



Kodiak Island Housing Authority
Request for Proposals
Kodiak Island Borough Housing Needs Assessment

Timeline Overview

A. Request for Proposal Posted	September 29, 2021
B. Questions Due Date	October 12, 2021, at 12:00pm AKDT
C. Proposals Due	October 21, 2021, at 4:00pm AKDT
D. Review and Selection	October 29, 2021
E. Notification of Award	October 29, 2021
F. Project Begins	Upon award of contract and signature of contract agreements
G. Anticipated Project Completion	May 1, 2022

1.0 Purpose and Project Design

The Kodiak Island Housing Authority is issuing a Request for Proposals (RFP) from qualified consultants or firms to design and implement a Housing Needs Assessment that will allow KIHA to establish accurate current and future housing needs for the Kodiak Island Borough.

The housing needs assessment is intended to serve as a general resource document for KIHA and local policy makers on the issue of housing needs, affordable housing, employment, economic and demographic data. The assessment will provide a snapshot of existing housing inventory and community demographics, affordable housing availability, and show how these factors relate to employment retention. Data from the assessment will support efforts to attract new funding, help improve the management of existing housing programs, and help to create new programs or facilities that contribute to housing stability in the Kodiak region.

2.0 Background

The Kodiak Island Borough is located on Kodiak Island, Alaska and the current population is approximately 13,000.

Kodiak Island Housing Authority (KIHA) was created in 1978 by state statute to assist families in securing safe, decent, and affordable housing in the Kodiak Archipelago. KIHA is the Tribally Designated Housing Entity (TDHE) for: Akhiok Tribal Council, Alutiiq Tribe of Old Harbor, Kaguyak Tribal Council, Koniag, Inc., Native Village of Afognak, Native Village of Larsen Bay, Native Village of Port Lions, Sun'aq Tribe of Kodiak, Tangirnaq Native Village (aka Woody Island Tribal Council). KIHA's mission is to ensure safe, decent, and affordable housing while creating opportunities for resident self-sufficiency and economic independence.

KIHA offers a variety of rental housing opportunities from low- and moderate-income apartments to senior housing options. We have a rental assistance program that assists families and students with rental payments in the local community. In keeping with our mission, KIHA also provides programs and services that promote self-sufficiency and economic independence. KIHA has and will continue to monitor the community's housing needs and work with partners to solve housing-related issues on Kodiak Island.

3.0 Required Proposal Elements

The proposal must include the following information:

1. Cover letter summarizing understanding of and approach to the project, relevant qualifications, and contact information.
2. A concise summary of how the proposing consulting team will carry out the project and deliver the required scope within the proposed timeframe.

3. A brief description of the proposing consulting team members participating in the project. This description should highlight experience and capacity to manage similar projects completed in comparable communities.
4. Identification of key staff and resources assigned to the project, including Primary Project Manager, Associate Members, and related staff or subcontractors.
5. Schedule of work, including estimates for timeframe of each project phase.
6. Detailed budget for proposed work.
7. A list of at least three (3) current professional references for whom consultant has provided similar services, including name, address, email address, and telephone number.

4.0 Scope of Work

The study area will include all existing housing stock within the Kodiak Island Borough.

A comprehensive assessment of existing housing inventory including deficiencies, sizes, trends, and potential opportunities to address housing demands or needs. The assessment will be informed by information received from landlords, property management firms, employers, other housing providers, and community stakeholders. The completed housing needs assessment shall include the following:

- **Demographic Profile**

- Provide a snapshot of the community that includes a breakdown of the population by socioeconomic characteristics and household size.
- Projections for future community growth.
- A list of major employers or stakeholders with anticipated growth. Demographic information related to targeted recruiting for these stakeholders.

- **Housing Inventory**

- An inventory of existing housing that includes housing types and availability (rental, owner, single and multi-family, transitional and supportive housing, subsidized housing, and workforce housing).
- Affordability and vacancy rates.
- Construction trends and land use availability.
- Wait lists associated with housing for specific needs.
- Housing condition and age of housing stock
- Availability of housing for large employers and specifics on how availability may be affecting employee retention.

- **Gap Analysis**

- An assessment of development potential given existing zoning, land and infrastructure availability, and local regulations.
- Current unmet housing needs broken down by unit type and tenure.
- Potential community impacts related to unmet housing needs.

5.0 Collaborative Planning Session and Sharing Results

Consultants must describe a plan for providing two separate presentations to share project results. One presentation will include KIHA and other identified stakeholders. A second presentation will be made to members of the community. A public notification with full disclosure shall be made before the second presentation.

In addition to presenting project results, consultants will participate in a collaborative planning process with project stakeholders during the consultants' final onsite visit. Consultants must briefly describe how they will effectively incorporate project results into a comprehensive planning process undertaken with project stakeholders.

6.0 Indian Preference Certification

American Indian/Alaska Native owned firms and individuals are encouraged to participate. Preference in the award of this contract will be given to Indian-owned economic enterprises and individuals. The project is subject to Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450 e(b)). To qualify as an Indian-owned enterprise, the proposal must include documented evidence that the enterprise is at least 51% Indian-owned and evidence of operation and control showing a substantial Indian involvement in the day-to-day management and business activities of the enterprise. Consultants must certify whether they are an Indian organization or Indian owned economic enterprise, or how opportunities for employment will be given to Indians for this project.

7.0 Evaluation and Scoring Criteria

KIHA will evaluate and score proposals that meet the mandatory elements of the RFP according to the following criteria:

Selection Criteria	(Total 100 points)
• Proposal content and responsiveness	20 Points
• Experience/Performance on prior Housing Needs Assessments	20 Points
• Qualifications, expertise, and knowledge of rural housing in Alaska	15 Points
• Plan/methods for conducting the Housing Needs Assessment	15 points
• Proposal Fee	15 points

- American Indian/ Alaska Native Preference 15 points

8.1 Qualifications

The awarded consultant or firm will be required to provide the following:

- State of Alaska Business License
- Certificate of Insurance – must demonstrate Worker’s Compensation Insurance and at least \$1,000,000 separately for both casualty and professional liability insurance
- IRS Form W-9

8.0 Proposal Submission

Proposals will be accepted until 4:00 PM Alaska Daylight Time, Thursday, October 21, 2021 at the office of the Kodiak Island Housing Authority, Attn: Melanie Weller, 3137 Mill Bay Road, Kodiak, Alaska 99615. Proposals may be submitted by mail or hand delivered. All proposals must be submitted in triplicate in a sealed envelope clearly marked “HOUSING NEEDS ASSESSMENT RFP #21-01, OPENING DATE: OCTOBER 25, 2021”. Questions are encouraged and should be sent in writing to Melanie Weller at melaniew@kiha.org by October 12, 2021, at 12:00pm.

KIHA reserves the right to:

- a) Ask for additional information from consultants if the proposals received are missing required information or additional information is necessary
- b) Reject any or all proposals received in response to this RFP

KIHA will not reimburse consultants for any costs associated with preparing a response to this RFP.

Any information contained in the proposal that the consultant desires to claim as proprietary and exempt from disclosure must be clearly designated. The consultant must briefly explain the basis for each exemption. Each page containing information that is exempt from disclosure must be clearly identified by the words “Proprietary Information” printed on the lower right-hand corner of the page. Marking the entire proposal as proprietary or otherwise confidential will neither be accepted nor honored.