

Village of Delhi
Request for Proposals (RFP) for

**2019 Comprehensive Housing Study for
the Village & Town of Delhi**

Proposals to be received by 4:00 PM on Friday July 26, 2019

Submit Proposals to:

Michele Griffin, Village Clerk
9 Court Street
PO Box 328
Delhi, NY 13753

REQUEST FOR PROPOSALS

The Village of Delhi is seeking proposals from qualified consulting firms to complete a comprehensive housing needs assessment, market analysis and site suitability study in Delhi in order to quantify and document the need for various levels and types of housing options within the community. This project will enable the community to develop definitive housing development projects to meet the needs of residents, aid businesses with issues of worker recruitment/retention and improve community sustainability.

Through this study, the Village & Town of Delhi seek to factually determine and document housing related issues within the community to serve as the foundation for the development of new housing related projects and initiatives. The study will seek to address the following issues; a) what is the range of housing needs within the community for people of all stages of life and income levels, b) what types of housing options and projects are economically feasible for the local market, and c) potential locations within or near the Village to support such housing. The Village & Town of Delhi intend to use the results of this study to comprehensively address the housing and community development needs of the community.

Background

The Village of Delhi serves as the county seat for Delaware County. In addition, the Village hosts SUNY Delhi, a local hospital and central school. As such, the primary industry sectors within the Village are government, education and health services and retail trade. Immediately outside the Village boundaries there are three medium sized manufacturing companies employing nearly 400 people, and a new nursing home with roughly 130 employees. As such the Village is a center of business activity and employment opportunities.

However, Delhi area employers have expressed concerns regarding the impact that the local housing market and supply has upon their ability to recruit and retain employees. Due to a variety of factors many workers find it difficult to affordably meet their housing needs. This forces them to turn down job opportunities, or seek housing in other communities, bearing the time and expense involved in commuting, disproportionately impacting lower wage workers. Factors that negatively affect housing options and affordability include; NYC Watershed regulations limiting new development, second homeowner demand and buying power, and a small, dated housing stock.

The 2011 Town & Village of Delhi Joint Comprehensive Plan identified the need for new, quality and affordable housing. Through public participation in the process of developing the plan, residents of the Town & Village completed a survey regarding the SWOT analysis. Over seventy percent of survey respondents indicated both a need and support for the “development of new single family homes affordable to workers, young families and the elderly, and affordable apartment units”. The vision for the future as contained within the plan was to, “Encourage new people to come to Delhi to live and work and to encourage existing residents to remain by providing quality affordable housing”.

Deliverables

The focus areas for the study are outlined below. The list is not meant to be all-inclusive; we hope to receive guidance from the consultant on information that might be helpful to us that is not included in the current list.

Task 1: Public Engagement

- Conduct public meetings and/or set of focus groups to understand community needs and perspectives on housing.
- Meet with community stakeholders including SUNY Delhi in regards to their College Housing Master Plan.
- Allow suggestions and comments to be made digitally / online for those who cannot make public meetings or focus groups.
- Deliver a final presentation to the community.

Task 2: Demographic and Economic Data Analysis

- Gather relevant population information of the Town and Village including SUNY Delhi students. This data will include:
 - Historic population trends
 - Current demographics including; age, income, education, employment and disability status.
 - Household data including age of householders, household income, mobility and migration.
 - Compare local wages and resident incomes to cost of housing and identify gaps.
- Compile population forecasts and trends
- Provide an analysis of major employers and their employment needs.
- Analyze and quantify employee populations that reside outside of Delhi.
- Summarize the findings and analysis with maps, tables, charts and narratives.

Task 3: Document Existing Owner Occupied and Rental Housing

- Review the current condition, age and status of existing owner occupied and rental housing stock in Delhi.
- Identification of percentage of rental housing occupied by students.
- Review the sales price trends and rental costs in Delhi.
- Summarize the review and use its findings in the analysis of unmet needs.

Task 4: Identification and Analysis of Unmet Needs

- Analyze and quantify the need for new housing including data on housing types, ownership, rentals, cost and size and types that may be currently over represented.
- Identify the population types whose housing needs are unmet.
- Summarize the findings.

