



HOUSING NEEDS ANALYSIS & ASSESSMENT

REQUEST FOR PROPOSALS

I. Introduction

Sibley County is located southwest of the seven-county metro. It directly borders Scott, Carver, McLeod, Le Sueur, Renville, and Nicollet Counties. The 2015 estimated population was 14,875 people and 6,548 housing units. The County does not have a Housing Plan, and a Housing Needs Assessment has not previously been completed. Please see the attached housing overview for Sibley County.

II. Scope

- The main emphasis of this study is to determine what types of housing are needed in Sibley County as a whole including townships and cities to meet current and future demands of our workforce and residents, and to develop a recommendation to begin to meet that demand.

III. Expectations

- A. Meeting with County staff to review a project timeline, schedule meetings, and begin data acquisition.
- B. Reviewing existing plans available and provided by the County
- C. Conduct meetings with key elected officials and EDA/housing groups. These meetings will include the County Board, the County Economic Development Committee and/or Workforce Housing Team members, and City EDAs as needed. This should be limited to no more than 4 meetings.
- D. The selected consultant will lead in the engagement of stakeholders which is critical for the development and success of the Housing Needs Assessment. Online community engagement using web based techniques and social media is also expected.
- E. Meeting with County Staff to review findings and to develop action strategies to meet the stated scope.
- F. Presentation of findings to County Board & Economic Development Committee. This may be done in 1 meeting, but could be split into 2 meetings.

IV. Minimum Required Data Elements of Response

The Consultant selected to complete the study is free to develop specific methodology as they deem appropriate. However, the final document should, at a minimum, quantify the following data elements:

- 1) Existing Housing stock
 - a. By tenure – rent, own
 - b. By type – single, multi family, manufactured, rental, senior
 - c. By value – property values, rents
 - d. By age and condition
 - e. Vacancy rates

- 2) Housing & Land Issues
 - a. Workforce Housing – what is available and what is needed in a 40 mile radius
 - b. Senior/Assisted living options
 - c. Housing market turnover/sales data
 - d. Building permit history
 - e. Land Use Projects – where is the development occurring and where is it likely to occur in the future?
 - f. Infrastructure capacity/challenges (if applicable)
 - g. Rehab and Development of existing housing stock
 - h. Rental Housing Demand

- 3) Demographics – now and future (5 yr., 10 yr., 15 yr.)
 - a. What are the demographic and economic characteristics of households living in our community?
 1. Population by age
 2. Households by income, age, size
 3. Migration patterns (if available)

- 4) Economics
 - a. Economic base – by industry and key employer
 - b. Anticipated employment trends
 - c. Commuting patterns – employment and services (ex. education, retail, health care, manufacturing, etc.)
 - d. Workforce Housing Needs and Availability
 - e. Future growth and projects (as identified in this process)

V. Research Questions for Response

- What can our county expect with respect to economic, employment, and population

change in the next 2-5 years? Please include a 10 year trend projection as well.

- Based on market and gathered research information, what is the nature and extent of short-to-mid-term housing demand in our community?
- In what areas of the County is there, or will there be, a housing demand? This is to include all areas of the County, including townships and cities within the County.
- What is the price range that could be charged for the following:
 - New construction or rehab of existing homes?
 - Senior housing?
 - Family Housing
 - Workforce Housing?
 - Rental Housing?

VI. Recommendations & Action Steps

- Recommendations (based on analysis of data collected)
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- Development of action steps based on recommendations in coordination with County staff.
 - Prioritization of actions steps needed
 - What funding opportunities are available to assist in meeting our action items?
 - What development opportunities are available to assist in meeting our action items?

VII. Project Schedule

The primary contacts will be Roxy Traxler, County Administrator roxyt@co.sibley.mn.us and Amy Newsom, Community Development Program Manager, AmyN@co.sibley.mn.us.

Timeline for Study Process

Publish RFP	March 31, 2017
Proposals Due	April 24, 2017
Select Consultant (County Board)	May 9, 2017 or May 23, 2017
Initial meeting with staff	TBD based on Board action
Submit first draft for review & meet with staff	August 2017
Final presentation of material to County Board	August/Sept 2017
Final draft / all work products due	Sept/Oct 2017

RFP Proposal Submission Requirements

The following materials must be received by 4:00 p.m. (CDT) on Monday April 24, 2017 for a proposing consultant to be considered. During the evaluation process, Sibley County shall reserve the right to request additional information or clarifications from a consultant, or to allow corrections of errors and/or omissions. Sibley County retains the right to reject any and all submissions.

