



Wyoming Community Development
Authority

Statewide Strategic Housing Action Plan

Request for Proposal

April 1, 2024

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Project Overview

Introduction

Wyoming Community Development Authority (“Organization,” “WCDA”) in Casper, WY is requesting proposals from qualified professional planning consultants for technical assistance and preparation of a Statewide Strategic Housing Action Plan (“Plan”) covering Wyoming.

This request represents the needs and requirements explicitly expressed by WCDA’s Selection Committee and should be used as the basis for your preparation of a proposal. It is your responsibility to coordinate all responses and ensure a complete solution is presented. We request your response no later than April 22, 2024.

Response instructions are contained within the document. Please direct any questions related to this request, or completion of your response to the contacts listed below. We look forward to reviewing your proposal. Thank you for your time and consideration.

Scott Hoversland

Executive Director

WCDA

hoversland@wyomingcda.com

307.265.0603

Christopher Volzke

Deputy Executive Director

WCDA

volzke@wyomingcda.com

307.265.0603

General Information

Purpose

The purpose of this document is to define the requirements of WCDA for services to provide technical support and preparation of a Statewide Strategic Housing Action Plan based, in part, on data collected by a recently prepared housing needs assessment.

Objective

The objective of this request is to have an action plan created which will address current and future strategies to preserve and create housing in Wyoming. A few of the qualifications that WCDA will be looking for in the selected consultant will be:

- Professional experience in evaluation and implementation of policies, plans and statutes governing housing; specific experience in Wyoming is preferable.
- Ability to analyze relevant data, policies, and regulations
- Capability to communicate analysis and suggestions in a manner that is easily comprehensible to a non-expert.
- Experience in facilitating public input and involvement and consensus building
- Experience working with elected and appointed officials in the development of plans and policies
- Experience developing community plans and associated implementing regulations

Due Date of Proposal

The deadline for receipt of proposals is April 22, 2024. In fairness to all participants, time extensions should not be requested. If your company decides not to respond to this RFP, please inform WCDA of your decision, indicating the reason for your decision not to participate.

Confidentiality and Non-Disclosure

This document in its entirety remains the property of WCDA. The information provided within this, or any other document supplied, is strictly confidential and proprietary to WCDA. This information is not to be shared with individuals outside of your organization unless WCDA has specifically provided written consent allowing said individuals access to this information. You agree to hold the existence of this document, and all related information communicated to you, in strict confidence. Further, you agree to not disclose, distribute, or disseminate the information or documents to any individuals outside of your organization unless WCDA has specifically provided written consent allowing said individuals access to this information, specifically including, but not limited to, potential or actual members, and not to use the information for your own benefit or the benefit of others, except as authorized in writing.

Acceptance/Rejection

Issuance of this RFP does not obligate WCDA to contract, in whole or in part, for services specified herein. WCDA reserves the right to cancel this solicitation, in whole or in part, or to reject in whole or in part, any and all proposals. No minimum contract will be committed to under this RFP. The proposed solutions should be submitted on the most favorable terms. Subsequent to the receipt of the proposed solution, WCDA may schedule discussions with you if it becomes necessary to clarify elements of your proposed solution. Proposed solutions will be reviewed for support of the objectives defined in the RFP. Continued participation by submitting vendors in this project will be based upon the proposed solution that best satisfies WCDA's requirements as outlined within the RFP. WCDA reserves the right to reject any and/or all proposed solutions received.

Client Overview

Selection Committee

- Scott Hoversland, Executive Director
- Christopher Volzke, Deputy Executive Director
- Rachel Shaw, Director of Human Resources
- Michael Holliday, Director of Finance & Administration
- Kathy Swanson, Director of Legal & Compliance

History & Background

Since 1975, Wyoming Community Development Authority (WCDA) has been making it easier for people across Wyoming to finance their first homes.

We provide low-interest single family mortgages and education to help our customers buy and retain their homes. We also offer special programs to aid in the sustainability of homeownership from our down payment assistance program, to homebuyer education and counseling, to our partnerships with developers and our work with non-profit community organizations. WCDA is the state's leading resource for housing finance.

