



Request for Proposals
SHERIDAN COUNTY HOUSING NEEDS ASSESSMENT
AND ACTION PLAN

Proposals Due:
July 23, 2021

1. Overview

Sheridan County and the City of Sheridan are soliciting proposals for a Housing Needs Assessment and Plan. The desired outcome of the project is twofold:

- A comprehensive assessment of housing need in Sheridan County that includes both a snapshot of existing inventory and community demographics, as well as a gap analysis of estimated demand compared to existing housing inventory and anticipated new units.
- The development of a Housing Action Plan that includes a detailed strategy for meeting short and long range goals for meeting needs identified in the gap analysis.

2. Background

Sheridan County is a steadily growing county in northern Wyoming with an estimated population of 30,485 (2019, US Census Bureau). The City of Sheridan is the county seat and largest community in the county with an estimated population of 17,940. The last comprehensive Sheridan County housing needs assessment was conducted in 2006. Sheridan County is a preferred location for many who choose to live in Wyoming, and the area has experienced a significant increase in rents and home prices. Stakeholders in the community desire to address the increasing difficulties for community residents in finding adequate housing.

3. Submission

An electronic copy of proposal materials in PDF format must be submitted to the City of Sheridan for consideration. All proposals must be received by 5:00PM on July 23, 2021. Electronic proposals should be e-mailed to the address below:

Wade Sanner, Community Development Director
City of Sheridan
wsanner@sheridanwy.gov

4. Scope of Work

- a. Study Area: The study area will include all of Sheridan County; with a focus on the City of Sheridan, the towns of Dayton and Ranchester, and outlying rural communities with existing housing stock.
- b. Project Tasks:

Task 1 – Housing Needs Assessment.

The consulting team will prepare a comprehensive assessment of existing housing inventory as well as identify needs, trends and potential opportunities in addressing housing demand. Informed by outreach and surveys of landlords, property

management firms, major employers, the college district, and other housing providers and stakeholders; the assessment must include the following:

Demographic Profile

- A snapshot of the community that includes a breakdown of the population by socioeconomic characteristics and household size.
- Projections for future community growth for the next 10 years.
- Major employers with anticipated growth, and demographic information related to targeted recruiting.

Housing Inventory

- An inventory of existing housing that includes existing types of housing and their availability (rental, owner, single and multi-family, transitional and supportive housing, subsidized housing, and workforce housing).
- Affordability by tenure.
- Construction trends/rates and anticipated units in the housing pipeline.
- Vacancy rates.
- Housing condition and age of housing stock.
- Waitlists associated with housing for specific needs.
- Housing development opportunities.
- Constraints to future housing development.

Gap Analysis

- An assessment of development potential given existing zoning, land and infrastructure availability and local regulation.
- Unmet housing need given Sheridan County's household demographics and income. Need will be broken down by unit type and tenure.
- Special attention will be paid to the City of Sheridan and any particular needs or unique characteristics.
- Potential community impacts related to unmet housing needs.

Task 2 – Housing Action Plan

Informed by the Housing Needs Assessment, the consulting team will develop a comprehensive and proactive strategy for addressing unmet housing needs in Sheridan County. The strategy must contain actionable items that achieve measurable goals. The Housing Strategy must contain at a minimum:

- Short, mid and long range goals with metrics for achievement.
- Action items and recommendations with accountable parties and timeframes for implementation.
- Opportunity sites and options for public private partnerships with strengths and challenges associated with each site.
- Potential funding sources.
- Identification of opportunities to address challenges through regulatory changes and incentives.
- Recommendations for recalibrating and refreshing the Housing Strategy over time.

c. *Steering Committee and Anticipated Meetings*

The selected consulting team should anticipate a project steering committee that may consist of representatives from the following:

- Sheridan City and County staff
- Stakeholders from partner organizations and the community

d. *Work Products*

- i. The consulting team must provide working drafts in an electronic editable format of both the Housing Needs Assessment and Housing Action Plan to the project steering committee for review and feedback. The consulting team must 10 bound copies of the final Housing Needs Assessment and Housing Plan along with an electronic version in both editable and PDF format. Appendixes to the draft and final plans shall contain summaries of data and methodology used to prepare the plans along with summaries of any public feedback received.

5. Proposal Requirements

- a. Format: Individual statements of qualifications are limited to a maximum of fifteen (15) 8.5 x 11" pages in single file, PDF format. Cover and cover letters are excluded from page limit requirements.
- b. Required Information: The proposal should include the following information:
 - i. Summary of Approach to Project: A concise summary of how the proposing consulting team will carry out the project, delivering the required scope within the proposed timeframe for completion.
 - ii. Company Descriptions and Capacity: A brief description of the proposing consulting firm(s) participating in the project including:
 - A brief history and overview of the firms involved.
 - Experience and capacity of proposing firms to manage projects of similar scope for comparable communities.
 - iii. Project Team: Proposals shall include identification of key staff and resources which will be assigned to the project, to include:
 - Primary Project Manager/Coordinator [principle/senior member]
 - Associate Members
 - Related staffing/subcontractors

- iv. References: Proposing firms must provide at least three references with contact information, and a brief summary of work performed for each reference. References should be clients for whom similar work was performed.
- v. Project Timeline and Fees: Proposals should include a statement regarding the capability of the proposing team to meet scheduling expectations of the project and estimates of time and fees associated with the completion of the project scope.

6. Schedule

Sheridan County and the City of Sheridan desire the project to be concluded by Q4 2021. Final project schedule, including milestones, will be negotiated and incorporated into the project contract. An anticipated consultant selection schedule is as follows:

Proposals Due	July 23, 2021
Consultant Interviews	July 26 - August 6, 2021
Consultant Selection	August 9, 2021

7. Evaluation Criteria

Complete proposals will be evaluated by a selection committee organized by Sheridan County and the City of Sheridan. Proposing teams will be evaluated in the following areas:

1. Consulting team composition, credentials and ability to provide required services of the scope of work.
2. Consulting team experience with projects of similar scope and complexity.
3. Consulting team references.
4. Proposed schedule.
5. Fee schedule and structure.

8. Disclaimers

- a. Those submitting proposals do so entirely at their own expense. There is no express or implied obligation by Sheridan County or the City of Sheridan to reimburse any entity or individual for any costs incurred in preparing or submitting proposals, preparing or submitting additional information requested as part of the selection process, or participating in any selection interviews.
- b. Submission of any proposal indicates an acceptance of the conditions contained in this Request for Proposals unless the submitted proposal clearly and specifically states otherwise.

- c. Sheridan County and the City of Sheridan reserve the right to accept or reject any and all proposals in whole or in part, to waive any and all informalities, and to disregard all non-conforming, non-responsive or conditional proposals.
- d. Sheridan County and the City of Sheridan reserve the right to select submissions, in whole or in part, or to not to select at all.

9. Further Information

For more information regarding this RFP please contact Wade Sanner via phone at (307) 675-4248 or e-mail at wsanner@sheridanwy.gov.