

AGENDA

CITY OF POCATELLO CITY COUNCIL WORK SESSION

JANUARY 9, 2025 • 9:00 A.M.

COUNCIL CHAMBERS | 911 NORTH 7TH AVENUE

The meeting will be live-streamed at: <https://streaming.pocatello.gov/> and available on Sparklight Cable channel 56

City Hall is accessible to persons with disabilities. Program access accommodations can be provided with two (2) days' advance notice by contacting Skyler Beebe at sbeebe@pocatello.gov; 208.234.6248 or 5815 South 5th Avenue, Pocatello, Idaho.

1. ROLL CALL

2. CITY PARK NAME CHANGE PROPOSAL – PARKS AND RECREATION

Parks and Recreation Department staff members and representatives of Bonneville Neighborhood Association will be present to discuss a proposal to change the name of Bonneville Community Park to Purce Park in honor of John and Idaho Purce. **(ACTION ITEM)**

Documents:

[AGENDA-ITEM-2.PDF](#)

3. FY2024 FIRE DEPLOYMENT SEASON AND CAPITAL PROJECT PRESENTATION – FIRE DEPARTMENT

Fire Department members will be in attendance to present information to the Mayor and Council regarding FY2024 Wildland Fire Deployments and receive feedback pertaining to a capital project purchase of a wildland engine, as presented during the July 11, 2024 Work Session. **(ACTION ITEM)**

Documents:

[**AGENDA-ITEM-3.PDF**](#)

4. CITY HOUSING PLAN REQUEST FOR PROPOSALS PRESENTATION – PLANNING AND DEVELOPMENT SERVICES

Planning and Development Services staff members will be in attendance to present information and receive feedback from the Council regarding a Request for Proposals for a City of Pocatello Housing Plan. **(ACTION ITEM)**

Documents:

[**AGENDA-ITEM-4.PDF**](#)

5. COUNCIL ADVISORY BOARD UPDATES

This time has been set aside for the Mayor and Council members to give an update regarding recent advisory board activities.

6. ADJOURN

Bonneville Neighborhood Association

Home of the



Historic Triangle Neighborhood

Pocatello, ID

Date: December 10, 2024

To: Anne Butler
Director
Parks & Recreation

From: Janell Kaneaster
President
Bonneville Neighborhood Association

Subject: Renaming of Bonneville Community Park

On behalf of the Bonneville Community Association (BNA), we are requesting a name change of our park located at North 7th and Fremont. There are two parks in Pocatello named "Bonneville", which has caused some confusion at times.

The city will soon be developing the new signage reflecting the new logo and BNA and NeighborWorks are making many new improvements to the park, which will be complete next spring, this would be a perfect time for renaming our park!

Our suggestion is "Purce Park". This name change will honor John and Idaho Purce for all the hard work, time and donations they have given to both the Triangle, City of Pocatello and the State of Idaho. We are in contact with the family members and they are very honored that we want to rename the park! We also have over 50 signatures from residents who feel this is the perfect name! Everyone we have spoken with love the idea.

Please let me know what the next step is.

Bonneville Neighborhood Association
Lasting Legacy Memorial Committee
NAACP

(5)

The city of Pocatello is designing new signage for all parks to align with the new city "Brand". The Bonneville Neighborhood Association and residents at large believe this is the perfect time to rename Bonneville Community Park.

"The Purce Memorial Park"!

John and Idaho Purce dedicated time, money and land to give the community what we enjoy today. By honoring the Purce family and the individuals on the landmark creation committee we maintain the history of the Triangle so future generations can learn what it took to make our community what it is today.

If in agreement, sign below.

Printed Name	Signature	Address	Phone or Email
1 DANITA Calahan	Danita Calahan	P.O. Box 6023 POC, ID 83205	onyxx5@hotmail.com
2 ALFREDA VANN	Alfreda Vann	POC ID 83205 939 N. 4th	AVANN42@gmail.com
3 Janell Kaneaster	Janell Kaneaster	858 N 10th Ave	JanellKaneaster@hotmail.com
4 Merritt Clemens	Merritt Clemens	213 Hoffman Pocatello Id	MerrittClemens@t
5 Lorena Bangs	Lorena Bangs	536 Fairmont Ave	208-234-0831
6 PAUL McCULLY	Paul McCully	415 IDEALYA LN	208 317-9375
7 Laura McCully	Laura McCully	415 Idealys	208 237 1185
8 Robert L. Robertson	Robert L. Robertson	1644 E. Fremont	208-251-6402
9 Debbie Flair	Debbie Flair	4320 Tech Farm	dkflair@yahoo.com
10 Rita Casabianca	Rita Casabianca	1309 Galtier 83204	929-387-7684

Bonneville Neighborhood Association
Lasting Legacy Memorial Committee
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If in agreement, sign below.

