



211 S. Main St.
Pratt, Kansas 67124
620-672-5501

REQUEST FOR PROPOSALS (RFP)

Housing Needs Assessment Study for Pratt County, Kansas

Date Issued: September 25th, 2024

Proposal Submission Deadline: October 15th, 2024

I. INTRODUCTION

The Pratt Area Economic Development Corporation (PAEDC), in partnership with the City of Pratt and Pratt County, Kansas, is seeking proposals from qualified firms to conduct a comprehensive Housing Needs Assessment Study. The purpose of this study is to evaluate the current housing conditions, identify gaps, and provide strategic recommendations to address the housing needs for all demographic and income segments within Pratt County.

BACKGROUND

Pratt County is in southcentral Kansas and is a rural county consisting of seven (7) communities. The 2023 U.S. Census population estimate for the county is 9,082 residents. Pratt County does not contain any U.S. Census designated Metropolitan areas.

II. PROJECT OBJECTIVES

The Housing Needs Assessment will serve as a guiding document for local policymakers, developers, and stakeholders. It will:

- Provide an analysis of current housing supply and demand.
- Assess the housing needs for various demographic groups, including seniors, families, low-income households, and workforce housing.
- Identify barriers to housing development and propose actionable solutions.
- Offer projections of future housing needs based on anticipated growth and trends.
- Recommend strategies to promote housing development and rehabilitation, including affordable housing options.

III. SCOPE OF WORK

The selected firm will be responsible for conducting a thorough Housing Needs Assessment that includes, but is not limited to, the following tasks:

1. Demographic Analysis:

- Population trends and projections.
- Household characteristics (e.g., size, income levels, age distribution).
- Employment and economic factors affecting housing demand.

2. Housing Inventory and Conditions:

- Current housing stock (single family, multifamily, rental vs. ownership).
- Condition of existing housing (age, quality, vacancy rates).
- Available land for housing development.

3. Housing Affordability:

- Analysis of housing costs in relation to income levels.
- Identification of housing affordability gaps for various income brackets.

4. Housing Demand and Supply:

- Evaluation of the current housing market (types of housing in demand vs. supply).
- Identification of underserved population segments.
- Future housing needs based on anticipated growth.

5. Barriers to Housing Development:

- Review of zoning and regulatory barriers.
- Infrastructure needs and limitations.
- Financial and market challenges.

6. Community and Stakeholder Engagement:

- Conduct surveys, interviews, and focus groups with residents, community leaders, developers, and stakeholders to gain insights on housing needs and challenges.

7. Recommendations and Implementation Strategies:

- Recommendations for addressing current and future housing needs.
- Strategies for fostering public private partnerships to stimulate housing development.
- Policy recommendations to support affordable housing development and rehabilitation.

IV. DELIVERABLES

The final deliverable will include:

- A housing assessment that meets all the requirements of the Kansas Department of Commerce and Kansas Housing Resources Corporation.
- A comprehensive report summarizing the findings and recommendations.
- Data visualizations (charts, graphs) illustrating key findings.
- A public presentation of the findings to community stakeholders and local government officials.

V. QUALIFICATIONS

The successful proposer will have:

- Include the firm's experience completing housing studies that meet the needs of the Kansas Department of Commerce and Kansas Housing Resources Corporation.
- Demonstrated experience in conducting housing studies, particularly in rural or small communities.
- Expertise in data analysis, housing market trends, and economic factors related to housing.
- Strong community engagement skills.
- Familiarity with federal, state, and local housing programs and policies.

VI. PROPOSAL SUBMISSION REQUIREMENTS

Interested firms must submit a proposal that includes the following:

- Cover Letter: Introduction to the firm and a brief statement of interest.
- Qualifications and Experience: Examples of relevant projects completed, with references.
- Approach and Methodology: Description of how the firm plans to carry out the scope of work.
- Proposed Timeline: Estimated timeline for completing the project.
- Cost Proposal: Breakdown of costs, including labor, materials, travel, and any additional expenses.
- Contact Information: Key personnel involved in the project and their qualifications.

VII. SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the firm.
- Understanding of the project and proposed methodology.
- Cost effectiveness of the proposal.
- Ability to meet deadlines and complete the project within the specified timeline.
- References from previous clients.

VIII. SUBMISSION DETAILS

All proposals must be submitted electronically in a PDF format no later than October 15th, 2024 to:

Contact Name

Pratt Area Economic Development Corporation

211 S. Main Street

Pratt, KS

620-672-5501

paedc67124@prattkansas.org & ashley@prattkansas.org

IX. QUESTIONS

All questions related to this RFP must be submitted in writing by [Insert Date] to the contact above. Responses will be provided to all interested parties.

X. TIMELINE

- RFP Issued: 9/25/2024
- Deadline for Submitting Questions: 10/2/2024
- Proposal Submission Deadline: 10/15/2024
- Virtual Meeting Prior to Selection: Before 10/31/2024
- Selection of Firm: 11/13/2024
- Project Completion Deadline: To be negotiated but will not exceed 6 months

We look forward to receiving your proposals and appreciate your interest in working with the PAEDC to address the housing needs of Pratt County.