



## REQUEST FOR BOARD ACTION

ITEM NO. 13.

**DATE OF MEETING:** May 7, 2012

**REQUESTED BY:** Judith Herring, Housing Director

**SHORT TITLE:** Resolution Authorizing a Contract with Holland Consulting Planners in an Amount Not-to-Exceed \$17,500, for the Performance of a Housing Needs Assessment Survey for Pender County

**BACKGROUND:** The County is seeking information regarding the need for Work Force housing, Senior Housing, Low-income Housing and other critical housing needs. The information is needed to assist the Housing Department, Planning Department and other interested parties as they develop plans for growth and infrastructure development in the County. It will also assist outside parties who are interested in developing housing in the County by focusing attention on the areas of greatest need.

Pender County advertised a Request for Proposals for vendors with the capacity to perform a Housing Needs Assessment Survey. The County received five proposals, four of which were within the budgeted amount for the Survey. Of the four reviewed proposals, Holland Consulting Planners scored the highest overall. Copies of the RFP, evaluation sheet and proposed contract are attached.

The contract provides for Holland Consulting Planners to perform the survey and deliver a draft product within 16 weeks from the inception date. The total cost of the project is not to exceed \$17,500.

**SPECIFIC ACTION REQUESTED:** To approve a contract with Holland Consulting Planners to perform a Housing Needs Assessment Survey for Pender County for a cost not to exceed \$17,500.

**COUNTY MANAGER'S RECOMMENDATION**

Respectfully recommend approval.



Initial

**RESOLUTION**

**NOW, THEREFORE BE IT RESOLVED** by the Pender County Board of Commissioners that:

the Board hereby authorizes a contract with Holland Consulting Planners in an amount not to exceed, \$17,500, for the performance of a Housing Needs Assessment Survey for Pender County. The Chairman/County Manager is authorized to execute any/all documents necessary to implement this resolution.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS

YEA VOTES: Brown \_\_\_ Tate \_\_\_ Rivenbark \_\_\_ Ward \_\_\_ Williams \_\_\_

\_\_\_\_\_  
George R. Brown, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
ATTEST

\_\_\_\_\_  
Date

		Pender County Needs Assessment Survey RFP Scoring Criteria						
		Experience of		Responsive to				
Bidders	Technical Approach/Project Schedule (25 points)	Proposed Personnel (25 points)	Prior Relative Experience (20 points)	Client Needs (15 points)	Fee Schedule (15 points)	Total		
Holland Consulting Planners	23	24	18	13	14	90		
Bowen National	24	23	16	14	13	89		
Wooten Company	23	23	14	12	12	83		
HPMC	24	23	18	13	11	88		
<b>NOTES:</b>								
a)	Holland has extensive knowledge about housing in and around Pender County due to their work with the CDBG program. HPMC took a favorable approach to breaking down the RFP and addressing each identified tasks. They have experience in neighboring counties. HPMC has developed two needs assessment type surveys within the last 24 months. Bowen has a lot of data relative to the area that could be beneficial.							
b)	All firms had personnel with relevant experience. Holland's knowledge of Pender County is most recent. Wooten has recent experience working with Pender's Comprehensive Plan. Bowen has experience staff, but less local knowledge, though they have done work in Eastern NC. HPMC is an NC firm with some experience in southeastern NC, but more in the Rocky Mount area. HPMC completed work for the State of North Carolina, Division of Aging and Adult Services' Consolidated Plan.							
c)	Bowen and HPMC appear to have the most directly relevant to developing housing related needs assessment surveys. Holland has extensive knowledge of Pender County's housing environment.							
d)	Bowen National's delivery time was the least at 10 weeks. Their database of information appears to give them a head start on the analysis of data. Holland has significant relevant data and offered the second best delivery time. Wooten and HPMC proposed about the same delivery time frame of approximately five months.							
e)	Holland proposed the lowest cost for project delivery. Bowen's bid was second lowest but the proposed delivery schedule is shorter by six weeks. HPMC has the highest project costs but is within the amount budgeted by the County.							
Holland Consulting Planners scored the highest points when scores were averaged, in part to submitting the lowest bid. Please review the information. Thank you.								

