

CITY OF MCCALL

**MCCALL AREA LOCAL HOUSING ACTION PLAN
CONSULTANT SERVICES
REQUESTS FOR QUALIFICATIONS (RFQ)**

The Community and Economic Development Department of the City of McCall, Idaho is seeking the services of a firm or Individuals to complete an Action Plan for Implementing the City's Objectives for Local Housing. Qualified consultants will be experienced in housing, planning, community engagement, and consensus building. Further, they should have experience in the development of practical, effective, and implementable housing programs that are in tune with the unique challenges of small mountain and resort communities. Their experience should reflect knowledge of housing policy, finance and entitlements.

After review of the RFQ submittals, the top selected firm(s) and individual(s) will be asked to submit a full proposal and may be interviewed.

Five (5) hardcopies and one electronic file of the proposal shall be received no later than 5:00 P.M. on **August 20, 2021**. Submittals after this time shall not be accepted.

Inquiries about the project and electronic submittals shall be directed to Community and Economic Development Director Michelle Groenevelt, Project Manager, at: mgroenevelt@mccall.id.us.

The hardcopy proposals shall be addressed to:

City of McCall
Attn: Michelle Groenevelt
216 E. Park St.
McCall, ID 83638

PROJECT DESCRIPTION

Introduction

The Local Housing Action Plan is an effort to realize the community vision for local housing by building upon on-going efforts and defining a strategic path forward for implementation of the community's vision. The Action Plan is intended to create a framework for integrating, refining, prioritizing and building consensus of a discrete set of initiatives to be undertaken by the community over the next ten years.

Background:

The **McCall Area Comprehensive Plan** adopted in 2018 a vision for McCall:

McCall is a diverse, small town united to maintain a safe, clean, healthy, and attractive environment. It is a friendly, progressive community that is affordable and sustainable. And

Support a variety of housing opportunities to allow people to live and work in McCall, and to provide affordable opportunities for low- to middle -income employees, seniors, and persons with special needs.

Goal 2 of the Plan:

Support a local housing program as part of the vision for a diverse and year-round economy.

The 2018 **McCall in Motion, Housing Strategy** assessed the current and future housing needs and set forth recommendations for future actions to meet those needs. The recommendations include funding sources, regulations, programs and policies to create local housing options.

Both documents can be accessed at: <https://www.mccall.id.us/plans-documents-1>

In 2019, the McCall City Council adopted Resolution 19-02, the **McCall Local Housing Incentive Program**. Based on available funding, the program provides funding for private development to encourage and create deed restricted sale or leased property as local housing. The City Council has also committed to the use of unassigned fund balance at the end of the fiscal year for **Land Banking**. The purpose is for purchasing land for creating deed restricted Local Housing. See <https://www.mccall.id.us/localhousing> for more details on these programs.

In 2019, as part of an on-going effort at code reform, the City adopted a number of provisions for incentivizing local housing defined as,

A residential dwelling unit deed restricted for the primary residence of (1) an employee working a minimum of 30 hours per week or 1560 hours per year within the city for a set period (six months) or have an employment offer from a McCall business; (2) a senior age 65 year or over; (3) a person with disability.

The adopted code provisions including a series of bonus incentives for the provision of local housing, a process for the allowance of seasonal, temporary housing, and changes to the provisions for accessory dwelling units to encourage use as local housing.

In 2020, the City Council appointed a Housing Advisory Committee (HAC).

It is upon the recommendation of the HAC that this RFQ for a Local Housing Strategic Plan is being initiated and the selected firm(s) or individual(s) would be expected to work closely with this committee.

Also in 2020, the West Central Mountains Economic Development Council updated their report on housing needs in the broader region. This assessment was conducted through a survey of employees across the region about housing needs and real and perceived sense of housing security now and in the future. The goal for this data is to better understand what housing types should be built, where and at what price point.

Study Area

The project area includes the City of McCall and the McCall Impact Area (which planning, and building is administered by the City staff but is ultimately the jurisdiction of Valley County).

Important Dates

The following dates are intended to provide a guideline for the process and are subject to change:

July 15, 2021	RFQ Available
August 20, 2021	Submittal must be received by 5pm
August 27, 2021	Notification of short list (top firms to submit full proposal)
September 13-17, 2021	Consultant Interviews
September 20, 2021	Consultant Selection Announcement
TBD	Contract Development

SCOPE OF WORK

The scope of work is proposed in two phases. **Phase One** would be a review and audit of the current initiatives underway, including: The Incentive Program; the HAC’s proposals for City Owned Properties to sell, trade or lease; the Land Banking program; and the newly adopted regulatory changes. The most immediate need is in evaluating the deed restrictions provisions associated with the incentive program.

Phase Two will be to work with city staff and the HAC in a review and evaluation of the various action steps identified to date in the previous cited documents and plans. The intent will be to drill down further into the effectiveness of the identified strategies in the development of a plan of action to be adopted by the city. Among the factors to be considered in this assessment are:

- a. Level of Impact
- b. Funding
- c. Organizational and community support
- d. Partnerships
- e. Roles and Responsibilities

- f. Priority and timeline
- g. Measures of success

It is not expected that all the strategies identified to date will be included in the final strategic plan and there may be additional actions not yet identified that will be found more effective.

The selected firm(s) or individual(s) will work with the HAC and City staff throughout this phase in developing public information, education, and marketing material to be used by the city in gaining support for the strategic plan.

Deliverables: The product expected from this work effort is a concise strategic plan approximately 20 -30 pages in length, which set forth the strategic actions the city should undertake over the next ten years with emphasis on the next 5 years.

REVIEW, EVALUATION, AND SELECTION

Respondents will be evaluated according to these criteria:

Capability to Perform Project (i.e., firm's history, areas of expertise, address of office that will manage project, length of time in business, firm's legal structure, firm's commitment to provide necessary resources to perform and complete project). 1 page max.

Relevant Project Experience (i.e., description of other projects executed by the firm that demonstrate relevant experience.) List of all relevant public sector clients for whom you have performed similar work in the past five years, which should include name, address, and phone number of a person who can be contacted regarding the firm's performance on the project). 5-page max.

Qualifications of Project Team (i.e., resumé for the key people assigned to the project including sub-consultants. Key personnel roles and responsibilities on this project. Identify project manager who will be responsible for the day-to-day management of project tasks and will be primary point of contact.) 3-page max.

Project Approach and tentative timeline (i.e., the tasks that must be accomplished to complete the project including creative and new ideas. How the firm proposes to execute the tasks. Unique aspects of the project and alternative approaches the owner might wish to consider). 3-page max.

The most qualified teams who are deemed most advantageous to the City of McCall will be asked to submit a more specific proposal for the project. The City may choose to interview only the top-ranking firms as based on proposal review and scores. Unsuccessful proposals will be notified as soon as possible.

This solicitation is being offered in accordance the Idaho statutes governing procurement of professional services.

We consider applicants on the basis of qualifications and without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability, and any other legally protected status.