



REQUEST FOR PROPOSALS



March 2022

Housing Needs Analysis and Buildable Lands Inventory
with Housing Implementation Plan

City of Bandon, Oregon
Proposals Due: 5:00 PM April 18th, 2022
Please submit responses to:

Dana Nichols, Planning Manager
PO Box 67
Bandon, OR 97411
Phone: 541-347-7922
dnichols@cityofbandon.org

Request for Proposals

HOUSING NEEDS ANALYSIS AND BUILDABLE LANDS INVENTORY WITH HOUSING IMPLEMENTATION PLAN

INTRODUCTION

The City of Bandon is now accepting proposals from qualified firms for the development of a Housing Needs Analysis and Buildable Lands Inventory with a Housing Strategy Implementation Plan. Consultants are invited to submit a proposal outlining their experience and qualifications in performing tasks as outlined in the attached Scope of Work. Written or electronic responses are acceptable and must be received by April 18th, at 5:00 PM. Late proposals will not be accepted.

THE CITY

Bandon is located on the southern coast of Oregon, about two hours north of the California border and two hours east of Roseburg. A city of about 3,470 permanent residents, Bandon's robust regional economy provides many local amenities, including Old Town Bandon, Bandon Dunes Golf Resort, Whiskey Run Bike Trails, and the annual Cranberry and Gorse Blossom Festivals. With the impacts of seasonal tourism, the "Zoom Town" phenomenon, and greater visibility due to growing local amenities, Bandon has seen unprecedented growth over the past few years. While this is a welcome change to our local economy, long-time residents, low-income workers, and potential new residents are finding it difficult to make Bandon their home. The 2022-2042 Housing Needs Analysis and Buildable Lands Inventory will help inform a Housing Implementation Strategy, as well as help the City evaluate needed updates to the Comprehensive Plan, Maps, and Development Code.

TENTATIVE RFP SCHEDULE

Issuance of RFP documents	March 31 st , 2022
Deadline for Questions	April 8 th , 2022
Proposals Due (written or electronic)	April 18 th , 2022
Interviews (if needed)	April 20 th -21 st , 2022
Notice of Intent to Award	April 26 th , 2022
Council Award	May 2 nd , 2022
Commencement of Contract	May 16 th , 2022

SECTION 1: REQUEST

The City of Bandon (“City”) intends to select a qualified consultant (“Proposer”) from among proposers who respond to this Request for Proposals (RFP) to provide: (1) a Buildable Lands Inventory compliance with OAR 660-008-0010; (2) a Housing Needs Analysis for a 2022-2042 planning period, compliant with Goal 10, OAR 660-008 and 660-024, and (3) a Housing Implementation Plan based upon policy analysis and local guidance from local Housing Advisory Committee. The qualified consultant is expected to participate in four (4) meetings with the Housing Advisory Committee and present to the City’s Planning Commission and City Council.

All Proposers should note that the scope of this Project and its costs may be revised, expanded, or reduced before a contract is executed between a Proposer and the City. The City intends to enter into a contract with the selected consultant after negotiating a maximum not-to-exceed dollar amount for services, including travel expenses. Contract amounts will be based upon time and materials for all work rendered. Proposal clarifications or additional information requested by the City must be provided by Proposer within 24 hours of request, excluding weekends and holidays.

SECTION II: PROJECT DESCRIPTION

Project Background

In 2018, the City of Bandon contracted with the South Coast Development Council, inc. to prepare an update to the existing Housing Needs Analysis. The purpose of this report was to use updated data to determine market demand for certain housing types and provide a roadmap for implementation of additional housing units. Unfortunately, the study area consisted of the Bandon zip code (a much larger area) rather than the local jurisdictional boundary, and also did not consider “needed housing,” which precluded the city from adopting the HNA as part of the Comprehensive Plan.

This report did, however, highlight the extreme need for housing in our coastal community. For many years, Bandon has had a near zero-percent vacancy rate for rental housing and, up until recently, saw only modest increases in annual housing starts. In the past year, the City received its first application for a large-scale multi-family development (48-unit apartment building) since the 1990’s and broke all records of new home starts (58). Many of the new homes being built are used as second homes, and don’t contribute to the city’s stock of needed housing. This, unfortunately, is not enough. Bandon has grown as a tourist destination, put on the map by our pristine, rugged coastline and world-famous Bandon Dunes Golf Resort. Our workforce has struggled to stay local as demand for employees grows and existing long-term rentals face the pressure of becoming short-term rentals.

In light of this, the City has taken steps in recent years to improve areas of our zoning code and development process that deal with housing. Using technical assistance dollars from the Department of Land Conservation and Development (DLCD), the city updated their Planned Unit Development standards and began implementing components of the DLCD Model Code for Small Cities to align our application process with the rest of the state (Type I-IV). Additionally, the City adopted a Hazard Overlay Zone to streamline the application process for properties subject to hazards and addressed the impacts of Vacation Rental Dwelling by limiting the number of properties eligible and tightening the approval standards.