# **Request for Proposal (RFP):**

## *Pender County Housing Needs Assessment Survey*

Pender County is seeking a consultant to complete a Housing Needs Assessment Survey of Pender County. The County, through the Pender County Housing Department, is seeking information on the housing needs of the County in order to better address needs through planning, development, partnerships and any other methods available to the County government.

### **Background**

The Pender County Housing Department is the Housing Authority for Pender County. The Housing Authority administers subsidized HUD and USDA housing programs. The Housing Authority is seeking information about the housing needs of County residents. The information is necessary in order for the County to consider effective ways to expand affordable housing for low-and moderate- income residents as a whole and specifically, meet the housing needs of the County's workforce as well as senior and disabled residents.

The County is seeking a comprehensive Housing Needs Assessment Survey. The County proposes to hire a qualified consultant to conduct the survey and develop a written analysis of gathered data that provides a comprehensive and concise report that identifies: 1) areas in the County that are in greatest need of affordable housing; 2) whether there is need for development of workforce housing; 3) whether there is need to develop more senior and disabled housing; 4) barriers to developing needed housing, including barriers by specific geographic area of the County such as zoning, ordinances and infrastructure concerns; and 5) possible solutions to address the County's housing needs, including potential sources of funding for development as well as parties that may be interested in developing needed housing in the County.

### **Scope of Work**

Pender County is soliciting proposals for consultants who have the skills and capacity necessary to provide a comprehensive housing needs assessment survey within an approved budget and schedule. The minimum level of information required includes:

- Identify areas with concentrations of low-income populations that lack adequate affordable housing;
- Identify barriers to the development of affordable housing in areas of need such as infrastructure concerns or access concerns to services/amenities that might impact the ability of a project to be successful;
- Review existing County plans for infrastructure improvement and using the County's current timelines for those improvements to be in place, identify areas in which future development may be feasible for both short- term and long- range planning;

## **Request for Proposal (RFP):**

### *Pender County Housing Needs Assessment Survey*

- Review existing land use policies and ordinances that may pose barriers to affordable housing and recommend amendments to alleviate those barriers
- Evaluate current housing stock in the County to determine average age of stock, level of energy efficiency and other factors that may influence whether current housing stock provides decent, safe, affordable housing when considering the costs of utilities, maintenance and other factors that impact its overall affordability and its ability to meet housing needs in the County;
- Identify needs specific to workforce housing in relationship to commute times, access to services, affordability and other relevant factors;
- Identify needs specific to senior and disabled housing in the County, both now and in the future based on population changes, in relationship to areas of likely concentrations of senior and disabled populations, access to services, affordability and other relevant factors;
- Identify potential funding sources available for developing affordable housing relevant to the areas of greatest need in the County;
- Identify parties interested in developing affordable housing in the County, including those that may make compatible partners with the County, and note possible barriers to their participation in development;
- Identify surplus County property that might be suitable for development of affordable housing including barriers to the use of County surplus property such as infrastructure concerns and location concerns relevant to services and amenities.

#### **Selection Criteria**

Proposals will be reviewed and evaluated by the Pender County Housing Director in consultation with the County Manager and others the Director may involve in the process. After considering factors outlined in the Proposal Contents Section in this RFP, a consultant will be recommended to the Board of County Commissioners for approval subject to negotiation of fair and reasonable compensation. Consultants will be notified by e-mail of the County's selection.

#### **Fee Schedule**

For purpose of proposal evaluation, the Consultant is requested to provide an hourly fee schedule for all personnel to be involved in the project. The hourly rates should include fringe benefits, indirect costs, and profit. The Consultant's charge for reimbursable expenses should also be included. The consultant is asked to provide an estimated total project cost. Pender County will negotiate a fee with the successful consultant, based upon costs for similar projects recently managed by the County and funds available for service delivery.

