

CITY OF DUNKIRK, NEW YORK

Request for Proposals for a Residential Housing Survey

City of Dunkirk, New York

Proposals Due:

5/2/2017

4:30pm

**CITY OF DUNKIRK
DEPARTMENT OF PLANNING & DEVELOPMENT
342 CENTRAL AVENUE
DUNKIRK, NEW YORK 14048**

The City of Dunkirk, New York has been awarded funds from the Local Initiatives Support Corporation (LISC) for a residential survey of housing conditions within the City. These conditions and additional requested information will allow the City to direct funding and other critical resources to the residents and neighborhoods that need it the most. Our goal is to improve conditions in the City and keep people in their homes.

REQUEST FOR PROPOSALS TO COMPLETE A RESIDENTIAL SURVEY FOR THE CITY OF DUNKIRK, NEW YORK

SECTION 1. GENERAL INFORMATION

This document solicits Requests for Proposals (RFP) to complete a residential survey for the City of Dunkirk, New York.

Contract Administration

Address all correspondence regarding this RFP to:

Rebecca Yanus
Director of Planning & Development
City of Dunkirk
342 Central Avenue
Dunkirk, New York 14048

All firms who receive or download this RFP are requested to register their name and email address by sending an email to ryanus@cityofdunkirk.com. Any revisions or corrections to this RFP after posting will be communicated to those registered. Failure to register your contact information may result in nonparticipation of the RFP process. A proposal will not be considered if it fails to include all requested information as detailed in this original RFP and any subsequent modifications.

Any requests for additional information that may be needed for the preparation of the proposal should be directed to Planning Director Rebecca Yanus at (716) 366-9879 or ryanus@cityofdunkirk.com. All questions must be received before 4:30pm, May 2, 2017. Questions received after that time will not be addressed.

Submittal of Proposal

Please provide three (3) paper copies and one (1) electronic pdf copy of the Proposal for the evaluation process to:

Rebecca Yanus
Director of Planning & Development
City of Dunkirk
342 Central Avenue
Dunkirk, NY 14048

Submittals will be accepted until 4:30PM on May 2, 2017

Acceptance of Proposal Contents

The contents of this RFP will be included as part of the contractual obligations if a contract ensues.

SECTION 2: OVERALL SCOPE OF SERVICES

Task 1: *Convene a Vacant Property Task Force comprised of city officials, neighborhood-based organizations and residents.*

Set at least two task force meetings to train task force and share analysis and feedback

Work with task force to assist with data collection and analysis

Provide input on remediation strategies of identified properties.

Task 2: *Work in partnership with the Task Force to collect, analyze and use data to address vacant property issues.*

Analyze and use data to form user-friendly data base and interactive map of vacant properties.

Complete development of remediation strategies including new policies and plans for implementation including how to pay for it.

Use data from survey to complete development of remediation strategies.

Report on the property surveys completed, database developed and interactive map created and how these resources have had an impact on addressing the vacant properties issue.

Task 3: *Provide education and information to residents on ways to address vacant properties*

Hold at least two community meetings to inform property owners about City's vacant property initiatives and to invite them to participate.

One mailing to 6,000 households to share vacant property strategies.

Report on how effective these mailings and meetings were to engage homeowners to participate in vacant property initiatives.

Task 4: *Connect at-risk homeowners facing foreclosure to prevention counseling and resources.*

Continue to analyze data and survey results to identify at-risk homeowners.

Complete second targeted mailing to at-risk homeowners with information about foreclosure prevention resources.

Report on how successful these mailings are in connecting at-risk homeowners to resources.