Printed Name	Signature	Address	Phone or Email
11 Kathryn Lopez Luker	Kathryn J Luker	3900 Tree Farm Rd. Poc. ID 83204	kathrynlopez@comcast.net
12 Jerry Myers	Jerry Myers	655 S. 7th Ave	myers.mae@gmail.com
13 Shannon Kates Newtrich	Shannon Kates Newtrich	157 S. Lincoln Ave Pocatello 83204	sekates@hotmail.com
14 Bethel Ann Newtrich	Bethel Ann Newtrich	157 S. Lincoln Ave Pocatello 83204	newtrichbeth@gmail.com
15 James A. Ruck	James A. Ruck	1490 Windyway Pocatello, ID	jamesaidaho@comcast.net
16 Hayden Paulsen	Hayden Paulsen	560 S. 19th Ave Pocatello, ID 83201	paulsenhayden@gmail.com
17 Alex Paulsen	Alex Paulsen	161 foothill Blvd. Pocatello, ID 83201	apey96@gmail.com
18 Spencer Stucki	Spencer Stucki	5846 Independence Chubbuck, ID 83202	stuckis14@gmail.com
19 Brian Hobbs	Brian Hobbs	1024 Oakview Dr. Pocatello ID 83204	209-brian-20@gmail.com
20 Marvin R. McCall	Marvin R. McCall	87 Cedar Hills Dr	

Bonneville Neighborhood Association
Lasting Legacy Memorial Committee
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If in agreement, sign below.

Printed Name	Signature	Address	Phone or Email
21 Jackie Wood	<i>J Wood</i>	230 Fairmont Ave Pocatello, ID 83204	208-221-1231
22 Scott Wood	<i>Scott Wood</i>	230 Fairmont Ave Pocatello, ID 83204	208-221-1231
23 Beverly King <i>Beverly King</i>	<i>Beverly King</i>	87 Cedar Hills Pocatello, ID 83204	(208) 241-4298
24 Kristianna Peterson	<i>Kristianna Peterson</i>	1168 Maplewood Ave. Pocatello ID 83204	208 206-6143
25 Seth Peterson	<i>Seth Peterson</i>	1168 Maplewood Ave. Pocatello, ID 83204	208-390 9782
26 Joseph Crupper	<i>Joseph Crupper</i>	525 W Greeley St. Poca. 83204	208 215 9060
27 NANCY GRECO	<i>Nancy Greco</i>	442 S. GARFIELD POC. ID. 83204	208 336-6731
28 FREDERICK F. BELZER	<i>Fred F. Belzer</i>	4977 CLEARVIEW POC ID 83204	belzefed@gmail.com
29 THERESA KAUFMANN	<i>Theresa Kaufmann</i>	4977 CLEARVIEW AVE POC 83204	208-253-4404
30 Lucy Moseley	<i>Lucy Moseley</i>	921 E. Custer Pocatello, ID	404- 573-7809

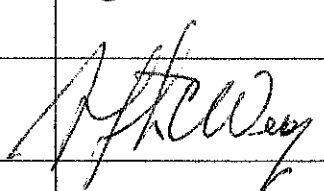
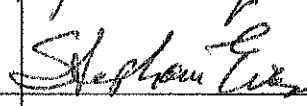
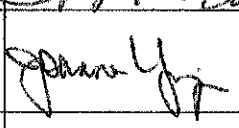
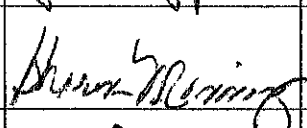
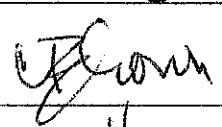
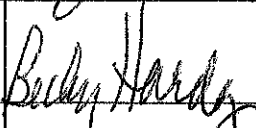
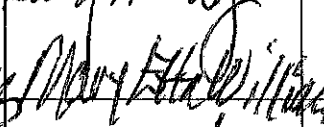
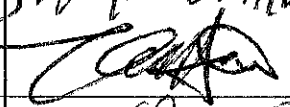
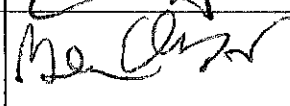
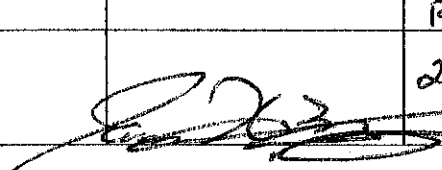
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If in agreement, sign below.

