Public Notice

WATERVILLE ECONOMIC DEVELOPMENT AUTHORITY

REQUEST FOR PROPOSALS TO PROVIDE PROFESSIONAL SERVICES RELATING TO HOUSING

The Waterville Economic Development Authority is seeking request for proposals relating to housing. Proposals for the comprehensive housing study and need analysis can be downloaded from the City of Waterville site at www.cityofwaterville.com, by phone at 507-362-8300 or in person at 200 Third Street South. Proposals are due no later than 1:00 p.m. on Tuesday, May 10, 2017. Questions may be directed to Teresa Hill at 507-362-8300.

Teresa Hill, Administrator

Dated: April 10, 2017

REQUEST FOR PROPOSAL

CITY OF WATERVILLE, MINNESOTA COMPREHENSIVE HOUSING STUDY AND NEEDS ANALYSIS

PROPOSALS DUE NO LATER THAN: TUESDAY, MAY 10, 2017 TIME: 1:00 PM

REQUEST FOR PROPOSALS COMPREHENSIVE HOUSING STUDY AND NEEDS ANALYSIS CITY OF WATERVILLE, MINNESOTA

The Waterville Economic Development Authority (EDA) is soliciting proposals for a comprehensive housing study of the Waterville area. The results of this Housing Study and Needs Analysis will help decision makers, stakeholders and community members develop a meaningful sense of the housing market as well as an understanding of key housing issues. The study should provide a measured assessment of present and future unmet housing demand, focusing on informing for a deeper understanding of short-to-mid-term housing demand (5 to 15 years). The report is intended to offer community leaders and stakeholders a basis for formulating community-specific housing priorities, policy alternatives and intervention strategies.

About the Community/Service Area

Waterville, Minnesota is located in LeSueuer County. The City lies approximately 12 miles north of Waseca, 15 miles southwest of Faribault, 26 miles northeast of Mankato and 60 miles southwest of the Twin Cities Metropolitan Area. Access is provided via, State Highways 13 and 60. Also, Interstate Highway 35 is situated just 16 miles east of the City. According to the 2010 census the population was 1868. The housing market and demand in the area is influenced by surrounding cities, ISD 2143, Gear and Forge, Lake Country Sales and recreational activities due to the availably to lakes and trails.

More information can be found on Waterville's website: http://www.cityofwaterville.com.

Project Description

The area to be surveyed and studied should include the City of Waterville and the immediate surrounding area your firm identifies as the market area. Once completed, the results of the study should identify the following information:

1. Demographic Analysis

- a. Population and Household data including growth trends and projections.
- b. Employment including job growth projections, industrial/economic expansions, and wage
- c. Age distribution
- d. Income
- 2. Housing Analysis including building permit data, age of housing, housing conditions, and units in structure.
- 3. For Sale Market Analysis including information on housing values, sales data, subdivision data, information on pending developments, interview with Realtors, and any other information deemed relevant to the for-sale housing market.
- 4. **Rental Market Analysis** including information on existing rental properties over 4 units related to rents, vacancies, and amenities. Also include information on pending developments and interview local Realtors on rental housing needs.
- 5. **Senior Market Analysis** including information on existing properties related to rents, vacancies, services and amenities, and resident profiles. Also identify information on pending developments.
- 6. Recommendations (based on analysis of data collected)
- What types of housing (i.e. owner occupied, rental, market, assisted, elderly, special needs, workforce, student, young professional, New American, etc.) should the development of which be pursued and supported?

- What types of housing (i.e. owner occupied, rental, market, assisted, elderly, special needs, workforce, student, young professional, New American, etc.) will be needed in the short, medium and long term?
- What is the status of existing ready to build lots for new housing based upon expected new housing construction needs.
- What programs, established as well as new and innovative, should Waterville seek/provide for the development and/or redevelopment of necessary housing?
- What housing demands will likely not be met without subsidy, incentives, innovative programs, code revisions, etc.?
- The bottom line is, does Waterville have and/or is developing adequate housing of all types to satisfy the needs of its residents now as well as 5, 10 and 15 years from now? If not, what housing is needed and what programs should/could the community develop to facilitate said housing?

