

## **Hamilton County - Housing Needs Assessment & Strategy**

**Release in 2022**

A Partnership with HAND, Inc., The Noblesville Housing Authority &  
The Hamilton County Trustee Association

### **Request for Proposals**

#### **Background and Context**

Hamilton County Area Neighborhood Development, Inc. (HAND) is soliciting proposals for a Housing Needs Assessment & Strategy Study ("Study"). HAND has led this initiative every five years since 2004 on behalf of the County and eight included municipalities. This 2021 study will be part of the action plan for the Hamilton County Community Development Block Grant Program administered by the Noblesville Housing Authority, and as such, must meet those federal procurement requirements.

Hamilton County's population has grown by 30 percent since HAND took responsibility for the Housing Needs Assessments. In this time, towns have grown into cities and the production of housing units has kept pace; however, the variety of types and price points has not, leading to an expansive missing middle and a lack of housing for low- and moderate-income households.

Two communities in Hamilton County, the cities of Fishers and Noblesville, are conducting their own studies this year in an effort to better understand the housing gaps and excesses on a local level. The Study must include discussions with these communities' planning staff and present their data and conclusions with the rest of the county-wide assessment. We wish to avoid duplication of effort and costs and need an integrated study for the entire county.

Broadly, this study focuses on the housing needs of those in the 0-120% AMI range, especially addressing the needs of vulnerable populations (survivors of violence, single parents, homeless, seniors and those with physical and mental challenges or addictions). This study should include an assessment of current housing conditions, demographics, market demands, housing gaps, and strategies to mitigate these gaps. Data-based analyses, conclusions and policy recommendations for Hamilton County should also be included and provided in an easily read and digestible manner. This study should not be a regurgitation of census data.

#### **Scope of Work**

HAND expects deliverables to include the following:

**Data Collection:** Gather relevant data that describes the most pressing housing challenges in Hamilton County. Each municipality will be profiled and its housing challenges documented. A Hamilton County-wide summary should be provided. This data should focus on current and future housing challenges for households making between 0-120% of AMI, highlighting gaps in housing stock along the housing continuum.

**Engagement and Prioritization:** Introduce various stakeholders to the specific housing challenges facing Hamilton County. Solicit feedback and comments on how to best prioritize an action plan. We anticipate six-seven such meetings; two with stakeholders (which should include employers) and four-five for the general public. We are open to alternative, or additional, methods of soliciting feedback from the general public, which could include online engagement. These engagements are designed to solicit housing priorities from the community and as such, will need to be more oriented to unique cities/towns within the county.

**Action Plan Strategy:** Based on the above work, present an action plan to address identified priorities, programs and/or policies. Identify possible funding sources at the federal, state, or county level that could be leveraged to pay for action plan items, this would include funding from the initial ARP and/or READI dollars.

**While not an exclusive list, the Study should include the following topics:**

- 1) Definitions of commonly used housing terms and the specific meaning of said terms when used within the document.
- 2) Basic demographics on the population and a narrative on observed migration patterns by age cohort.
- 3) Current assessment of the County's housing stock as well as projections for the future. This is for all types of housing - rental and ownership based.
- 4) Assessment of the 2019 Analysis of Impediments to Fair Housing (AI) and where the county has made progress, and work remaining to be done. The 2024 AI will be referencing this study
- 5) High-level reviews of relevant studies recently done in the county. These could include the 2019 Housing Study, recent comprehensive and housing plans by individual communities, as well as by the county.
- 6) Residential market analysis of housing with comparable counties from across the country and against national averages. It should also include other counties in Central Indiana.
- 7) Analysis of most walkable neighborhoods in the county - locations, housing stock available in them, affordability and vacancy rates.
- 8) Data-based narrative on housing availability, affordability, attainability and vacancy rates using Hoosier wage data to inform the narrative.
- 9) Analysis of the relationships on available and future housing for community services and schools.

- 10) County and locality-specific recommendations for owner occupied, renter occupied, special needs (physical and mental), seniors, workforce, and young professional housing.
- 11) Assessment of the impacts of local policies and ordinance on housing developments; compare findings that demonstrate or suggest best practices for single and multi-family developments/re-development.
- 12) Discussion of areas of particular concern as they relate to issues of equity and racial/gender/abilities and age inclusion.
- 13) Assessment of policy and zoning regulations that affect efforts to provide more attainable housing as seen in the research. If available, include some examples of the cost of these regulations.
- 14) Metrics for individual communities and the county as a whole to judge the performance of the housing market in meeting the needs of our residents.

### **Data Coordination**

HAND, Inc. and the Noblesville Housing Authority are both members of the Hamilton County Housing Collaborative, which will be using this study to understand current conditions, as well as help to implement the Action Plan. Several of its members have access to robust data sources that can be coordinated with the consultant. The consultant should anticipate time to coordinate with these agencies to leverage data resources and limit expenses. These sources are:

#### **From the Indianapolis MPO:**

**Data Axel Employment Data (Formerly InfoUSA)** LPA members have full access to location and employment information for employers in the 9-county region. Members can be set up with their own login to access the information and Data Axel can provide training.

