

Request For Proposal

Issue Date: September 6, 2019

Title: **Phase 1: Community Housing Needs Assessment**

Contact: Emily Kilburn Politi | Joint Community Housing Committee, Chairperson

The Town of North Elba Request Proposals for: **Professional Services to Conduct and Prepare a Community Housing Needs Assessment**

Proposals must be received no later than: October 8, 2019 at 11:00 a.m.

Deliver hard copy of proposal to:

Town of North Elba Town Hall
Town Clerk, Laurie Curtis Dudley
2693 Main Street
Lake Placid, NY 12946

Notice

NOTICE IS HEREBY given that the Town of North Elba (Town) is seeking proposals from firms qualified to provide professional services for a Community Housing Needs Assessment.

All proposals must be in the format specified, enclosed in a sealed envelope and clearly identified with RFP title, company name and due date and transmitted via hardcopy.

Deliver proposals to the Town Clerk by October 8, 2019 at 11:00 a.m. EST. It is the sole responsibility of the proposing firm to ensure that proposals are received prior to the closing time as late submittals will not be accepted and will be returned unopened.

The mailing address is:
Town of North Elba Town Hall
Town Clerk, Laurie Curtis Dudley
2693 Main Street
Lake Placid, NY 12946

Non-Discrimination

The Town of North Elba is an Equal Opportunity Employer. Discrimination in the performance of any agreement awarded under this RFP on the basis of race, color, religion, creed, sex, age, marital status, national origin, or actual or perceived sexual orientation, gender identity or disability is prohibited. This prohibition shall apply to the hiring and treatment of the awarded entity's employees and to all subcontracts.

As such, each entity submitting under this notice shall include a provision wherein the submitting entity, or entities, affirms in writing it will not discriminate on the basis of race, color, religion, creed, sex, age, marital status, national origin, or because of actual or perceived sexual orientation, gender identity or disability and which also recognizes the eventual contract will contain a provision prohibiting discrimination as described above and that this prohibition on discrimination shall apply to the hiring and treatment of the submitting entity's employees and to all subcontracts.

1. BACKGROUND INFORMATION

The Town of North Elba, through a provision in its Joint Land Use Code (*Section 5.6. PROVISIONS FOR INCOME BASED HOUSING*), has generated a payment-in-lieu to the Joint Community Housing Fund. These funds will be utilized for the commission of this assessment.

The Town of North Elba, which includes the Village of Lake Placid, is a community of less than 9,000 full time residents. The population substantially increases in the summer months with the arrival of vacation home owners. It has a thriving tourism and recreation-based economy, and is an economic generator for Essex County. The vast majority of a 3% occupancy tax, collected by the county and administered by the Regional Office of Sustainable Tourism (ROOST) for tourism promotion, originates in North Elba.

Lake Placid was the host of the 1932 and 1980 Winter Olympic Games, and the venues are still used today. New York State is in the process of a multi-million dollar reinvestment/revamp of the facilities in anticipation of the 2023 World University Games, which Lake Placid will host. These games also present an opportunity, as the creation of athlete housing for the event could be converted into workforce housing.

Lake Placid is within a half-day drive of three major metropolitan areas; New York, Boston and Montreal.

In addition, rental rates continue to rise as vacancy rates remain low, creating a competitive rental market that makes it hard to find affordable housing for some.

The rise in popularity of short-term rentals as a lodging option has put additional pressure on the housing market, as long-term rentals are being converted to short-term and homes are being purchased strictly for this use.

As Lake Placid continues to grow in popularity, studies are needed to determine the needs of the communities' residents and to continue to provide a vibrant and healthy community to live in.

As the cost of living continues to rise, locals are faced with the serious issue of access to affordable housing.

2. BACKGROUND ON THE JOINT COMMUNITY HOUSING COMMITTEE

The 2014 Comprehensive Plan includes "to increase the stock and availability of income-based housing in the North Elba/ Lake Placid community" as a goal of the Housing Section. This was also identified as a goal in the STEPPS report of

1986 and the 1996 Comprehensive Plan. At this time the successful bid for the University Games and the anticipated creation of a Short-term Rental Registration Program create new opportunities for working toward that goal.

In January 2019 the Community Development Commission sought and received permission from the Town and Village Boards to create a Joint Community Housing Committee to investigate strategies that could possibly leverage either the University Games or funds collected as the result of the proposed Short-term Rental Registration to generate income-based housing. The findings of the assessment will guide the strategies recommended by the committee.