In 1975, WCDA was created by state statute, as an instrumentality of the state, for the purpose of raising capital to finance affordable housing. WCDA receives no state funding. WCDA's largest housing program is the Single-Family Mortgage Purchase Program for first-time homebuyers. In order to fund this program, WCDA raises capital by selling tax-exempt mortgage revenue bonds to investors. Because the interest on the bonds is tax exempt, the investors accept a lower rate of return. The savings is passed through to homebuyers in the form of lower interest rates on mortgages.

In 2012, WCDA began offering additional financing programs for homebuyers by taking advantage of special mortgage purchase programs offered through the federal government for Housing Finance Agencies (HFAs). These programs are called the HFA Preferred Programs and are not limited to first-time homebuyers.

In addition to its single-family programs, WCDA currently administers public infrastructure funding and four major affordable rental housing development programs: the Low-income Housing Tax Credit (LIHTC) Program, the National Housing Trust Fund (NHTF) Program, the HOME Investment Partnerships Program (HOME), the Community Development Block Grant Program (CDBG), and the HOME Investment Partnerships American Rescue Plan Program (HOME-ARP). Together, these five federal programs have funded more than 5,500 units of affordable rental and homeownership housing across the state, along with dozens of water, sewer, and other public infrastructure projects, and have provided one-time funding to HOME-participating jurisdictions, such as WCDA, to reduce homelessness and increase housing stability across the state.

Scope of Services

This RFP is primarily for the preparation of a Statewide Strategic Housing Action Plan for Wyoming. The purpose and intent of the Plan is to use data collected by a recently prepared housing needs assessment, which provides information on the current state of housing in Wyoming and its various jurisdictions, to prepare the Plan to address the circumstances surrounding this issue. The consultant should also recommend specific implementation measures such as policy changes or regulation revisions to address the issues identified by the Plan.

Additionally, the consultant will provide technical support regarding the Plan which could include;

- Presentations to stakeholders
- Input on related regulations, codes and other guidance

Components of the Plan shall include:

1. Initial Meeting: Completion of an initial meeting with WCDA to review project goals, expectations, and schedule.
2. Data Collection: Review of relevant state/jurisdiction regulations and planning documents. The review should include an analysis of regulatory and non-regulatory constraints on the development of housing in the state/jurisdictions and options the state/jurisdictions may wish to consider to mitigate identified constraints.
3. Community Analysis: Review the recently prepared Wyoming Statewide Housing Needs Assessment data, which provides:
 - a) The estimated quality of the existing affordable housing stock;
 - b) The percentage of units currently available that meet the affordability guidelines regarding housing expense burden
 - c) Sales and rent data indicating the percentage of units that are at or below Fair Market Rent for the area;
 - d) The percentage of affordable units that are rental units;
 - e) Vacancy rates for affordable rental units and for other rental units across the state;
 - f) Turnover rates for sales of affordable units vs. other sales units;
 - g) A map that shows the location of affordable units in the state;
 - h) Projected needs: identification of new units of housing needed/renovation units required;
 - i) Such other information as may be useful in assessing housing needs in Wyoming and its jurisdictions and developing a plan to fulfill those needs; and
 - k) A gap analysis that identifies future housing needs that cannot be addressed through existing housing stock.
6. Strategies: Identify strategies the state and its jurisdictions could follow to address current and future housing needs in ways that are consistent with the goals provided by WCDA. Strategies shall offer forward-thinking, feasible approaches to stimulate the state's growth of housing supply. Strategies may include policy or regulatory changes, community partnership opportunities, etc. Strategies shall also address next steps and responsible parties to implement action steps. Both preservation of existing housing and creation of new affordable housing should be addressed.
7. Community Outreach: The consultant will conduct at least two public outreach meetings at locations specified by WCDA. The first meeting should follow the completion of the community and housing analysis to review and discuss how we might address gaps identified and options to consider. The second meeting should be after the completion of the draft Plan, but prior to the issuance of a final Plan.
8. Plan Development: The Consultant will work with WCDA staff to develop a plan that meets the needs of the state and its jurisdictions and considers any guidance issued by the State of Wyoming on content of a Strategic Housing Action Plan. The Plan should include:
 - a) Recommended goals to preserve existing and provide additional housing opportunities
 - b) Recommended strategies to accomplish the goals and
 - c) Recommended implementation measures to successfully implement the strategies.
9. Public Hearing: The consultant will present the Strategic Housing Action Plan at a public hearing called to present the Plan at a location determined by WCDA.

