



Memo

To: City Council

From: Shannon Scott, Economic Development Manager

Date: 6/7/2021

Re: Regional Housing Needs Assessment

For the past several years, the City of Craig has been investing into plans and strategies to help inform policies and goals to promote economic development, quality transit options, and general improvements for the protection of the quality of life for the city's residents and businesses.

In a survey of business owners in 2010, "Housing" was identified as the #1 issue in attracting and keeping employees. That sentiment has been reiterated in interviews with key stakeholders – especially with respect to being able to attract and retain medical professionals and teachers. That concern has also spread to many other industries today and housing growth and availability is still cited as the #1 issue by many employees in the City of Craig in 2021.

In response to this growing concern, The City of Craig issued a request for proposals from qualified consultants on April 12, 2021, to prepare an Assessment of the City's housing needs and adjacent unincorporated locations with good access to City utilities. The primary purpose of the study includes:

- Document the economic and demographic conditions that contribute to housing affordability related to for-sale housing, rental housing, vacation rentals, and planned development.
- Outlines Housing Needs and Goals addressing current need, future need, and recommended goals and priorities.
- Evaluate the housing market to document housing costs compared to incomes and to identify market trends that will continue to affect housing affordability and availability.
- Determine the income segments of the population where there are the greatest gaps between affordability and the prices at which housing is available.

- Recommend policies and strategies in land use, organization, and funding that will have the greatest impact on increasing the supply of housing for low and moderate income residents and the local workforce.

On the closing date of May 11, 2021, The City of Craig received 5 responses in regards to the Regional Housing Needs Assessment, request for proposals.

In order to ensure that the best qualified candidate was chosen, the Regional Housing Needs Assessment Steering Committee conducted interviews via Zoom with each of the 5 consultants, requested and received additional documentation to assess certain procedures and final products, and how they could/would relate to the City of Craig's priorities, reviewed pricing structures to confirm that the study remain within budget and contacted provided references.

Ultimately, the Steering Committee chose Williford, LLC as the consultant to conduct the Regional Housing Needs Assessment. This decision was based on the fact they could best fulfill the above-mentioned criteria, have a proven track record of success with past projects, are experienced in dealing with communities similar to Craig and Moffat County, received high accolades from their references, and provided a project pricing list that was below budget with an amount not to exceed \$54,000.



REGIONAL HOUSING ASSESSMENT RFP RESPONDANTS

CONSULTANT	PROPOSAL PRICING
Williford, LLC (303) 818-0096 willa@willifordhousing.com	\$54,000
Economic & Planning Systems (303) 623-3557 dschwartz@epsdenver.com	OPTION 1: \$47,830 OPTION 2: \$69,130
Gruen Gruen + Associates (847) 317-0634 agruen@ggassoc.com	\$54,750
Thomas Miller & Associates (814)450-1987 slavor@tpma-inc.com	61,500
Western Economic Services (503) 239-9091 rgaudin@westernes.com	OPTION 1: \$38,995 OPTION 2: \$44,615 OPTION 3: \$49,875