Printed Name	Signature	Address	Phone or Email
31 STEPHEN WEEK		442 S GARFIELD	STEPHENWEEK@GMAIL.COM
32 STEPHANIE EVANS		1799 Churchill Downs POC	stephanie1@soma.com
33 Joanna Yizar		2790 Kootenai St POC 83201	Joannayizar@gmail.com
34 Sharon Manning		850 Spoggess POC 83204	manningshad@aol.com
35 Sherisse Brown		466 University Dr.	browner@gmail.com
36 Becky Hardy		1257 E Center POC, ID 83201	WESBO 94133
37 Mary Estel Williams		921 E. Center 208 POC ID	775-4956
38 Rosa Hill-Alford		546 Washington Ave Pocatello, ID 83201	(406) 370-5942
39 GLENN ALFORD		1102 E HALLIDAY POC. ID 83201	232-6318
40 JAMES YIZAR		2790 Kootenai, POC ID 83201	Jhy134272@gmail.com

The city of Docuella is designing new signage for all parks in honor with the new city "brand". The Homeville Neighborhood Association and residents at large believe this is the perfect time to rename Homeville Community Park.

"The Price Memorial Park!"

John and Idaho Price dedicated time, money, and land to give the community what we enjoy today. By honoring the Price family and the individuals on the landmark creation committee we maintain the history of the Triangle so future generations can learn what it took to make our community what it is today.

If in agreement, sign below.

Printed Name	Signature	Address	Phone or Email
51 Erik D Haggart	<i>Erik D Haggart</i>	2037 E. Lusk St	(208) 233-4543
52 Kathleen Rakatansky	<i>Kathleen Rakatansky</i>	80 Cedar Hill	208-231-7001
53 Scot Young	<i>Scot Young</i>	1501 Se 11 th St	208-970-6033
54 Donna Boe	<i>Donna Boe</i>	226 S. 16 th Ave	208-233-5651
55 Roger Boy	<i>Roger Boy</i>	226 S. 16 th Ave	208-233-9717
56 Susan A Matsura	<i>Susan A Matsura</i>	151 S. 7 th Ave	susammatsura@gmail.com
57 Bob Picard	<i>Bob Picard</i>	701 E. Commerce St	bobpicard@isu.edu
58 Shannon Anstey	<i>Shannon Anstey</i>	424 S. 7 th Ave	ANSLSHAN59@gmail.com
59 Janie Gehardt	<i>Janie Gehardt</i>	1200 S. 10 th St	janiegehardt@gmail.com
60 Erin O'Leary-Jepsen	<i>Erin O'Leary-Jepsen</i>	2349 Bullock St	olearyerin@isu.edu
Scott Jepsen	<i>Scott Jepsen</i>	2349 Bullock St	jepsen@isu.edu

Pocatello Fire Department's FY24 Wildfire Season



The People

- 31 people on 9 different deployments
- Crews generally have a 14-day assignment
- Extensions & Crew Rotations
- All personnel & operating costs covered by the incident
- Additional revenue for the resource



The Benefits

- Experience
 - Complex incident command systems
 - Fire behavior
- Training & Mentoring
 - 7 Crew Boss trainees
- Relationships
 - Federal Partners
 - Other cooperators



The Fires

- Ely, Nevada (GACC)
- Twin Falls, Idaho (GACC)
- Paddock Fire, Emmett, Idaho
- West Mountain Complex - Idaho
 - Boulder Fire
 - Wolf Creek Fire
- Pinedale, Wyoming
- Chimney Fire - Idaho



Summary and Outlook

- FY24 Financial
 - Fire Revenue: \$188,382.35
 - EMS Revenue: 41,863.14
- Shortage of federal firefighters
- Continued use of cooperators & agreements
- Non-tax-based revenue for capital projects



Capital Purchase

- Chassis Purchase
 - \$71,296.00
- Custom Wildland Engine Build
SeaWestern Emergency Vehicles
 - \$185,909.07
- Total Project Estimate
 - \$257,205.07



AGENDA ITEM NO. 4

**EXECUTIVE SUMMARY
CITY OF POCATELLO HOUSING PLAN
REQUEST FOR PROPOSALS**

To: Mayor Brian Blad and City Council
From: Brent McLane, Planning & Development Services Director
Becky Babb, Planning Manager
Date: Meeting Date – January 9, 2025 Work Session
Re: Housing Plan

REQUEST

Staff is seeking comment on a Request for Proposals for a City of Pocatello Housing Plan.

