

**NORTH CENTRAL IDAHO  
REGIONAL HOUSING STUDY  
REQUEST FOR PROPOSALS**

Issued By:

**Clearwater Economic Development Association**

Response Due:

September 27, 2021  
5:00 PM PDT

**Submit Responses and Direct Questions to:**

Attention: Deb Smith, Regional Economic Planner  
Clearwater Economic Development Association  
1626 6<sup>th</sup> Avenue N  
Lewiston, ID 83501

Email: [dsmith@clearwater-eda.org](mailto:dsmith@clearwater-eda.org)  
Phone: (208) 746 – 0015



## REQUEST FOR PROPOSALS

Estimated Amount of Proposed Contract	\$30,000
Date of RFP Issue	August 26, 2021
Due Date of Proposals	September 27, 2021 5:00PM PDT
Interviews	Interviews may be held at the discretion of CEDA
Notice of Award	On or before October 11, 2021
Contract End Date	On or before April 30, 2022

Clearwater Economic Development Association is requesting proposals from qualified firms interested in delivering a regional housing study and needs analysis for the Clearwater Economic Development District which encompasses the North Central Idaho counties of Clearwater, Idaho, Latah, Lewis, and Nez Perce.

Submittals will be received at Clearwater Economic Development Association, 1626 6<sup>th</sup> Avenue N, Lewiston, ID 83501, until September 27, 2021 at 5:00 PM PDT.

All questions concerning this project or statements of interest shall be directed in writing (no questions will be accepted by telephone) to:

Clearwater Economic Development Association  
Attn: Deb Smith  
1626 6<sup>th</sup> Avenue N  
Lewiston, ID 83501

or

Email: [dsmith@clearwater-eda.org](mailto:dsmith@clearwater-eda.org)

The deadline for receipt of *project specific questions* is 5:00 PM PDT, Friday, September 10, 2021. All project specific questions, along with answers to those questions, will be posted to the Clearwater Economic Development website, [www.clearwater-eda.org](http://www.clearwater-eda.org), by 2:00 PM PDT, Monday, September 13, 2021.

Clearwater Economic Development Association's office hours are 8:00 am – 5:00 PM PDT Monday through Friday.

### **Section 1: Introduction**

Clearwater Economic Development Association (CEDA) works to strengthen local governments, economies, and communities through regional cooperation, comprehensive economic development strategies, and leveraging of public and private resources for the five counties of North Central Idaho.

CEDA seeks proposals for a regional housing and needs analysis to provide the region, local governments, communities, developers, and the public a meaningful sense of the housing market, an understanding of key housing issues, and current and future housing needs in the region. The study will serve as a platform for housing strategy development to address regional housing needs.

### **Section 2: Scope of Work**

The housing study should provide a measured assessment of present and future unmet housing demand that focuses on creating a deeper understanding of short-to-midterm housing demand (5-year, 10-year, 15-year). The report is intended to offer a solid, data-driven basis for formulating community-specific housing priorities based on the anticipated future demographics of the region.

**Expected Content:**

- Assessment of existing housing conditions
- Demographic review
- Housing market demand
- Identification of any current and anticipated unmet housing needs
- Identification of anticipated mid-to-long term (5-year, 10-year, 15-year) housing demands

**Section 3: Deliverables**

**HOUSING STUDY**

The report will include, but not be limited to:

**1. Assessment of Existing Regional Housing Conditions**

Identify and assess current existing housing conditions in the region.

**2. Socioeconomic and Demographic Analysis**

Analyze current and projected future socioeconomic conditions and demographic trends in the region.

**3. Housing Market Demand**

Identify current housing demand for different varieties of housing, housing affordability, and critical housing gaps and/or unmet housing needs.

**4. Projected Housing Demand**

Identify anticipated mid-to-long term (5-year, 10-year, 15-year) housing needs, to include variety of housing needed, workforce housing requirements, coming demand for senior housing, and other unmet needs identified through the analysis.

**Section 4: Proposed Work Schedule**

CEDA expects a final draft of the North Central Idaho Housing Study and Needs Assessment no later than April 30, 2022.

**Section 5: Submittal Format**

**A. Proposal Format & Content**

Overly lengthy and costly proposals are discouraged; however, in order to evaluate proposals fairly and completely, Consultant must follow the format set out in the RFP and provide all information requested. Please limit your proposal to no more than 10 pages with additional pages for examples of previous projects.

**B. Introductory Letter**

Proposals must include the complete name and address of Consultant's firm and the name, mailing address, and telephone number of the point person regarding the proposal. It should identify any subconsultants, their work tasks, and their contact information. Proposals must confirm that the Consultant will comply with all provisions in the RFP. Proposals must be signed by a company officer empowered to bind the company. A Consultant's failure to include these items in the proposals may cause the proposal to be determined non-responsive and the proposal may be rejected.

**C. Details needed:**

The following necessary information can be worked into the Consultant's response in an order and flow that fits their communication style.

### Understanding of the Project

Consultant must provide a comprehensive narrative statement that illustrates their understanding of a) the requirements of the project; b) the project schedule; and c) stakeholders need for practical and accurate analysis of the region's current and future housing needs.

### Methodology Used for the Project

Consultant must provide an explanation of the methodology it intends to employ and how the methodology will serve to accomplish the work and meet the project schedule. Describe the tasks to be performed by each member of the project team and how the Consultant would implement items in the Scope of Work. Please also show the proportion of time anticipated to perform the tasks, in addition to a timeline regarding when that task is to be undertaken and when it will be completed.

Experience and Qualifications: Consultant must provide the following:

- Narrative description of the organization, project team, and specialized experience in housing-related studies.
- Examples of published studies similar in design to that as requested in this RFP.
- Previous analysis relating to feasibility assessments similar to requirements of this project.
- Reference names and phone numbers for similar projects the offeror's firm has completed.

### **SECTION 5: Evaluation Process**

CEDA will complete evaluations and make final selections. CEDA reserves the right to select directly from the proposals, or to require an interview of the top firms. CEDA will seek to negotiate a contract, a detailed scope of work, fee schedule, etc. with the preferred firms. If unable to reach an agreement, CEDA will terminate negotiations and commence negotiations with the second-ranked firm.

CEDA will rank all received submittals by the headings listed in Section 3 for a possible total of 100. If CEDA chooses to conduct interviews, an additional 25 points may be awarded.

Capability to Perform Project	15 pts.
Qualifications of Project Team	30 pts.
Relevant Project Experience	30 pts.
<u>Project Approach</u>	<u>25 pts.</u>
Total Proposal Points Possible	100 pts.
<i>Interview (Optional)</i>	<i>25 pts.</i>
<b>Total Points Possible</b>	<b>= 125 pts</b>

### **SECTION 6: Selection**

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement with Idaho County, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance coverage, except in special circumstances.

CEDA reserves the right to reject any or all submittals received as a result of this request.

CEDA may also negotiate separately with any source in any manner necessary to serve the best interests of CEDA. Awards will be made to the lowest responsible bid as determined by CEDA.

*This solicitation is being offered in accordance with OMB Circular A-102 and the Idaho statutes governing procurement of professional services. CEDA reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory, or inappropriate.*

**SECTION 7: Additional Information**

**Location of Work:** The work is to be performed, completed, and managed at the contractor's site. CEDA will provide workspace as necessary for site visit from the contractor.

**Right of Rejection:** CEDA reserves the right to refrain from making an award if it determines that to be in the best interests of the project partners.

**Federal Requirements:** Selected Consultant will be expected to satisfy federal selection criteria, not be on the debarment list, and sign lobbying and other federal forms necessary under the EDA award which provides part of the funding.