

Skagit Council of Governments

Request for Proposals

For: Housing Inventory and Transportation Analysis

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I. BACKGROUND INFORMATION

The Skagit Council of Governments (SCOG) is a voluntary organization of local and tribal governments within Skagit County whose purpose is to cooperate and collaborate in regional transportation and economic development.

SCOG functions as the Regional Transportation Planning Organization (RTPO) and Metropolitan Planning Organization (MPO) for Skagit County. MPOs are Federally designated organizations which exist in Urbanized Areas across the country. As the MPO for Skagit County, SCOG leads the continuous, cooperative and comprehensive metropolitan transportation planning process. RTPOs are State-designated organizations created to ensure coordinated transportation planning and cooperation among State and local jurisdictions.

SCOG is initiating a Request for Proposals (RFP) from qualified firms and individuals for to conduct a Housing Inventory and Transportation Analysis. This RFP is only open to those qualified firms and individuals who satisfy the requirements stated herein and who are licensed and available to do business in Washington State. The successful firm or individual will assist SCOG with conducting the study in Skagit County.

The housing inventory and analysis project will be primarily funded through Federal Highway Administration and Federal Transit Administration planning funds, with matching funds from SCOG. All applicable State and Federal laws must be followed and will apply to this contract.

This project may be partially funded through the State of Washington Community Development Block Grant Program with Federal funds provided by the U.S. Department of Housing and Urban Development.

Minority- and women-owned firms are encouraged to submit proposals.

SCOG is an Equal Opportunity and Affirmative Action Employer.

II. SCOPE OF SERVICES

The following are tasks associated with this scope of services. SCOG anticipates selecting a consultant to assist with completing these tasks in the near future. The purpose of the study is to better understand where existing housing is located, housing characteristics and housing's relationship to infrastructure and job locations in order to conduct analysis related to the transportation system.

The forthcoming contract is a work activity identified in the adopted [Unified Planning Work Program for SCOG in state fiscal year 2016](#):

Comprehensive Housing Inventory and Transportation Analysis

Description: This task would develop a comprehensive housing inventory to support regional transportation plans, growth management plans, housing strategy. The work of this task would be linked to local comprehensive plans, the regional transportation planning, monitoring process identified in the County Wide Planning Policies, and economic development planning. The comprehensive inventory and analysis would include an inventory of housing along with characteristics and conduct analysis with other data bases SCOG has such as the industrial lands inventory, employment. The analysis will examine where housing is located related to job locations for those households, and the transportation systems connect them. The analysis will consider job location, job type, wage levels, transit services, housing type, income levels and other characteristics to get a better analysis of what different housing needs are related to jobs and transportation.

The following are suggested tasks to be accomplished as part of the contracted services. Resources are identified where appropriate.

Tasks:

1. HOUSING COORDINATION

Housing issues, especially around affordable housing, have been and continue to be an area of interest by various groups in Skagit County, including members of SCOG. There are currently a number of efforts underway by groups and members to address the issues relating to making housing more affordable. Current work has indicated there are some gaps in planning for housing that could be addressed by having SCOG play a role. One area that has been suggested for SCOG consideration is facilitating and assisting in collaboratively identifying and pulling the existing efforts across jurisdictions together. This would entail understanding the current efforts, how they do or do not relate to each other, and relationships to other processes such as the economic growth and infrastructure planning done by SCOG and others.

SCOG is in a unique role in Skagit County with the work SCOG does that relates to a number of areas that touch housing, including regional transportation planning, coordinating with local comprehensive plans, administrating the Growth Management Act Steering Committee and participation in economic development planning. SCOG can be a convener and provide a forum for discussions of housing issues among members and other stakeholders. Specifically SCOG can work on:

- a) Identifying key stakeholder groups along with their roles and responsibilities relating to housing issues;

- b) Identifying planning and analysis needs;
- c) Providing objective information and analysis;
- d) Identifying gaps among housing groups and planning needs;
- e) Building knowledge among SCOG members and others on housing issues;
- f) Seeking partnerships and funding in the development of an action plan;
- g) Conducting additional analysis using available data and new information; and
- h) Assisting and coordinating development of consistent methods of housing needs assessments among members.