BACKGROUND

The current housing crisis demands a bold response. Housing Plans often envision a more affordable city for everyone and prioritize individuals and households who face the greatest risk of housing insecurity, displacement, and homelessness. A Housing Plan is needed to reflect evolving needs, priorities, resources, and conditions in the city. It also includes an option to draft a Fair Housing Plan, coordinating with the next the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program Consolidated Plan for its Program Years. The Planning Department can assist with the effort to do data collection and draft the plan; however, consultant will be the lead on the effort.

Many City departments have an essential role in furthering housing and neighborhood development goals in our community. It requires a network of partners to alleviate housing instability and create sustainable, mixed-use, mixed-income neighborhoods with access to jobs, transit, greenspace, and basic amenities. These multisector efforts should be incorporated into the Housing Plan. This Plan is intended to expand and deepen the City's coordination and collaboration with all stake holders. Together we will foster ongoing partnerships to build a more affordable, resilient, and equitable city for all.

Attachment

Draft RFP

City of Pocatello Housing Plan

Date Issued: December 19, 2022 after 8:00AM MT



REQUEST FOR PROPOSALS

To complete a Housing Plan for the City of Pocatello

Project Title: Housing Plan

RFP Number: **2023-01:** Housing Needs Assessment and Plan

Due: **January 27, 2023 at 12:00 PM MT**

Awarding Authority: The City of Pocatello, with a majority vote of the Pocatello City Council.

Contact:

Becky Babb

911 N. 7th Ave

Pocatello, ID 83201

208-234-6186

becky.babb@pocatello.gov

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City of Pocatello Housing Plan

Date Issued: December 19, 2022 after 8:00AM MT

CITY OF POCATELLO
REQUEST FOR PROPOSALS (RFP)
FOR CITY OF POCATELLO HOUSING PLAN

Section I. Introduction

The City of Pocatello invites interested parties to submit Proposals to complete a Housing Plan for the City of Pocatello. The City is looking for firms with documented experience providing planning consulting services regarding housing. The project objectives include identifying the City's existing conditions, housing needs and housing constraints and establishing goals and strategies for the City to implement.

The City of Pocatello is a municipal corporation located in Southeast, Idaho. The City is issuing this Request for Proposals and anticipates selecting a firm that has extensive planning experience in the subject of housing and working in a local government setting. Only the firms responding to the Request for Proposals will be considered. The City will evaluate responses to select a candidate to negotiate a contract. Once negotiated, the contract term will be valid for a two (2) year period with mutually executable options to extend.

This solicitation is being conducted in accordance with the provisions of Idaho Code Title 67, Chapter 28 (Purchasing by Political Subdivisions) and the City of Pocatello Purchasing Policies. Those provisions are hereby incorporated by reference into this Request for Proposals ("RFP"). All contracts must be strictly awarded in accordance with the requirements of the Request for Proposal. Section 3, disadvantaged business enterprises, minority owned businesses, and women owned businesses are especially encouraged to apply. If it becomes necessary to revise any part of this RFP or otherwise provide additional information, an addendum will be issued to all prospective Respondents who received copies of the original request.

Proposal Due Date: **January 27, 2023 at 12:00 PM MT**

Proposal Subject: City of Pocatello Housing Plan

RFP Availability: RFP information packets will be available beginning **December 19, 2022 after 8:00AM MT through January 27, 2023 at 11:59AM MT** by contacting Becky Babb, Planning Manager, at 208-234-6583, or via email at becky.babb@pocatello.gov. For help with this process contact Becky Babb at 208-234-6184 or becky.babb@pocatello.gov.

Return RFPs to: City of Pocatello
Attn: Planning and Development Services
911 N. 7th Avenue
Pocatello, ID 83201

Any questions pertaining to the scope of services in this solicitation should be submitted in writing. All answers will be in the form of an addendum and sent to registered Respondents. All questions must be submitted in writing no later than 5:00 PM MT on **January 23, 2023** to Becky Babb, Planning and Development Services Director via email at becky.babb@pocatello.gov or 911 N. 7th Avenue, Pocatello, ID 83201.

Please read this entire document before responding or submitting questions. Thank you for your interest.

