

# REQUEST FOR PROPOSAL

City of New Castle, Indiana  
Comprehensive Housing Study  
And Needs Analysis

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Proposal Opening

Date: April 8, 2014

Time: 1:30 P.M.

**REQUEST FOR PROPOSALS  
COMPREHENSIVE HOUSING STUDY AND NEEDS ANALYSIS  
CITY OF NEW CASTLE, INDIANA**

The housing committee of the City of New Castle, Indiana is soliciting proposals for a comprehensive Housing Study and Needs and Needs Analysis for the City of New Castle. The results of this Housing Study and Needs Analysis will help decision makers, stakeholders and community members develop a meaningful sense of the housing market as well as an understanding of key housing issues. The study should provide a measured assessment of present and future unmet housing demand, focusing on informing for a deeper understanding of short-to-mid-term housing demand (5 year, 10 year, 15 year). The report is intended to offer community leaders and stakeholders a basis for formulating community-specific housing priorities, policy alternatives and intervention strategies.

**ABOUT THE COMMUNITY/SERVICE AREA**

New Castle is located in East Central Indiana and is the county seat of Henry County. According to the 2010 census, the city's population was 18,114, while that of the city and county was 49,462. Historically dependent largely upon automotive manufacturing, in the past two decades the city lost a major source of manufacturing employment and has been forced to diversify it's economy which in addition to manufacturing now appears to be experience increases in employment related to higher education and health care.

It terms of vehicle access and commuter routes, the city is transected by State Roads 3,38 and 109. The County is transected by US Highways 36 and 40, as well as Interstate 70. Although not a Standard Metropolitan Statistical Area (MSA) itself, the city is located geographically adjacent to three MSA areas, those being Muncie, Anderson and Richmond, Indiana. It is located roughly fifty miles from the center of Indianapolis/Marion County.

**FACTORS TO CONSIDER**

The City of New Castle is seeking proposals from firms who have qualified staff, a strong track record of success and a history that demonstrates their studies were fundamental in securing additional funding.

New Castle is seeking to fund a proposal that will use innovation and collaboration with community resources and stakeholders in responding to research questions and incorporate this component into their final report.

Applicants should demonstrate their method of disseminating results of the housing study including public and web-based presentations.

**SCOPE OF WORK**

**Research Questions**

1. What are the demographic and characteristics of household living in our community? What is the income level of households living in our community now and in the future?

2. What can our community expect with respect to economic, employment and population change in the next 2-5 years? 10 years? 15 years?
3. Based on market information, what is the nature and extent of short-to-mid-term housing demand in our community? Price range? New construction or rehab? Seniors? Families? Special Needs? Students? Young Professional? Affordable? New Americans?
4. Are local financial institutions actively providing mortgage/home repair loans in the New Castle/Henry County area? What, if any, barriers or impediments exist for low and moderate income and minority households in accessing mortgage home repair loans?
5. What is the status of the following issues and what impact does each issue have on housing in our community:
  - Historic preservation of homes and neighborhoods
    - o What impact, either positive or negative, has abandonment of housing/structures had on historic neighborhoods?
    - o What impact, either positive or negative, has demolition of substandard and abandoned housing/structure had on historic neighborhoods?
  - Roads, sidewalks and general infrastructure
  - Quality and accessibility of schools
  - Parks and recreational opportunities
  - Code enforcement
  - Community planning and zoning
  - Abandoned and substandard housing
6. To what extent is housing availability and suitability impacted by the following:
  - Individuals and families living with mental illness
  - Individuals and families living with disabilities
  - Individuals and families living in multi-generational households
  - Individuals and families living in poverty
  - Individuals and families living with drug and/or alcohol addiction
7. What's different? If the forecasts developed for this study differ from previously published studies for the community, note reasons for the divergence. The previously published Housing Study for the City of New Castle was published in January 2000 by the Bonar Group as a cooperative effort of the New Castle Housing Authority and the New Castle-Henry County EDC.

## **Service Area**

The area to be covered in the study is the City of New Castle. Modest consideration should be given to the housing demands and availability of the county of the MSA and its effect on the local market.

## **Minimum Required Data Elements**

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

1. Existing Housing Stock

- By tenure – rent, own
- By type – single, multi-family, manufactured
- By value – property values, rents
- By age and condition
- Vacancy rates

## 2. Other Housing Issues

- “Livability” as it pertains to accessibility and quality of recreational opportunities, transportation, city services and other quality of life issues.
- Affordable housing – Low Income Housing, Tax Credit, Public Housing, Section 8, USDA
- Senior/Assisted living options
- Special Needs Housing, including information regarding the extent of homelessness and/or unmet housing needs as a consequence of mental illness
- Housing market turnover/sales data
- Building permit history (communities experience with new construction)
- Local planning and building code enforcement
- Infrastructure capacity/challenges (if applicable)
- Rental market analysis including information on existing rental properties over 4 units related to rents, vacancies and amenities. Include information on pending developments and rental housing needs. Address the issue of state of repair and decline/stability of housing stock and related infrastructure in specific neighborhoods.
- Senior and Family market analysis including information on existing properties related to rents, vacancies, services, amenities and resident profiles. Include information on pending developments.
- Housing affordability compared to other markets, (e.g. Anderson, Muncie, Rushville, Greenfield)
- Lead/Energy Star/“green building” cost/benefit locally

## 3. Demographics – now and future (5 yr, 10 yr, 15 yr)

- Population by age
- Households by income, age, size
  - o Number of rental households and supply of adequate housing for same, now and projected
- Migration patterns (if available)

## 4. Economics

- Economic based – by industry and key employer
- Anticipated employment trends
- Community patterns – employment and services (ex. education, retail, health care)

## 5. Recommendations (based on analysis of data collected)

- What types of housing (i.e. owner occupied, rental, market, assisted, elderly, special needs, work-force, student, young professional, New American, etc.) should the development of which be pursued and supported?

