

# City of Valparaiso Residential Market Analysis Request for Proposals



## REQUEST FOR PROPOSALS RESIDENTIAL MARKET ANALYSIS CITY OF VALPARAISO, INDIANA

The City of Valparaiso, Indiana is soliciting proposals for a Residential Market Analysis (“Analysis”) of the City’s existing housing stock and the housing stock in the City’s immediate surrounding areas. The purpose of this Analysis is to provide City decision makers, stakeholders, developers and community members with comprehensive and meaningful data to establish a baseline of existing housing stock for current and future residential needs. The Analysis should include a complete inventory of Valparaiso’s present housing stock, and a forecast of future needs and demands for a growing community in northwest Indiana.

### ABOUT VALPARAISO

The City of Valparaiso is located in Northwest Indiana, just one hour southeast of Chicago at the eastern edge of the metro area and approximately 15 miles South of Lake Michigan. Serving as the county seat of Porter County, and covering 15.6 square miles, Valparaiso has an estimated population of 33,376 as of the 2017 US Census update. Valparaiso is experiencing moderate and consistent growth particularly in the form of new residential subdivisions and infill housing developments. There are currently 20 residential subdivisions at various points of development. Valparaiso has a thriving and active downtown which is often noted as one of our community’s greatest assets. From 14+ distinct (non-chain) restaurants to our downtown park/ amphitheater and ice rink, our downtown has been a point of community pride. On October 3, 2016, our downtown Central Park Plaza was recognized as one of the nation’s five Great Public Spaces by the American Planning Association. The City operates four local bus routes that serve over 9,000 riders per month and four daily commuter buses to Chicago that serve over 248 riders per day. Valparaiso schools are ranked 18th out of 326 school districts in the State of Indiana and the school district to our direct east (East Porter County School District) is ranked 16th. Valparaiso University and Ivy Tech Community College have a strong presence in our community.

### SCOPE OF WORK

#### Minimum Required Data Elements

The Consultant selected to complete the study is free to develop specific methodology as they deem appropriate and approved by the Planning Director. Use as much available 2010 and new census data as possible. Additionally, related studies, reports and data archived by the Department of Planning should be incorporated to the greatest extent practical. The final document should, at a minimum, quantify the following data elements:

1. Population Projection – current and future (5 yr, 10 yr, 15 yr)
  - Using trends, census, building permit data, etc.
2. Existing Housing Stock
  - By tenure – rent, own
  - By type – single, condominiums, town houses, multi-family, manufactured
  - By value – property values, rents
  - By age and condition
  - Vacancy rates

3. Other Housing Issues
  - Affordable Housing – Low income housing, tax credit, subsidized
  - Senior/Assisted Living – Quantity, options, etc.
  - Housing Market Turnover – Sales Data, Monthly Supply of Inventory
  - Building Permit History (communities experience with new construction)
  - Rental Market Analysis - including information on existing rental properties over 4 units related to rents, vacancies and amenities. Including information on pending developments and rental housing needs.
  - Housing availability and affordability compared to other markets – competitiveness, regions, populations, etc.
  - Student and Faculty University Housing – Identify, evaluate and analyze current market conditions for student rental housing within the community and the impact students have on rental housing stock. Including identifying and evaluating the impact of student housing on neighborhoods and the rental housing market.
  
- 4 Demographics – current and future (5 yr, 10 yr, 15 yr)
  - Population by age
  - Households by income, age, size
  - Number of rental households (subsidized/non-subsidized) and supply of adequate housing for same, now and projected
  - Migration patterns (if available)
  
5. Economics
  - Anticipated employment trends
  - Commuting patterns – employment and service (ex. education, retail, health care, etc.)
  
6. Recommendations (based on analysis of data collected)
  - Are there types of housing (i.e., owner occupied, rental, market, assisted, elderly, special needs, workforce, student, young professional, New American, etc.) missing or underrepresented as compared to the needs of existing residents and/or other similar growing communities?
  - What types of housing (i.e., owner occupied, rental, market, assisted, elderly, special needs, work-force, student, young professional, New American, etc.) will be needed in the short, medium and long term?
  - What types of housing (i.e., owner occupied, rental, market, assisted, elderly, special needs, workforce, student, young professional, New American, etc.) should be encouraged, supported and potentially incentivized?
  - What strategies have been successfully implemented in other communities and could be considered in Valparaiso to address any identified shortcomings of the City as it pertains to livability, marketability and overall quality of life?
  - What changes, if any, could be made to our existing Unified Development Ordinance (“UDO”) that could help encourage the housing goals of the City?

## STUDY PROCESS AND TIMELINE

The City of Valparaiso's Residential Market Analysis will be overseen by the Director of Planning.

Tyler Kent  
Director of Planning and Transportation  
City of Valparaiso, Indiana  
Tkent@valpo.us  
219-462-1161

The firm will provide a final report and presentation to the Planning Director.

The firm will provide a final report and presentation to the Valparaiso Common Council.

### Proposed Timeline for the RFP and Study Process

The firm will provide a revised timeline for the Study Process based on current workload and the schedule of meetings provided as an attachment to this RFP.

#### RFP Timeline

Memorandum (RFP Request) at Board of Works (BOW)	January 11, 2019
Planning Department Publishes RFP (after BOW approval)	January 23, 2019
Proposals Due to the Planning Department	April 25, 2019
RFP's accepted/opened at the Board of Works and Safety Meeting	April 26, 2019
Interview of Responsive Candidates (optional)	Week of May 6-10, 2019
Selection of Consultant by the Board or Works and Safety	May 24, 2019

#### Contract Timeline

Approval of Contract and Execution of Contract for Services Starting	May 24, 2019
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#### Study Process Timeline

Initial meeting with Planning Director	Week of June 3-7, 2019
Additional Meetings as-needed	TBD
Submit/Present first draft for review to Planning Director	November 8, 2019
Final presentation of material to Planning Director	TBD
Final presentation to Common Council	TBD

#### Work Product

The final report should be delivered to the community both as a PDF file, an editable electronic file, and in hard copy consisting of a minimum of ten (10) bound copies. An electronic copy of the Planning Director and Common Council presentation materials should be provided as well.

CRITERIA FOR EVALUATION OF PROPOSALS

1.	Qualifications of Consultant Experience completing this type of housing demand analysis Experience working with similar sized communities	40 Points
2.	Proposed Study Methodology Sources of data Planned use of existing data and resources to maximize efficiencies Interaction with community Knowledge of state and local regulations Time spent in Valparaiso	30 Points
3.	Understanding of RFP Community Context Goals and purpose of study Adherence to timeline	30 Points
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Total		100 Points

A complete submission will include:

1. Narrative response to RFP
2. Participation in interview process
3. Proposed timeline for study process
4. Brief statement of qualifications, including summary of key personnel who would be assigned to the project
5. List of references for similar projects
6. Cost of proposal (in a separate sealed envelope attached to submission and marked on the outside "Cost Proposal." The cost will not be opened until the proposal are reviewed.

The City of Valparaiso reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals.

The award of a contract is subject to approval of the Valparaiso Board of Works and Safety and the execution of a written Agreement. The firm selected shall forward the proposed form of a contract to the Director of Planning within ten (10) days of selection for consideration.

Only sealed proposals received by the Department of Planning will be accepted; proposals submitted via email are not acceptable.

Respond to this RFP is due to:

Tyler Kent

Director of Planning

City of Valparaiso, Indiana

166 Lincolnway, Valparaiso IN 46383

[Tkent@valpo.us](mailto:Tkent@valpo.us)

To be received no later than 4:00pm, April 25, 2019.