# **Request for Proposal (RFP):**

## *Pender County Housing Needs Assessment Survey*

### **Proposal Contents**

The Consultant's proposal must contain five parts:

1. **Technical Approach/Project Schedule.** Describe the approach to be taken in addressing the proposed scope of work. This description is to include delineation of specific tasks to be undertaken in each project activity. Include a project schedule showing estimated start and completion dates for all major tasks.
2. **Experience of Proposed Personnel.** Describe the techniques to be used, staffing configurations, and the like. A brief resume of the individuals involved in the project will be required. Specifically identify the individual(s) responsible for analysis of information, etc.
3. **Prior Related Experience.** Summarize your firm's experience on projects involving Needs Assessment Surveys. Specifically identify projects involving Housing issues including development and identifying affordable housing needs for specific populations or geographical areas. Include only projects currently underway or completed within the past five years, and identify any outstanding concerns from closed projects. Include a contact person and phone number for each referenced project.
4. **Responsiveness to Client Needs.** Describe specific project implementation measures intended to 1) provide a comprehensive assessment of the County, and 2) enhance the usefulness of the data provided. Describe factors such as familiarity with the geographic area impacted by the survey, knowledge of local housing needs, lenders, developers, etc., which will help your firm implement project activities.
5. **Fee Schedule.** (As outlined above)

### **Evaluation Criteria**

The following factors will be used in evaluating Consultants' proposals and awarding of contract:

1. Technical Approach/Project Schedule (25 points)
2. Experience of Proposed Personnel (25 points)
3. Prior Related Experience (20 points)
4. Responsiveness to Client Needs (15 points)
5. Fee Schedule (15 points)

## **Request for Proposal (RFP):**

### *Pender County Housing Needs Assessment Survey*

#### **Anticipated Selection Schedule**

Proposals are due to the County no later than 4 p.m. on Friday, March 16<sup>th</sup>. Proposal may be submitted in person, by U S mail or package delivery to:

Pender County Housing Department

Attn: Judith Herring

P O Box 1149

805 S. Walker Street

Burgaw, NC 28425

Faxed or e-mail proposals will not be accepted.

#### **For Additional Information or Clarification**

Questions or requests for clarification should be directed to Judith Herring, Housing Director, at [jherring@pendercountync.gov](mailto:jherring@pendercountync.gov) or 910.259.1370.

## CONTRACT FOR CONSULTANT SERVICES

THIS AGREEMENT made this \_\_\_\_ day of May, 2012, between PENDER COUNTY, North Carolina, hereinafter called the County, and HOLLAND CONSULTING PLANNERS, INC., Wilmington, North Carolina, hereinafter referred to as the Consultant.

1. The Consultant agrees to prepare the Pender County Housing Needs Assessment Survey as requested by the County. The Consultant's responsibilities are set forth in Attachment "A".
2. The County agrees to pay the Consultant an amount not to exceed \$17,500.00 for all services rendered. Payments shall be made in accordance with the hourly rates set forth in Attachment "B". Each monthly invoice shall include a status report identifying the specific activities completed during that billing period.
3. Holland Consulting Planners updates its billing rates once a year in January, and hourly rates stated in the contract may be increased annually; however, the contract not-to-exceed fee will not be increased. The hourly rates stipulated in Attachment "B" will not be increased prior to January 1, 2013.
4. The Consultant may request in writing and the County will consider granting time extensions for reasons of delay which are beyond the control of the Consultant. Delays may not necessarily be the result of any action or lack of action by the County.
5. The County shall promptly notify Consultant should it become necessary to cancel a scheduled meeting or work session requiring the attendance of the Consultant or the Consultant's representative. Should the County fail to notify Consultant of any such cancellation, and Consultant incurs travel time and/or expenses in attending such meeting, Consultant will invoice the County for this time and/or expenses, which will be considered in excess of the not-to-exceed fee noted above.
6. Either party may terminate this Contract upon the other's filing for bankruptcy, insolvency or assignment for the benefit of creditors or upon material breach of the Contract. Either party may terminate this Contract upon material breach of the Contract by the other if, after 30-days' written notice of such material failure, the breaching party fails to cure its breach. The County may suspend or terminate this Contract for convenience by providing Consultant with 15-days' written notice of such action. In the event of suspension or termination for convenience, Consultant shall be entitled to compensation for services rendered and reimbursable expenses incurred until the date of receipt of such notice. If the County suspends or otherwise delays Consultant's services under the Contract, Consultant may terminate the Contract upon giving 15-days' written notice.
7. If the County fails to make any payment due the Consultant for services and expenses within forty-five days after receipt of Consultant's bill therefor, the amounts due Consultant shall include a charge at the rate of 1% per month from said forty-fifth day for balance past due, and in addition, Consultant may, after giving seven days' written notice to the County, suspend services under this Agreement until he has been paid in full all amounts due him for services and expenses.

