



ECONOMIC & COMMUNITY DEVELOPMENT

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Cities of Auburn, Burien, Federal Way, Kent, Renton and Tukwila

Request for Proposals

South King County Subregional Housing Action Plan Framework

December 6, 2019

Introduction + Background:

The Cities of Auburn, Burien, Federal Way, Kent, Renton and Tukwila are requesting proposals from a qualified professional consultant(s) to conduct a comprehensive Housing Action Plan Framework as identified below, with the City of Kent acting as the project lead. The Framework will inform future development of individual Housing Action Plans for all six cities.

South King County cities range in population from over 125,000 to below 10,000. Individually, none of these cities has the capacity to solve housing at a sub-regional level. Without the ability to look at housing issues sub-regionally, cities increase their risk of identifying overlapping strategies that seek to resolve the same housing issues while ignoring other issues. Increasing displacement pressure will likely continue in South King County if home prices continue to rise or housing supply continues not to be met in Seattle or on the Eastside. Given that the participating communities are impacted by many common market trends and demands, cooperation is necessary to address these issues. Providing for the sub-regional coordination of Housing Action Plans through a common Framework will allow all the partners to address housing issues holistically and ensure housing-related burdens are not simply shifted around between cities.

The general direction of the Sub-regional Housing Action Plan Framework is to ensure that the data including trends, projections, and resulting strategies are consistent with the reality on the ground. South King County has similarities across our jurisdictions. The sub-region differs from East King County and Seattle, where housing markets and income levels significantly skew the Area Median Income as it relates to how affordability is defined, and therefore how successful south King County cities are in providing affordable housing for their communities. A sub-regional framework that captures broad factors impacting housing choice, cost burden, and existing conditions of housing stock in South King County will set the stage to evaluate and incorporate appropriate policies, tools and incentives for increasing residential capacity.

Project Overview:

The goal of this project is to gather and compile the data necessary to develop a comprehensive Housing Action Plan Framework for the South King County area, including a policy analysis tool that will be used to inform development of Housing Action Plans for each of the cities. The consultant that is selected will work with the City of Kent and interjurisdictional staff team for budget and payment administration throughout the process.

The project will result in the following:

- i. A subregional Housing Action Plan Framework, which will ensure that the data collection, trends, and projections, are assessed in a consistent manner across the subregion.
- ii. A South King County Housing Market Policy Interactive Tool, to assist in analyzing potential impacts of policy on creation of housing across the sub-region.

Scope of Work:

The following is a preliminary scope of work that will be refined during contract negotiations with the selected consultant. The duration of the contract shall be approximately six months, although exact schedule can be jointly determined with selected consultant. It is anticipated that the work will consist of the following phases as described below:

Data Collection, Analysis, and Research Topics:

- Total Housing Units
 - Existing Supply
 - Survey of existing housing supply: Number of units of each housing type (single-family, townhome, apartments, condos)
 - Survey of unit size
 - Trend in square footage of each housing type
 - Conversions (e.g., rental to ownership)
 - Survey of Restricted Housing Units
 - Age
 - Ability
 - Income
- Existing Demand
 - Vacancy rates
 - Household type (single, couples, families with young children, Middle-income, couples, empty nesters, older workers, multi-generational households, elderly residents, families with older children)
- Future Demand
 - Demographics projection by household type and income
- Targets for Housing: Compare inventory of existing housing to existing and projected housing needs
 - Net Housing Unit Growth (2010-2020)
 - New Homes online by year
 - Demolished Housing Units
 - How does our current supply compare with the needs/demand of the community?
 - Affordability by type of existing stock to current demographics
 - Affordability by type of existing stock if projected at current pacing to future demographics
 - Number of units needed of each housing type/affordability bracket into the next 10 years
- Economic Characteristics
 - Total number of jobs by geographic area
 - By sector and median income
 - Cost Burden Analysis: Owners and renter households
 - Cost Burdened – 30% of household income on housing
 - Extremely cost burdened – 50% of household income on housing
 - Survey of income (to assess median income for affordability) - subcategorized into varying levels of affordable housing categories - <30%, <50%, <80% to quantify numbers at each level of affordability.
- Assess extent to which existing policies, tools, and incentives have been successful in achieving intended outcomes in the six cities

- Jobs/Housing Balance: Comparison of the amount of employment vs the amount of housing
 - By sector, income, and rent affordability
 - Include commute time data
 - Housing / Transportation Costs Index: Percentage of household income spent on housing and transportation
- Strategy Framework Matrix
 - Strategies to increase the supply of housing in ways that fill gaps identified in data
 - Strategies to minimize displacement in ways that fill gaps identified in data
 - Organized by best suited community types (by presence of certain assets/characteristics)

Final Draft and Deliverables

The Framework will include a detailed written report and data set that will be accessible to the subregional partner jurisdictions, as well as an Interactive Policy tool that demonstrates the general impacts of policies on housing supply in the sub-region.

