

City of Bainbridge Island Housing Action Plan

The City of Bainbridge Island is soliciting proposals from qualified firms with experience in housing policy, data analysis, public outreach, and general communications to develop a Housing Action Plan.

Project Description

The work to be performed by the consultant consists of researching and developing a housing action plan, to be developed consistent with the requirements of RCW 36.70A.600(2). The objective is to develop a housing action plan to encourage construction of additional affordable and market rate housing in a greater variety of housing types and at prices that are accessible to a greater variety of incomes, including strategies aimed at the for-profit single-family and multifamily development market. Developing the housing action plan will include extensive public outreach. Outreach is likely to include attending/hosting City Council and City Committee meetings; documenting meeting notes; developing graphics and communication materials; hosting and developing plans for online public engagement meetings; and other related tasks as assigned. The City of Bainbridge Island reserves the right to retain the services of the successful firm(s) for any subsequent phases associated with this project.

Project Tasks

EXISTING CONDITIONS REVIEW

- Collect data and information to provide an assessment of the current types and age of housing within the City of Bainbridge Island, including housing within specific income categories up to 120% of the Average Median Income (AMI).
- Provide household demographics, including income segments, workforce profiles, employment trends, and cost-burdened data.
- Quantify existing and projected housing needs for all income levels, including extremely low-income households, for the planning period. Include documentation of housing and household characteristics and cost-burdened households.
- Collect data on type, size, cost and age of housing in the city. Collect data on rental properties (e.g., type, size, cost and age) and percentage of housing stock.
- Review and evaluate existing studies and available data, including an evaluation of the success of current housing policies, regulations and implementation programs.
- Identify housing resources and constraints, including evaluating the effectiveness of existing strategies and recommendations for new actions to increase housing supply or provide regulatory streamlining.
- Review land capacity analysis and ability of existing zoning to provide for housing needs at all income brackets.

- Identify areas that may be at higher risk of displacement from market forces.

PUBLIC ENGAGEMENT

- Develop a public outreach plan and assist with public outreach efforts to engage specific local stakeholders and the broader community. Utilize outreach techniques such as one-on-one interviews, a community survey, and small and/or large groups to engage a diverse community and gain an understanding of current conditions as well as potential strategies or policies/options.

EVALUATION AND DEVELOPMENT OF POLICIES AND TOOLS FOR INCREASING HOUSING DIVERSITY

- Evaluate utilization of existing regulations and processes to increase density including but not limited to: the Winslow and Neighborhood Centers areas, Accessory Dwelling Units, and the nascent Multifamily Property Tax Exemption (MFTE) program.
- Develop and present new regulations, strategies and processes to increase the supply of housing, variety of housing types, and affordable housing stock needed to serve the housing needs identified in the housing needs analysis report.
- Develop anti-displacement strategies, including strategies to minimize displacement of low-income residents resulting from redevelopment.
- Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing. Identify policies and regulations that would address and begin to undo these impacts.

DRAFT HOUSING ACTION PLAN, ADOPT PLAN

- Develop a schedule of programs and actions to implement the recommendations of the Housing Action Plan.
- Create a draft and final Housing Action Plan that reflects community, staff input and Council policy guidance. The Housing Action Plan should propose strategies to meet the overall objective to increase housing supply as needed and identified by the housing needs analysis and review of existing housing regulations.
- Prepare a two-year implementation plan that analyzes proposed strategies for: 1) fiscal impact and 2) effectiveness regarding increasing residential building capacity.
- The Draft Housing Action Plan and Implementation Plan will be presented and reviewed by the Planning Commission and then the City Council. Additional City committee meetings may also be necessary.

The final objective of this effort will be addressed through identification of specific recommendations for changes to existing housing policies and programs or for new strategies to enhance opportunities for increasing the supply of housing on Bainbridge Island and compiling these within the Housing Action Plan. The Housing Action Plan will outline what the City is working to achieve, tools to be utilized and metrics to gauge performance.

