



# **SAINT PAUL**

## **MINNESOTA**

**EVENT #1092**  
**REQUEST FOR PROPOSALS (RFP)**  
**HOUSING DEVELOPMENT CONSULTANT SERVICES**

**SAINT PAUL CITY COUNCIL AUDIT COMMITTEE**

A study to conduct a comprehensive review and process mapping of residential housing development services

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## SUMMARY AND BACKGROUND

The City of Saint Paul, Saint Paul City Council Audit Committee is requesting proposals to conduct a comprehensive review and process mapping of residential housing development services. The work will be performed under a professional services contract with a cost not to exceed \$50,000.

The development process in Saint Paul requires developers to intersect with multiple City departments from the Department of Safety and Inspection (DSI), to Planning and Economic Development (PED) to Public Works, other related departments such as Saint Paul Regional Water Services, and community partners such as District Councils. The existing process can be confusing, hard to navigate, and creates barriers to entry for new and emerging developers, including BIPOC developers. In addition, a lack of internal coordination across departments often leads to delays, frustrations, and miscommunications during a project.

The Saint Paul City Council Audit Committee seeks to engage a consultant to conduct a comprehensive review of residential housing development services and map the processes projects go through. The goal of this process mapping is to find opportunities to streamline systems, implement best practices, and organize the steps into an easy-to-navigate process, leading the City to become a better partner to developers and attract new, more diverse developers to Saint Paul.

## PROPOSAL GUIDELINES

Proposals should be organized in tabular format, with each tab containing information as follows:

**Tab 1 – Overall proposal suitability:** Proposals must address scope of work requirements and ability to provide the requested deliverables provided on pages 3 and 4.

**Tab 2 – Project Timeline:** Proposals must address the City’s estimated project timeline provided on page 4.

**Tab 3 – to be submitted separately – Cost:** Proposals must present proposed budget/costs as stated on pages 4.

**Tab 4 – Responder Qualifications:** Proposals must explain and provide examples of how proposers’ experience pertains to the scope of this project.

**Tab 5 – Supplemental Information:** Proposals may include additional materials to illustrate work products with organizations and similar project scopes. They may also provide information on proposers’ technical expertise or specialized study models or work product.

## SCOPE OF WORK REQUESTED

1. Map the review and approval processes for all applications related to residential housing development projects distinguishing between 1-2 units, 1-4 units, and over 4 units.
2. Examine department processes related to land use/zoning, engineering, building code, code enforcement, environmental and other regulatory application programs, permits, approvals or actions, and provide an analysis of efficiency and how well these processes serve the applicant.
3. Interview experienced and new developers that have worked with the City and document their feedback.
4. Recommend coordinated process improvements, communication strategy and tools to improve or enhance the city’s residential development services/processes.
5. Study and document “best case” and “worst case” examples of the residential housing development process in Saint Paul. Evaluate what worked well and what went wrong in these situations to inform recommended improvements.

6. Review the existing codes and regulations as they relate to residential development projects and recommend improvements.
7. Report on best practices and tools used in other jurisdictions.

## DELIVERABLES

- Summary of information gathered from department review of residential development processes and interactions with prospective developers.
- Recommendations for residential development policies that are supported by an analysis of information gathered, outlining specific concerns about access, barriers to entry, and challenges specific to new and emerging developers. The analysis should include an assessment of how specific policies have differing impacts across various types of developers.
- A cross-functional process map of entire residential development processes/services that includes work activities & key decisions across Department of Safety and Inspection (DSI), to Planning and Economic Development (PED), Public Works (PW), and other city departments as needed/identified, as well as community engagement processes with stakeholders such as district councils, business associations, etc.
- Actionable recommendations for process improvements, which may include streamlining business processes and work methods, incorporating best practices from other jurisdictions, and tool or handbook templates for a more effective residential development process for City departments and better experience overall for developers.

## PROJECT TIMELINE

Estimated project timeline:

PROJECT WORK INITIATED BY CONSULTANT – DEPARTMENT/STAKEHOLDER ENGAGEMENT AND OUTREACH (90 DAYS)	<b>APRIL 2022</b>
MID-POINT REPORT TO AUDIT COMMITTEE (INITIAL FINDINGS)	<b>JULY 2022</b>
FINAL REPORT DELIVERED	<b>AUGUST 2022</b>
FINAL REPORT PRESENTED TO AUDIT COMMITTEE, CITY COUNCIL, MAYOR AND PUBLIC	<b>AUGUST 2022</b>

## BUDGET

The City currently has provided up to \$50,000 for the study. Proposals should reflect consultant activities within this amount.

