

REQUEST FOR PROPOSALS FOR City of Louisville Housing Plan

The City of Louisville is accepting proposals from qualified consulting firms to prepare a Housing Plan for the City of Louisville. Please review the following pages for complete information on the request for proposal process.

Timeline of Activities and Proposal Format

- The proposal shall be submitted per the RFP and one PDF on a CD or USB drive or emailed per the instructions below.
- The City of Louisville will receive proposals in response to this RFP until 5 pm on February 10, 2023. Proposals received after that time will not be reviewed. Proposals must be in a sealed envelope plainly marked with the project name "City of Louisville Housing Study", and shall be addressed as follows:

Lisa Ritchie, Planning Manager
City of Louisville
749 Main Street
Louisville CO 80027

- Interviews of applicants selected by City for interview – beginning the week of February 20, 2023.
- Anticipate final selection approximately February 27, 2023.

REQUEST FOR PROPOSALS FOR THE CITY OF LOUISVILLE HOUSING PLAN

Section 1. Summary of Request

Purpose of the City of Louisville Housing Plan – The City of Louisville, Colorado is seeking proposals to develop a Housing Study. The City was awarded an HB21-1271 Innovative Affordable Housing Strategies Grant through the Colorado Department of Local Affairs in late 2021, with an anticipated start date in early 2022. However, due to the Marshall Fire, the City delayed the start of this study until 2023.

The City of Louisville is located in eastern Boulder County along the US 36 corridor between the cities of Boulder and Denver. Like other communities in the region, the city is experiencing a surge in housing prices impacting households in all income groups, but particularly those with lower and moderate incomes. The city is approaching full build out with limited availability of land zoned to allow additional residential development.

In 2018, the City endorsed the Boulder County Regional Housing Partnership Regional Housing Strategy with the goal of 12% permanently affordable housing units county-wide. In 2021, the City adopted [Ordinance 1809, Series 2021](#), the city's first inclusionary housing ordinance. The City has budgeted and plans an update to the 2013 Comprehensive Plan, kicking off in mid-year, 2023. The housing study is intended to be a standalone document, but will inform land use policy recommendations and decision making through the Comprehensive Plan process.

The City desires to create a strategic and actionable plan to address housing needs in the community, with a focus on attainable and affordable housing. The plan should include the evaluation of current and anticipated economic and market trends influencing housing, employment and demographic trends, evaluation of existing housing stock, identification of deficiencies in housing types and recommended strategies to meet the current and future housing needs of the city. These strategies should include specific actions and policies that will help the city achieve the desired outcomes and could include, but are not limited to, changes to land use regulations and policies, development of a suite of incentives that could result in more affordable housing, and other actions the city could pursue that achieves goals related to housing.

Questions regarding the proposal can be directed to:

NAME City of Louisville, Lisa Ritchie 749 Main Street Louisville CO 80027	303.335.4596 lritchie@LouisvilleCO.gov
--	---

Section 2. Proposal

Provide a proposal outlining a detailed scope of work that aligns with the \$80,000 budget for the study. The following is intended to provide a general outline of what the city anticipates as the major elements of the study, but submitters are encouraged to develop a scope that they believe will lead to best outcomes for the city based on the city's goals and intent for the study.

The scope of work should address the following:

Review of Background Information, Data, Policies and Plans

- Review of Background Information, Data, Policies and Plans. The outcome of this task is to understand the regulations and policies in place today to identify opportunities and barriers to achieving the goals established in the Housing Plan.

Demographic, Market, Land Use and Housing Needs Analysis

- The outcome of this task is to understand the existing and future economic, demographic, land uses, and housing trends of the city to form the basis for the recommendations in the Housing Plan.

Public Engagement and Engagement with City Council, Planning Commission.

- The outcome of this task is to ensure that multiple perspectives and voices are able to participate and inform the Housing Plan. The engagement strategies should provide differing means for participation, including online, in-person, and surveys, and allow for input into both the analysis and the recommendations and goals in the Housing Plan.

Create Strategic Initiatives and Policies

- The outcome of this task is the Housing Plan. The plan should include actions the city can take, including regulatory, programmatic, land use and other policy changes to address current, short-term and long-term housing needs. Identification of partnerships and regional collaboration opportunities are desired. Focus on strategies that achieve the goal of 12% permanently affordable housing should be included.

List of Deliverables and Schedule

- The proposal should provide a list a deliverables to develop the Housing Plan. The desired schedule for completion of the Housing Plan is 6 months.

Section 3. Standard Terms and Conditions

When preparing a proposal for submission in response to this RFP, consultants should be aware of the following terms and conditions which have been established by the City of Louisville:

- This request for proposals is not an offer to contract. The provisions in this RFP and any purchasing policies or procedures of the City are solely for the fiscal responsibility of the City, and confer no rights, duties or entitlements to any party submitting proposals. The City of Louisville reserves the right to reject any and all proposals, to consider alternatives, to waive any informalities and irregularities, and to re-solicit proposals.
- The City of Louisville reserves the right to conduct such investigations of and discussions with those who have submitted proposals or other entities as they deem necessary or appropriate to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.
- The successful proposer shall be required to sign a contract with the City in a form provided by and acceptable to the City. The contractor shall be an independent contractor of the City.
- The City of Louisville assumes no responsibility for payment of any expenses incurred by any proponent as part of the RFP process.
- The following criteria will be used to evaluate all proposals:
 - The consultant's interest in the services which are the subject of this RFP, as well as their understanding of the scope of such services and the specific requirements of the City of Louisville.
 - The reputation, experience, and efficiency of the contractor.
 - The ability of the contractor to provide quality services within time and funding constraints.
 - The general organization of the proposal: Special consideration will be given to submittals which are appropriate, address the goals; and provide in a clear and concise format the requested information.
 - Such other factors as the City determines are relevant to consideration of the best interests of the City.

Section 4. Required Submittals

- Provide the name, address, and email address of consultant. If an entity, provide the legal name of the entity and the names of the entity's principal(s) who is proposed to provide the services.
- Provide a review of your qualifications and explain how you plan to complete the required tasks.

- Provide references for your work.
- Provide the completed pre-contract certification and return with your proposal.

Thank you, we look forward to reviewing your proposal.

DISCLOSURE STATEMENT

Vendor must disclose any possible conflict of interest with the City of Louisville including, but not limited to, any relationship with any City of Louisville elected official or employee. Your response must disclose if a known relationship exists between any principal of your firm and any City of Louisville elected official or employee. If, to your knowledge, no relationship exists, this should also be stated in your response. Failure to disclose such a relationship may result in cancellation of a contract as a result of your response. This form must be completed and returned in order for your proposal to be eligible for consideration.

NO KNOWN RELATIONSHIPS EXIST _____

RELATIONSHIP EXISTS (Please explain relationship)

I CERTIFY THAT:

1. I, as an officer of this organization, or per the attached letter of authorization, am duly authorized to certify the information provided herein are accurate and true as of the date; and
2. My organization shall comply with all State and Federal Equal Opportunity and Non-Discrimination requirements and conditions of employment.
- 3.

Printed or Typed Name

Title

Signature