In 2021, the City received a Planning Assistance grant from the DLCD to procure a consultant to prepare a Housing Needs Analysis and Buildable Lands Inventory with a Housing Implementation Plan. This project will result in an HNA that is compliant with the requirements of Goal 10, OAR 660-008, and OAR 660-024, as well as updates to the City's zoning code and Comprehensive Plan policies to implement the HNA. A thorough housing needs analysis shall contain a supply analysis (current stock of housing as well as buildable and redevelopable land by type), a demand analysis (population growth leading to demand for more residential development), and a policy analysis (housing strategy).

This project will also result in an implementation plan that will review the housing strategies from the resulting HNA and deliver a roadmap showing the most feasible actions the City might take to increase housing production. This product will also include a UGB Future Land Use Memorandum that will begin to develop potential prospective zoning and housing policies for areas within the City's Urban Growth Boundary.

Our goals and objectives for the project include:

1. Determine the true housing need in Bandon
 - a. Forecast the number of market-rate units needed within study timeframe
 - b. Forecast the number of subsidized units needed within study timeframe
2. Ensure inclusive outreach and engagement
 - a. Address DLCD agency priority populations (Black or African American community members, Indigenous Native American or Native Alaska community members, Persons of Color, Community Members with Limited English Proficiency, People with disabilities, Extremely low income and/or homeless community members)
 - b. Address local priority populations (Seniors and families)
3. Develop a buildable-lands inventory for residential and mixed-use zones within the City's Urban Growth Boundary
 - a. Provide added detail about the Donut Hole
 - b. Discuss property constraints, such as wetlands, floodplain, and other hazards
4. Identify areas suitable for increased density

Request for Proposals

- a. Update Comprehensive Plan with new designation
- b. Update City's development code to incorporate efficiency measures and eliminate regulatory barriers when appropriate
5. Develop strategies for implementation
 - a. UGB future zoning
 - b. Development code updates
 - c. Comprehensive Plan updates
6. Consider resiliency to impacts of natural hazards and climate change
 - a. Develop a policy options memo for hazard reduction
 - b. Identify development practices and zoning codes that address wildfire reduction and impacts of climate change

Scope of Work

The City is requesting Proposals for the services of a qualified firm to prepare a Housing Needs Analysis and Buildable Lands Inventory with a Housing Implementation Plan as described in the attached Exhibit A ("Scope of Work").

The City anticipates that a full complement of professional services shall be provided by the consultant selected for this project. These services include, but are not limited to, development of the following products:

- Housing Trends & Forecasts Memo
- Draft and Final Buildable Lands Inventory
- Draft and Final Residential Land Needs Analysis Inventory
- Housing Policy Options Memo
- UGB Future Land Use Memo
- Housing Strategy Implementation Plan Memo

SECTION III: SUBMITTAL REQUIREMENTS

The Proposal shall be fully self-contained, signed, and dated and clearly contain the information required. Variance from these requirements may result in rejection of the Proposal as unresponsive. The Proposal shall describe accurately the capabilities, knowledge, experience, and capacity of the Proposer to meet the requirements of the project. Proposals meeting the minimum requirements will be forwarded to an in-house committee for review and evaluation.

Proposal must include the following:

1. Project Introduction: Letter summarizing the key components of the Proposal and introducing the Proposer. This letter shall also be signed and shall indicate that the firm can perform the work outlined in the RFP within the time periods established by

the City. Please also include contact information for the person(s) duly authorized to represent the Proposer in signing a binding agreement.

2. Qualifications & Experience: Contact information and qualifications of the person(s) who will serve as the lead project consultant for the Proposer. Names, qualifications, resumes, and expected roles of person(s) assisting the lead in performing tasks from Scope of Work. Please include information about the organizational structure, resources specific to your firm, or any other information necessary to show firm qualifications.

Description of experience relevant to this request: coastal planning, rural/small town, work with government entities, development of comparable HNAs, BLIs, or Housing Implementation Plans. Please provide project descriptions, performance measures, and client reference contact information for any recent projects the firm has completed.

Written affirmation that the firm has a policy of nondiscrimination in employment because of race, color, religion, creed, gender, national origin, age, disability, marital status, veteran status, or any legally protected status.

3. Statement of Work: Statement describing the Proposal should include services provided, tasks performed, duties of key staff. Goals and objectives of the project should be described in this statement. A timeline for completion corresponding with the outline provided in the Scope of Work
4. Cost: The Proposer shall include a cost proposal for the work described in the project statement. A rate schedule shall also be provided to account for any unanticipated changes to the agreement.

