

## City of Battle Ground, Washington Request for Proposal (RFP) for a Housing Action Plan

The City of Battle Ground is seeking qualified consultants to contract for services to develop a Housing Action Plan. **The deadline for submittals is 4:30 p.m. on Friday August 14, 2020.** See below for specific information and requirements.

### SUBMIT PROPOSALS TO

Sam Crummett  
Community Development Director  
City of Battle Ground  
109 SW 1<sup>st</sup> Street, Suite 127  
Battle Ground, WA 98604

### ABOUT THE CITY

The City of Battle Ground is located in the heart of Clark County, Washington, just four miles east of Interstate 5. The community lies between the Pacific Ocean and the Cascade Mountains, providing citizens and visitors with scenic and pristine landscapes. The City has seen tremendous growth through the last 20 years. It currently consists of approximately 8.6 square miles, has a current population of 20,890 people, and is expected to grow to 38,443 by 2035. The City is a bedroom community to the greater Portland/Vancouver Metro area. Battle Ground operates under a council-manager plan of government as set forth in RCW 35A.13. More information about the City is available on our website at [www.cityofbg.org](http://www.cityofbg.org).

### BACKGROUND

In May 2020, the City of Battle Ground received grant funding through the Department of Commerce to develop a Housing Action Plan. This grant opportunity became available due to the adoption of Engrossed Second Substitute House Bill (E2SHB) 1923. The bill provides funding to cities planning under the Growth Management Act (GMA) to adopt actions to increase residential building capacity. The City is in a multi-year strategy to update all of its relevant planning documents in anticipation of its next Comprehensive Plan Update. Most recently, the City completed a community vision, branded as *Road Map*, and is currently in the process of updating a Land Management and Transportation System Plan branded as *Road Trip*.

#### *Roadmap (Community Vision/Strategic Action Plan)*

The City recently completed a Community Vision and Strategic Action Plan, adopted in December 2018. The project focus was around community input and gaining a better understanding of what the citizens would like to see for Battle Ground. The vision may be found at: <https://www.cityofbg.org/DocumentCenter/View/5640/Vision-and-Action-Plan>. A more detailed summary report was also compiled that provides the background data and methodology behind the vision: <https://www.cityofbg.org/DocumentCenter/View/5641/Battle-Ground-Roadmap-Summary-Report>. Both the vision and summary report will serve as a stepping off point for the work involved in the housing action plan.

### ***Road Trip—Mapping our Future (Land Management and Transportation System Plan Update)***

Currently, the City is in the process of updating a Land Management and Transportation System Plan, as the next step and outcome of the Community Vision and Strategic Action Plan. The purpose of updating both plans is to lay the groundwork for what will provide a successful future for development and preservation of Battle Ground, while identifying areas of growth and viable economic development. The Housing Action Plan should incorporate any relevant findings of the Land Use Plan update and Transportation System Plan update.

### **WHAT THE CITY IS LOOKING FOR**

The City of Battle Ground is seeking proposals from qualified consultants for consulting services to guide the Housing Action Plan for Battle Ground. Consultants must have experience in housing, land use issues, policy analysis, data analysis, and public outreach, as well as an understanding of economic development and housing markets. Consultants are invited to submit proposals that include an outline of their experience and qualifications in performing work directly related to the services required.

The attached scope (Attachment A) of work outlines the following actions.

1. *Form an advisory housing committee to guide the process.*
2. *Conduct a housing inventory and needs assessment.*
3. *Develop a Housing Action Plan.*
4. *Plan Adoption.*

The City of Battle Ground has a solid track record of providing for a diversity of housing density based on citizen needs and its demographic. One of the goals of the housing plan is to assure the City continues to serve its citizens with housing that fits their lifestyle and budget. The City is also concerned not only with affordability, but with increased opportunities for home ownership, proximity to supportive services and transit, and quality housing that fit well with the city's vision.

In addition, tell us about how or where you will collect housing data. The data should act as a benchmark as we track our future growth. The methodology should also be reproducible for a future housing plan update, so that the city can measure progress towards its housing goals. Additionally, it would be helpful to mention your ability to produce maps/GIS capabilities, graphics, and other visual aids, to convey housing data.

### **DURATION**

The term of the awarded contract will be from approximately September 2020 to June 2021. Deadline for project completion is June 2021 per Washington State Department of Commerce grant. (Some flexibility on this deadline may be possible as a result of the delays resulting from the pandemic.)

### **PROJECT BUDGET**

Up to \$99,900

### **SUBMITTAL CRITERIA**

These instructions were developed to aid consultants in the development of their statement of qualifications. They also provide for a structured format so reviewers can systematically evaluate several responses. Each copy of the response package must include all of the sections in the order

indicated. Attachments should be clearly referenced and identified to facilitate the review process. Each response shall include:

### ***Cover Letter***

Addressed to:

Sam Crummett  
Community Development Director  
City of Battle Ground  
109 SW 1<sup>st</sup> Street, Suite 127  
Battle Ground, WA 98604

This letter should designate the individual authorized to represent the consultant regarding this RFP and should summarize the key points of the RFP.

