

City of Grand Marais, Minnesota

Plan to Address Housing

REQUEST FOR PROPOSALS (RFP)

Grand Marais is requesting proposals from qualified firms to develop a plan to address housing for the City. Detailed information concerning the City's needs is outlined below. The community desires to select the best-qualified firm through the RFP process.

1. Instructions to Proposers

- A) All proposals should be sent and all questions and correspondence should be directed to:

Attn: Mike Roth, City Administrator
218-387-1848
administrator@grandmarais.city

- B) All proposals must be received no later than 1:00 p.m., March 29, 2019 via email. The proposal shall include "Housing RFP Response" in the subject line.
- C) The proposal shall be limited to a maximum of 5 pages. Additional material, other than that requested by the City of Grand Marais, will be disregarded.
- D) Proposals will include price for each individual component of the project. The City will consider partial proposals and may award the components to separate parties.

2. Proposal Contents

- A) **Basic Information**
Show the name of the proposer's firm, address, telephone number and name of the contact person, and the date.
- B) **Identification and Qualification of Assigned Personnel**
The ideal firm should have demonstrated relevant experience in municipal planning and housing.
- C) **Proposer's Detailed Approach to the Scope of Services**
The proposal shall address in detailed fashion the approach to the Scope of Work, including a proposed completion schedule.

D) **Basis for Compensation**

The proposal shall include a fee schedule including the cost per hour and estimated hours of each consultant, the estimated cost and schedule of reimbursable expenses, and a not to exceed price for each component. Costs should be broken down by component to allow for project scope and budget modification.

3. **Scope of Work**

A) Component 1: Housing Data Collection and Presentation

- Prepare an inventory and maps of housing properties in Grand Marais organized by parcel. The inventory and maps will include the number, type, residential/non status, valuation, vacation rental status, seasonal status, taxes, vacant buildings, vacant land, tax exempt land, and utilities.
- Propose additional or alternative data that would be useful for the project.

B) Component 2: Regulatory Review

- Review and identify existing City regulations related to housing.

C) Component 3: Housing Solution Search

- Gather and present innovative housing projects, regulations, or solutions in other communities.

D) Component 4: Housing Solution Workshop

- Plan and conduct a workshop to brainstorm possible local housing solutions, identify preferred ideas and barriers to their success, and select priority ideas for implementation.
- Identify ideal workshop participants.
- Create work plan for implementation of selected housing solutions.

4. **Schedule**

Identify the amount of time each component will take and the proposed schedule. As this is a City priority, earlier is preferred.

5. **Selection**

- A) Selection of the firms shall be based upon, but not limited, to the following criteria:

1. The firm's approach to and understanding of the Scope of Work.
2. The firm's experience with similar contracts and clients.
3. The experience and qualifications of the proposed staff in providing similar services.
4. The firm's demonstrated ability to deliver work on time and within budget.
5. The extent of involvement by key personnel.
6. The extent to which previous clients have found the firm's service acceptable.
7. The firm's most significant qualifications for this project.
8. Previous City experience with the proposing firm, if any.
9. Acceptability of firm's fee proposal.

6. Terms and Conditions

- A) The City reserves the right to reject any or all proposals or to negotiate a contract that is in the best interest of the City at the absolute and sole discretion of the City Council.
- B) The City will not be liable for any costs incurred by the firm responding to this request.
- C) The firm shall not assign any interest in this proposal and shall not transfer any interest in the same without the prior written consent of the City of Grand Marais.