SECTION IV: EVALUATION CRITERIA

Proposals will be evaluated based upon the following weighted criteria:

1. Project Approach: The Proposer will be scored based on the information provided in the Statement of Work, describing the methodology the firm will use to accomplish the project in a specific timeline. (100 pts)
2. Experience: The Proposer will be scored based on the relevant experience and skills of the firm, and of the individuals performing the tasks, related to the specific needs of this proposal and community. (100 pts)

Request for Proposals

3. Cost: The Proposer will be scored based on the description of services provided and the associated cost. The Proposal that accomplishes the stated objectives and services at the lowest cost will receive the highest number of points. (100 pts)
4. Interviews: If needed, interviews may be conducted with the highest scoring firms. Scores may be adjusted based on information received during the interview.

SECTION VI: ADDITIONAL INFORMATION

The City reserves the right to:

1. Seek clarifications of each proposal;
2. Negotiate a final contract that is in the best interests of the City and the public;
3. Reject any or all proposals or cancel this RFP at any time if doing either would be in the public interest, as determined by the City in its sole discretion;
4. Award the contract to any Proposer based on the evaluation criteria set forth in this RFP;
5. Waive minor informalities contained in any proposal, when, in the City's sole judgment, it is in the City's best interest to do so; and
6. Request any additional information City deems reasonably necessary to allow City to evaluate, rank and select the most qualified Proposer to perform the services described in this RFP.

The services and responsibilities set forth in this RFP, together with any other documents required herein, shall be included in the contract executed by the successful Proposer. Any open terms in the contract will be completed based upon City negotiation and Awardee's proposal. Submittal of a proposal indicates a Proposer's intent to execute the contract and be bound thereby.

Please note that the City is required to obtain DLCD approval for any selected consultant before a binding agreement may be signed.

Please submit any questions regarding this RFP to Dana Nichols, Planning Manager, via email at dnichols@cityofbandon.org by April 8th, 2022. Questions and responses will be available on the City website www.cityofbandon.org/rfps on or by April 8th, 2022.

EXHIBIT A

City of Bandon SCOPE OF WORK

For a

HOUSING NEEDS ANALYSIS (HNA) AND BUILDABLE LANDS INVENTORY (BLI) WITH A HOUSING IMPLEMENTATION PLAN (HIP)

PROJECT PURPOSE STATEMENT

The primary objective of this Project is two-fold: (1) to prepare a hearings-ready draft comprehensive plan amendment to update the Housing Needs Analysis (HNA) and Buildable Lands Inventory (BLI) (pursuant to ORS 197.296) for the Urban Growth Boundary of the City of Bandon and (2) identify actions the city can take to address our housing need by developing implementation strategies related to the outcomes of the HNA and BLI work.

Advisory Committees

City of Bandon proposes to create an ad-hoc Technical Advisory Committee (TAC) comprised of the following:

- (1) Planning Commissioner
- (1) City Councilor
- (2) Representatives of Priority Populations
- (1) Real estate/Development/Designer/Contractor
- (1) Housing organization representative
- (1) Member-at-large

The TAC will meet on a regular basis to review technical analysis and recommendations prepared by City of Bandon staff and the consultant.

Agency Role

DLCD will provide financial, administrative and technical assistance to the Project. DLCD supports the collaborative, regional approach envisioned in the Project and agrees to work equally and fairly with each jurisdiction to help assure that state and local interests are optimized. DLCD recognizes the HNA and Housing Implementation Plan will inform, but will not bind, future land use decisions of the cooperating jurisdictions.

Consultant Role

The Project will use consultant services to perform technical analysis related to the HNA and Housing Implementation Plan. The consultant is expected to provide an analysis and recommendations relating to housing planning and land use policy. The consultant is

expected to attend regular meetings of the TAC and to assist local planning staff in presentations to planning commissions and elected officials.

Project Meeting Materials

Written Project documents or memorandum prepared by the consultant shall be provided to Grantee in digital format at least one week prior to any scheduled TAC meeting.

Grantee shall prepare meeting agendas and summaries for each TAC meeting. Grantee shall distribute meeting materials to project committee members at least five (5) working days prior to any scheduled meeting.

Project Schedule

The schedule identified in "Schedule, Products, and Budget" section of this Project Description will be observed. DLCD may require an amendment to this Agreement if the timeframes in the schedule are not satisfied. The Project End Date is May 31, 2023.

Expectations for All Written and Graphic Products

All reports and Products will be delivered to the DLCD Grant Manager according to the schedule provided in this Project Description.

All reports, studies, and other documents produced under the Project must bear the statement in Project Requirement 3, below.