Part of the work under this task would lay out who is involved in regional housing issues, including their roles and relationships to other groups and processes, and to identify potential gaps and potential for additional relationships. The initial and ongoing role, or possible role, for SCOG would also be examined.

Assumptions: This task description is included to provide context for bidders on SCOG's housing related work program. **SCOG staff will conduct the majority of the work under Task 1.** The consultant may be asked to review SCOG products and provide suggestions based on experience.

2. COMPREHENSIVE HOUSING INVENTORY AND ANALYSIS

This task will develop a comprehensive housing inventory to support regional transportation plans, growth management plans and a regional housing strategy. The work of this task would be linked to local comprehensive plans, regional transportation planning, the monitoring process identified in County-Wide Planning Policies and economic development planning. The comprehensive housing inventory and transportation analysis would include items such as:

- a) Identify key analysis questions and policy concerns to assist in scoping data and analysis needs. The focus will be on using existing data;
- b) Inventory of existing housing – where it is concentrated, what its characteristics are (e.g. densities, age and condition) and how far it is to services. This includes all housing and housing by types such as affordable, workforce, farmworker and other housing provided by groups such as housing authorities;

- c) Inventory of population characteristics – describe relevant household characteristics including household income, composition, size and relationship to current housing inventory;
- d) Analysis of jobs and wages – types of jobs and typical wages, as well as incomes necessary to afford market-rate housing at different levels;
- e) Inventory of housing opportunities – where is there capacity for housing, what kind of housing could be developed there (including levels of affordability), what services are nearby;
- f) Demand for housing – identifying the demand for housing at various types and densities, as well as the different housing markets across Skagit County. This could be a quantitative analysis supplemented by qualitative interviews (such as with real estate professionals, housing authority staff and non-profit housing providers);
- g) Market assessment of various housing types and users. Information will be used to assist in identifying and assessing locations for different housing types. This would include an examination of needs, access to transit, health services and other community services;
- h) Comparison of housing opportunities to housing needs – identify where there are matches or mismatches between housing opportunities and needs; and
- i) Identify what the policy implications are based on the analysis.

Assumptions: This analysis will primarily draw on existing studies and data. SCOG will gather and geocode State Employment Security Department employment data in geographic information systems (GIS) software and work with the consultant on conducting analysis to address confidentiality restrictions. Consultants will have to conduct GIS work beyond what SCOG will do as part of geocoding the employment data. Skagit County GIS staff will be able to provide data sets and guidance on use of the data, but little support for conducting the analysis. SCOG has a travel demand model that provides pm peak hour traffic volume estimates. More information on the travel demand model can be found [here](#).

3. HOUSING ACTION PLAN

Task 3 would build upon the work and analysis identified in Task 1 and 2, along with existing efforts to identify actions that can be taken to improve

the housing situation in Skagit County. This task would also involve coordination with existing stakeholders to identify strategies and leads for implementing those strategies. Anticipated coordination efforts will link: the Economic Development Strategy led by the Economic Development Association of Skagit County; growth management related issues led by the Growth Management Act Steering Committee and affected members; and economic and transportation planning efforts led by SCOG.

Assumptions: This task will be scoped in further detail once additional information is known from Tasks 1 and 2. It is anticipated by SCOG that a detailed scope of work for Task 3 will be included as an amendment to a professional services agreement executed by SCOG and a consultant. Given the number of significant efforts currently underway throughout the County, it is expected this effort will identify major action steps by those groups and focus new steps related to SCOG members' actions on increasing the housing capacity and related infrastructure issues.

Additional Work if Funded. SCOG, in partnership with Skagit County, has applied for a [Community Development Block Grant \(CDBG\) Planning-Only grant](#) to supplement Task 3 and provide additional action strategies for low- to moderate-income (LMI) housing. The grant funding, if awarded, is only in support of a portion of Task 3 and therefore is NOT being proposed to support Task 1 or 2 of the SCOG Housing Work Program. Essential components of the CDBG funded portion of the project will support identification of actionable strategies specific to LMI households as part of the overall project and coordinating those through the members of SCOG and other stakeholders. The LMI housing project will investigate the following:

- a) Identification of properties or areas where opportunities exist to develop new housing, including potential projects and locations for CDBG, HOME Investment Partnership Program, and/or housing authority funded projects;
- b) Identification of barriers that may be preventing development of new LMI housing such as infrastructure, regulations and comprehensive plans/zoning challenges;
- c) Investigate infrastructure (transportation, water, and sewer) improvements that could make more land suitable to development within appropriate areas; and
- d) Identify possible development incentives and explore alternative funding sources and partnerships.

