

# Ignite EMPORIA

## Request for Proposal Ignite Emporia Lyon County, KS

**Project Scope:** Ignite Emporia is seeking professional services from a qualified firm to assist with the development of a Comprehensive Housing Study for Lyon County, Kansas.

**Proposals Due:** Friday, October 11, 2019 by 5:00 p.m., CST

**Submit To:** Submit one electronic PDF of your proposal to Jeanine McKenna via email at [jmckenna@emporiakschamber.org](mailto:jmckenna@emporiakschamber.org)

**Contact Information:**

Jeanine McKenna, President/CEO  
Emporia Area Chamber of Commerce  
Email: [jmckenna@emporiakschamber.org](mailto:jmckenna@emporiakschamber.org)  
Phone: 620-342-1600

**General Project Information:**

Ignite Emporia and Lyon County, Kansas seeks proposals in response to this Request for Proposal (RFP) from firms and consultants experienced and qualified in housing market data collection and analysis, to conduct a Comprehensive Housing Market Study and to update and expand the scope of the Emporia, Kansas Housing Analysis – 2019.

The Comprehensive Housing Market Study is a critical policy document because it serves as a housing needs assessment for Lyon County and its stakeholders by:

- Providing an analysis of household demographic trends.
- Projecting future demands for housing.
- Forecasting the types of housing needs in the demand areas.
- Analyzing existing rules, regulations and licensing requirements to determine if any are obstacles preventing the market from effectively responding to these demands.
- Compiling an inventory of the assets and programs currently available to help the county and communities address these challenges.

The findings of this study will be presented to the Ignite Emporia Housing Committee, County Commission, City Commission and the residents of Lyon County. The findings of this Comprehensive Housing Market Study will help determine a long-term strategy for meeting the housing needs of Lyon County, Emporia and surrounding communities.

## **Section 1: Current Position:**

Please see attachment: Housing Needs Analysis Emporia Kansas - 2019. This report was prepared by the City of Emporia, Planning and Zoning Department

## **Section 2: Minimum Specifications and Scope**

The scope of this project shall consist of collecting and analyzing regional housing data to assess the overall health of our housing stock and market conditions in the Lyon County communities of Admire, Americus, Allen, Emporia, Hartford, Neosho Rapids, Olpe, and Reading. The scope also includes rural housing and unincorporated areas such as Thorndale. The consultant will be expected to collect the best available data, provide written analysis, and create a Geographic Information Systems (GIS) based product to be included as part of the document and analysis. The Consultant will be required to analyze sub-geographies in consultation with the County, City of Emporia and other stakeholders for a more in-depth analysis.

Lyon County is specifically interested in the following data and analysis elements for the study:

1. Define affordable housing for Lyon County and each of its communities as listed above. What is the price range and what types of homes can be built in that range, based on the demographics and average income for each community?
2. Prioritize neighborhoods in Emporia and other communities that can be targeted for rehabilitation.
3. Research alternative housing and options that fit with Lyon County. (i.e. tiny homes)
4. Analyze potential barriers and/or potential roadblocks for Lyon County.
  - Analyze the new comprehensive plan and proposed zoning codes and regulations. Assess their impact on housing development.
  - Analyze the City of Emporia's code and licensing processes and practices, including supervisor requirements for the trade and building professions and to make any recommendations that may be needed. How do other similar communities regulate and enforce codes in an effort to protect the health, safety and welfare of the public?
  - Examine the inventory of current construction service providers, i.e., general contractors, plumbers, electricians, HVAC, concrete, etc. Where are the gaps in these services for Lyon County? What can be done to fill those gaps?
  - Analyze railroad and other noise issues and their effect on the housing market and development. See attached resources on reports that have been completed on the creation of "quiet zones."
  - Examine the proposed changes to the FEMA Floodplain for Lyon County. How will these proposed changes effect existing housing and future development?

## **Recommendations**

- Offer scalable strategies to address the housing concerns, including public and private sector strategies to support the development of quality, affordable housing, as defined by this study, including suggestions on where changes in funding criteria could facilitate the development of more housing for all income levels.
- Offer tools and strategies to promote affordable housing, as defined by this study, for moderate, low, and very low-income households, including new regulatory and finance mechanisms, grants, possible partnerships with organizations, and dedicated revenue sources for affordable housing.
- Offer other strategies or findings that the consultant believes are pertinent to the scope of this proposal.

