



REQUEST FOR PROPOSALS

HOUSING NEEDS ASSESMENT

Issue Date: November 3, 2021

Response Deadline: December 3, 2021

NEW HAMPSHIRE HOUSING FINANCE AUTHORITY

32 Constitution Drive, Bedford, NH 03110
Mail: PO Box 5087, Manchester, NH 03108

603.472.8623
NHHFA.org





Overview

New Hampshire Housing seeks a consultant to carry out an assessment of the housing market and housing needs statewide, including analysis by county and any additional region defined herein. The project will be required to be completed within nine months of the date of the contract award. Cost estimates are not to exceed \$75,000. Proposals are due no later than 4:30 p.m. EST on Friday, December 3, 2021.

Background

New Hampshire Housing is a self-supporting public corporation that promotes, finances, and supports affordable housing in New Hampshire. NH Housing operates rental and homeownership programs designed to assist low- and moderate-income persons with obtaining affordable housing. We have helped more than 50,000 families purchase their own homes and have been instrumental in financing the creation of more than 15,000 multi-family housing units.

Established by statute in 1981, NH Housing receives no operating funds from state government. The organization employs a staff of roughly 135. Its nine-member Board of Directors is appointed by the Governor and Executive Council. Additional information about NH Housing can be found on the organization's website, <https://www.nhhfa.org/>.

New Hampshire has a population of 1,377,529, an increase of 4.6% in the past ten years (2010-2020) and 638,795 housing units, an increase of 3.9% in the past ten years (2010-2020). With one of the lowest unemployment rates in the nation, very low rental vacancy rates, and rising home purchase prices, it is evident that the supply of housing units are not keeping pace with the demand. Increased housing availability is critical for New Hampshire's economic growth and future.

Previous Studies

<https://www.nhhfa.org/wp-content/uploads/2019/06/Housing-Needs-in-New-Hampshire.pdf>

<https://www.nhhfa.org/wp-content/uploads/2021/07/North-Country-Housing-Needs-Analysis-2021.pdf>

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Scope of Work

New Hampshire Housing is looking for qualified individuals or entities to conduct a data-driven housing assessment of the current and future housing needs throughout the State of New Hampshire. Topic areas include but are not limited to the assessment of existing housing conditions, demographic, market demands (present and future), public access to infrastructure and transportation, job growth, and identification of critical market gaps and issues. The assessment should analyze the gap between statewide housing inventory and the State's current housing needs and projected housing for both rental and ownership over the next year, five years, and ten years and identify how housing needs vary by relevant demographic characteristics, including but not limited to, income, age, familial status, disability status, and race (statewide, county level, and by regional planning commission territories*).

- **Overview of New Hampshire's Housing Market and Housing Needs**

To consist of a thorough background of the housing challenges New Hampshire has faced over time (statewide, county level, and by regional planning commission territories*). It will then focus on the current housing market prior to the COVID-19 pandemic. It will cover topics such as population changes, purchase and rental markets, housing affordability, inventory, employment, and labor force.

- **Status of the State's Economy and Housing Market**

Ascertain the impact COVID-19 has had on housing affordability and availability (statewide, county level, and by regional planning commission territories*). Identify housing market shifts and trends influenced by the pandemic.

- **Conclusion and Forecast for the State's economy and Housing market**

Evaluate the need for additional housing units and provide a clear identification of the demand calculation methodology. The demand calculation methodology will identify total demand as well as needs-based demand. Provide a detailed analysis of needs-based demand by age, income group, tenure, and housing type (or any other appropriate delineation).

Any additional data collection methods that support the assessment are at the discretion of the consultant.

*New Hampshire regional planning commission territories do not conform to county boundaries.

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RFP Submission Guidelines and Requirements

Please submit the proposal in electronic document format (Adobe pdf), for printing on 8.5 by 11-inch paper with project and firm identification on the cover. Limit proposals to ten pages and include the following:

1. Letter of interest.
2. Qualifications and experience: provide a description of the history, experience, and qualifications you have to perform the scope of work.
3. Approach to scope of work. Provide a detailed and deliverables-based description of your approach to each element of the scope of work. Be specific as to each element of your work plan.
4. Project Schedule. Provide a detailed timeline for all project deliverables/milestones. Project end date no later than September 30, 2022.
5. Resumes or CVs of all project personnel should be attached to the proposal and will not count toward the proposal page limit.
6. Cost proposal. Provide detailed costs and a clear, itemized budget for the services to be performed based on the scope of services and deliverables.
7. A list of names, titles and contact information for up to three references.

In addition to the contents of the proposal and not subject to the 10-page limit, provide either as attachments or by links to online material at least three relevant project reports completed by you and your team.

NOTE: Proposals are due no later than 4:30 p.m. EST on Friday, December 3, 2021. NH Housing reserves the right in its sole discretion to accept or reject late proposals. NH Housing also reserves the right to issue amendments or changes to this RFP, and to make changes in the proposal submission and selection schedule.

The final scope of work is subject to negotiation between NH Housing and the chosen consultant and shall include a final written report; it may also include a PowerPoint slide deck and at least one presentation to be made by the consultant. NH Housing will exercise editorial control over all final materials.

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Selection Criteria

The following criteria will be used to assess proposals:

- Quality of written proposal
- Completeness of proposal and responsiveness to RFP requirements
- Project description and approach
- Consultant's prior experience in conducting similar studies and assessments
- Consultant's training, expertise, and professional credentials
- Quality of references
- Reasonableness of cost proposal

Timeline for Selection Process

| ACTIVITY | DATE |
|--------------------------------------|------------------------|
| RFP Distribution | November 3, 2021 |
| Deadline to submit written questions | November 17, 2021 |
| Response to questions | November 22, 2021 |
| Proposal Due | December 3, 2021 |
| Interviews | December 13 – 17, 2021 |
| Consultant Selection | December 31, 2021 |
| Contract Execution | December 31, 2021 |

Contact Information

Any questions regarding this RFP should be sent in writing (no phone calls, please) to:

Heather McCann, Director, Housing Research

hmccann@nhhfa.org

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