Requirements for Responses (as applicable)

- Each proposal must address and reference the tasks listed in the Scope of Services (ATTACHMENT A).
- Proposal materials must be presented in minimum 11-point font.
- Proposals must not exceed 15 pages in length.
- Identify each person involved with the project including any technical partners and describe their respective roles, including:
 - a. Information regarding each member's experience and qualifications.
 - b. Resume of key team members.
 - c. Description of how the team will be organized and led.
- Identify the project lead and their relationship to other members of the team.
- Describe the consultant's relevant project experience with similar projects. Projects described must illustrate the consultant's experience with preparing strategies and plans similar in scope to the proposed project. Prior experience working with PSE will be prioritized.

Evaluation Criteria

Evaluation of RFQ responses will be based upon the following:

- Success in developing similar projects, and prior work in Kitsap County and Puget Sound region
- Quality of representative projects
- Qualifications of project team and key project managers, including references

General Provisions and Conditions

The City reserves the right to:

- Reject any and all responses.
- Waive minor irregularities in a response.
- Cancel, revise, or extend this solicitation.
- Request additional information on any response beyond that required by this RFP.
- Have the final decision on the selection.
- Modify the timeline and to issue addenda to this document.

Schedule

This project is scheduled to start in November 2021 and be completed by December 2022.

Proposals Due	Friday, October 1, 2021
Consultant Interviews	Week of October 18, 2021
Consultant Selected	Week of October 29
Contract Executed	November 12, 2021
Completion	December 31, 2022

If you are interested in pursuing this project, we invite you to submit a proposal.

Submission Requirements

Interested consultants must submit an electronic copy of the response to the RFP. The City will become owner of all submitted materials and will not pay any costs related to any responses to the RFP. All consultants must demonstrate compliance with the City's insurance requirements at the time of contract approval and obtain a City Business License.

The deadline for this RFP is **4:00 PM Friday, October 1, 2021**, Pacific Standard Time. **Only emailed submissions will be accepted.**

Contact Information

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Americans with Disabilities Act (ADA) Information

The City of Bainbridge Island in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all its programs and activities. This material can be made available in an alternate format by emailing cityclerk@bainbridgewa.gov or by calling collect 206.842.2545.

Title VI Notice: The City of Bainbridge Island in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

ATTACHMENT A

Scope of Services

This project includes a housing needs assessment, housing inventory and housing action plan.

The Consultant will provide backup documentation of work products as appropriate to adequately record the Consultant's work, including assumptions made, regulation interpretations, methodology used, calculations, rationale supporting recommendations, and meeting or conversation records.

All draft and final deliverables are to be provided to the City in the following formats:

- Five bound copies
- One unbound, camera-ready copy
- One electronic copy (Microsoft Word and Excel for all financial tables and models, native software format for all graphics)

The City will create and distribute additional copies of the deliverables as required.

Task 100 – Initial project meeting. Obtain an understanding of the studies goals, objectives, issues and concerns of both parties. Share sources of existing studies and information that may be used for the HAP.

Task 200 – Data collection. Accumulate necessary data to conduct housing needs assessment, document the housing inventory and support a housing action plan.

Task 300 - Develop a public outreach plan and assist with public outreach efforts to engage specific local stakeholders and the broader community with various engagement techniques.

Task 400 – Prepare Housing Action Plan.

- Task 410 – Housing Needs Assessment
- Task 420 – Housing Inventory
- Task 430 – 2024 Comprehensive Plan and Land Use Code Update. In particular, final housing action plan should address needs for update to the housing element of the comprehensive plan as well as relationships within the comprehensive plan to the issue of affordable housing and its relationship to the Municipal Code
- Task 440 – Work papers and written report. Provide a draft and final written report and a copy of all workpapers used in the preparation of the deliverables.
- Task 450- Workshops, meeting and public hearings. Attend up to five (5) public committee/council meetings to:
 - Review housing needs assessment
 - Review housing inventory