



## **City of Cayce, South Carolina**

### **Request for Proposals**

#### **Professional Services for Residential Housing Needs Analysis**

##### **I. General Community Information**

The City of Cayce, South Carolina is an historic community whose land has been inhabited for over 12,000 years. The City is located in Lexington County and borders the west bank of the Congaree River across from the state capital, Columbia. Incorporated in 1914, Cayce has grown to 17 square miles and a population of 14,000 in 2017. Rich in natural and cultural resources, Cayce boasts 20 miles of trails along the Congaree River and Congaree Creek. It is also home to larger industries like Dominion Energy, CMC Steel, and a Martin Marietta granite quarry. As a full-service City, Cayce provides water and sewer utility service far beyond its borders to a large portion of Lexington County. Additional information about the City can be found at [caycesc.gov](http://caycesc.gov).

##### **II. Project Overview**

As the Columbia Metropolitan Area grows, the City of Cayce and its surrounding area is constantly the focus of new residential development. The City is looking for a housing and needs analysis to assist in its long-term planning for residential development. The results of this study will help elected officials, City staff, stakeholders, and community members to develop a meaningful sense of the housing market, as well as an understanding of key housing issues and how they impact the City of Cayce. The report is intended to offer community leaders and stakeholders a basis for formulating community-specific housing priorities, policy alternatives and intervention strategies, including land use and zoning decisions. The study should help guide decisions related to the allocation of public funds and other resources.

##### **III. Detailed Scope of Work**

The study should include an assessment of existing housing conditions, demographic and market demands, and should identify critical housing gaps and issues. It should identify any current and anticipated unmet housing needs and provide an outlook towards anticipated housing demands over the next 10+ years. The study will be used to identify area (unincorporated areas surrounding the City limits), City and neighborhood focused housing

priorities and provide policy alternatives and intervention strategies the City can use to guide decision making for future housing needs.

**Housing Study Questions.** The study should help with answering the following questions:

1. What are the demographic and economic characteristics of households living in our community (City and surrounding Lexington County area)?
2. How will anticipated economic, employment, and population growth impact housing demand?
3. Based on market information, what are the current, 5-year and 10-year housing needs in our community? Where do gaps exist in terms of type and/or price range? Where should the needed housing types be located?
4. Based on analysis of age and quality of current housing stock what are strategies for rehabilitation of older housing stock? What strategies might be implemented to address identified deficiencies in the maintenance and repair of both owner-occupied and privately owned rental properties?
5. Does Cayce have the right balance between owner-occupied and rental housing? If not, what strategies could be employed to improve the balance?
6. What impact is the addition of new multi-family housing structures likely to have on aged rental housing stock?
7. How has the student rental market impacted Cayce in terms of pricing and neighborhood livability? What steps can the City take to protect single family neighborhoods, and existing mixed-housing neighborhoods?
8. What are the City's strategic options for promoting or attracting market rate developers, especially those willing to build speculative homes? What housing demand will likely not be met without incentives, if any?
9. What strategies and programs should Cayce pursue or provide for the development and/or redevelopment of necessary housing within the community? How should the community maximize the use of limited public funds to support the potential housing market?
10. What best strategies might be implemented to address identified and perceived shortcomings of Cayce as it pertains to livability, marketability, and over-all quality of life?
11. How can community partners support Cayce as the community of choice, and the preferred location for employees to live? How can community partners support the development of quality housing or rehabilitation of existing housing in Cayce?

## Necessary Study Components

1. Demographic review and projections.
2. Inventory of existing housing stock.
3. Housing needs analysis and prioritization.
4. Summary of results from focus groups, surveys and interviews with stakeholders.
5. Recommendations:
  - a. City Code/Zoning Changes
  - b. Housing Assistance Programs
  - c. Housing Related Investments
  - d. Marketing Efforts
6. Examples of innovative housing programs in similarly situated communities

## IV. Proposal Requirements

The proposals should be labeled “Housing Study and Needs Analysis” and mailed or delivered to the City of Cayce, 1800 12<sup>th</sup> St, Cayce SC 29033 by **5:00 p.m. on February 3, 2020**. One hard copy and one PDF copy of the proposal must be submitted. The PDF copy should be submitted to [cwilliamson@caycesc.gov](mailto:cwilliamson@caycesc.gov).

Proposals should include the following:

- Detailed scope of work including a description of the technical approach to the project, an outline of the sequence of task, and major benchmarks.
- Description of what the final report will include.
- A summary of key staff experience and identification of the project manager.
- Description of similar project experience.
- Identification of sub-consultants if applicable (including staff experience and similar project experience).
- Project timeline.
- Budget breakdown.
- Proposed use of City Staff or resources.

## V. Selection Process and Schedule

The City shall consider the following information when evaluating submissions to determine the proposal that is in the best interests of the City. Selection will be based upon the proposals submitted and will be ranked primarily based upon the following criteria:

- Consultant’s understanding and technical approach to the project.
- Consultant’s ability to meet the project schedule.
- Pertinent experience and qualifications of the project team.
- Relative value of the services to be provided (cost will not be the only factor).

The following schedule represents the anticipated timeline for the selection of a consultant and completion of the project, which may be altered as the need arises:

- RFP formally announced and distributed – January 6, 2020.

- Deadline for receipt of proposals – February 3, 2020.
- City review of submissions and interviews with consultants – mid February 2020.
- Contract approval – March 3, 2020
- Preliminary Findings – April 27, 2020
- Final Report to City – May 27, 2020

## **VI. Contact Information**

Questions regarding this proposal can be directed to Carroll Williamson, Planning and Development Director, (803)550-9503 [cwilliamson@caycesc.gov](mailto:cwilliamson@caycesc.gov)

## **VII. Additional Information**

Issuance of this RFP and receipt of proposals does not commit the City to award a contract. The City reserves the right to postpone receipt or selection date, accept or reject any or all proposals received in response to this RFP, or to negotiate with any of the firms submitting an RFP, or to cancel all or part of this RFP.