### **Section 3: Proposal Content and Considerations**

Proposals should include standard components such as a cover letter, resumes, hourly rates, and other pertinent information. Proposals should reflect the following considerations:

1. Attendance at stakeholder meetings, which will include at a minimum one meeting with each of the following:
  - a. Governmental bodies of each Lyon County community including applicable staff.
  - b. Emporia Community Housing Board.
  - c. Key stakeholder groups to be identified by the Ignite Emporia Housing Committee and Lyon County.
  - d. The general public.
2. Preparation of a report that is of a quality suitable for public distribution, which describes the nature of the project, research undertaken, the findings, conclusions, and recommendations. This shall include all digital products, such as PDF copies and GIS digital products.
3. Frequent communication by phone and/or email with staff.
4. The proposal should include:
  - a. Cover letter.
  - b. Identification and resumes for key employees of the consultant, including their responsibilities, workload, availability and involvement on this project.
  - c. Identification and resumes of subcontractors. If none, so state.
  - d. Information on the consultant's unique qualifications and/or capabilities.
  - e. The proposal should include examples of similar projects, including client contact information, project budget, completion date and key staff participants.
5. The proposal should include a proposed budget or multiple budget scenarios based upon option packages for completing this project within the budgeted amount for this project.
6. The proposal should also include project timelines, including benchmarks for specific tasks as proposed by the consultant.
7. The consultant agrees that the consultant shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry. The consultant shall in all solicitations or advertisements for employees include the phrase "equal opportunity employer." The consultant agrees that if the consultant fails to comply with the manner in which the consultant reports to the Kansas Human Rights Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the consultant shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the Ignite Emporia Housing Committee. If the consultant is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Ignite Emporia Housing Committee in consultation with the Lyon County Commission which has become final, the consultant shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by Ignite Emporia Housing Committee.

Consultants are asked to direct all questions regarding this RFP to Jeanine McKenna at the Emporia Area Chamber of Commerce, at [jmckenna@emporiakschamber.org](mailto:jmckenna@emporiakschamber.org), or (620)342-1600.

### **Section 4: Evaluation Criteria**

The Housing Committee of Ignite Emporia will begin the screening process. Selected firms will be interviewed by the Committee, which includes representatives of the county and city governments, real estate, service providers, HR professionals and industry.

Consultants selected for an interview should be prepared to discuss, among other things:

- The content of their written proposal.
- Their approach to conducting a comprehensive housing study.
- Their vision of the process for the execution and completion of the project.
- Availability.
- Their experiences with other similar projects.

### **Section 5: Deliverables**

It is expected that this proposal will likely evolve as the project is undertaken by the consultant. Through the course of analysis and finding, it is the expectation of Ignite Emporia and Lyon County that certain work products shall be made available during the course of, or as a result of, this proposal. They include, but are not limited to:

1. A comprehensive project plan, outlining work to be conducted, data sources identified, time frames, and other considerations.
2. Monthly progress reports.
3. Summary reports of all stakeholder meetings.
4. Completion of a first draft of the compressive housing market study.
5. Presentation of preliminary findings to Ignite Emporia Housing Committee.
6. Completion of a final draft to be presented to Ignite Emporia, stakeholders and the public.

### **Section 6: Conditions**

Invitation to Submit .....September 16, 2019

Invitations will be distributed electronically by Ignite Emporia to selected consultants and posted on the Emporia Area Chamber of Commerce website. Others may request a copy of the RFP at any time prior to the submission deadline.

Submission Deadline .....October 11, 2019

Submittal Instructions: Submit one electronic PDF of your statement of proposal to Jeanine McKenna by 5:00 p.m., CST. Consultants are responsible for ensuring electronic delivery by receiving a confirmation from Ignite Emporia.

Ignite Emporia  
Emporia Area Chamber of Commerce  
Jeanine McKenna  
719 Commercial St.  
Emporia, KS 66801  
620-342-1600

Interviews .....October 24-25

Ignite Emporia Housing Committee will notify selected firms by phone or email to schedule interviews. All unsuccessful firms will be notified by email.

Agreement with Selected Firm .....December 2, 2019

Dates subject to change.

**Resource Links:**

Link the ESU Master Plan – Will be available on ESU website in October.

Emporia Lyon County Comprehensive Plan

[http://lyoncounty.org/index/wp-content/uploads/2017/12/Plan-ELC\\_Final\\_spreads.pdf](http://lyoncounty.org/index/wp-content/uploads/2017/12/Plan-ELC_Final_spreads.pdf)

this includes information on rail crossing improvements on page 110.

**Attachments:**

Emporia Kansas Housing Analysis 2019