

Housing Needs Assessment and Toolkit RFP Scope of Work

The Corpus Christi Housing Finance Corporation is seeking proposals from qualified consultant teams to prepare a Housing Needs Assessment that will identify current and projected gaps between demand for and supply of housing within the city limits at all household income levels and housing types. The Housing Needs assessment will provide a critical review of the community's housing ecosystem, including demographic and housing data trends and projections, as well as current and anticipated future financial and policy barriers/challenges. While the focus of the analysis is on affordable housing needs, a comprehensive investigation across all incomes and housing types is necessary because of the market pressures on lower-income households. Based on the findings of the Housing Needs Assessment, the consultant team will prepare a Toolkit with recommended policy and programs to address the current and projected gap in housing availability at all income levels and housing types. Both the Housing Needs Assessment and Toolkit documents will establish quantitative metrics that will permit the City to measure progress over time.

The selected consultant team should have demonstrated experience with demographic and housing data analysis from secondary sources. Such sources should include but are not limited to U.S. Decennial Census and American Community Survey, HUD CHAS dataset, Texas Demographic Center, local appraisal district datasets, local and state real estate research centers such as the Texas A&M Real Estate Center and local Realtor associations, as well as private-sector real estate data sources. In addition, the consultant team should have experience with GIS and data visualization software to be able to communicate key findings that emerge from the data analysis, including geographic distribution of housing needs and opportunities.

The Housing Needs Assessment should also include a financial feasibility analysis that evaluates financing gaps related to housing development costs compared to sales prices for ownership, operating costs for multifamily, and available financing tools for types of housing needed as indicated by the demographic and housing data analysis, such as single-family, duplex, triplex, and multifamily projects. The intention of the financial feasibility analysis is to identify barriers to housing development within City limits. This portion of the scope of work should incorporate stakeholder input from local housing developers and real estate, finance, and insurance professionals to explore regulatory, permitting, and financial barriers that impact local housing delivery.

Guided by the findings of the Housing Needs Assessment, the consultant team will develop a Housing Toolkit with recommended policy and program initiatives that will address the specific and measurable current and projected housing gaps and barriers identified. The Housing Toolkit should include production targets of housing over time, detailed by household income category and housing type.

Proposals are encouraged to detail data sources and analysis techniques in the scope of work as well as highlight activities within the scope that will require city staff involvement, such as stakeholder identification. In addition, the consultant team is encouraged to include team bios that highlight relevant past project experience of team members as well as inclusion of up to one recent similar project with their proposal. If consultant team consists of more than one firm, up to two project samples may be included that reflect the relevant skill sets of the team.

Proposals are required to include a scope of work with detailed tasks/subtasks, deliverables, and fee per task. Task 1 is the Housing Needs Assessment and Task 2 is the Housing Toolkit. Detailed subtasks within each category with defined deliverables and fees are strongly encouraged, as invoicing will be contingent on task/subtask completion.