Components of the Survey, at a minimum, will include:

1. Participatory Process- Develop, coordinate and conduct a public process to encourage resident input. Dunkirk has a very diverse population and each resident, no matter of race, religion, etc. needs to feel welcome and participate. We also have a lot of Spanish speaking citizens and accommodations must be made to include them in the process. Creative ideas outside of the workshop format are encouraged.
2. Assumptions- Must be able to analyze physical, social, political and economic effects on the future of our neighborhoods.
3. Housing Conditions- What is the general disposition of the exterior of the property? Are there numerous code violations, few or none. Are there immediate needs that should be addressed for the property to continue to be occupied
4. Year Built- Approximate build date from County Website- Isolate and recommend potential historic districts for listing and tax credit access
5. Square Footage- From County website
6. Occupancy/ Vacancy
7. Utility Costs/ Information
8. Housing Values
9. Land Values
10. Market Strength of Neighborhood
11. Tax Delinquency
12. Pending Code Violations
13. Housing Court Appearances
14. Permit Activity
15. Distance to nearest park/ playground
16. Distance to fresh food
17. Sidewalk Conditions
18. Street Conditions
19. Accessibility- curb cuts, etc.
20. Walkability
21. Distance to public transit
22. Residents' Values
23. Short & Long Term Goals- In conjunction with the City, create a list of goals for the community
24. Implementation & Action Steps- Develop a list of short term and long term strategies and action items to be completed in order to stabilize and grow our community.

The City of Dunkirk will simultaneously be working on wrapping up the BOA Phase II Study, revisiting the Northern Chautauqua LWRP, starting its first Comprehensive Plan in over 30 years as well as a new CDBG three year Consolidated Plan. We have also applied for funding for a tree inventory and are investigating Certified Local Government status to better be able to manage our historic resources. We would like to see all of the plans work together toward the same goals and

incorporate each plan into the other. With all of the change happening within the City, it is critical to engage the public including residents, landlords, business owners, group leaders and public and elected officials. The housing goals of the City to be understood and considered are as follows and should be cultivated through public participation:

1. Create an environment that is inclusive and easily navigated by any form of transportation available. Parks and green space should be accessible and within walking distance from all points in the City.
2. Ensure that homes are in good repair and that healthy, safe, affordable and accessible housing is available for all residents.
3. Create a plan in which CDBG and other grant funding can be used to further improve housing conditions.
4. Create residential neighborhoods desirable to new residents and with tools to be used to benefit homeownership and investment.
5. Provide access to programs and counseling to keep residents in their homes.
6. Strengthen our historic housing stock and give access to historic tax credits by beginning the discussion of designating National Register Historic Districts.

Other goals, in relation to the overall plan for the future of Dunkirk, are as follows:

1. Boost economic development opportunities for small businesses along our Central Avenue corridor.
2. Increase tourism within the City by capitalizing on our historic resources, Lake Erie shoreline and parks and recreation.
3. Increase the desirability of Dunkirk as a place to live without displacing current residents by improving our housing stock and supporting business owners.
4. Create access to jobs through skill training, small business loans and other entrepreneurial support.
5. Capitalize on our Lake Erie coastline by maintaining clean and healthy water quality and beaches and by offering unique opportunities to interact with and learn about this fresh water resource.

SECTION 3: PROPOSAL

The proposal submitted shall contain only the information requested below.

Proposal Format

The submittal should follow the Table of Contents below:

1. General Information- Provide information about the company or firm along with a brief history. If there will be subcontractors or volunteers used, please provide a history of the subcontractor firm or company and how volunteers will be trained.
2. Project Understanding- Include a summary of the company's understanding of what is required.
3. Project Approach- Provide, in detail, specific methods that will be used to complete each of the requested tasks or obtain the information specified in Section 2 of this document.
4. Proposed Project Team and Experience-

- a. Identify team members involved in this project and what their specific roles will be. Also include members from subcontractor firms, dedicated to this project.
 - b. Describe three (3) similar projects completed in the last five (5) years. Please provide team members' specific roles in these projects as well as references and contact information for each.
 - c. Include one page resumes for ALL members involved with the project team.
5. Schedule- Provide a schedule from start to completion including a list of tasks and milestones along with approximate dates and deliverables of each.
 6. Additional Information- Any other relevant information that may be useful for this project
 7. Cost- Please provide a breakdown of costs for each specific task and a total cost for the project, not to exceed cost of the project.

Proposals that do not include a "Not to Exceed" cost will be disregarded with no further consideration. It is the responsibility of the proposing firm to accurately predict the amount of time that they will need to spend on the project.

SECTION 4: CONSULTANT SELECTION

Process

City staff will evaluate and rank all submitted proposals. Following this review, the consultant may be asked for an oral presentation.