RFP Issuance	DATE	December 19, 2022
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City of Pocatello Housing Plan**Date Issued: December 19, 2022 after 8:00AM MT**

Questions Deadline	DATE	January 23, 2023 at 5:00PM MT
Proposals Due	DATE	January 27, 2023 at 12:00PM MT
Interviews, if necessary	Week(s) of	January 30 & February 6, 2023
Anticipated Selection	Week of	February 15, 2023
Anticipated Contract Start	DATE	March 1, 2023

Section II. Instructions & Submission Requirements**A. Instructions****1. Time and Place for Submission**

Proposals are to be submitted by mail or in person to Pocatello City Hall, Attn: Planning and Development Services, 911 N. 7th Avenue, Pocatello, ID 83201 until **12:00PM MT on January 27, 2023**. Proposals will be considered on time if stamped by the time on the clock located in the City of Pocatello's Planning and Development Services Department at City Hall. Postmarks will not be considered. E-mail submissions will not be accepted. The City shall not be responsible for proposals arriving late due to couriers, deliveries to wrong locations, express mailing service errors, etc. If, at the time that proposals are due, City Hall is closed due to uncontrolled events, proposals will be accepted until 2:00PM MT on the next day that City Hall is open. No individual extensions of this deadline will be granted. Late proposals will be deemed "non-responsive" and will not be opened. They may be picked up by the Respondent if so desired.

2. Idaho Code

Attention of all Respondents is directed to Title 67, Chapter 28 of the Idaho Statutes governing transactions involving requests for proposals, and to all other applicable sections of the Idaho Code as most recently amended which govern the award of this contract.

3. Disclosure of Information

Submission of a proposal shall be deemed acknowledgement that the Respondent is familiar with the Idaho Public Records Law, Idaho Code §74, and is bound thereby. Disclosure of any information provided by a Respondent in connection with this RFP shall be in strict accordance with the laws and regulations regarding such disclosure pursuant to Idaho Code §74. To review copies of proposals after contracts have been awarded, submit a written request in compliance with the Idaho Public Record Law to the RFP contact person identified in this RFP.

4. Reservation of Right

The City of Pocatello may cancel this Request for Proposals or may reject in whole or in part any and all responses or proposals when it is determined that said cancellation or rejection serves the best interests of the City. The City reserves the right to reject any or all proposals after determining if each response is responsive and responsible.

5. Non-Collusion

It is understood that the Respondent has submitted the proposal in good faith and has not colluded with any other individuals, firms, or corporations in creating the proposal to subvert the market process. See Certificate of Non-Collusion (Appendix B). Respondents are required to complete this form. Failure to do so will result in a rejection of the proposal.

6. Cost of Proposal

City of Pocatello Housing Plan

Date Issued: **December 19, 2022 after 8:00AM MT**

All costs involved in preparing the proposal will be borne by the Respondent. The City or any Department, Division, employee or section of the City will not be liable for any costs associated with the creation of the proposal.

7. Incomplete or Conditional Proposals

Proposals, which are incomplete, conditional or obscure, may be rejected. No award will be made to any Respondent who cannot satisfy the awarding authority that he/she has sufficient ability and sufficient capital to enable him/her to meet the requirements of these specifications. The awarding authority's decision or judgment on these matters shall be final, conclusive, and binding.

B. Submission Requirements

1. One bound, single-sided original hard copy proposal is to be submitted, in a sealed envelope clearly marked in the lower left corner with the words: "Housing Plan – Proposal" as well as the Respondent's name. Submission by email is not acceptable.
2. One electronic copy of the proposal should be submitted with the hard copy. Electronic copies should be submitted on properly labeled portable media and MUST mirror paper versions exactly. Electronic copies must be a single PDF file. Submission by email is not acceptable.
3. Failure to submit proposals in the format described herein may result in the rejection of the proposal.
4. The contract is scheduled to be awarded within sixty (60) days of this proposal opening. This RFP as well as the successful Respondent's proposal will become part of the contract.
5. By submitting a signed proposal, the proposer acknowledges and agrees to the City of Pocatello's "Terms and Conditions" contained in Section III: Terms and Conditions.
6. If any changes are made to this RFP, an addendum will be distributed to all Respondents who have received the RFP.
7. A Respondent may correct, modify, or withdraw a proposal by written notice if received by the City prior to the time and date set for the proposal opening. Proposal modifications must be submitted in a sealed envelope clearly labeled "Modification No. _." Each modification must be numbered in sequence and must reference the original RFP. After the proposal opening, a Respondent may not change any provision of the proposal in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived or the Respondent will be allowed to correct them. If a mistake and the intended correct wording are clearly evident on the face of the proposal document, the mistake will be corrected to reflect the intended correct meaning. A Respondent may withdraw a proposal if a mistake is clearly evident on the face of the proposal document, but the intended correct wording is not similarly evident.
8. Individuals are encouraged to submit proposals; individuals who submit proposals will not be subject to requirements that are only applicable to businesses such as authorized signatory and financial stability certifications. However, individuals will still be required to fill out those applicable portions of the required forms.
9. Proposal prices must remain firm for 90 days after the proposal opening.