Deliverables shall incorporate a minimum of two rounds of feedback with staff.

One presentation at a joint public meeting of the findings is also anticipated.

Communications – Requests for Information & Questions

All questions regarding the submittal process and/or the technical aspects of the project shall be directed to the RFP Project Manager listed below. Only e-mail correspondence will be accepted. All responses will be provided via e-mail. Unauthorized contact regarding this RFP with any other City employees will affect the proposal score and may result in disqualification.

Name: Hayley Bonsteel, City of Kent, Long Range Planning Manager

E-mail: HBonsteel@kentwa.gov

Request for Proposals Process:

It is the subregional partner jurisdictions' intent to select a consultant based on the qualifications and abilities of the firm/team and key project individuals. Proposers may either be individual firms or teams as appropriate to meet the specific needs of the project. If relevant, it shall be at the discretion of the Proposer to determine and identify the lead consultant for the team. Proposers are solely responsible for all costs incurred in the development and submission of the request for proposals (RFP) or any other presentations whether in response to this RFP or to any subsequent requirements of the consultant selection and contract negotiation process.

Desired Qualifications:

Consultants responding to this RFP should have extensive experience in the following areas of expertise or prepare to engage with a subconsultant to meet the project requirements:

1. Knowledge of and experience with conducting housing needs assessments useful in developing regional plans
2. Demonstrated ability to research a subregion in a short period of time to understand the specific area dynamics and market conditions and propose applicable recommendations of tools and strategies to address the circumstances;

3. Knowledge, understanding and experience with a variety of policy strategies and techniques used in the field of housing development;

4. Description of the consultant's experience with similar projects: Names and telephone numbers of at least three client references to whom the applicant has provided services similar to the project described in this RFP.

Proposal Requirements:

Each proposal should provide the following information:

- a. Name and address(es) of the firm(s). This should also include any parent companies, branch offices, or associated sub-consulting firms who will participate in performing the work.
- b. Letter of Introduction. Describe your firm's areas of expertise and other information that helps to characterize the firm. Describe your overall understanding of the project. Provide the name, title, address, and telephone number of the primary contact. The letter must be signed by the firm's authorized representative.
- c. Summary of the scope of work. Provide a narrative description of your firm's interpretation of the project intent. Provide details for each phase of the project, including a schedule and anything that may be required from the partner cities to accomplish the task.
- d. Statement of qualifications. Include information on the firm's/ team's structure, qualification and experience including:
 - i. Project Manager's Experience. Identify the project manager who will be responsible for this project and general responsibilities. List the project manager's relevant experience and similar work including references. Indicate the role that the Manager will play throughout the project, and the number of hours necessary to complete that role.
 - ii. Names of all sub-consultant personnel and general project responsibilities
 - iii. Proposed responsibilities and activities of each lead person on this project: Describe key personnel's proposed roles and responsibilities on this project, and relevant related experience. List key projects the project team has worked on in the past 5 years that are of similar type and magnitude to this RFP.
 - iv. Names and qualifications of staff members who would be working on this project, as well as any concurrent projects and their associated time commitment.
- e. Project Approach / Scope. Similar project examples. Provide descriptions of three (3) similar projects completed by your firm. The project descriptions should include the following:
 - i. Summary of the background and experience of the firm relative to the project
 - ii. Summary of the consultant team's experience, expertise and demonstrated success with similar projects.
- f. Project Approach and Methodology. Consulting teams proposed approach to complete the Scope of Work as described including:

- i. Develop and describe the tasks that must be accomplished to complete the project and a narrative description of how the firm proposes to execute the tasks.
 - ii. Describe how the firm will be able to collect or verify field data in a timely fashion.
 - iii. Describe particular challenges which you foresee this project presenting and your approach for addressing these challenges.
 - iv. Describe your approach to public involvement and innovation and innovative and effective strategies to engage key stakeholders and the public, including outreach to non-traditional stakeholders
 - v. Cost efficient strategies to accomplish tasks and complete the project
- g. Project cost and schedule analysis. A total cost estimate for the project must be submitted. The cost shall be based on the number of hours of work provided and "out of pocket expenses" (e.g. travel and lodging) and shall not exceed the maximum cost proposed unless an amendment to the contract is negotiated and approved by the proper authority of the City. Such estimate shall provide the following information:
 - i. The number of hours to be provided by each person assigned to the proposed work by the firm's organizational levels.
 - ii. The proposed hourly rate for billing shall be included for each person.
 - iii. The number of hours of work, cost and percent of total cost shall be itemized for each major work element of the proposal.
 - iv. An itemized estimate of "out-of-pocket expenses" must be included.
 - v. Method of billing must be disclosed.
 - vi. An acknowledgement that any task/work request considered to be outside of the agreed upon scope and contracted duties that will incur fees, must be communicated by the consultant and agreed to by the City prior to the performance of that task/work request.
- h. Other. Relevant information the consultant wishes to include that is not listed above.