The last study of the housing market in the tri-lakes area was undertaken by the in L. A. Group in 2008. The data from that study is stale. It is also somewhat incomplete because it did not take into account the impact of short-term rentals, which were just starting to take hold. While there is plenty of anecdotal evidence regarding housing issues there is no reliable, up to date, quantitative and qualitative analysis available. Public policy questions regarding which types of housing stock to promote should be based upon hard data. Gathering these current numbers is also important for any future grant applications and informing independent developers of market opportunities.

3. PROJECT OVERVIEW

The Town of North Elba is requesting proposals from a qualified professional consultant to conduct a Community Housing Needs Assessment. All work shall be consistent with the requirements of the Unified Building Code and pursuant to all other Town planning documents and reports. The goal of this project is to gather and compile the data necessary and develop a comprehensive housing needs assessment. This assessment will guide a subsequent action plan that will be used to grow the workforce housing stock. The consultant that is selected will work with the Joint Community Housing Committee throughout the process. An estimated time and work schedule shall be provided as part of the RFP and agreed to by the town before work begins. It is anticipated that the work will take a maximum of three (3) months to complete from date of notice to proceed until the delivery of the final completed product. A shorter time line is welcome if the work product retains high quality and reliability. A longer time frame may be proposed on evidence of the need for additional time to meet the goals and purpose of the RFP.

The budget for this assessment is not to exceed \$25,000.

4. REPORTS, MEETINGS, AND PUBLIC PARTICIPATION

The Town of North Elba is committed to meaningful public access to public processes and intends the work process to be transparent and understandable to participating parties. A public engagement plan applicable to the subject matter is a required element of the proposal. The plan should be innovative and drive effective public participation.

Effort has already been made in identifying community priorities and relevant information regarding workforce housing.

The Regional Office of Sustainable Tourism (ROOST) recently completed a survey of area business owners asking them to provide information on how housing is affecting their workforce. ROOST will make this data available to the contracted consultant.

Two recent public hearings on a local law “Amending the Village of Lake Placid/Town of North Elba Land Use Code to Add Regulations Pertaining to Short-Term Rentals” are available for viewing and/or transcripts for reading. The proposed law can be viewed at <http://www.northelba.org/files/DraftShortTermRentalLaw07.14.19-1-2.pdf>.

The current Joint Land Use Code is available for viewing at <http://www.northelba.org/?page=government/code-enforcement/code-regulations>.

Available local resource documents will include:

Documents available on the Lake Placid/North Elba Community Development Commission <https://www.futurelakeplacid.com/>

2014 Comprehensive Plan <https://www.futurelakeplacid.com/2014-comprehensive-plan/>

HOUSING

[Tri-Lakes Regional Housing Study: Part 1 – Housing Profile](#) (L.A. Group- 2010)

[Tri-Lakes Regional Housing Study- Part 2- Needs Assessment](#) (L.A. Group- 2010)

[Affordable Housing and Smart Growth](#)– (National Neighborhood Coalition -2010)

[University Games Legacy \(Cornell Institute of Public Affairs- 2018\)](#)

DEMOGRAPHICS

[Aging in Place Action Plan](#)– (Mercy Care for Adirondacks – 2010)

[North Elba Statistics](#) (Justia Initiative- 2014)

ECONOMIC DEVELOPMENT

[Leisure and Travel Study](#) (ROOST 2015)

[Mapping the Future of the Adirondack Park](#) (Adirondack Alliance – 2011)

[High Peaks Waterfront Revitalization](#) – (NYS Department of State – 2014)

5. PROJECT WILL RESULT IN:

An updated Community Housing Needs Assessment that utilizes a community based participation process and covers the continuum of housing from short-term rentals to long-term rentals to home ownership. The assessment will look at data including but not limited to:

Answering **three (3) questions** for each of the proposed income level Groups:

Group A: Household income range of \$20,000- \$60,000 (below AMI of \$62,172)

Group B: Household income range of \$60,000- \$90,000 (100% - 150 % of AMI)

Group C: Household income range of \$90,000 - \$120,000 (150 % - 200% of AMI)

Question 1: How much can these households afford to pay in monthly housing costs?

Question 2: What is the available housing stock for each Group, both homeownership and long-term rental opportunities?

Question 3: What is the projected need for housing for each Group?

The assessment will quantify the number of housing units needed in the market by tenure (rentals vs. for-sale), price point, and bedroom type.

The assessment will also offer guidance as to the extent that short-term rentals are affecting the local housing market (availability and affordability for rental and homeownership).

The assessment will include a detailed written report and data set that will be accessible to the Town and any partners.