City of Pocatello Housing Plan

Date Issued: December 19, 2022 after 8:00AM MT

10. Proposals must also include the signed Term and Conditions page, signed Price Proposal page, Certificate of Non-Collusion, Certificate of Tax Compliance, as provided in this RFP. See Appendices for additional details.
11. All proposals must be signed by appropriate, authorized individual or individuals, e.g. if the Respondent is a partnership, by the name of the partnership, with the signature of each general partner. If the Respondent is a corporation, it must be signed by the authorized officer whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed, or appropriate certificate of authorization.
12. All questions and requests for clarification must be received in writing by 5:00PM MT on **January 23, 2023**.
13. Written addenda issued by the City will be e-mailed as necessary to all parties that the City is aware have requested documents using the contact information provided to the City. A copy of any addendum as may be issued will be on file with the City. Absence of "failure" messages electronically transmitted from addressee's site will serve as confirmation of delivery of addenda. Respondent should contact Becky Babb via e-mail or phone, if they believe an addendum has not been received. A copy of all addenda that are issued should be included in the non-price proposal package and each addendum should be initialed in the bottom left corner of the first page of the document by the Respondent. The Proposer should acknowledge receipt of the number of addenda received in the location provided on the price proposal form.
14. The City reserves the right to cancel all or part of this solicitation. The issuance of this solicitation does not imply any commitment to purchase any product or services from any Respondent.
15. The City of Pocatello is the awarding entity that will sign the contract and to whom invoices will be submitted/received and by whom the Respondent will be paid/submit payment.
16. All proposals will be reviewed by the Evaluation committee. A recommendation will be made by the Evaluation Committee to accept the proposal which is in the best interest of the City. The Evaluation Committee will, in turn, recommend to the full City Council for a vote to appropriate funding and award. The consideration of all proposals and subsequent selection of a successful Respondent shall be made without regard to race, color, sex, age, handicap, religion, political affiliation, or national origin. The recommendation will be based on the evaluation criteria (Section V).
17. Failure to complete the enclosed forms, answer any questions, or provide the required documentation will result in the proposal being deemed non-responsive and the rejection of the proposal, unless the City determines that such failure constitutes a minor informality.

Section III. Terms & Conditions

1. General Terms and Conditions

The process of selecting organizations to provide consultation services for the City's benefit requires the accumulation of comprehensive and accurate information to ensure that a knowledgeable, objective decision can be made as well as compliance with any applicable requirements for the implementation portion of this proposal and subsequent successful grant applications.

The City reserves the right to accept or reject all proposals or portions thereof without stated cause. The City reserves the right to re-issue any RFP or cancel the RFP if none of the proposals are deemed satisfactory to the City. Upon selection of a finalist, the City by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the City, for any reason, is unable to reach a final agreement with this finalist the City then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The City may also elect to reject all proposals and re-issue a new RFP.

Clarification of proposals: The City reserves the right to obtain clarification of any point in a Proposer's proposal or obtain additional information. Any request for clarification or other correspondence related to the RFP shall be in writing or email, and a response shall be provided within two business days. The City is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of the City. The City reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the City. The City reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Proposer.

2. Conflict of Interest

By the submission of a proposal, the Proposer agrees to ensure that, at the time of contracting, the Proposer will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Proposer's obligations under the Agreement. The Proposer shall further covenant that, in the performance of the Agreement, the Proposer shall not employ any person, or subcontract with any entity, having any such known interest.

3. Public Information

Information supplied by the Proposer to the City may be subject to the Idaho Public Records Law. Such information shall become public unless it falls within one of the exceptions in the statute, such as security information, trade secret information, or labor relations information. If the Proposer believes any information which is not public will be supplied in response to this RFP, the vendor shall take reasonable steps to identify for the City what data, if any, it believes falls within the exceptions. If the proposal data is not marked in such a way as to identify non-public data, the City will treat the information as public and release it upon request. In addition, the City reserves the right to make the final determination of whether data identified by the proposer as not public falls within the exceptions within the statute.

4. Equal Employment Opportunity

The Proposer agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed,

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religion, national origin, sex, marital status, status with regard to public assistance, sexual preference, disability, or age. When required by law or requested by the City, the Proposer shall furnish a written affirmative action plan.