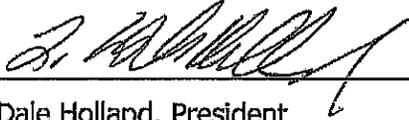
8. No deletions, additions, changes or revisions shall be made to the scope of services or related fees under this Agreement except by written agreement of the parties hereto. Should the Consultant be required to render additional services not included in the scope of work, the County shall pay the Consultant for such services at an amount equal to the expenses incurred in connection with the rendering of such services. Payroll costs for additional work will be charged at the hourly rates in effect at the time the additional services are performed. Payments for additional services not included in the scope of work shall be in addition to the contract not-to-exceed fee specified herein.
9. The Consultant shall provide the County with final Housing Needs Assessment Survey Report. To the extent that any such work may be subject to Consultant's copyright, the Consultant gives the County license and permission to make whatever use, including the making of copies, of the final report, which includes all printed work and any illustrated text or maps, that the County deems appropriate.
10. The Consultant covenants that he presently has no interest and shall not acquire any interest, direct or indirect, nor employ any persons having such interests which would conflict in any manner or degree with the performance of services required to be performed under this Contract.
11. The County shall designate a representative authorized to act on its behalf with respect to the Project. The County or the County's Representative shall examine documents submitted by the Consultant and shall render decisions pertaining thereto promptly to avoid unreasonable delay in the progress of work. The County's representative is Judith Herring, Pender County Housing Authority Director.
12. The Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin and shall take affirmative action to ensure equal opportunity in its employment practices.
13. Consultant is an Independent contractor to the County in performing services under the Contract and is not an employee, agent, joint-venturer or partner of the County.
14. Consultant warrants that it, as well as any subcontractors employed by Consultant, will perform services in a manner consistent with the degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.
15. It is mutually agreed that this Agreement is not transferable by any signatory to a third party without the consent of the other party.
16. Original documents, tracings, and reports shall be retained by the Consultant, and reproducible copies shall be furnished to the County.
17. Consultant hereby acknowledges that the final report, which includes all printed work and any illustrated text or maps, is a public record pursuant to N.C. Gen. Stat. Chpt. 132, the North Carolina Public Records Act, and that all draft materials may be deemed public records pursuant to the same.
18. Any notice required hereunder shall be sufficiently given when sent to the signatories via United States certified mail, return receipt requested, or via overnight courier with receipt verification to

the address set forth herein, or by personally delivering such notice to said signatory.

IN WITNESS HEREOF, they have executed this Agreement, this day and year first above written.

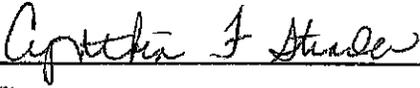
HOLLAND CONSULTING PLANNERS, INC.

PENDER COUNTY, NC



T. Dale Holland, President

George Brown, Chairman,  
Board of Commissioners



Witness

Witness

(SEAL)

## **Attachment A**

### **Scope of Work Pender County Housing Needs Assessment Survey**

The following planning services will be provided to the Pender County for the preparation of the County's Housing Needs Assessment Survey by Holland Consulting Planners, Inc. (HCP):