### ***Project Approach***

Describe your firm's plan for approaching the project, including planning, design, and implementation based on the scope of services outlined in this RFP.

### ***Project Team***

Identify all members of the team, including all proposed consultants and any sub-consultants. Provide a summary of qualifications of the assembled team and detailed resumes of key personnel who will be assigned to the project. Provide a chart showing the organization of the proposed team identifying the principal and project manager in charge of the project.

### ***Relevant Project Experience and References***

Clearly indicate the firm's experience in creating Housing Action Plans and compiling existing housing stock/conditions. Experience and references must include other projects similar to the proposed project, including a brief summary of the work performed including size and general description of other clients, along with client name, address, contact person, and telephone number.

### ***Sample Work***

Submit one electronic copy on a CD, DVD, thumb drive, or an address to a website or an electronic drop box, of a recently completed and approved Housing Action Plan for review.

## **PROPOSALS**

Please submit FOUR (4) identical copies to:

City of Battle Ground, Attn: Sam Crummett, Community Development Director, 109 SW 1st Street, Suite 127, Battle Ground, WA 98604. **Proposals must be submitted by Friday August 14, 2020, no later**

than 4:30 p.m. No submittals will be accepted after that date and time. Any questions regarding this project should be directed to sam.crummett@cityofbg.org.

#### **EVALUATION CRITERIA**

1. Completed Letter of Interest
2. Business agency and history, including qualifications.
3. Project understanding and approach.
4. Experience and qualifications of the employees assigned to this project.
5. Samples of work.
6. Letters of recommendation.
7. Ability to meet proposed budget and schedule.

#### **PROCESS AND TIMELINE FOR SELECTION**

A consultant selection committee will review the proposals. The committee may select prospective consultants for further consideration or may directly select and negotiate for a scope of service with the leading candidate. If more than one consultant is considered, then interviews may be conducted or additional information requested.

#### **CONTRACT**

The City's proposed contract, with the terms and conditions including insurance requirements, is attached to this RFP as Attachment "A." *Please note the City expects all submitting entities to consent to the City contract, terms and conditions, and does not anticipate agreeing to any modifications or exceptions. Any exceptions or modifications to this contract proposed by an entity must be noted in the responsive submittal. The exception to this is in the drafting of the Scope of Services; specific time for performance; and the agreed payment amount. The City reserves the right to negotiate and revise any or all contract terms and conditions prior to contract signature.*

#### **REJECTION OF PROPOSALS**

The City reserves the right to reject any or all submittals, portions, or parts thereof. The City reserves the right to obtain services through other means.

#### **NON-COLLUSIONS**

Submittal and signature of a proposal swears that the document and proposal is genuine and not a sham or collusive, and not made in interest of any person not named, and that the responding entity has not induced or solicited others to submit a sham offer, or refrain from proposing.

#### **NO COSTS**

The City shall not be responsible for any costs incurred by any respondents in preparing, submitting, or presenting its response to the RFP or interview process, if applicable. The City shall not be responsible for any costs incurred by the responding entity selected by the City prior to the date of contract.

#### **NON-ENDORSEMENT**

As a result of the selection of a responding entity, the City is neither endorsing nor suggesting the responding entity's services are the best or only solution. The responding entity agrees to make no reference to the City in any literature, promotional materials, brochures, sales presentation or the

like without prior express written consent from the City.

#### **OWNERSHIP OF DOCUMENTS**

Any reports, studies, conclusions and summaries submitted by the responding entity shall become the property of the City.

#### **PUBLIC RECORDS**

Under Washington State law, the documents (including all such items as described in RCW 42.56.010 for the term "writing") submitted in response to this RFP (the "documents") become a public record upon submission to the City, subject to mandatory disclosure upon request by any person, unless the documents are exempted by a specific provision of law. If the City receives a request for inspection or copying of the documents, it will promptly notify the person submitting the documents to the City (by U.S. mail and electronic mail if the person has provided an e-mail address) and upon written request of such person, received by the City within five days of the providing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of such documents. The City assumes no contractual obligation to enforce any exemption

## Attachment A

### Scope of Work

Housing Action Plan  
RCW 36.70A.600(2)

*The goal of any such housing plan must be to encourage construction of additional affordable and market rate housing in a greater variety of housing types and at prices that are accessible to a greater variety of incomes, including strategies aimed at the for-profit single-family home market. The housing action plan should:*