After conclusion of this review and oral presentation, staff will recommend the most qualified consulting teams or firms to the Common Council. The decision will be based on a combination including, but not limited to: ranking, presentation of materials, and other qualifications. The Council may review the recommendations and invite the top candidates to conduct a presentation before the Council and members of City staff. The Common Council will make the final selection of the consultant firm with input from the Planning and Development staff and the Mayor. Once authorized to proceed, the selected firm will be expected to immediately assist in developing a final scope of services and contractual agreement.

If, for any reason, the selected firm is not able to move forward with their proposal within 30 days, the City reserves the right to contract with another qualified firm.

The City shall not be liable for any incurred expenses incurred prior to the contract being signed including the proposal preparation, attendance at interviews or time spent on the oral presentation and/or final contract negotiations.

The City reserves the right to reject any and all proposals or to request more information from any or all of the firms.

SECTION 5: CONTRACT TERMS AND CONDITIONS

Upon selection of a consultant, an agreement or contract for services shall be entered into by the City and Consultant. It is expected that the contract will provide for compensation for actual work completed on a not to exceed basis with the following conditions. The contract will be amended as appropriate for each successive phase:

- I. Deletion of specific components, such as individual project meetings, will be at the discretion of the City. Payment or reimbursement shall be made based on the actual hours worked on the various tasks required for the project plus necessary subcontractor work (as applicable) and out of pocket expenses. Billing in excess of 'not to exceed' amount will not be compensated unless a contract extension has been approved in advance by the Common Council.
- II. The City shall retain ownership of all documents, plans, maps, reports and data prepared under this proposal. In addition to being provided a hard copy and digital documents throughout the project, the consultant shall supply the City of Dunkirk with a fully scanned file upon project completion.
- III. If, for any reason, the consultant is unable to fulfill the obligations under the contract in a timely and proper manner, the City reserved the right to terminate the contract by written notice. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed to that point and the discretion of the Planning and Development Department.
- IV. The consultant shall not assign or transfer any interest in the contract without prior written consent of the City.
- V. The consultant contract shall be governed by the laws of the State of New York.
- VI. Project summaries shall be submitted with each invoice during the course of the project. Each summary shall detail the amount billed to date, work items that need to be completed, the estimated costs to complete these tasks and the projected timelines for the completion of the project. Invoices submitted to the City shall include a detailed breakdown of the times, personnel, mileage, etc. chargeable for that period.

SECTION 6: COMMUNITY BACKGROUND

The City of Dunkirk is located approximately 40 miles southwest of Buffalo, New York and 40 miles to the northeast of Erie, Pennsylvania on the Lake Erie Coastline. According to the most recent census report, Dunkirk has a population of around 12,500 people and is 4.5 square land miles. This is down by almost half of its peak population of almost 20,000 in the 1950's. Dunkirk was built on the railroad industry, at one time producing most of the Country's locomotives but as a settlement dates back before the War of 1812. It is also still well known for its fishing industry. Dunkirk's buildings and homes took an extreme hit during the early 1970's with Urban Renewal. A promised shopping mall was never developed and the City is plagued with surface parking and empty lots. Many homes are wood structures and the average age of the housing stock is well over 50 years old. Dunkirk has suffered many of the same setbacks as other Legacy Cities across the northeast.

The City is starting to see new development proposals after years of decline. Its coastline of sandy beaches and beautiful cliffs draw people from as far as Cleveland and it is a boater's paradise. New partnerships with the neighboring Village of Fredonia and SUNY Fredonia are starting to bring awareness of the natural wonder of the lake and events held by the City of Dunkirk are becoming extremely popular with tourists. Because of this, the City has realized that it is especially vulnerable to developers and has started a brand new Comprehensive Planning process. This residential survey will factor into that larger plan and any subsequent plans will support the goals outlined here. It is our goal to have an accurate picture of our City so that decisions are based on data and a complete picture, with all residents weighing in and taking part in the process.

PROPOSALS MUST BE RECEIVED PRIOR TO 4:30PM ON MAY 2, 2017. LATE SUBMITTALS WILL NOT BE CONSIDERED.