A. Cover Letter/Title Page

Title page showing the following: Subject; the consultant's name, address, telephone and email address of the contact person.

B. Transmittal Letter

A signed letter of transmittal briefly demonstrating the consultant's understanding of the work to be performed, committing to perform the work within requested time periods, explaining why the consultant believes that it is best qualified to perform the services, and stating that the proposal is an irrevocable offer.

C. Statement of Qualifications

1. General Information

- a. Provide general information and a brief history of the consultant's firm. Include similar information on key sub-consultants, if any, proposed for the project.
- b. Submitted materials should demonstrate the qualifications of the consultant and of the particular staff to be assigned to this engagement.

2. Project Understanding

- a. Include a summary of the consultant's understanding of this project as described in this Request for Proposals.

3. Personnel Qualifications

- i. Identification of key personnel who will manage the project
- ii. Names, proposed roles, of individual team members.
- iii. Describe the qualifications of the consultant to perform the work requested. Include information about pertinent prior experience.

4. References

- a. Include contact information for government clients where similar services were provided by the professional staff proposed.

D. Proposal

The purpose of the submitted proposal is to demonstrate how the consultant, as a team and as individuals, will contribute to the housing needs assessment effort. The substance of the proposal will carry more weight than form or manner of presentation; the proposal should be complete and concise.

1. Proposed Work Plan and Tasks

Provide specific approaches, methods, and assumptions that will be utilized to accomplish the tasks in this RFP. Include how county staff may be utilized to lower costs of the work to be performed (such as data collection, etc.).

2. Schedule

Provide a proposed schedule from project initiation to final completion. The schedule should include a listing of key tasks within each phase, key milestones and approximate dates, and deliverables.

3. Compensation/Fee Schedule

Include a breakdown of costs and the not to exceed amount to complete the project.

4. Additional Information

Include any other information that is believed to be pertinent, but not specifically requested elsewhere in this RFP.

5. Work Product

The final report should be delivered as both as a PDF file and in hard copy (20 bound copies of final report). If the consultant makes a final presentation to a committee or Board, an electronic copy of that presentation should be provided as well.

E. Proposal Submission Instructions

1. Inquiries.

All responses, questions, and correspondence should be directed to Roxy Traxler, County Administrator. In the interest of fairness to all respondents, please do not contact other staff or elected or appointed officials unless instructed to do so.

2. Proposal Submission.

One electronic copy of the proposal, in Adobe PDF format, via email to RoxyT@co.sibley.mn.us . The submission deadline is 4:00 p.m. (CST) on April 24, 2017. The proposal should be succinct and not exceed 20-pages in length. Please note that the maximum size for email attachments is 10MB; multiple emails with attachments are permitted.

F. Contract Terms and Conditions

Upon selection of a consultant(s), an agreement or contract of services shall be entered into by the County and the consultant(s). It is expected that the contract will provide for compensation for actual work completed on a not to exceed basis with the following conditions:

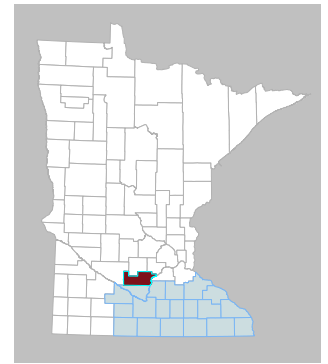
1. Deletion of specific components, such as individual project meetings, will be at the discretion of the County. Payment or reimbursement shall be made based on actual hours worked on the various tasks required for the project.
2. The County shall retain ownership of all documents, plans, maps, reports and data prepared under this proposal. In addition to being provided hard copy and editable digital documents throughout the project and upon project completion.
3. The County reserves the right to negotiate the final terms and conditions of the contract to be executed. Should the County and a consultant(s) be unable to mutually agree upon the entire contract, the County reserves the right to discontinue negotiations, select another consultant or reject all of the statements of the proposal. Upon completion of negotiations agreeable to the County and consultant(s), a contract shall be executed.
4. The County shall not be liable for any expenses incurred by the applicant in connection with this solicitation, including but not limited to expenses associated with the preparation of the statement, attendance at interviews, preparation of compensation fees schedule, or final contract negotiations.
5. The County reserves the right to reject any and all proposals or to request additional information from any and all applicants.