- (a) Quantify existing and projected housing needs for all income levels, including extremely low-income households, with documentation of housing and household characteristics, and cost-burdened households;*
- (b) Develop strategies to increase the supply of housing, and variety of housing types, needed to serve the housing needs identified in (a) of this subsection;*
- (c) Analyze population and employment trends, with documentation of projections;*
- (d) Consider strategies to minimize displacement of low-income residents resulting from redevelopment;*
- (e) Review and evaluate the current housing element adopted pursuant to RCW 36.70A.070, including an evaluation of success in attaining planned housing types and units, achievement of goals and policies, and implementation of the schedule of programs and actions;*
- (f) Provide for participation and input from community members, community groups, local builders, local realtors, nonprofit housing advocates, and local religious groups; and*
- (g) Include a schedule of programs and actions to implement the recommendations of the housing action plan.*

Commerce will be monitoring the contracts in May and November of 2020 to review progress in meeting milestones, deliverables and invoicing.

<b>Housing Action Plan</b> pursuant to <i>RCW 36.70A.600</i>			
<b>Steps/ Deliverables</b>	<b>Description</b>	<b>Start Date</b>	<b>End Date</b>
<b>Action 1</b>	<b>Public Participation Plan</b>		
Step 1.1	Review the City's existing recent public participation work tied the overall City Vision.	May 2020	June 2020
Step 1.2	Form an advisory housing committee made up of local citizens, groups/organizations, builders, realtors, nonprofit housing advocates, and religious	May 2020	June 2020
Step 1.3	Develop a schedule and strategy to invite public inquiry and participation, in the form of open houses, surveys, etc.	May 2020	Throughout the project
Deliverable 1	Public Participation Summary Report		June 30, 2021
<b>Action 2</b>	<b>Housing Inventory &amp; Needs Assessment</b>		
Step 2.1	Conduct a housing inventory of all types of housing within the City; analyze social, economic, population, and housing trends.	July 2020	August 2020
Step 2.2	Review the City's buildable lands capacity; determine existing and projected housing needs for all population groups and income levels.	August 2020	September 2020
Step 2.3	Review Battle Ground's housing element, policies, and zoning codes. Review the development review and permitting process.	July 2020	September 2020
Deliverable 2	Housing Inventory & Needs Assessment Report		September 30, 2020
<b>Action 3</b>	<b>Housing Action Plan</b>		
Step 3.1	Identify the regulatory context. Demonstrate compliance with RCW <a href="#">36.70A.600</a> in the Housing Action Plan.	October 2020	February 2021

Step 3.2	Identify policies and actions resulting from the findings in the needs assessment. Attention should be given to creating capacity for low-income housing; strategies to minimize displacement of low-income resulting from redevelopment. Other forms of housing should be addressed as well, such as, middle housing, housing for seniors, disabled, and the homeless.	October 2020	February 2021
Step 3.3	Recommend changes to the City's housing element and applicable zoning codes.	October 2020	February 2021
Step 3.4	Provide strategies and incentives to improve development review to promote streamlining.	October 2020	February 2021
Step 3.5	Identify funding sources and partnership opportunities for low-income housing, and other housing needs for the people groups listed in the action plan.	October 2020	February 2021
Step 3.6	Develop a schedule of programs and actions to implement the recommendations of the housing action plan.	October 2020	February 2021
Deliverable 3	Housing Action Plan Report		February 26, 2021
<b>Action 4</b>	<b>Plan Implementation</b>		
Step 4.1	Report to interested citizens the work of the Housing Committee and resulting Housing Action Plan via electronic means and/or print; Notification of public hearings.	February 2021	February 2021
Step 4.2	Prepare necessary staff reports; SEPA checklist; correspondence with State Dept. of Commerce	February 2021	March 2021
Step 4.3	Schedule Hearings before the Planning Commission.	February 2021	March 2021
Step 4.4	Schedule Hearings before the Council. Prepare an ordinance adopting the Plan.	March 2021	May 2021
Deliverable 4	Adopted Housing Action Plan		June 15, 2021

### Budget

Action / Deliverables	Commerce Funds	Other Funds [If applicable]
<i>Deliverable 1.</i> Public Participation Summary Report	\$ 20,000	\$5,000 (Staff In-kind service)
<i>Deliverable 2.</i> Housing Inventory & Needs Assessment Report	\$30,000	\$5,000 (Staff In-kind service)
<i>Deliverable 3.</i> Housing Action Plan Report	\$20,000	\$5,000 (Staff In-kind service)
<i>Deliverable 4.</i> Adopted Housing Action Plan	\$30,000	\$10,000 (Staff In-kind service)
<i>Total:</i>	\$100,000	\$25,000 (Staff In-kind service)

NOTE: The final deliverable for this grant represents thirty percent (30%) of the total grant award and payment is contingent upon submittal of a copy of the final, adopted local action (ordinance).