

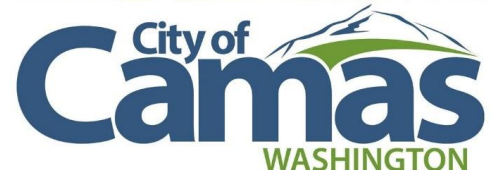
# CITY OF CAMAS HOUSING ACTION PLAN

## REQUEST FOR PROPOSALS

Posting Date: December 23, 2019

Proposals Due: January 24, 2020

The City of Camas is seeking a qualified consultant to prepare a Housing Action Plan.



### Background and Objectives

In October 2019, the City of Camas applied for grant funding through the Department of Commerce. This grant opportunity became available due to the adoption of Engrossed Second Substitute House Bill (E2SHB) 1923. The bill provides funding to cities planning under the Growth Management Act (GMA) to adopt actions to increase residential building capacity. The City requested, and was awarded, funds to support the development of a Housing Action Plan.

By 2035, the city is planning to accommodate up to a population of 34,098 – an increase of 11,255. The increased population will require 645 acres of residential land. The city allocates 48% of its land area to single family housing and 5% to multi-family, and there is a surplus of land available. Over the past nine years, 70% of the new housing stock has been over 3,000 square feet. City leaders are also aware that the median housing costs are almost double that of the county at large.

The city's comprehensive plan, "Camas 2035", includes goals and policies to increase housing diversity, address housing affordability and senior/special needs housing. Housing goal (H-1) reads, "Maintain the strength, vitality, and stability of all neighborhoods and promote the development of a variety of housing choices that meet the needs of all members of the community." Goals and policies specific to support a Housing Action Plan include:

"Create a diversified housing stock that meets the needs of all economic segments of the community through new developments, preservation, and collaborative partnerships." (Goal H-2)

"Conduct an affordable housing study in order to determine the number of existing affordable units and assess the need for additional units. Develop policies to implement recommendations of the affordable housing study." (Policy H-2.7)

The Housing Action Plan will also compliment work underway on a subarea planning effort called, the North Shore Subarea Plan ([www.camasnorthshore.com](http://www.camasnorthshore.com)).

In sum, City leadership is interested in making real progress on the comprehensive plan's housing goals and policies. A Housing Action Plan will increase residential building capacity by identifying strategies to amend policies and regulations to diversify the city's housing stock for future generations.

### Primary Project Tasks

The following is a summary list of the major components of the project. A detailed Scope of Work is attached to this RFP.

1. Conduct a housing study in order to determine the number of existing housing units including their size, type, location and value. The collected information will result in a better understanding of the character of the city's housing stock and lead to an assessment of the need for additional housing types.
2. Create a public engagement plan and assist with public outreach efforts to engage specific local stakeholders and the broader community with engagement techniques such as one-on-one interviews, and small and/or large groups in a culturally diverse community to gain an understanding of current conditions and potential strategies or policies/options. The plan will complement and run semi-concurrent with the North Shore subarea planning project.

3. Evaluate current policies and barriers to development of more diverse housing types. Develop actions to implement recommendations of the housing study that complement the goals of the city's comprehensive plan.
4. Create a draft and final Housing Action Plan that reflects community input and meets the requirements of the Washington State Department of Commerce grant
5. Propose Amendments to the comprehensive plan and other regulations to implement the recommendations identified in the Housing Action Plan.

#### 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 with diverse communities on sensitive issues. In addition, the consultant must have the organizational capacity and staff resources to execute project tasks in the amount of time provided in view of other professional commitments.

#### Duration of Services

The term of the awarded contract will be from approximately February 2020 to April 2021. Deadline for project completion is April 1, 2021 per Washington State Department of Commerce grant.

#### Project Budget

The total project budget is approximately \$100,000. The final budget will depend on qualifications of the prospective Consultant and the merit of the proposal.

