



REQUEST FOR PROPOSALS

Housing Study

DRAFT

[Abstract](#)

Proposals must be revised prior to **MONTH XXth** by 4:00 p.m.

Joe Roby
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Request for Proposal (RFP)

Comprehensive Housing Study and Needs Analysis

Le Sueur, Minnesota

The Le Sueur EDA (Economic Development Authority) is soliciting proposals for a comprehensive housing study of the City of Le Sueur (approximate population of 4,213). The result of this Housing Study should provide the EDA, developers and the community a meaningful sense of the housing priorities. The analysis should further provide current and future needs and a recommended housing mix.

About the City of Le Sueur

Located directly on Minnesota Highway 169, Le Sueur is located along side of the Minnesota River. Only 25 miles from Mankato and 35 miles for the metropolitan suburbs of Minneapolis Minnesota, the highway allows easy access to local amenities and jobs for its residents. Currently 62% of the local workforce commutes to neighboring communities for employment, as the City strives to further pursue sustainability, Le Sueur is seeking of an updated assessment of the local housing needs.

Project Description

The area to be surveyed and studied should include the City of Le Sueur. Once completed, the results of the study should identify the following information:

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.
2. Housing Analysis including building permit data, age of housing, housing conditions, and units in 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 data deemed relevant to the for-sale housing market.
4. Rental Market Analysis including information on existing rental properties of 4 or more units related to rents, vacancies, and amenities. Also include information on pending developments and interview local realtors and landlords on rental housing needs.
5. Information requested and being reported upon should include details related to affordability in reference to the households served in the area that are identified as ELI (extremely low income) 30%, VLI (very low income) 50% and LI (low income) 80% of area median income based on household size.

6. Recommendations should include a review of the findings and identification of market demand based on analysis of the for sale and rental housing markets and any other housing needs, including housing rehabilitation and homeownership, that are identified.
7. The housing study should address the following questions:
 - Is housing adequate in Winnebago? What are the critical gaps and issues of the housing stock?
 - What strategies should be used to address these issues?
 - What types of housing will be needed in 2-5 years, 10 years and 15 years?
 - What types of housing development should be pursued or supported?
 - What programs should Winnebago provide for the development and/or redevelopment of necessary housing?
 - What types of housing demands will likely not be met without subsidy, incentives, innovative programs, etc.?
 - What direction(s) are recommended for annexation and city expansion?

Additional Resources

- 2014 Housing Study.

Requested Information

All firms who submit a response to this request should address the following components as part of their proposal:

1. Description and biography of your firm.
2. Biographies or resumé of those who will be involved in staffing the proposed work.
3. Information and detail regarding prior experience of your firm and staff in completing this work. References from past work should be included.
4. Proposed timeframe for completion of the study, methodology and reporting of the results to the EDA.
5. Proposed cost is required.

Criteria for Evaluation of Proposals: must include, but not limited to

Qualifications of Consultant	Understanding of RFP
Experience working with peer communities	Community Context
Proposed methodology	Goals and purpose of the study
Sources and timelines of data	Adherence to Timeline
Interaction with community	Cost of Services

A complete proposal will include:

Narrative response to RFP	Statement of qualifications
Proposed timeline	Contact information
	List of three references

Cost of completion to include travel,

copies, incidentals

Price Change

All prices shall be firm and not subject to increase during the period of this contract.

Deliverables:

The final report shall be delivered to the Le Sueur EDA , via electronic (PDF) copy. Hard copies are optional. Once completed and delivered, the final report and all associated documents and information shall become the property of the Le Sueur EDA, who, at their discretion, may copy, post-and/or disseminate any part all of the document and materials.

Please direct all responses and questions to:

Joe Roby, City Administrator
203 South Second Street.
Le Sueur, MN 56058
(507)-593-8315
jroby@cityoflesueur.com

The Le Sueur EDA reserves the right to accept or reject any and all proposals.

Proposals received on or before the deadline for submission will be considered.

**All responses must be received by 4:00 PM on Friday,
MONTH XXth, 2022, at the address and email address listed above.**