Section IV. Project Overview and Scope of Work

1. Project Overview

The City of Pocatello seeks the services of a Consultant to complete a housing plan for the City of Pocatello. Primary activities of the Consultant shall include: existing conditions and community analysis;; perform a housing needs assessment including an identification of constraints or barriers to housing needs; community engagement and outreach; identification of strategies including public policy recommendations to achieve desired goals and objectives. The goals of this housing plan are to:

- I. Reduce the regulatory cost of housing;
- II. Preserve the existing housing stock; including preserving affordable and attainable housing for low-to-moderate income families, as defined by the area median income;
- III. Expand the resources available for housing programs and services;
- IV. Address the needs of low-income and special needs populations
 - a. Special needs populations include, but are not limited to:
 - i. Elderly;
 - ii. Large families;
 - iii. At-risk youth, unhoused and/or runaway;
 - iv. Single Parent households;
 - v. Persons released from correctional institutions;
- V. Undertake housing efforts to support economic development.

2. Scope of Work

Activities of the Consultant may include but are not necessarily limited to:

- I. Existing Conditions and Community Analysis
 - i. An evaluation of City demographics and estimates of current unmet or future housing demands and an evaluation of areas within the community that may be able to support a variety of housing types, densities, etc..
 - ii. Evaluate zoning, size, existing use, areas of infrastructure, infrastructure capacity, site conditions, site development, constraints, utilities, , storm water, natural resources , etc. .
- II. Housing Needs Assessment
 - i. Data Collection
 1. Review of relevant City regulations and planning documents. The review should include an analysis of regulatory and non-regulatory constraints on the development of affordable and missing middle housing along with options the City may wish to consider to mitigate identified constraints.
 - ii. Conduct an overall analysis of the City's existing housing stock with a goal of ensuring that appropriate housing is available to meet future demand. The analysis should, at a minimum, include a summary of the current housing stock that identifies:
 1. Housing stock with cost and type (e.g. single-family, two-family, townhome, four-plex, multi-family, etc) for both owner-occupied and rental housing;
 2. Profile of current housing conditions;
 3. Housing trends such as housing prices, ownership rates, vacancy rates, conditions, etc.;
 4. Comparison to similar municipalities in the region;
 5. Affordable Housing Analysis:

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- a. Percentage of units that are considered affordable housing (Affordable housing is defined as a household spends less than 30% of its income on housing costs, including rent, mortgage payments, and other housing needs.);
 - b. Sales and rent data indicating the percentage of units that are at or below Fair Market Rent (defined as percentage of units that are considered affordable housing {Affordable housing is defined as a household spends less than 30% of its income on housing costs, including rent, mortgage payments, and other housing needs.}) for the area;
 - c. Percentage of affordable units (defined as number of units that are at or below Fair Market Rent) that are rental units;
 - d. Vacancy rates of affordable rental units compared to other rental units;
 - e. Turnover rates for sales of affordable units compared to other sales units;
 - f. Map showing location of affordable units;
 - g. Projected needs: Identification of new units of housing; need/renovation of units required; and
 - h. Such other information as may be useful in assessing housing needs in Pocatello and developing a plan to fulfill those needs.
 - iii. Conduct a gap analysis that identifies future housing needs that cannot be addressed through existing housing stock.
- III. Community Engagement
- i. Support community engagement efforts which will include, but are not limited to:
 - 1. Press releases, fact sheets, City webpage and content
 - 2. Public meetings
 - 3. Social media posts
 - 4. Direct communications through email, postcards, and newsletters
 - 5. Attendance at 2 or more community events
- IV. Goals and Strategies
- i. Develop strategies to respond effectively to the housing needs assessment. The strategies should address impediments and establish affirmative steps to reach affordable or other housing goals.
 - ii. Strategies should address issues of supply, stability, and subsidy of housing within Pocatello.
 - iii. Develop an implementation plan for achieving the identified goals and strategies
- V. Plan Development
- i. The Consultant will work with city staff to establish a Plan that meets the needs to the City of Pocatello and the goals of the City's Comprehensive Plan. The Plan should include:
 - 1. Recommended goals to provide additional housing opportunities;
 - 2. Recommended strategies to accomplish the goals; and
 - 3. Potential funding sources for implementation.

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Option A: Fair Housing Plan

As a recipient of federal funding through the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program, the City is required to abide by certain requirements, including creating a CDBG Consolidated Plan for its Program Years. The current CDBG Consolidated Plan is for Program Years 2022-2026 which cover the period of April 1, 2022 through March 31, 2027. The Consolidated Plan addresses the efforts the City will undertake using the funds received from HUD. Pocatello is dedicated to affirmatively furthering the purposes of the Fair Housing Act to ensure equal access to rental and homeownership opportunities for all residents.

