



Request For Proposals

KINGMAN COUNTY HOUSING NEEDS ASSESSMENT & ACTION PLAN

**Proposals Due:
January 31, 2023**

1. Overview

Kingman County and the City of Kingman 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 Kingman County that includes 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 need identified in the gap analysis.

2. Background

Kingman County is located in South Central Kansas approximately 35 miles west of Wichita. The County has a population of 7,470 and its county seat of Kingman has a population of 3105. The county is a preferred location for those who prefer a more rural lifestyle, but desire to be close to the amenities a large city can provide including employment, entertainment, and shopping choices. The county has several large employers and workforce housing is a critical need. Stakeholders in the community want to address the increasing difficulties for residents in finding adequate housing.

3. Submission

Fifteen copies of proposal materials along with an electronic copy in PDF format must be submitted to the City of Kingman for consideration. Copies should be dropped off or mailed to the following address:

City of Kingman
324 North Main Street
PO BOX 168
Kingman, KS 67068

Electronic Proposals should be emailed to the following:

Leslie Schrag, Kingman County Economic Development Director
economicdevelopment@cityofkingman.com

All proposals must be received by 5:00pm on January 31, 2023.

4. Scope of Work

- a. Study Area: The study area will include all of Kingman County; with a focus on the incorporated cities 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, 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 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.
- 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 Kingman County's household demographics and income. Need will be broken down by unit type and tenure.
- Special attention will be paid to the Cities of Kingman, Norwich, and Cunningham 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 Kingman 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:

- Kingman County and City Staff
- Stakeholders from partner organizations
- Community stakeholders

d. Work Products

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 provide 15 bound copies of the final Housing Needs assessment and Housing Plan along with an electronic version in both PDF and editable format. Appendixes to the draft and final plans shall contain summaries of the 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. Cover and cover letters are excluded from page limit requirements.

- b. Required 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 of completion.
 - ii. Company Descriptions and Capacity: A brief description of the proposing consulting firm(s) participating in the project including:
 - 1. A brief history and overview of the firms involved.
 - 2. 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 including:
 - 1. Primary Project Manager/Coordinator
 - 2. Associate Members
 - 3. 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 the time and fees associated with the completion of the project scope.

6. Schedule

Kingman County and the City of Kingman desire the project to be concluded by May 17, 2023. Final project schedule, including milestones, will be negotiated and incorporated into the project contract. An anticipated consultant selection is as follows:

Proposals Due	January 31, 2023
Consultant Interviews	February 1-16, 2023
Consultant Selection	February 16, 2023

7. Evaluation Criteria

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

- Consulting team composition, credentials, and ability to provide required services of the scope of work.
- Consulting team experience with projects for similar scope and complexity.
- Consulting team references.
- Proposed schedule.
- 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 Kingman County or the City of Kingman 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 acceptance of the conditions contained in this Request for Proposals unless the submitted proposal clearly and specifically states otherwise.
- c. Kingman County and the City of Kingman 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. Kingman County and the City of Kingman reserve the right to select submission, in whole or in part, or to not select at all.

9. Further Information

For more information regarding this RFP, please contact Leslie Schrag via phone at (620) 553-4039 or email at economicdevelopment@cityofkingman.com.