Task 5: Development Type, Location and Costs

- Inventory parcels available for development in the Town and Village of Delhi.
- Quantify infrastructure and utility needs and cost estimates for parcel within, adjacent, or off the Village's sewer and water system.
- Analysis and recommendations for village extending utilities to support new development versus a community sewer strategy for the new development.

- Identify a subset of parcels that are best for development and meet the goals of the Town and Village.
- Create suggested best uses of each identified parcel (number of units, market price, types of units etc.).
- Recommend zoning changes or required variances for identified parcels.
- Develop site plans and perspectives that visualize new development.

Task 6: Recommendations on Incentives

- Investigate potential incentives to encourage desired new development in appropriate locations.
- Recommend tax, green building, density bonuses and or other incentives to stimulate desired development.
- Develop a strategy to fund the creation of subsidized units.

Task 7: Action Plan

- Develop recommendation to guide development of housing in Delhi including price point, potential population segments, type and location.
- Identify organizations, sources of funding and technical assistance for housing related programs.
- Based on the findings, provide a step-by-step plan for implementing those recommendations and engaging developers.

Task 8: Final Documentation & Report

- Preparation of a final report. Along with a narrative, include drawings, graphs, tables and charts that make the information presented easily accessible.
- Develop a brief executive summary of the final report.
- Present summary of finding to the community.

Project Schedule

The schedule for submittal & evaluation of proposals is as follows:

- Request for Proposals issued and advertised: June 24, 2019
- Deadline to receive responses: 4:00 p.m., July 26, 2019

The *tentative* schedule for the evaluation of proposals, award, and any resulting contractual services is as follows:

- Evaluation of submittals: July 26 – August 9, 2019.
- Interviews with potential firms: August 20, 2019.
- Contract Start Date: September 3, 2019.
- Draft plan submission: December 15, 2019.
- Final plan submission: January 15, 2020.

Proposal Requirements & Submission

All consultants responding to this RFP shall provide sufficient information and data to fully allow a complete evaluation of their qualifications. Information and data submitted by each consultant with the proposal shall be incorporated into the contract documents by reference.

Proposals should not exceed 15 pages (excluding attachments) and should include the following:

- A. Cover Letter
- B. Table of Contents
- C. A Project narrative that describes the Respondent's understanding of the Village & Town's needs and the unique value the Respondent will bring to the process and Project.
- D. Provide a General Statement of Qualifications that responds to the project overview.
- E. Personnel
 - List the professional and support positions who will work on the project.
 - Provide resumes of all personnel who would be committed to this project. Provide specific information as to their experience on projects similar to this one.
- F. Past Experience
 - Provide three references for similar projects your firm has completed.
 - Provide examples of similar projects your firm has completed.
- G. A schedule of costs for the services to be provided, including hourly rates for labor and the method for calculating all other costs.
- H. Timeline: Submit a detailed timeline for how the project will be completed with the dates for deliverables.

Budget: Not to exceed \$35,000 including travel and reimbursable costs.

Proposals should be mailed to:

Michele Griffin
Village Clerk
9 Court Street
PO Box 328
Delhi, NY 13753

Proposals must be received by the Village no later than 4:00pm on Friday July 26, 2019.

Communications

Any questions or requests for clarifications, requests for status updates about the proposal selection process and any other inquiries whatsoever concerning this RFP shall be sent, in writing, to:

Glenn Nealis
Delaware County Local Development Corporation
One Courthouse Square
Suite 4
Delhi, NY 13753
glenn.nealis@co.delaware.ny.us

Miscellaneous

- Proposals will be evaluated on the strength of the proposal, technical skills, experience, and appropriateness of budget.
- The Village reserves the right to reject any or all proposals or to accept a proposal that does not conform to the terms set forth herein. The Village further reserves the right to waive or modify minor irregularities in the proposals and negotiate with consultants to serve the Village's best interest.
- The Village shall have no liability for any costs incurred in preparing a proposal or responding to the Village's requests with respect to the proposal.
- Submission of a proposal shall constitute a binding offer by respondent to provide the services at the prices described therein.