that reflects community input and meets the requirements of the Washington State Department of Commerce grant
- Prepare a multi-year implementation plan with cost analysis

Minimum Qualifications

The Consultant selected must have experience in housing, planning and land use issues, policy analysis, data gathering and synthesis, as well as an understanding of economic development and housing markets. The consultant must demonstrate professional public outreach experience. In addition, the consultant must have the organizational capacity and staff resources to execute project tasks in the amount of time provided and within budget.

Project Budget

The total project budget is \$45,800. The City intends to enter into an agreement and the term will be determined at contract formation. The term of the awarded contract will be from approximately March 2020 to March 2021. The City reserves the right to cancel this contract at any time, upon thirty (30) days written notice to Consultant.

Proposed Timeline

The following table outlines the anticipated schedule for this RFP process. The City reserves the right to modify or reschedule milestones as necessary.

Item	Date
RFP Announced	February 13, 2020
Proposals Due	March 13, 2020
Evaluation of Proposals	March 16 – 27, 2020 (Housing Committee and key staff)
Interviews (optional)	April, 2020
Consultant Selected	April, 2020
City Council Approval	April 2020

Proposal Submittals

Proposals may be submitted by mail (received at City Hall no later than March 13, 2020), in person or by email:

City of Leavenworth
Attn: Chantell Steiner, City Clerk
Housing Action Plan
700 US Hwy 2 / P.O. Box 287
Leavenworth, WA 98826
financedir@cityofleavenworth.com

Proposal Due Date/Time 5:00PM (local time) on Thursday, March 13, 2020. *The City must receive proposals no later than said date and time.*

Proposals must include all information requested and meet all specifications and requirements outlined in this RFP; if any are not included, your proposal may be judged as non-responsive. A review committee will evaluate the submitted proposals. During the evaluation process, the City reserves the right to request additional information or clarification from firms responding to this RFP.

Questions should be directed to Lilith Vespier, AICP, Development Services Manager at dsmanager@cityofleavenworth.com

A complete response will include:

1. Executive Summary & Overall Approach – Summarize your proposal and include your firm’s qualifications and contact information. The summary should discuss your overall approach, understanding of identified work, and your strategy for completing the work.
 - a. Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and must be signed by a person duly authorized to legally bind the person, partnership, company, or corporation submitting the proposal. A corporation must indicate place and date of incorporation.
 - b. Provide a statement to the effect that you understand and agree to obtain a City of Leavenworth business license as a requirement for performing these services.
 - c. Provide a statement indicating the number of calendar days the proposal shall be valid.
2. Experience & Capabilities – Describe your level of industry experience and capabilities/expertise in the proposed services and tools. Identify the individual you propose to assign as principal and any associate(s); include resume and relevant work (sample sites) for each member. Include a statement of availability for each project member over the duration of the project.
3. A work plan for completing the scope of work outlined in Attachment A including:
 - a. Timeline for each task
 - b. Brief description of tasks including audience(s) with proposed tools and techniques and any additional tasks not already identified
 - c. Project budget for each task and/or phase. Any expenses that are to be included as part of your proposal must be listed as separate line items and must include both the total anticipated expenses to be claimed and nature of the expenses (such as: office supplies, lodging, meals, etc.).
 - d. Ability of consultant to complete project in view of dedicated staff, resources, and commitments to other projects.

4. References and Work Samples – Include a list of references (with contact name and telephone number) of at least three (3) similar projects completed within the last two years. The City reserves the right to contact references without prior notification.
5. Copies – The City requires two (2) printed response copies along with one (1) electronic version of your response. Printed response copies should be submitted on unbound, double-sided pages.

Response Requirements & Format

All costs for developing a response to this RFP are the obligation of the respondent and are not chargeable to the City. The respondent must bear all costs associated with the preparation of the submittal and of any oral presentation requested by the City. All responses and accompanying documentation will become property of the City and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the below listed City agent(s). Proposals cannot be withdrawn after the published close date.

Selection and Award

All interested parties are requested to provide a response containing all required elements herein to the City by the deadline given. A selection committee will review and evaluate all proposals, with the intention of selecting a Consultant who provides a proposal that, in the opinion of the City, provides the best value (receives the highest score, as determined by the evaluation criteria listed below). If the selection committee so chooses, respondents may be invited for an interview to supplement their submission.

Evaluation Criteria	Weight
Overall Project Approach & Understanding – ability to perform work as outlined in the City’s scope of work and understanding of issues and complexities of affordable and work force housing	25 pts.
Experience & Team Member Capabilities – demonstration of experience, project management and plan development expertise	25 pts.
Community Engagement - Identifies engagement tools and their application to the objectives of the program with demonstrated experience working with diverse communities	20 pts.
Ability to complete the work within the specified time frame	15 pts.
References – preference for municipal experience of similar size and nature, project management and on-time delivery of services feedback	10 pts.
Budget – Makes efficient use of the budget	5 pts.
<hr/>	
Total	100 pts.

During evaluation, the City may consider the following:

- o References – history of errors and omissions via reference checks
- o Quality of previous performance
- o Ability to meet contract deadlines
- o Staff availability for the project
- o Responsiveness to solicitation requirements
- o Strength and stability of the firm

Consultants will be evaluated initially based on their Proposals by city committee. Oral interviews may be requested depending on the number of qualified firms submitting. The final selection will be made with approval of the Mayor and City Council based on recommendation of staff. If the City of Leavenworth and the selected consultant are unable to agree on the terms and conditions of the contract, the City will terminate negotiations and the next most suitable consultant will be contacted for contract negotiations.

The City reserves the right to reject any or all proposals and to waive any irregularities or information in the evaluation process. The final decision is at the City's sole discretion and respondents to this request have no appeal rights or procedures guaranteed to them.

Terms and Conditions

The City reserves the right to amend terms of this RFP to circulate various addenda, or to withdraw the RFP at any time, regardless of how much time and effort firms may have spent on their responses.

Performance Criteria

Consultant shall perform in accordance with the terms and conditions as stated herein and in accordance with the highest standards and commercial practices. Charges of poor performance/service against the Consultant shall be documented by the City and submitted to the Consultant for corrective action. Continued poor performance shall be deemed a breach of City requirements and shall be the cause for immediate termination of services.

Proposed Personnel

Consultant agrees to provide all professional staff necessary to perform the scope of work, including key individuals named in Consultant's proposal. These key personnel shall remain assigned for the duration of the contract, unless otherwise agreed to in writing by the City. In the event Consultant proposes to substitute any key personnel, the individual(s) proposed must demonstrate similar qualifications and experience as required to successfully perform such duties. The City shall have the sole right to determine whether key personnel proposed as substitutes are qualified to work on the project. The City shall not unreasonably withhold approval of staff changes.