III. QUALIFICATIONS

Successful offerors must have demonstrated experience in performing housing related inventory and transportation analysis work along with experience and skill using geographic information systems to complete land use inventories.

IV. PROPOSAL CONTENT

Proposals must include the following information:

1. QUALIFICATIONS
 - A. Name, address and telephone number of the firm or individual;
 - B. List of similar relevant projects and where to view them;
 - C. Names of project team members, professional certifications/registrations and relevant experience of each;
 - D. Three references, including names and phone numbers of contact persons;
2. STUDY APPROACH
 - A. An approach as to how the scope of work would be accomplished. A sufficient level of detail to convey the approach should be included;
3. PRICE AND AVAILABILITY
 - A. Estimated billable hours, cost per hour, and hours per task for each individual on the consultant team;
 - B. Key staff availability to conduct the scope of work; and
 - C. Total overall price.

Proposals should be no more than 20 pages total.

To keep production, shipping and handling costs down, SCOG suggests that proposals are submitted in .pdf form. Mailed proposals will also be accepted. Proposals must be received by **5:00 p.m.** on **May 20, 2016**. Late proposals will not be considered for selection.

V. CONTRACT TYPE AND TERM

The contract type will be cost reimbursement and the term is expected to run through June 30, 2017. It is estimated that the contract will be executed by June 15, 2016.

VI. SUBMITTAL AND SELECTION PROCESS

Proposals must be received by **5:00 PM** on **May 20, 2016**. References will be contacted prior to final selection of a firm or individual to undertake the project.

SCOG reserves the right to accept or reject any or all proposals received from this RFP, or to negotiate separately with any offeror, and to waive any informalities, defects, or irregularities in any proposal, or to accept that proposal or proposals, which in the judgment of the proper officials, is in the best interest of SCOG. SCOG reserves the right to award the contract to other than the lowest offeror.

Proposals will be evaluated to determine the best value to SCOG based upon the following (weighted) factors:

- (10%) Experience related to conducting housing inventories, analysis of housing needs, assessing housing markets and relationships to employment locations and infrastructure, primarily transportation-related infrastructure;
- (10%) Experience in geographical information systems, specifically conducting land use analyses with housing-related components;
- (10%) Experience in identifying and developing action plans/strategies related to housing;
- (30%) Overall approach and understanding of the project;
- (10%) Qualifications of key personnel;
- (10%) Availability and capacity to conduct the work; and
- (20%) Price and cost-related measures.

This RFP includes the scope of services (Section II) to be performed, which should be used as the general basis for the proposal. Variations or alternative approaches are encouraged. Proposals which do not include all requested information listed in Section IV may be considered non-responsive. All proposals will become a part of the public file on this matter without obligation to SCOG.

VII. INTERPRETATION OF SOLICITATION

Any person contemplating submitting a proposal who is uncertain as to the intended meaning of any part of this solicitation or finds discrepancies in, or omissions from the specifications, may request interpretation, clarification or correction of this RFP. Such request must be in writing (letter or email) and must be delivered to the SCOG Contact Person no later than **5:00 p.m.** on **May 6, 2016**. The person submitting the request is responsible for its timely delivery. Any interpretation, clarification, or correction to the RFP will be made by written addendum and will be available on the SCOG website (www.scog.net).

Any questions concerning this solicitation should be directed to:

Kevin Murphy
Executive Director
204 W. Montgomery Street
Mount Vernon, WA 98273
Telephone: (360) 416-7871
Email: kevinm@scog.net

VIII. POST-CLOSING DISCUSSION

Conversations may take place between SCOG and offerors after the proposals are initially reviewed, for purposes of clarification. Offerors will be held to the information submitted in their proposal and subsequent negotiations.

IX. INCURRED COST

This RFP does not obligate SCOG to award any contract, nor will SCOG be responsible for any cost or expense that may be incurred by the offeror in preparing and submitting a proposal in response to this RFP, or any cost or expense incurred by the offeror before the execution of a contract agreement. The offeror shall be solely responsible for any and all costs associated with submitting a proposal including any and all costs associated with interviews. No claims shall be submitted to SCOG for preparation or presentation of proposals.

