REQUEST FOR PROPOSAL (RFP)

ISSUE DATE: February 7, 2020

PROJECT: Housing Study for DeWitt Charter Township

ISSUING ENTITY: DeWitt Charter Township
1401 West Herbison Road
DeWitt, Michigan 48820

CONTACT: Andrew Dymczyk, Manager
Telephone: 517-668-0270
E-mail: adymczyk@dewitttwp.org

PROPOSAL
DUE DATE: March 6, 2020 at 12:00 pm

Return Proposals to: DeWitt Charter Township
Manager’s Office
1401 West Herbison Road
DeWitt, Michigan 48820
INTRODUCTION

DeWitt Charter Township is seeking proposals from qualified research and consulting firms to complete the following form which will serve as a proposal for work needed to conduct a comprehensive Housing Study for DeWitt Township. The results of the Housing Study will help decision makers, stakeholders and community members develop a meaningful sense of the type and condition of the existing housing inventory, as well as current and projected unmet housing needs.

DeWitt Charter Township is a municipality corporation governed by the Charter Township Act (PA 359 of the Public Acts of 1947) and is located at 1401 West Herbison Road, DeWitt, Michigan, 48820.

COMMUNITY BACKGROUND

DeWitt Township is an agricultural and bedroom community located in southcentral Michigan’s Clinton County, just north of Lansing (State of Michigan capital). It shares boundaries with Olive Township to the north, Bath Township to the east, the city of East Lansing to the southeast, the city of Lansing and Lansing Township to the south, and Watertown Township to the west. The city of DeWitt is completely surrounded by DeWitt Township and is located in the northwestern area of the Township.

The junction of US-127 and I-69 is in DeWitt Township, meaning that a great deal of long-distance private and commercial traffic passes through the Township. The Township is immediately adjacent to the Capital Region International Airport, which provides local access to regional, national, and international destinations. The Township’s location adjacent to Lansing and East Lansing, home to Michigan State University, provides access to large concentrations of government, healthcare, and higher education employment.

The Township has experienced steady growth from 2010 to 2015, growing 2% from 14,321 to 14,599. DeWitt Township previously experienced a large population increase from 2000 to 2010, from 12,143 to 14,321 in population (18% growth). DeWitt Township’s more recent growth period is similar to that of its neighbors. The Township is seeing an increase in its older population and this shift will have an impact on future housing needs.

PROPOSALS

A. This document will become the proposal when it is filled out, signed and submitted by a potential vendor to the Township at the address listed above. The proposal will remain effective for 90 days.

B. Proposals must be signed by an official authorized to bind the vendor to the provisions of the proposal.
C. The Township may consider any proposal on which there is an alteration of or departure from this format, as provided, and at its option, may reject the same. The Township reserves the right to reject any and all proposals and to waive any irregularity in proposals received whenever such rejection or waiver is in its best interest.

D. The Township may choose to interview selected vendors prior to awarding a contract.

E. The contract will be awarded to the vendor who, in the Township's sole discretion, provides a proposal that is most responsive to meeting both the needs of the Project and the Township.

F. The Vendor to whom the Award is made will be notified at the earliest possible date.

G. Contract term will be until the specified work has been completed; however, all data shall be collected and analyzed by October 1, 2020.

PROJECT DESCRIPTION

The selected Vendor will be required to provide a Housing Study for DeWitt Township that includes: a Demographic and Economic Profile, Housing Profile, Market Analysis and Recommendations to address housing needs.

PROJECT REQUIREMENTS

A. The Vendor is responsible for maintaining insurance and for providing certificates of liability insurance to the Township, including proof of Workers’ Compensation insurance. Insurance limits of liability shall not be less than $1,000,000 and policies will provide that no cancellation or reduction in coverage for any reason. DeWitt Charter Township must be named additional insured. Automobile Insurance covering all owned, hired, and no owned vehicles with personal protection insurance and property protection insurance to comply with provisions of the Michigan No Fault Insurance Law.

B. The Vendor will ensure that its employees adhere to professional code of conduct while engaged in Township work, including, but not limited to, the following: no smoking or drinking alcohol, no use of drugs. In addition, proper attire including shirts must be worn at all times. The Vendor’s employees shall not use profane or vulgar language and shall behave in a courteous and respectful manner when dealing with members of the public or property owners with whom they come in contact while performing work authorized by this contract.