Grantee and the consultant will provide all draft and final Products, including memos, reports, and maps produced by this Agreement in a digital media format. The term "digital media" means a compact disc, digital video disc, USB flash drive, e-mail, or FTP submittal authorized by DLCD.

SCHEDULE, PRODUCTS, AND BUDGET

Task 1: Project Kick-off

City Staff will work with consultant to familiarize them with proposed project and local conditions, providing them with relevant documents, maps, and history related to the project. Consultant will work with City Staff to prepare a public involvement plan that addresses priority populations and takes into account COVID-19 precautions.

Task 1 Products: Consultant Deliverables: Proposed project schedule; Public involvement plan; Summary of major tasks, including technical memorandums and outreach events. City Deliverables: Provide documents, maps, and plans relevant to project; Planning permit application data for last 5 years.

Request for Proposals

Task 1 timeline: May 16, 2022 to June 10, 2022

Task 2: Trends and Forecasts

In order to better understand our past and forecast our future needs, the Consultant will prepare a memorandum describing trends, demographics, and needs related to housing for presentation to and review by Housing Advisory Committee and City Staff.

Task 2 Products: Consultant Deliverables: Housing trends & forecasts memo; Presentation to HAC; Meeting notes. City Deliverables: Select members for Housing Advisory Committee (HAC); Convene HAC for Meeting #1; prepare agenda.

Task 2 timeline: June 1, 2022 to July 15, 2022

Task 3: Buildable Lands Inventory

Consultant will prepare a draft Buildable Lands Inventory (per OAR Chapter 660) memorandum for presentation to and review by Housing Advisory Committee and City Staff.

Task 3 Products: Consultant Deliverables: Draft BLI; Presentation to HAC. City Deliverables: Convene HAC for Meeting #2; prepare agenda.

Task 3 timeline: June 15, 2022 to August 1, 2022

Task 4: Residential Land Need Analysis

Consultant will prepare RLNA that addresses how much land and what zoning the City needs to accommodate housing need.

Task 4 Products: Consultant Deliverables: Draft RLNA. City Deliverables: Convene meeting with City Manager and Staff; prepare agenda.

Task 4 timeline: July 1, 2022 to August 15, 2022

Task 5: Strategies and Implementation Measures

Consultant will prepare a Housing Policy Options memo for presentation to and review by Housing Advisory Committee and City Staff.

Task 5 Products: Consultant Deliverables: Housing Policy Options Memo; Presentation to HAC City Deliverables: Convene HAC for meeting #3; prepare agenda.

Task 5 timeline: August 1, 2022 to October 1, 2022

Task 6: UGB Prospective Zoning and Implementation

Consultant will work with City Staff to develop potential prospective zoning, housing policy, and implementation strategies for areas within the UGB. Consultant will also prepare information about other actions the City can take to increase provisions for additional housing.

Task 6 Products: Consultant Deliverables: UGB Future Land Use Memo; Housing Strategy Implementation Plan Memo; Presentation to HAC. City Deliverables: Convene HAC for meeting #4; prepare agenda.

Submit 35-day notice. Prepare and submit hearings-ready Products from Task 6 online at https://db.lcd.state.or.us/PAPA_Online/Account/Login?ReturnUrl=%2fPAPA_Online, or via e-mail with Attachment D, Form 1 DLCD Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation, and at least 35 days before first evidentiary hearing. If the notice is submitted online, send an e-mail to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information providing notification of the submittal. If submitting via e-mail, send Task 6 Product(s) in a digital media format to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information, and to the Plan Amendment Specialist at the e-mail address specified in Attachment D, Form 1 DLCD Notice of Proposed Change to a Comprehensive Plan or Land Use Regulation.

Task 6 timeline: September 15, 2022 to December 1, 2022

Task 7: Adoption

Consultant will present final product to the Planning Commission and City Council in a joint Work Session.

Task 7 Products: Consultant Deliverables: Presentation materials for joint work session. City Deliverables: Notices, agenda, minutes

Submit Notice of Adoption. Prepare and submit signed ordinance(s) adopting the Products from Task 7 online at https://db.lcd.state.or.us/PAPA_Online/Account/Login?ReturnUrl=%2fPAPA_Online, or via e-mail with Attachment E, Form 2 Notice of Adopted Change to a Comprehensive Plan or Land Use Regulation, according to the instructions on the form. If the notice is submitted online, send an e-mail to the Grants Administrative Specialist listed in Attachment B, DLCD Contact Information providing notification of the submittal. If submitting via e-mail, send

Request for Proposals

the notice on digital media to the Grants Administrative Specialist listed in Attachment B, DLCDC Contact Information, and to the Plan Amendment Specialist at the e-mail address specified in Attachment

E, Form 2 Notice of Adopted Change to a Comprehensive Plan or Land Use Regulation.

Task 7 timeline: November 1, 2022 to February 1, 2023