



# CITY OF BLAINE

## COMMUNITY DEVELOPMENT SERVICES DEPARTMENT

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435 MARTIN STREET, STE. 3000 • BLAINE, WA • 98230

PHONE: (360) 332-8311 • FAX: (360) 543-9978 • WEBSITE: [www.cityofblaine.com](http://www.cityofblaine.com)

## Request for Proposals (Issued 12-9-22)

### City of Blaine Housing Action Plan

**Proposals Due: Monday, December 30, 2022 at 5pm.**

**Please submit a PDF of your proposal to: Alex Wenger at [awenger@cityofblaine.com](mailto:awenger@cityofblaine.com)**

**All inquiries should be directed to: Alex Wenger, AICP, Economic Development & Tourism Coordinator, [awenger@cityofblaine.com](mailto:awenger@cityofblaine.com), (360)543-9979**

### Purpose

Help build on the momentum the City of Blaine has initiated in 2022 on affordable and market rate housing. Utilize existing data and resources available through the Whatcom Housing Alliance and Kulshan Community Land Trust. Encourage construction of additional affordable and market rate housing in a greater variety of housing types and at prices that are accessible to a greater variety of incomes, including strategies aimed at the for-profit single-family home market. The housing action plan should meet the following goals:

- A. Provide data and analysis to support the City's GMA periodic update, due in 2025, including information to update the current Housing Element to address the following new components added to RCW 36.70A.070(2), as amended by House Bill 1220 in 2021:
  1. An inventory and analysis of existing and projected housing needs that identifies the number of housing units necessary to manage projected growth, as provided by the department of commerce, including:(i) Units for moderate, low, very low, and extremely low-income households; and (ii) Emergency housing, emergency shelters, and permanent supportive housing. The inventory and analysis should be consistent with Projected Housing Needs [Methodology](#) developed by the Department of Commerce.
  2. Review local policies and regulations and identify provisions that result in racially disparate impacts, displacement, and exclusion in housing;
  3. Consider strategies to minimize displacement of low income residents resulting from redevelopment
  4. Recommend policies and regulations to address and begin to undo racially disparate impacts, displacement, and exclusion in housing caused by local policies, plans, and actions;
  5. Identify areas that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations and capital investments; and

*This organization is an Equal Opportunity Provider*

Recommend antidisplacement policies.

- B. Develop programs and actions to increase the supply of housing, and variety of housing types, needed to serve the housing needs identified, including:
  - a. Review the City's downtown and citywide zoning and identify opportunities for residential uses through a mix of housing development types; and
  - b. Consider housing locations in relation to employment locations;
  - c. Consider gaps in local funding, barriers such as development regulations, and other limitations; and
  - d. Review the City's Unified Fee Schedule, including identifying opportunities to encourage affordable and market rate housing.
- C. Analyze population and employment trends, with documentation of projections, and;
- D. Review and evaluate the current housing element adopted pursuant to RCW 36. 70A.070 including an evaluation of success in attaining planned housing types and units, achievement of goals and policies, and implementation of the schedule of programs and actions;
- E. Provide for participation and input from community members, community groups, local builders, local realtors, nonprofit housing advocates, and local religious groups; and;
- F. Include a schedule of programs and actions to implement the recommendations of the housing action plan.
- G. Develop a Implementation and Monitoring Program:

## Project Objectives

The objectives of this effort are to:

- Develop a project strategy to coordinate with and collect input from community leaders, and;
- Utilize existing data and resources available through the [Whatcom Housing Alliance](#) and [Kulshan Community Land Trust](#), and;
- Coordinate with City working groups, the planning commission and City Council to refine the project strategy and guide recommendations on key action items,
- Provide background information and analysis to support the City's update to its current Housing Element as part of the GMA periodic update, due in 2025; and;
- Develop a housing action plan with clear goals and timelines for the City to implement.
- Stay within the City's \$65,000 budget.

## Proposed Scope of Work – Please provide qualifications and schedule

### 1. Collect Information

- Gather information to meet the listed goals of the Purpose statement.

## 2. Develop, Refine and Confirm Housing Action Item Concepts

- Work with the City team and help coordinate with stakeholders to collectively develop a project strategy and identify key action items that best achieve the project purpose and objectives;
- Present preliminary concepts to the stakeholders group (3 meetings), Planning Commission (2 meetings) and City Council (2 meetings), for a total of up to 7 in-person meetings.
- Refine the project strategy and guide recommendations on key action items throughout.

## 3. Prepare Draft Document

- Incorporate comments into the final action plan as appropriate and produce a preliminary document for internal review;
- Upon City approval of a preliminary document, assist City staff with the presentation to the Planning Commission and City Council for final adoption. Up to two additional meetings.

## 4. Desired Results:

- Collection of Information. Meet with stakeholders group. Completed January 30, 2022
- Develop, Refine and Confirm Housing Action Item Concepts. Completed March 1, 2023
- Prepare Draft Document April 1, 2023
- Final presentation to City Council for adoption completed June 1, 2023

## Submittals

Please submit qualifications and experience with similar projects. Include the following:

- a) A brief description of relevant accomplishments completing this type of project.
- b) A proposed timeline, including appropriate milestones for each of the four sub-sections of the Scope of Work.
- c) A statement on experience and ability to develop a plan that meets the mandatory requirements of RCW 36.70A.070.
- d) A statement on the availability of staff that would be assigned to this project;
- e) If not previously provided with the qualifications, list of staff licenses and certifications.

All proposals will become the property of the City of Blaine, are subject to the provisions of the Public Disclosure Law, and will not be returned. Electronic submittal of the proposal in pdf format is required.

Late submittals will not be accepted. The City of Blaine reserves the right to reject any or all proposals and to waive any irregularities and/or informalities.

A respondent may withdraw a submittal at any time before the final submission date by sending an email notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new qualification submittal prior to the final submission date or submit written modifications or additions to a qualification submittal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final qualification submittal cannot be changed or withdrawn after the final submission date.

## Evaluation Criteria

- Description of relevant accomplishments
- Scope of work milestones and proposed timelines

- Demonstrated ability to develop a plan that meets the purpose statement goals.
- Ability to meet desired schedule – i.e. complete by June 2023.
- Project team and their availability for the project

Proposals will be selected based on a review committee of city staff using the above criteria. Interviews may be conducted at the option of the review committee.

The City reserves the right to add, delete or change service type and/or service frequency dependent upon requirements that may develop during the work period.

### **Contract Award Timeline and Procedures**

Proposals Due: December 30, 2022 at 5pm via email to Alex Wenger ([awenger@cityofblaine.com](mailto:awenger@cityofblaine.com))  
Potential contract award date: January 9, 2023, City of Blaine Council Meeting