All expenditures under any contract are subject to eligibility requirements in the applicable RTPO/WSDOT agreements, as well as all applicable State and Federal laws.

X. PROTEST OF CONTRACT AWARD

Protests concerning the consultant selection process must be delivered by an interested party in writing to SCOG within 14 calendar days of the award announcement. SCOG will review the protest, contact the parties involved, and recommend the appropriate action to the SCOG Board of Directors and/or Transportation Policy Board, and other agencies as applicable. The appropriate Board's decision will be the final SCOG position. The final decision will be presented to all interested parties within forty-five (45) calendar days of receipt of the protest.

A protester must exhaust all administrative remedies with SCOG before pursuing a protest with the Federal Transit Administration. Reviews of protests by the Federal Transit Administration will be limited to:

1. Violations of Federal law or regulations and the standards of this section (violations of State or local law will be under the jurisdiction of State or local authorities); and

2. Violations of SCOG's protest procedures for failure to review a complaint or protest. Protests received by the Federal Transit Administration other than those specified above will be referred to SCOG.

Unsuccessful offerors will be afforded the opportunity of a debriefing conference if they so request. The request for a debriefing conference must be made within three days of receipt of the notification indicating that their proposal was not selected. Discussions will be informal and limited to a critique of the requesting consultant's proposal. SCOG representatives will explain the scoring of a consultant's proposal. Debriefings may be conducted in person or by telephone and may be limited to a specific period of time.

XI. ASSIGNMENT

The awarded Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of any award or of any of its rights, title, or interests therein, without the prior written consent of SCOG.

XII. ADDITIONAL LANGUAGE

SCOG reserves the right to introduce additional terms and conditions at the time the final contract is negotiated. Any additional terms or conditions would be limited to ones having the effect of clarifying the RFP language and/or correcting defects, such as omissions or misstatements, which are discovered after the RFP is issued, or that reflect State or Federal Law changes, or as required by funding entities.

XIII. OFFEROR'S RESPONSIBILITY

By submitting a proposal, a firm or individual represents that:

1. The offeror has read and understands the RFP, and the proposal is made in accordance therewith;
2. The offeror is familiar with the local conditions under which this contract must be performed. The offeror possesses the capabilities, resources, and personnel necessary to provide efficient and successful service; and
3. It is understood, and the offeror agrees, that the offeror shall be solely responsible for all services provided.

Each offeror shall be responsible for reading and completely understanding the requirements and specifications contained herein. The deadline for submission of proposals will be strictly adhered to. Late proposals will not be considered.

XIV. CONTRACT REQUIREMENTS

The successful offeror will be required to enter into a contract with SCOG as per the provisions of the Federal/State Planning Grant Agreement and Metropolitan/Regional Transportation Planning Organization Agreement (Agreements), numbers GCB 1748 & 1770 respectively, copies of which are available at the SCOG offices or electronically upon request to kevinm@scog.net. Through this reference, all the provisions within the Agreements are made a part of this RFP.

XV. PROFESSIONAL LIABILITY INSURANCE

Upon selection, the offeror shall be responsible for providing proof of professional liability insurance coverage for errors and omissions in the proposed work. The coverage should amount to at least \$1,000,000.

XVI. TITLE VI ASSURANCES

The Skagit Council of Governments, in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d-42 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 offerors 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 proposals 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.

XVII. DELIVERY INSTRUCTIONS

RFPs must be received via mail or email by **5:00 p.m. on May 20, 2016**. Proposals should be mailed to:

Kevin Murphy
Executive Director
Skagit Council of Governments
204 W. Montgomery Street
Mount Vernon, WA 98273

Alternatively, proposals should be emailed to: kevinm@scog.net.

XVIII. SUMMARY OF KEY DATES

Interpretation of Solicitation
Proposals Due to SCOG

5:00 p.m. on May 6, 2016
5:00 p.m. on May 20, 2016

Anticipated Interviews
Contract Execution
Begin Work
Contract Term Ends

May 31 to June 3, 2016
June 15, 2016 or shortly thereafter
End of **June** or early **July 2016**
Estimated **June 30, 2017**