C. The Vendor shall indemnify, defend, and hold harmless DeWitt Charter Township
against all damages or alleged damages to any structure or injury to any individuals as result of his/her operations.

D. The Vendor shall not sublet, assign or transfer services being provided without the written consent of DeWitt Charter Township.

E. Pricing must include the cost of all labor and materials, water, fuel, tools, equipment, transportation and all other expenses as may be necessary for the proper execution and completion of the work.

**SCOPE OF SERVICES**

The Housing Study shall include the following elements:

**A. Executive Summary**
A document summarizing the longer report in such a way that readers can rapidly become acquired with a large body of material without having to read it all.

**B. Demographic & Economic Profile**
Provide a general overview of the demographic and economic environment to set the context for the housing market analysis.

a. DeWitt Township Demographic Profile
   i. Provide an analysis of demographic data and trends including household growth, population growth, household income and tenure.

b. Economic Profile
   i. Provide an analysis of employment and economic data, including employment and economic trends, to understand the economic health of the Township.

   ii. Provide an analysis of employment trends and growth, unemployment trends, commuting patterns, major employers and employment growth, and impacts on jobs/housing balance.

   iii. Compare local wages and resident incomes to the cost of housing, and identify gaps. Compare findings with regional data.

**C. Housing Profile & Market Analysis**
Vendor will provide an analysis of DeWitt Township housing and market including a discussion of housing stock, trends in the owner and rental markets, accessible housing and an analysis of affordability. This section should conclude with a possible gap analysis to examine mismatches in supply and demand of housing.

a. Non-owner Occupied Housing
i. Provide a comprehensive inventory of rental non-owner occupied housing, including apartments, townhomes, condominiums, duplex and single-family detached houses including their geography.

ii. Identify the current condition of the current rental housing structures and property. It is necessary to provide location and geography.

iii. In order to understand the existing for-rent market, complete an analysis of the for-rent market, examining overall existing rental trends, including trends in rental pricing, rented and inventory details and levels, with specific attention to levels and locations that are under and overbuilt.

iv. Identify and analyze the amount and availability of accessible rental housing units, as well as the unmet need for accessible, affordable units, which should include considerations for household size.

b. Owner Occupied Housing

i. Provide a comprehensive inventory of owner occupied housing, including duplexes, townhomes, condominiums and single-family detached houses including their geography.

ii. Determine what percentage of owners’ income is paid to their mortgage.

iii. In order to understand the existing for-sale market, complete an analysis of the for-sale market, examining overall existing housing trends, including trends in housing pricing, sales and inventory details and levels.

c. Retiree, Senior and Accessible Housing

i. Identify and analyze the amount and availability of accessible for-sale and rental units within the Township, including any unmet need for accessible and affordable units for this population segment.

d. Gap Analysis

i. Compare resident incomes with the cost of available housing (rental and owner occupied).

ii. Compare projected rental demand, both temporary and permanent, with projected availability.

iii. Compare projected owner occupied demand with projected availability.
D. Findings & Recommendations
Vendor will summarize housing needs and the resources available to address needs. The analysis will conclude with recommendations for allocating resources and a “dashboard” for monitoring impact. A dashboard shall include short-term and long-term indicators of success, estimated project costs based on outcomes developed within the study to address current and future needs. A 5-year housing target or optimum housing stock in relation to external factors shall be established. Preparation and presentation of the final study shall be of sufficient quality for public distribution.

a. Resources
b. Addressing Needs
c. Roadmap for Addressing Needs
d. 5 Year Housing Target / Optimum Housing Stock
BID FORM
Contract Services for Housing Study

Vendor: ________________________________________________________________

Address: ______________________________________________________________

Telephone: _____________________________________________________________

E-mail: ________________________________________________________________

Number of Full Time Employees Currently Employed: _________________________

Number of Part Time Employees Currently Employed: _________________________

Total Project Cost: ______________________________________________________

Total Project Cost Written Out: __________________________________________

Brief Description of your Company and similar work experience:
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Provide name, address, and telephone number for at least five references.

All bids must be submitted by March 6, 2020 at 12:00 pm.