Proposal Expectations

Anticipated Project Timeline and Instructions

Planned completion dates for important project activities are listed below:

Activity	Anticipated Timeline
1. RFP Posting ¹	April 3, 2024
2. Vendor Discovery Calls ²	April 11-12, 2024
3. Vendor Proposals Due ³	April 22, 2024
4. Proposal Review ⁴	April 22 – May 3, 2024
5. Due Diligence & Negotiations	May 6 – 17, 2024
6. Final Agreement(s) Signed	May 31, 2024
7. Delivery of final Plan	November 29, 2024

Project Timeline Instructions

1. Confirmation of your intention to participate in the RFP process must be provided to Scott Hoversland and Christopher Volzke via email by April 10, 2024.
2. Discovery calls will be scheduled individually for all vendors who confirm their intention to participate and will be scheduled once confirmation of intention to participate has been received. The discovery calls will be limited to 30 minutes each and will provide vendors with the opportunity to talk with WCDA's Selection Committee and answer questions in response to this RFP, prior to proposal submission. **Note:** *WCDA will make the final determination on dates and times for the calls, and notification will be provided.*
3. A response to this RFP, in its entirety, is due no later than close of business on **April 22, 2024**.
4. Following receipt of responses to the RFP, WCDA's Selection Committee will review content to validate its inclusiveness. Responses will be evaluated based upon the criteria outlined within this RFP.

Response Evaluation Criteria

The following criteria will be used to evaluate the responses:

1. Response to the RFP, including the amount of detailed information, overall completeness, and timeliness of the response per the instructions
2. Inclusion of attachments per the instructions (see section below)
3. Fees that are economically feasible and aligned with current market trends, organization growth expectations, and solution inclusions
4. Ability to demonstrate recognizable, knowledgeable, and responsive service and support that helps promote utilization, addresses service issues, and increases staff knowledge and

awareness

5. Service and performance commitments that provide WCDA with confidence in the services they have invested in, with tangible restitution when critical circumstances arise

Vendor Evaluation Criteria

The criteria included below will be used to evaluate vendors.

WCDA is seeking a vendor that:

- Provides recognized experience and success in planning, development, implementation and technical support
- Demonstrates a strong history of providing agreed-upon deliverables in a timely fashion
- Demonstrates financial stability, experience, and approach
- Provides vendor personnel with strong industry knowledge
- Has the ability to meet WCDA's defined timeline

Before awarding a contract, WCDA shall review the proposed vendor's ability to perform the contract successfully, considering factors such as the vendor's integrity (including a review of the List of Parties Excluded from Federal Procurement and Non-Procurement Programs published by the U.S. General Services Administration), compliance with public policy, record of past performance (including contacting previous clients of the vendor), and financial, administrative, and technical capability to perform contract work of the size and type involved and within the time provided under the contract. Contracts shall not be awarded to debarred, suspended, or ineligible vendors.

Response Inclusions

WCDA expects all responses to be completed per this RFP and to include the following:

Attachments:

1. **Proposal:** Include a pricing proposal.
2. **Implementation:** Include the anticipated implementation timeline based on the milestones outlined in the Scope of Services Section.
3. **Due Diligence Package:** Include a Due Diligence package containing the following:
 - Annual Report, Balance Sheet, or other Financial Information for the past three years
 - Proof of Insurance
 - Legal and Regulatory Compliance/Actions
 - Contract, Service, and Performance Fulfillment
 - User Group Feedback
 - Organizational/Business Relationships
4. **Sample Contract:** Include a sample contract with standard terms and conditions.

Vendor Responses

Any Proposal must include information related to:

1. **Vendor Profile:** Include relevant information about your company such as history, relevant experience, and organizational structure.
2. **Client Base and Implementation:** Provide information on the total number of current clients where similar services have been provided. Including samples of the final plans, when possible, is encouraged.

Instructions for Responses to the RFP

A response is requested, including all necessary items addressed in the current systems overview above, to perform functions as outlined in the instructions.

1. All communication related to this request should be directed to WCDA and an electronic copy of the response sent to the following:

Scott Hoversland
Executive Director
WCDA
hoversland@wyomingcda.com
307.265.0603

Christopher Volzke
Deputy Executive Director
WCDA
volzke@wyomingcda.com
307.265.0603

2. Electronic copies must be sent securely. If secure email is not available, WCDA can provide you with instructions for submission.