Work Product and Process

The City of Waterville's comprehensive housing study and needs analysis will be overseen by the Waterville EDA. The primary contact for the Study will be Teresa Hill, City Administrator, and 200 Third Street South Waterville, MN 56096; telephone: 507-362-8300; email: cityofwaterville@frontiernet.net. Once chosen, the selected firm will meet with the EDA and/or other community leaders to better define the results being sought and the methodology the firm will use. This meeting is anticipated to take place two weeks after the contract is signed. The firm will provide preliminary findings to the EDA, at which time refinements to the study may be requested. The EDA may request other City Departments to review the preliminary findings and give feedback to the firm. The firm will provide a final report and presentation to the EDA Board of Commissioners at a Regular scheduled meeting; In addition, the firm may be asked to present the final report and presentation to the Waterville City Council. The final report/work product should be delivered to the EDA both as an electronic PDF file and in hard copy consisting of 7 bound copies. Once completed and delivered to the EDA, the final report/work product and any and all associated documents, data, files, information, et al, become the property of the EDA. The EDA may, at its sole discretion, copy, post electronically, distribute, disseminate in any means and/or share the final report/work product and any associated data, files, documents and information with any interested parties as the agency determines acceptable and feasible and may do so in any form of media as available to the EDA and the requesting parties.

Requested Information

All firms who submit a response to this request should address the following components as part of their proposal.

- 1. Description and biography of your firm.
- 2. Biographies or resumes of those that will be involved in staffing the proposed work.
- 3. Information and detail regarding prior experience of your firm and staff in completing this work. References from past work should be included.
- 4. Proposed timeframe for completion of the study and reporting the results to the City.
- 5. A detailed plan of costs and pricing data is required.

The Waterville EDA reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals including, but not limited to: any proposal which does not meet any applicable bonding or insurance requirements; proposals which do not furnish the quality or offer the availability of materials, equipment or services as required by the specifications, description or scope of services; proposals from offerors who lack experience or financial responsibility; proposals which are not made to form. The EDA reserves the right not to award contracts to the lowest and most responsive offeror, and may require new proposals.

The EDA may rescind the award of any proposal within two weeks thereof or at its next regularly scheduled Board meeting, whichever is later, when the public interest will best be served by such action. Following the acceptance of a proposal, the EDA reserves the right to further negotiate the terms and conditions of the work requirements and the form of the contractual agreement with the firm chosen to provide the services as requested in this RFP. Any submissions received at the EDA office after the time and date of the deadline for receipt of proposals as indicated below will be rejected and discarded by the EDA.

Responses to this RFP may be submitted via mail, drop-off or email to:

Teresa Hill, City Administrator 200 Third Street South, Waterville, MN 56096 cityofwaterville@frontiernet.net

All responses must be received by 1:00 PM on May 10, 2017 at the address or email address listed above.

	COMPREHENSIVE HOUSING STUDY OUTLINE Demographic Analysis
	□ Population
	□ Households
	□ Employment
	☐ Age Distribution
	☐ Household Tenure and Type
	Housing Data Analysis
	☐ Types of Housing Units
	☐ Age of Housing
	☐ Housing Conditions
	□ New Construction
	For-Sale Housing Analysis
	☐ Housing Values
	☐ Interviews with Realtors
	☐ Subdivision Data and vacant land data
	☐ Mobile Home Parks
	☐ Planned or proposed projects
	Rental Demand Analysis
	☐ Data on area single-family, market rate plus, and income eligible rentals.
ŧ	☐ Comprehensive inventory of rental projects of eight units or more (including vacancies, rents, amenities, services, etc.)
	☐ Interviews on housing demand trends and needs
	Senior Housing Analysis
	☐ Data on area nursing homes
	☐ Comprehensive inventory of senior rental projects of eight units or more (including vacancies, rents, amenities, services, etc.)
	☐ Interviews on senior housing trends and needs
•	Recommendations
	☐ Recommendations should include a review of the findings and identification of market demand based on
	analysis in the for-sale, rental and senior housing markets and any other housing needs that are identified