2017 County Housing Profile

Sibley County

6,025 households | Southern region

Access to safe, affordable homes builds a strong foundation for families and communities. But too many Minnesotans lack good housing options.



Mirroring the state trend, the cost of rent continues to rise while renter income is declining, making it increasingly challenging for renters to make ends meet.

Income for families who own their homes is not rising nearly as quickly as home values – and homeownership among young families is declining.



RENTER HOUSEHOLDS

1,251 | 21% of all households

Median rent, 2000: \$586

Median rent, 2015: \$630



Median renter income, 2000: \$34,231

Median renter income, 2015: \$33,171



Fair market rent for 2-bedroom apartment **\$658**

Median-income renter can afford **\$829**



OWNER HOUSEHOLDS

4,774 | 79% of all households

Median home value, 2000: \$121,123

Median home value, 2015: \$131,300



Median owner income, 2000: \$61,974

Median owner income, 2015: \$63,922



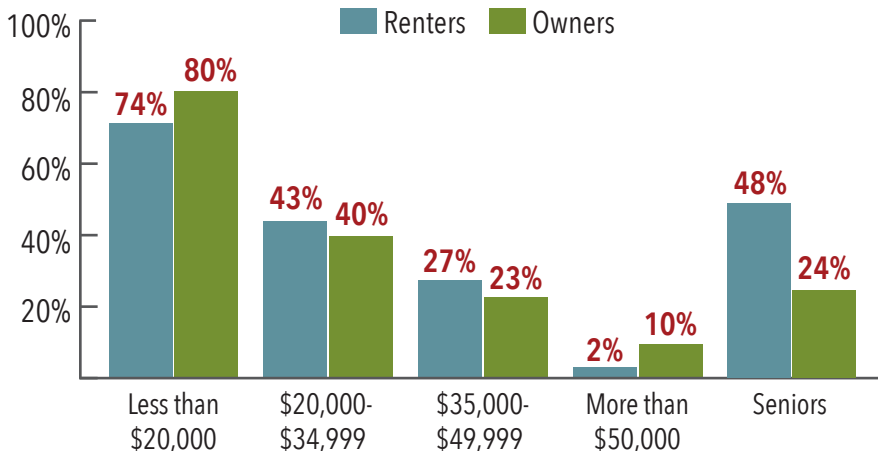
Change in homeownership rate for households younger than 35 years old, 2000-2015 **-12%**

Countywide, 1,157 households pay more than 30 percent of their income toward housing costs, putting them at risk of being unable to afford basic needs like groceries, clothes, prescriptions and transportation. This includes 48% of seniors who rent and more than 80% of owners and 74% of renters who earn less than \$20,000 per year.

COST BURDEN

Percentage of households paying more than 30% of their income toward housing

■ Renters ■ Owners



TOTAL NUMBER of cost burdened households **1,157**

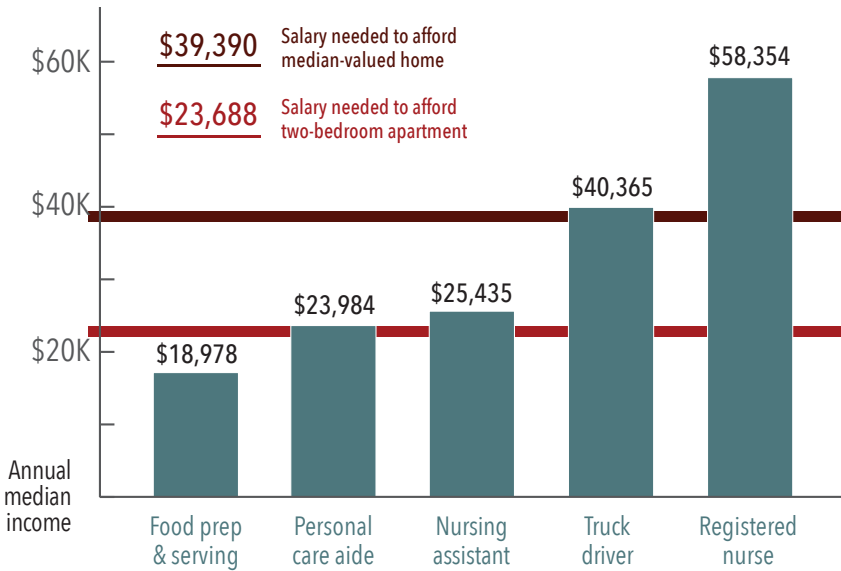
Total # cost burdened **RENTER** households **388**