A presentation of the findings will be made to the Town board and the public.

6. REQUEST FOR PROPOSAL SCHEDULE

EVENT	DATE
Publication date of RFP	September 6, 2019
Last Day for Questions/Clarifications	September 20, 2019
Deadline for Receipt of Proposals	October 8, 2019
Evaluations of Proposals	October 9 – October 11, 2019
Finalist Interviews	October 15, 2019
Contract Award and Execution	October 18, 2019
Meet with Committee to Clarify Objectives	October 21, 2019
Public & Stakeholder Input Process and Draft Report	October 2019 – January 2020
Draft Report Due to the Committee for Review and Edits	January 3, 2020
Final Needs Assessment Report Due	January 13, 2020
Town Board and Public Presentation	January 14, 2020
Close out of Contract	January 21, 2020

Note: Dates are subject to change at project manager's discretion.

7. PROJECT DELIVERABLES

Two hard copies and 1 editable version of all preliminary and final drafts of reports shall be provided to the Town of North Elba. All work submitted shall become property of the Town of North Elba.

8. PROGRESS REPORTS

Proposer will be expected to submit progress reports every other week via e-mail or conference call outlining the following subjects: Recently Performed Work; Upcoming Tasks; Upcoming Milestones; Scope & Schedule Issues; and Issues "To Be Aware Of".

9. MANDATORY CONTENT AND SEQUENCE OF SUBMITTAL:

A. Submission Requirements and Instructions.

1. Submit one (1) original proposal package, five (5) complete hard copies for each proposal under sealed envelope, by mail or hand-delivery to the address shown on the front.
2. Each submission must be marked on the outside with the Company's name and the name of the project.
3. Any proposal received after 11:00 a.m. on October 8, 2019 will be returned to the bidder unopened
4. Proposals and required attachments shall be submitted as specified and must be signed by officials authorized to bind the bidder to provide the services.

B. Proposal Outline and Content - Assemble and submit each proposal in the order below and address the required content/ questions. The order in which items are presented is important, as proposal evaluators will follow this order:

1. Cover Sheet
2. Table of Content
3. Project Summary
 - a. This summary should concisely describe the project, its goals, and the proposed plan of implementation including a detailed schedule for completion.
4. Company Description/Capability (not to exceed 3 pages)
 - a. Brief history of the company that includes the date of establishment and examples of relevant prior RFP/bids and current customers of similar attributes to the Town of North Elba.
 - b. Describe your experience and capacity to manage projects of the size and scope proposed.
5. Project Team (not to exceed 3 pages)
 - a. A list of the project team and their professional profile, credentials, and relevant experience.
 - b. Specific assignments of project team members.
6. References (not to exceed 2 pages) – Provide a minimum of 3 and maximum of 6 specifically in local, municipal, county, or state agencies.
 - a. Name of Agency
 - b. Contact name to include: title, phone number and email
 - c. Population of jurisdiction
 - d. Number of employees
 - e. Project start date and completion date
 - f. Brief summary of project
7. Outline of Services
 - a. Describe how the proposer intends to deliver the required service.
 - b. Describe approach and work plan with staff and community.
8. Proposed Schedule
 - a. Provide a detailed schedule of work within proposed timeframe.
9. Cost and expense (1 page)
 - a. A cost proposal for a specific "not to exceed" fixed fee, including associated fees (i.e. printing costs, attendance at meetings, travel) shall be included with the initial submittal in a separate sealed envelope. A description of anticipated total effect allocated to each element of the work is preferred. A requested payment schedule should accompany the work schedule. Selection is based upon qualifications. Upon selection, a cost for the work will be negotiated. If a

satisfactory price cannot be reached the Town reserves the right to terminate negotiations and work with the next most qualified firm.

10. CONTACTS

Any administrative questions regarding proposal procedures and/or questions relating to scope of services and project management may be directed to:

Emily Kilburn Politi
e.kilburn.politi@gmail.com
518-524-8766

11. SELECTION PROCESS AND RANKING CRITERIA

A review committee will evaluate all responses to the RFP that meet the submittal requirements and deadline. Submittals that do not meet the requirement or deadline will not be considered. The review committee will arrange interviews with the finalist prior to selection. Proposals will be evaluated based on the following criteria:

PERSONNEL QUALIFICATIONS
RELATED EXPERIENCE ON SIMILAR PROJECTS
SCHEDULE AND RESOURCES
LOCAL KNOWLEDGE AND ABILITY TO RESPOND
WORK QUALITY