#### Submittal Criteria

These instructions were developed to aid consultants in development of their statement of qualifications. They also provide for a structured format so reviewers can systematically evaluate several responses. Each copy of the response package must include all of the sections in the order indicated. Attachments should be clearly referenced and identified to facilitate the review process. Each response shall include:

##### Cover Letter

The cover letter shall be addressed to:

**Sarah Fox, Senior Planner**

616 NE 4<sup>th</sup> Avenue

Camas, WA 98607

This letter should designate the individual authorized to represent the consultant regarding this RFP and should summarize the key points of the RFP.

##### Project Approach

Describe your firm's plan for approaching the project including planning, design and implementation based on the scope of services outlined in this RFP.

##### Project Team

Identify all members of the team, including all proposed consultants and any sub-consultants. Provide a summary of qualifications of the assembled team and detailed resumes of key personnel who will be assigned to the project. Provide a chart showing the organization of the proposed team identifying the principal and project manager in charge of the project.

### Relevant Project Experience and References

Clearly indicate the firm's experience in creating **Housing Action Plans**. Experience and references must include other projects similar to the proposed project, including a brief summary of the work performed including size and general description of other clients, along with client name, address, contact person, and telephone number.

### Sample Work

Submit one electronic copy on a CD, DVD or thumb drive of a recently-completed and approved Housing Action Plan for review.

### Proposals

Please submit FOUR (4) identical copies to:

City of Camas, Sarah Fox, Senior Planner, 616 NE 4<sup>th</sup> Avenue, Camas, WA 98607, by **January 24, 2020**, no later than 4:00 PM. No submittals will be accepted after that date and time. Any questions regarding this project should be directed to Sarah Fox at [sfox@cityofcamas.us](mailto:sfox@cityofcamas.us) or 360-817-7269.

Consulting firm must not be presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any State or Federal department or agency.

### Evaluation Criteria

#### Project Understanding and Approach - 30%

Apparent understanding of the tasks required to complete the project and the skills and expertise needed to perform the tasks.

- *Qualifications of key personnel and project team*
- *Demonstrated experience designing projects of similar size, scope, and complexity*

#### Relevant Project Experience - 60%

Experience and qualifications of the primary people assigned to the project in performing similar work; demonstrated abilities in the individuals assigned roles, education, training and credentials. Consultant's relevant experience with similar sized projects and level of complexity.

#### Other Factors - 10%

Reputation of firm, experience of firm, sample work as described above, references, proximity, availability, responsiveness, quality/accuracy of RFP and other factors that the reviewers consider relevant.

Consultants are encouraged to submit their statements in the format and order of the above listed criteria. Please limit the size of submittals, including tables of contents, appendices, illustrations, charts, graphs, cover letters, and any other information, to 24 pages or up to 12 double-sided sheets with text no smaller than size 10 font on 8 ½" x 11" paper. Two additional 11"x 17" sheets are allowed as part of submittal.

## Title VI

The City of Camas encourages disadvantaged, minority, and women-owned consultant firms to respond. The City of Camas in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 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 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.

- Persons with disabilities may request that this information be prepared and supplied in alternate forms by calling collect 0-360-834-6864.

## Scope of Work

### A. Housing Action Plan

*The goal of any such housing plan must be 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 home market. The housing action plan should:*

- (a) Quantify existing and projected housing needs for all income levels, including extremely low-income households, with documentation of housing and household characteristics, and cost-burdened households;*
- (b) Develop strategies to increase the supply of housing, and variety of housing types, needed to serve the housing needs identified in (a) of this subsection;*
- (c) Analyze population and employment trends, with documentation of projections;*
- (d) Consider strategies to minimize displacement of low-income residents resulting from redevelopment;*
- (e) Review and evaluate the current housing element adopted pursuant to RCW 36.70A.070, including an evaluation of success in attaining planned housing types and units, achievement of goals and policies, and implementation of the schedule of programs and actions;*
- (f) Provide for participation and input from community members, community groups, local builders, local realtors, nonprofit housing advocates, and local religious groups; and*
- (g) Include a schedule of programs and actions to implement the recommendations of the housing action plan.*

Commerce will be monitoring the contracts in May and November of 2020 to review progress in meeting milestones, deliverables and invoicing.

