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**REQUEST FOR QUALIFICATIONS
FOR COMPREHENSIVE HOUSING STUDY
TRANSYLVANIA COUNTY**

GENERAL PROJECT DESCRIPTION:

Transylvania County Government is requesting qualifications for firms to conduct a Comprehensive Housing Study for the county. Our goal is to obtain information about the type, size, location, and price of housing required to meet the current and future needs of residents living and working in the county. We would like to understand the market forces, planning and zoning regulations, infrastructure, land availability and local barriers that impact housing development. The consultant will provide a thorough analysis and make recommendations as to possible solutions.

BACKGROUND:

Transylvania County

Transylvania County is a county located in Western North Carolina. The County has two municipalities including the City of Brevard and the Town of Rosman with a county population of 33,165. Transylvania County faces challenges in development with half of the county land area in state and national parks or forests, floodplain limitations and steep topography.

This study is intended to build upon the Asheville Area Housing Study.

SCOPE OF SERVICES

The County desires to develop a Comprehensive Housing Study that includes an estimate of the existing and future needs for housing throughout the region and an understanding of what is needed to drive development to fill this need.

The County would like to identify specifically where and how the housing market is not meeting the current and future needs of residents in terms of product, location, and pricing. The future need for housing should include long-term projections for the next 20 years in 5-year increments. The County would like to identify what the barriers are that have led to the local housing market apparently not meeting current and future needs.

The study should include a description of the methodology used and rationale behind all assumptions that are used. The study should also describe how the projections consider the many variables that affect housing demand, supply and affordability, with the study including but not limited to:

A. Service Area

Transylvania County: The area to be covered in the study includes all of Transylvania County including the two municipalities of the City of Brevard and Town of Rosman.

Minimum Required Data Elements / Analysis

The Consultant selected to complete the study is free to develop specific methodology as they deem appropriate. The final document should, at a minimum, quantify the following data elements:

1. Demographic Review (historical, current, and future 5 yrs., 10 yrs., 15 yrs., and 20yrs.) of Population/Households

- a. Growth trends and projections
- b. Age distribution
- c. Income distribution
- d. Household size

2. Economics

- a. Economic base - by industry and major employer, including type of business, number of people employed, and wages
- b. Job growth projects, industrial/economic expansions, and wage data
- c. Employment growth over the last ten (10) years
- d. Anticipated employment trends including employer expansions, contractions, plant openings and closings, etc.
- e. Provide a breakdown of typical wages by occupation
- f. Community patterns for workers, such as how many workers commute to and from surrounding areas.
- g. Housing costs as a percentage of income

3. Inventory of Existing Housing Stock

- a. By tenure (Rent, Own)
- b. By type (Single family, 1-4 units, multi-family, manufactured, vacation rental)
- c. By value (Property values, rents)
- d. By age
- e. Vacancy rates

4. Other Housing Issues

- a. Student (on and off campus), young professional, family, and senior (independent and senior) market analysis, including information on existing properties related to rents, vacancies, services, and amenities.
- b. The impact of housing on employee recruitment
- c. Workforce housing (80-120% of AMI) analysis
- d. Affordable rental housing (Tax Credit, Public Housing, Section 8, USDA) analysis
- e. Affordable housing ownership (USDA 502, First Time Homebuyer Programs, etc.) analysis and opportunities
- f. Special needs housing, including information regarding the extent of homelessness and/or unmet housing needs as a consequence of mental illness
- g. Housing market turnover/sales data, and for-sale market analysis
- h. Building permit history
- i. Infrastructure capacity/availability challenges
- j. Available buildable land analysis
- k. Property maintenance and code enforcement challenges
- l. Community planning and zoning challenges (within the context of allowable approaches under NC legal authority for local government)
- m. Rental market analysis, including information on pending developments and rental housing needs.
- n. Short-term rental analysis
- o. Single family housing analysis, including location, size, and state of repair.

B. Recommendations

The County would like an analysis done that provides suggested actions as allowable within NC local government statutory authorities including but not limited to policy changes, non-cash incentives, capacity building tasks and other ideas as to how to move forward in promoting the development of housing in the types and locations needed.

Specifically:

1. Broad recommendations identifying three to five focal points for the community that could be effective strategies for improving housing availability.
2. Specific recommendations (based on analysis of data collected):
 - a. What types of housing (i.e., owner occupied, rental, market, assisted elderly, special needs, workforce, affordable, student, young professional, vacation rental, etc.) should be developed now as well as in 5, 10, 15 and 20 years from now? What amenities are important to the needed types of housing? What price range is preferable for the needed types of housing?
 - b. What areas within the county should the needed housing types be located? This should include maps and visuals and distinguish between areas that have necessary infrastructure now and those that could be accommodated with reasonable investment in water and sewer infrastructure.
 - c. What best strategies might be implemented to address identified deficiencies in the maintenance and repair of both owner-occupied and privately owned rental properties?
 - e. A projection of notable fiscal impacts and key quality-of-life outcomes that would be experienced upon realization of the specified growth and development upon build-out.
 - f. A base proforma using typical land and development costs in the area and possible housing financial resources that could result in a viable project.

Any suggestions regarding alternatives or addition to this scope of service are also welcome.

DELIVERABLES

The Consultant will provide a Comprehensive Housing Study document in hard copy and electronic format. The document will include data charts and maps illustrating the analysis of the data and supporting recommendations that are made. In the recommendations, the consultant should include examples from other locations showing where these actions have been successful when possible.

PROPOSAL

All proposals are due no later than 4:00PM EST Wednesday, October 18th to
Jennifer Galloway
Housing Study RFQ
Transylvania County
101 S Broad Street
Brevard, NC 28712

Please provide 4 copies and one digital copy.

The following information should be included in the proposal:

- Provide examples of your team's prior experience in Housing Studies and the results of the recommendations made.
- Outline, in sufficient detail, the methods for identifying the housing needs and a proposed outline of the contents of the Comprehensive Housing Study.
 - Method of stakeholder engagement, including local government entities and active nonprofits that provide resources for housing needs in Transylvania County.
 - Strategy for sharing results with the public in a way that is easy to understand and that provides pathways for them to be a part of solutions.
- Identify the project manager and all team members(s) responsible for completing tasks. Include their resumes, areas of expertise, hourly rates, and number of hours each will spend on the project.
- Identify any tasks for which the county staff will be responsible.

- Specify the time, resources, and costs required to complete the Housing Study.
- Include a total timeline and total cost for the entire project with each task clearly identified in the timeline.
- Describe quality control procedure, scheduling and cost control methods to be utilized to ensure delivery of contracted services.
- Provide a financial statement that indicates the ability of the lead entity to complete this project. Please include any other projects that the team has completed.
- Provide references for projects of similar scope and size.

The consultant should be aware of the potential for new tasks to be added to the scope of services both before and after the process gets underway. Any tasks added by the county will be negotiated with the Consultant.