**StreetLight Data** StreetLight Data provides AADT estimates and origin/destination information for the 9-county region. LPA members can request information through the MPO or through a request form on the MPO's website (coming soon). In addition, there are 10 revolving licenses available for consultant use.

**MetroQuest** MetroQuest is an interactive online education and engagement tool for transportation and urban planning. It's visual and interactive surveys educate the public and gather informed input. The IMPO's member LPAs are invited to use the software for their own community projects with setup assistance from an IMPO staff member.

**ARIES Crash Data** IMPO has access to the ARIES crash records in Indiana. In addition, we have corrected the locations of the serious injury and fatal crashes from 2012-2019 (we will have 2020 in September)

**INRIX NPMRDS** NPMRDS (National Performance Measure Research Data Set) from INRIX contains travel time and speed data

**From: Invest Hamilton County:** Hamilton County Economic Development has access to EMSI. EMSI is an economic modelling tool that provides data on industries and occupations employed in Hamilton County. This tool can provide information on wages and job totals specific to this project.

Additional data sources might be available from MIBOR and BAGI when the Study begins.

### **Timeline**

RFP Published	July 19, 2021
RFP Questions Due	July 29, 2021, midnight
RFP Q&A Distributed	No later than August 2
<b>PRP Proposals Due</b>	<b>August 22, 2021, midnight</b>
Interviews (if necessary)	September 6-10, 2021
Notice of Selection (no later than)	September 13, 2021
Study Commencement	September 20, 2021
Draft Deliverable	January 7, 2022
Final Deliverable	<b>January 31, 2022</b>

### **Proposal Contents and Evaluation Criteria**

Responses to the RFP should be provided in both a current PDF and Word format and include the following elements:

1. ***Firm Overview and Statement of Understanding:*** A statement of consultants' understanding that demonstrates knowledge of the project requirements, as well as an overview of the firm and its ability to service the project needs.
2. ***Relevant Experience:*** A description of similar project experience involving current key staff to be involved in the project that demonstrates creativity and problem-solving abilities.
3. ***Project Team Credentials:*** A brief summary, with attached resumes, of key staff on the project team, including designation of a single point of contact for project coordination. Please note any equity and minority representation on the team and if the firm is registered as Disadvantaged Business Enterprise, Minority Business Enterprise, and/or Woman-Owned Business.
4. ***Proposed Work Plan:*** A description of the consultant's approach to the project, including major benchmarks and milestone dates. It must include, at a minimum, the consultant's approach to the three deliverables listed in the scope of work (data collection, engagement/prioritization, and action plan strategy), as well as a description of how they will coordinate data gathering with Housing Collaborative members.

5. **Proposed Budget and Schedule:** Proposed cost of provided services, as well as an overall project schedule with milestones identified. Optional tasks will be clearly identified with associated costs. The fee schedule must identify hours worked by personnel as well as overall task expenses.

6. **References:** At least three (3) recent references for similar work and familiarity with the proposed consultant staff that will be assigned to this project.

### **Submission & Selection Criteria**

Submit your proposal in electronic format to Andrea Davis, Executive Director, HAND, Inc. at [andrea@handincorporated.org](mailto:andrea@handincorporated.org) no later than August 22, 2021, midnight. All firms are required to submit any questions regarding the RFP to Andrea Davis by July 29, midnight. Questions will be consolidated and posted on the HAND website <https://www.handincorporated.org/> no later than August 2, 2021, by 6 p.m.

All proposals will be evaluated by the HCHC RFP Work Team with a recommendation for a specific firm to be contacted. Selection will be based on the following criteria:

#### ***Selection Criteria:***

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| ● Relevant Experience                          | 20% |
| ● Team Qualifications and Previous Assignments | 25% |
| ● Proposed Work Plan                           | 30% |
| ● Schedule and Fees                            | 20% |
| ● Local and Minority Representation            | 5%  |

### **Disclosures**

Contract shall be a fixed fee contract indicating the maximum total dollar amount chargeable to the project.

This request is issued subject to the following terms and conditions:

- 1) This RFP is a request for the submission of qualifications and is not itself an offer, nor should it be construed as an offer.
- 2) HAND expressly reserves the right to modify, reschedule, or cancel this request at any time, whether before or after any qualifications have been submitted or received.
- 3) HAND reserves the right to reject and not consider any or all respondents in its absolute discretion.
- 4) HAND reserves the right to reject any or all companies, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.

- 5) In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, HAND may, in addition to any other rights or remedies available at law or in equity, commence negotiations with another person or entity.
- 6) In no event shall any obligations of any kind be enforceable against HAND unless and until a written agreement is entered into.
- 7) The Respondent agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs and expenses relating to the preparation of responses of qualifications submitted hereunder or for any costs or expenses incurred during negotiations.
- 8) By submitting a response to this request, the Respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of another respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- 9) HAND reserves the right not to award a contract pursuant to the RFP.
- 10) All items become the property of HAND upon submission and will not be returned to the Respondent.
- 11) HAND reserves the right to split the award between multiple applicants and make the award on a category-by-category basis and/or remove categories from the award.
- 12) Proposals will be evaluated using the factors listed in this RFP.
- 13) HAND reserves the right to interview Respondents prior to making a final selection.