- 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 programs, established as well as new and innovative, should the City of New Castle seek/provide for the development and/or redevelopment of necessary housing and related infrastructure?
- What housing demand will likely **not** be met without subsidy, incentives (tax abatements, etc.), innovative programs, code revisions, etc.?
- What best strategies might be implemented to address identified deficiencies in the maintenance and repair of both owner occupied and privately owned rental properties?
- What best strategies might be implemented to address identified and perceived shortcomings of the city as it pertains to livability, marketability and over-all quality of life?
- The bottom line is, does New Castle have and/or is it developing adequate housing of all types to satisfy the needs of its resident now as well as 5, 10 and 15 years from now. If not, what housing is needed and what programs should/could the community develop to facilitate said housing?

#### 6. Public Engagement

- Develop online survey for New Castle residents to solicit their opinions and insights on what strategies should be developed to sustain and improve quality housing.
- Facilitate a public forum to provide an opportunity for public input on future housing initiatives and what strategies should be developed to insure safe, affordable, high quality housing.

### STUDY PROCESS AND TIMELINE

The City of New Castle's comprehensive housing study and needs analysis will be overseen by the Housing Committee of the City of New Castle.

The primary contacts for the Housing Committee are the committee Co-Chairs:

Kevin Polivick, Executive Director, Co-Chair  
 Interlocal Community Action Program, Inc.  
 765/529-4403, [kpolivick@icapcaa.org](mailto:kpolivick@icapcaa.org)

Jerry W. Cash, Executive Director, Co-Chair  
 New Castle Housing Authority  
 765/529-1517, [jerry@newcastleha.org](mailto:jerry@newcastleha.org)

### Input and Community Relations

Once chosen, the selected firm will meet with the Housing Committee to better define the results being sought and the methodology the firm will use. This meeting is anticipated to take place on or about May 6, 2014.

The firm will provide preliminary findings to the Housing Committee at which time refinements to the study can be requested.

The firm will provide a final report and presentation to the Housing Committee.

The firm will provide a final report and presentation to the New Castle City Council.

### Timeline for Study Process

Housing Committee Publishes RFP	March 7, 2014
Response to RFP due to Housing Committee	April 7, 2014
Proposal Opening	April 8, 2014
Interview of Responsive Candidates	April 22, 2014
Selection of Consultant by Housing Committee	April 29, 2014
Execution of Contract for Services	May 2, 2014
Initial meeting with oversight committee	May 6, 2014
Submit/Present first draft for review	August 29, 2014
Final presentation of material to Housing Committee	Sept. 30, 2014
Presentation to City Council	October 20, 2014

### Work Product

The final report should be delivered to the community both as a PDF file and in hard copy consisting of a minimum of twenty-five (25) bound copies. An electronic copy of the Housing Committee and City Council presentation materials should be provided as well.

### CRITERIA FOR EVALUATION OF PROPOSALS

1.	Qualifications of Consultant	44 Points
	- Experience completing this type of housing demand analysis	
	- Experience working with similar sized communities	
2.	Proposed Study Methodology	30 Points
	- Sources of data	
	- Interaction with community	
	- Planned use of existing data and resources to maximize efficiencies	
3.	Understanding of RFP	41 Points
	- Community Context	
	- Goals and purpose of study	
4.	Cost of Services	10 Points
	<b>Total</b>	<b>125 Points</b>

**A complete submission will include:**

- Narrative response to RFP
- Participation in interview process
- Brief statement of qualifications, including summary of key personnel who would be assigned to the project
- List of references for similar projects
- Cost of proposal (separate sealed envelope attached to submission)

The Housing Committee reserves the right to waive any irregularities or informalities, and the right to accept or reject any and all proposals, including, but not limited to, any proposal that does not meet bonding requirements, or proposals which do not furnish the quality, or offer the availability of materials, equipment or services as required by the specifications, description or scope of services, or proposals from offerors who lack experience or financial responsibility, or proposals not made to form. The Housing Committee reserves the right not to award contracts to lowest and most responsive offeror, and may require new proposals.

The Housing Committee may rescind the award of any proposal within one week thereof or at its next regularly scheduled meeting, whichever is later, when the public interest will be served thereby.

Only sealed proposals received by the Housing Committee will be accepted; proposals submitted by telephone, telegram, and/or facsimile machines are not acceptable.

Response to this RFP is due to:

Kevin Polivick, Housing Committee Chair  
c/o Interlocal Community Action Program, Inc.  
P.O. Box 449  
New Castle, IN 47362  
kpolivick@icapcaa.org

To be received no later than 4:00pm, April 7, 2014