All proposals must include the consultant’s proposed costs to complete the tasks described in the project scope, deliverables, and timeline. Costs should be divided by task.

All costs and fees must be clearly described in the proposal. Costs should be presented as hours allocated to each project step multiplied by hourly rates for consultant staff involved in the study. Costs for other expenses, such as materials, travel, or technology, may be separately listed. Overall cost should include a not-to-exceed amount. Costs should not be presented in a lump-sum format.

Billing by consultant will occur monthly based on actual hours worked, plus any other approved expenses.

## RESPONDER QUALIFICATIONS

Responders proposal should include the following:

- Description of experience assisting organizations, particularly local governments, in evaluating departments and its processes for improvements related to development projects. Provide examples.
- Description of experience, if any, relating to housing development and BIPOC developers.
- Listing of staff in your organization who will be directly involved in conducting the study, including their roles and areas of expertise.
- References with organizations assisted by consultant where optimal improvements were achieved.

## PROPOSAL EVALUATION CRITERIA

Staff members of the Saint Paul Audit Committee will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposals (RFP), your proposal should be complete and include all of the following criteria:

<b>Overall proposal suitability:</b> Response meets the scope and needs included in the request for proposals and is presented in a clear and organized manner.	25
<b>Project Timeline and Deliverables:</b> Response demonstrates and understanding of the project schedule and deliverables.	20
<b>Cost:</b> The cost of proposed solution(s) based on the work to be performed in accordance with the scope of this project.	30
<b>Responder Qualifications:</b> Responder has experience that is similar to this project, especially with data collection.	25
<b>Total</b>	<b>100</b>
<b>Interview</b>	25
<b>Total Points Possible</b>	<b>125</b>

Staff members of the Saint Paul Audit Committee will review, assess, and organize the proposals against the criteria in this RFP and score proposals for Committee consideration.

Following the review of the proposals, there will be an interview process prior to the award of this work. The information submitted in the proposal will be used to determine whether proposers are invited for an interview before the Audit Committee. The successful proposal will be chosen based on the information submitted and the results of the interview.

The City reserves the right to ask for additional information or clarification of the submission from any or all proposers.

The final contract award will be conditioned upon the successful proposer's agreeing to comply with all City terms and conditions, which are attached to this RFP, mutual agreement about the final work plan and completion of a contract agreeable to all parties.

## REQUEST FOR PROPOSAL TIMELINE

RFP ISSUED VIA WWW.STPAULBIDS.COM	<b>Saturday, November 27, 2021</b>
DEADLINE FOR WRITTEN QUESTIONS	<b>Tuesday, December 14, 2021 by 12:00 PM</b>
ADDENDA POSTED TO WWW.STPAULBIDS.COM RESPONSES TO QUESTIONS	<b>Thursday, December 16, 2021</b>
DEADLINE TO SUBMIT PROPOSALS	<b>Thursday, December 23, 2021 by 12:00 PM</b>
CONSULTANT INTERVIEW	<b>Monday, January 24, 2022</b>
CONSULTANT SELECTION	<b>February 2022</b>
ANTICIPATED PROJECT START	<b>April 2022</b>

## PUBLIC INFORMATION

Data submitted by a business to the City in response to a Request for Proposals are private or nonpublic until the responses are opened. Once the responses are opened, the name of the responder is read and becomes public. All other data in a responder's response to a Request for Proposals are private or nonpublic data until completion of the evaluation process. "Completion of the evaluation process" means that the City has completed negotiating the contract with the selected Vendor. After the City has completed the evaluation process, all remaining data submitted by all responders are public with the exception of trade secret data as defined and classified in Minn. Stat. § 13.37. A statement by a responder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response. Proposals submitted in response to an RFP become the property of the City and will not be returned.

If all responses to a Request for Proposals are rejected prior to the completion of the evaluation process, all data, other than that made public at the response opening, remain private or nonpublic until a re-issuance of the Request for Proposals results in completion of the evaluation process or a determination is made to abandon the purchase. If the rejection occurs after the completion of the evaluation process, the data remains public. If a re-issuance of an RFP does not occur within one year of the proposal opening date, the remaining data become public.