Anticipated Schedule:

- o RFP Issued: December 5, 2019
- o Proposal Submittal Deadline: January 3, 2020, 4:00 pm
- o Notify short-listed firms: January 17, 2020
- o Interview short-listed firms: January, 2020 (exact dates TBD)
- o Scope & Budget Development/Negotiations: January 20 – 30, 2020
- o Contract Finalized: February, 2020
- o Anticipated Project Completion: June, 2020

Evaluation Criteria:

The partner jurisdictions intend to enter into an agreement with the Consultant who provides a proposal that, in the opinion of the partner jurisdictions, best meets all of the below listed evaluation criteria (receives the highest score) as determined by the City's selection committee. Consultant interviews may be required for final selection. Upon selection of a Consultant, the partner jurisdictions intend to enter into an agreement using the City of Kent's standard contracting procedures. The following information will be used to evaluate and rank responses:

- Experience of project manager and significant team members on similar projects
- Demonstration of thorough understanding of project scope as identified by the partner jurisdictions
- Local Knowledge
- Work Quality
- Present and projected workloads; ability to meet deadlines

The partner jurisdictions reserve the right to reject any or all proposals and to waive any irregularities or information in the evaluation process. The decision will be qualitative and performance-based. Overall cost will be a factor but not necessarily a determinative factor. The final decision is the sole decision of the Cities of Auburn, Burien, Federal Way, Kent, Renton and Tukwila, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

Women- and minority-owned firms are encouraged to apply.

The selected consultant will be required to execute a contract in substantially the same form as the City of Kent's standard contract, which is available via email.

Interviews:

Following initial evaluation of the consultant's statement of qualifications, the highest ranking firms may be invited to participate in the interview process. The Cities will notify Proposers as soon as possible for scheduling of interviews, if conducted. Additional interview information will be provided at the time of the invitation.

General Submittal Details:

Submittals are limited to a maximum of ten (10) 8.5" x 11" pages (double sided). A letter of transmittal, if incorporated, will be included in the above page count. If desired, project staff resumes may be attached to the proposal and do not apply against page count. Pertinent staff experience should be covered in the body of the proposal as the appendix may not be reviewed for scoring.

All costs for developing proposals in response to this RFP are the obligation of the Consultant and are not chargeable to the partner jurisdictions. Materials submitted shall become the property of the City and will not be returned. All submittals received will remain confidential until the City and the successful Consultant sign the agreements resulting from this advertisement. All submittals are deemed public records as defined in Chapter 42.56 RCW.

Your submittal should arrive via email (hbonsteel@kentwa.gov) no later 4:00 pm on Friday, January 3, 2020. Proposals received later than the submittal deadline may not be accepted. The City of Kent or the partner jurisdictions will not be liable for delays in delivery of proposals due to technological difficulties. Submittals shall utilize the following subject line: "RFP – South King County Subregional Housing Action Plan Framework".

Proposals may be withdrawn by written notice at any time prior to award.

Prime Consultant Responsibilities:

The prime consultant may subcontract with additional firms to acquire or produce elements of the final product; however, the prime consultant selected will be required to assume responsibility for all services offered in the proposal, regardless of the producer. The selected consultant shall be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

Costs and Ownership:

The City of Kent and partner jurisdictions reserves the right to reject any and all submittals and to waive irregularities and informalities in this RFP process. This RFP does not obligate the City to pay any cost incurred by respondents in the preparation and submission of a proposal and statement of qualifications. All such costs shall be borne solely by each submitter. Furthermore, the RFP does not obligate the cities to enter into a contract or proceed with the procurement of the project.

Materials submitted in response to this competitive procurement shall become the property of the City of Kent and partner jurisdictions and will not be returned. All submittals received will remain confidential until the completion of the selection and contracting process. Once complete, all submittals are deemed public records and are subject to the applicable Public Records statutes.