

**STRATEGIES FOR DEALING WITH SUBSTANDARD BUILDINGS IN YOUR COMMUNITY**

**Friday, January 11, 2019 from 12:00 Noon to 3:30 P.M.**

**Appleton Civic Center**

**Topic: Clara City Housing Study – Planning and Implementation**

- **Question #1 – Why did the City/EDA do the study?**
- **Question #2 – What was the cost of doing this housing study?**
- **Question #3 – Who did the housing study?**
- **Question #4 – What were the results of the housing study?**
- **Question #5 -- How is the community using the Housing Study?**
- **Questions?**

Contact: Windy Block  
City Administrator  
City of Clara City  
(320) 847-2142  
Email: cityadmin@hcinet.net



## Request for Qualification and Proposal (RFQ&P)

The City of Clara City is soliciting qualifications and proposals for conducting a moderately comprehensive housing study for the City of Clara City and any immediate applicable area. In doing so, the City reserves the right to negotiate further as to the terms agreed to as well as retaining the right, if deemed necessary and appropriate, to reject any and all quotes and proposals. It is the intent of the City to finalize its consideration of awarding this project to the most qualified and effective response to this RFQ&P on or around December 12, 2017.

### Project Description

The area to be surveyed and studied should include the City of Clara City and any of the immediate surrounding area which your firm identifies as being the valid housing market area for this study. The completed results of this study, at a minimum, should identify and detail sufficient information for use by City leaders and prospective developers and lenders in developing long-term housing priorities and projects, such to include:

1. Demographic Analysis
  - a. Population and Household data including growth trends and projections.
  - b. Employment including job growth projections, industrial/economic expansions, and wage data.
  - c. Age distribution
  - d. Income and affordability analysis
2. Housing data analysis including building permit data, quantity and type of existing housing, age of housing, housing conditions, and number of units in any one structure.
3. For Sale Market Analysis including information on housing values, sales data, subdivision data, information on pending developments, interviews with Realtors, and any other information deemed relevant to the for-sale housing market.
4. Rental Market Analysis including information on existing rental properties over 8 units in size as related to rents charged, vacancies, and other amenities. Also include information on any pending developments and interviews with local Realtors on rental housing needs.
5. Recommendations should include a review of the findings and identification of market demand as based on analysis of the for-sale, rental and senior housing markets and any other housing needs or markets that are identified.
6. Recommendations regarding certain types of housing projects, recommended private housing developers, and/or the City's involvement in developing a preferred new subdivision for single family housing which will best meets or exceeds the City's demographic needs.

## **Requested Information**

All respondents who submit a response to this request for qualification and proposal must, in order to be successful, submit a response which addresses the following components as part of their proposal, including:

1. Description and biography of the responding firm.
2. Biographies and/or resumes of those professionals who will be involved in staffing the proposed project work and study.
3. Information and detail regarding prior experience of the responding firm and staff in completing this type of project work. References and their contact information from past work and/or studies should be included.
4. A proposed timeframe for the completion of this study and the timely reporting of the results back to the community, Planning Commission, and City Council.
5. A detailed plan of all of the projected costs as may be associated with the completion of this study, as well as any pricing data as may be offered as options.
6. The submittal of three (3) hard copies of the entire response and proposal along with one (1) pdf file copy of the entire proposal.

## **Deadline for Submittal of Responses**

All responses must be delivered to and received by 4:30 PM on Tuesday, November 21, 2017, at the following:

City Housing Study Project  
215 NW First Street  
P.O. Box 560  
Clara City, MN 56222  
[cityadmin@hcinet.net](mailto:cityadmin@hcinet.net)

## **Questions and/or Requests for Information**

Please direct all questions and queries to:

Windy Block, City Administrator  
215 NW First Street  
P.O. Box 560  
Clara City, MN 56222  
Phone: (320) 847-2142  
Email: [cityadmin@hcinet.net](mailto:cityadmin@hcinet.net)

## Request for Qualification and Proposal (RFQ&P)

Name of RFP: *Comprehensive Housing Study*

City name: *City of Clara City*

Brief description: *Project Description*--The City is soliciting qualifications and proposals for conducting a moderately comprehensive housing study for the City of Clara City and any immediate applicable area. The area to be surveyed and studied should include the City of Clara City and any of the immediate surrounding area which your firm identifies as being the valid housing market area for this study. The completed results of this study, at a minimum, should identify and detail sufficient information for use by City leaders and prospective developers and lenders in developing long-term housing priorities and projects, such to include:

1. Demographic Analysis
2. Housing data analysis
3. For Sale Market Analysis
4. Rental Market Analysis
5. Recommendations for meeting the market demand
6. Recommendations regarding what types of housing projects, recommended private housing developers, and/or the City's involvement in developing a preferred new subdivision for single family housing

How to obtain: *Full Copy of this RFQ&P is available by contacting:*

City Administrator  
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Clara City, MN 56222  
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## Contact List of Potential Firms for Conducting a Housing Study

### Community Partners Research, Inc.

Steve Griesert  
1011 Newhall Drive  
Faribault, MN 55021  
(507) 838-5992 (cell)  
(507) 333-2445  
[cpartners@charter.net](mailto:cpartners@charter.net)

Scott Knudson  
10865 32<sup>nd</sup> Street N  
Lake Elmo, MN 55042  
(651) 777-1813  
[scottknudson@msn.com](mailto:scottknudson@msn.com)

### Maxfield Research Inc.

Mary Bujold  
Director of Research  
615 First Avenue NE, Ste 400  
Minneapolis, MN 55413  
(612) 904-7973  
[mbujold@maxfieldresearch.com](mailto:mbujold@maxfieldresearch.com)

### Viewpoint Consulting Group, Inc.

Jay Thompson  
President  
9104 Barrington Terrace  
Brooklyn Park, MN 55443  
Direct: 763.273.4303  
Cell: 763.639.5957  
[Thompson@viewpointconsult.com](mailto:Thompson@viewpointconsult.com)

### Lea Company

Jay A. Wortmann, MAI  
Certified General Real Estate Appraiser  
(402) 202-0771  
[jaywortmann@leacompany.com](mailto:jaywortmann@leacompany.com)  
[www.leacompany.com](http://www.leacompany.com)

### Upper Minnesota Valley Regional Development Commission

Kirk Bustrom  
Senior Planner  
323 West Schlieman Avenue  
Appleton, MN 56208  
[kirk@umvrdc.org](mailto:kirk@umvrdc.org)

## Summary of Findings/Recommendations

The findings/recommendations for Clara City have been formulated through the analysis of the information provided in the previous sections and include a total of 23 recommendations divided into the following five categories:

- ▶ **Rental Housing Development**
- ▶ **Home Ownership**
- ▶ **Single Family New Construction**
- ▶ **Housing Rehabilitation**
- ▶ **Other Housing Initiatives**

The findings/recommendations for each category are as follows:

<b>Findings and Recommendations for Clara City</b>	
<b>Rental Housing Development</b>	
1.	Develop 16 to 20 general occupancy market rate rental units
2.	Promote the development/conversion of six to eight affordable market rate rental housing units
3.	Develop eight to 10 subsidized/moderate rent/income restricted general occupancy rental housing units
4.	Preserve the existing supply of subsidized housing
5.	Senior housing with services rental units
6.	Develop a mixed-use commercial/housing project
7.	Continue to utilize the Housing Choice Voucher Program
<b>Home Ownership</b>	
8.	Continue to utilize and promote all programs that assist with home ownership
9.	Consider the development of a purchase/rehabilitation program
<b>New Construction</b>	
10.	Lot availability and lot development
11.	Strategies to encourage residential lot sales and new home construction
12.	Promote town house and twin home development
13.	Coordinate with agencies/nonprofits that develop affordable housing



<b>Findings and Recommendations for Clara City</b>	
<b>Housing Rehabilitation</b>	
14.	Promote rental housing rehabilitation programs
15.	Promote ongoing owner-occupied housing rehabilitation programs
16.	Develop a Neighborhood Revitalization Program
<b>Other Housing Initiatives</b>	
17.	Encourage employer involvement in housing programs
18.	Continue to submit applications for Minnesota Small Cities Development Program funds
19.	Acquire and demolish dilapidated structures
20.	Develop home ownership and new construction marketing programs and strategies
21.	Create a plan and continue coordination among housing agencies
22.	Strategies for downtown redevelopment
23.	The 'Old Junior High' Site