<b>Action:</b> <i>Conduct a housing study in order to determine the number of existing housing units including their size, type and value. The collected information will result in a better understanding of the character of the city's housing stock and lead to an assessment of the need for additional housing types.</i>			
Steps/ Deliverables	Description	Start Date	End Date
<b>Action 1</b>	<b>Existing conditions review</b>	<b>January 2020</b>	<b>June 2020</b>
Step 1.1	Collect data on type, size, cost, and age of housing in the city	January 2020	March 2020
Step 1.2	Collect data on rental properties (e.g. type, size, cost, and age) and percentage of housing stock	January 2020	March 2020

**Attachment A**

Step 1.3	Gather and analyze trends, including population, employment, income. Specifically, quantify existing and projected housing needs for all income levels, including extremely low-income households, with documentation of housing and household characteristics, and cost-burdened households.	January 2020	March 2020
Step 1.4	Review potential for displacement of communities of color, foreign born and low-income households.	January 2020	March 2020
Step 1.5	Review the housing element adopted pursuant to RCW36.70A.070, current zoning and development regulations and policies regarding housing.	January 2020	March 2020
Step 1.6	Review and analysis of existing programs and program success.	January 2020	March 2020
Step 1.7	Analyze data to quantify existing and projected housing needs for all income levels.	March 2020	April 2020
Step 1.8	Create a map of the housing inventory that illustrates the information gained.	March 2020	June 2020
Deliverable 1	Existing Conditions and Needs Analysis Report		June 30, 2020

<b>Action 2</b>	<b>Public Engagement.</b> <b>This action will be in coordination and run concurrently with the subarea planning process.</b>	<b>January 2020</b>	<b>November 2020</b>
Step 2.1	Create a public engagement plan that allows all community members to provide input.	January 2020	February 2020
Step 2.2	Conduct public outreach to develop goals and objectives.	March 2020	June 2020
Step 2.3	Develop stakeholder groups to gather input from housing advocates, housing providers and social service organizations. Stakeholders may include residents, developers, neighborhood associations, tenants, and religious organizations.	March 2020	As needed
Step 2.4	Present progress throughout to boards, commissions and City Council for feedback.	March 2020	Ongoing
Deliverable 2	Public Engagement Plan		February 28, 2020

<b>Action 3</b>	<b>Evaluation of Policies and Tools for Increasing Housing Diversity</b>	<b>February 2020</b>	<b>November 2020</b>
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**Attachment A**

<b>Action:</b> <i>Evaluate current policies and barriers to development of more diverse housing types. Develop policies and actions to implement recommendations of the housing study that complement the goals of the city's comprehensive plan.</i>			
Step 3.1	Develop strategies to increase the supply of housing, and variety of housing types, needed to serve the housing needs identified in (a) of this subsection;	February 2020	April 2020
Step 3.2	Provide a measurement of expected outcomes with various scenarios under consideration. This step may include a public workshop for additional feedback.	April 2020	June 2020
Step 3.3	Develop an implementation plan to include proposed amendments to comprehensive plan and zoning regulations.	May 2020	July 2020
Deliverable 3	Draft Housing Action Plan based on analysis from Actions 1 and 2.		August 31, 2020

<b>Action 4</b>	<b>Project Adoption.</b> Amendments to the comprehensive plan and other regulations to implement the recommendations identified in the housing action plan.	<b>August 2020</b>	<b>March 2021</b>
Step 4.1	Public Hearings. (Staff reports, compile outreach summaries and supporting data.) Public hearings before Planning Commission and City Council	August 2020	December 2020
Step 4.2	Make changes to amendments per Planning Commission recommendations.	October 2020	November 2020
Step 4.3	Prepare ordinance and/or resolution for Council	January 2021	March 2021
Deliverable 4	Adopt Housing Action Plan		March 31, 2021