#### **Work Tasks**

1. Identify areas with concentrations of low-income populations that lack adequate affordable housing.
  - Conduct windshield surveys to inventory and map concentrations of substandard housing and dwelling unit conditions (concentrations of 15 or more dwelling units).
  - Catalogue low-income populations by 2010 Census block and assess historical income trends.
  - Catalogue and map residential property tax values.
  - Define 2010 affordable/ability to pay data by Census block for concentrations of low-income households.
  - Define 2010 rent levels by Census block.
2. Identify barriers to the development of affordable housing in areas of need such as infrastructure concerns or access concerns to services/amenities that might impact the ability of a project to be successful.
  - Assess the availability of the following:
    - Central water;
    - Central sewer;
    - Recreational facilities;
    - Access to medical services;
    - Access to social services;
    - Access to government services and facilities;
    - Transportation systems;
    - Access to housing counseling services.
3. Review existing County plans for infrastructure improvement and using the County's current timelines for those improvements to be in place, identify areas in which future development may be feasible for both short-term and long-range planning.
  - Review all available infrastructure plans.
  - Identify vacant and substandard properties in low-income areas which will be

accessed by proposed infrastructure projects.

4. Review existing land use policies and ordinances that may pose barriers to affordable housing and recommend amendments to alleviate those barriers.
  - Review the following:
    - Pender County Fair Housing Plan;
    - Pender County Comprehensive Land Use Plan;
    - Pender County Unified Development Ordinance.
5. Evaluate current housing stock in the County to determine average age of stock, level of energy efficiency and other factors that may influence whether current housing stock provides decent, safe, affordable housing when considering the costs of utilities, maintenance and other factors that impact its overall affordability and its ability to meet housing needs in the County.
  - Review and summarize all available historic residential building permits.
  - Review historical building permit records for dwelling unit repairs.
  - Based on 2010 Census data, determine the age of the Pender County housing inventory.
  - Review and summarize housing damage records for past weather-related events. Identify and map concentrations of damage dwellings.
  - Based on available electric utility records, map the distribution of residential utility costs. This effort is contingent upon readily available utility cost records.
6. Identify needs specific to workforce housing in relationship to commute times, access to services, affordability and other relevant factors.
  - Summarize historical Census commute time data.
  - Access transportation options to major employment centers.
7. Identify needs specific to senior and disabled housing in the County, both now and in the future based on population changes, in relationship to areas of likely concentrations of senior and disabled populations, access to services, affordability, and other relevant factors.
  - Inventory and map all available senior and disabled housing.
  - Based on State Office of Planning population forecasts, estimate future housing availability/affordability and transportation needs.
8. Identify potential funding sources available for developing affordable housing relevant to the areas of greatest need in the County.

- Assess both public and private sector funding sources.
9. Identify parties interested in developing affordable housing in the County, including those that may make compatible partners with the County, and note possible barriers to their participation in development.
    - Conduct a survey of potential public/private sector entities which may be interested in providing affordable/workforce housing within the County and potential barriers.
  10. Identify surplus County property that might be suitable for development of affordable housing including barriers to the use of County surplus property such as Infrastructure concerns and location concerns relevant to services and amenities.
    - Catalogue potential Pender County property by parcel description including site conditions, infrastructure accessibility, and site assets/limitations.
  11. Prepare Draft Housing Needs Survey, summarizing results of needs analysis.
  12. Present final Housing Needs Assessment Survey Report as requested.

**Schedule**

HCP will implement the following project schedule:

May, 2012	Receive Notice to Proceed; Prepare Contract; Commence Project
May - July, 2012	Accomplish Work Elements 1 – 7
July - August, 2012	Accomplish Work Elements 8 – 10
August, 2012	Prepare Draft Housing Needs Survey Report; Present Final Report

**Attachment B**

**Hourly Rates  
Pender County, NC  
Housing Needs Assessment Survey**

<u>Staff Position</u>	<u>Hourly Rate</u>
T. Dale Holland, AICP Principal Planner/Project Manager	\$150.00
Chip Bartlett, AICP Housing Planner	\$85.00
Jessie Miars Housing Planner	\$75.00
Chuck Blackwelder Housing Inspector	\$70.00
Wes MacLeod, GIS Technician	\$60.00
Clerical/Administrative Services	\$55.00