Total # cost burdened **OWNER** households **769**

Total # cost burdened **SENIOR** households **476**

WAGES: Housing remains a challenge even for workers who are fully employed. The median earnings for most of the top in-demand and high-growth jobs do not cover housing costs at an affordable level. Those working at the median wage – and especially those earning the minimum wage – cannot afford a two-bedroom apartment or the mortgage for a median-value home.

Wages & housing affordability for top in-demand jobs in Sibley County

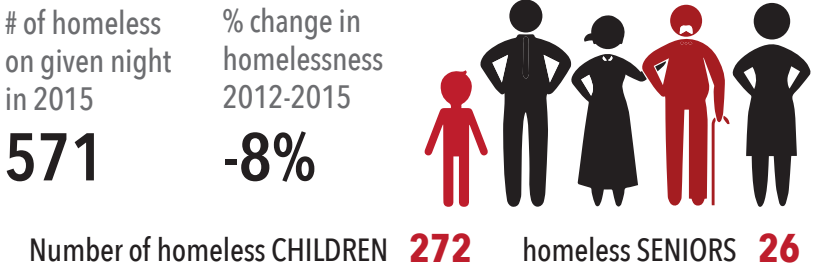


New job openings in Southwest Planning Area by 2024 — **55,090**

County median household income — **\$56,990**

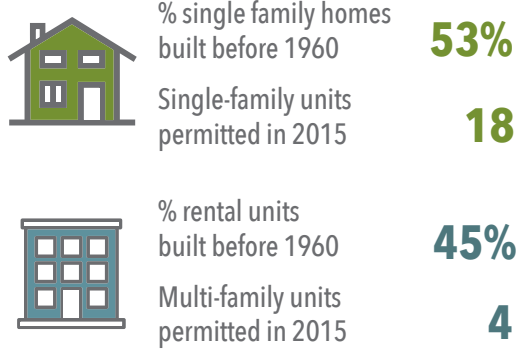
Hours / week minimum wage employee must work to afford a two-bedroom apartment — **48**

HOMELESSNESS: Across the state, homelessness has declined since 2012, but too many families, seniors and children in the Southern region are still suffering the devastating consequences of having no place to call home.



HOUSING STOCK: While a significant portion of the rental and owner-occupied housing is aging (built before 1960), new construction is not keeping up with demand. Of particular concern is the gap between the number of available units for extremely low income households – and the number of people who need them.

County POPULATION growth by 2035: **1,370**



Number of extremely low income (ELI)* households: **280**

Available units affordable to ELI households: **180**

* earning less than 30% of area median income

SENIORS: The number of seniors will rise dramatically over the next two decades, growing by more than 90% across the state – and making senior housing a critical need.

Total senior households by 2035: **4,840**

Growth in number of individual seniors by 2035: **71%**

Seniors % of overall population by 2035: **28%**

SOURCES – Renter households: Rent and income adjusted for inflation. U.S. Census Bureau, American Community Survey 2015, 5 year estimates | Owner households: Home value and income adjusted for inflation. U.S. Census Bureau, American Community Survey 2015, 5 year estimates | Cost burden: U.S. Census Bureau, American Community Survey 2015, 5 year estimates | Wages: Minnesota Department of Employment and Economic Development (MN DEED), Occupations in Demand, June 2016; Employment Outlook, MN DEED [Regions: Top In-Demand Jobs based on Economic Development Regions; Job Openings based on Planning Areas] | Housing Stock: U.S. Census Bureau, American Community Survey 2015, 5 year estimates, U.S. Census Bureau, Building Permits Survey, 2015 | Seniors: Minnesota County Population Projections by Age and Gender, Minnesota State Demographic Center, March 2014 | Homelessness: Wilder Research Center, 2016 [Region based on Wilder regions]