As part of the Housing Plan, this option requests the awarded Consultant to provide a proposal for a Fair Housing Action Plan to be appended to the Housing Plan. This Fair Housing Action Plan should impede to fair housing that currently exist, including the following categories:

- Discrimination in Housing
- Mobility and Access to Opportunity
- Availability of Affordable and Suitable Housing
- Zoning, Land Use Regulations, and Redevelopment Policies
- Fair Housing Coordination and Knowledge

The Action Plan shall include a data analysis, summary of constraints and barriers to Fair Housing, and strategies for affirmatively furthering fair housing in accordance with HUD and CDBG guidelines.

The City of Pocatello reserves the right to modify the scope of services in a manner that best serves the interest of the City. Respondents may also separately offer alternate proposal or additional services, which may be accepted by the City at their discretion and within the pricing and scope of this RFP.

3. Proposed Assessment Schedule, Deliverables, and Budget

Consultant shall include detailed timeline, with milestones and deliverables, showing how they will accomplish the scope of work. Consultant shall also include a detailed budget, including a summary by task with price and estimation of man-hours. The total project budget is not to exceed **\$100,000**.

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Section V. Selection Process and Evaluation Criteria

1. Selection Process

- I. Only those Respondents who submit all forms and materials as required and meet the Minimum Criteria will be considered responsive.
- II. Those Respondents who are considered responsive and are rated in the top three most advantageous Respondents after review of the Proposal Evaluation Criteria may participate in an interview with the Evaluation Committee on or about the week of **January 30th** and February **6th, 2023**. Interviews will be optional and the City reserves the right to conduct interviews or not based on the received proposals.
- III. The City has determined that the selection of the most advantageous offer for these services requires comparative judgement of factors (evaluation criteria) in addition to price. The proposals will be evaluated on a points basis with the highest score being deemed the most advantageous.
- IV. The contract award shall be made to the responsible firm whose proposal is determined most advantageous, considering price and all other factors specified in the RFP.

2. Minimum Criteria

- I. Respondent has experience conducting housing needs assessment.
- II. Respondent demonstrates experience and familiarity with conducting public engagement, plan creation, adoption, and implementation for housing plans.
- III. Respondent provides a project proposal for completing the Scope of Work. Project proposals shall include information explaining how the Scope of Work requirements will be achieved.
- IV. Respondent provides a price proposal with a fee schedule to complete the Scope of Work. Price proposals shall include a fee schedule to complete all tasks in the Scope of Work (Section I. – IV.). Fee schedule prices shall be fixed for the period of the contract.
- V. Respondent provides at least three references.

3. Proposal Evaluation Criteria

Criteria	Maximum Points
Completion of Similar Work in Recent Years	
Project Lead/Team Experience - Identify the project manager who will be responsible for this project. List the project manager's relevant experience and similar work. - Describe key personnel's proposed roles and responsibilities on this project, and relevant related experience. Include resumes of key staff (not exceeding 2 pages for each person), a brief description of their roles in the project, and a brief description of their work on related projects. - List the names of the sub-consultants you expect to use, the services to be provided by the subconsultants and the amount of time that each is expected to spend on the project. Also, include the names and resumes of the key sub-consultant personnel who will be working on the project.	4
Technical Expertise Describe the project team's experience and familiarity with housing needs assessments and plans	4
Community Engagement Efforts	4

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Quality of Proposal	4
Price Proposal	4
Interview (Optional)	8

Section VI. Proposal Recommendation

The City intends to evaluate proposals and recommend the most highly rated firm to provide the services required for the proposed project considering price and all other factors specified in the RFP to the City Council without discussions with Respondents (except for clarification purposes). The City reserves the right to reject any and all offers for any reason whatsoever in the City's sole discretion; to waive immaterial project requirements; and to pursue purchasing in a manner that is in the best interests of the City.

Once an agreement is reached with a preferred Respondent, the City will provide a service agreement with the City of Pocatello for signature and full execution. A Notice to Proceed will be issued to formally begin work.

If after negotiation and consideration, the City is unable to reach an acceptable agreement with the Respondent, the City will terminate negotiations with the Respondent and, at its sole discretion, may enter into negotiations with the second most highly advantageous Respondent and/or withhold the award for any reason and/or elect not to proceed with any of the proponents and/or re-solicit via a new RFP.

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A. Price Proposal Form

2023-01: Housing Needs Assessment and Plan RFP

The undersigned proposes to provide services to the City of Pocatello in accordance with the response to its Request for Proposals (RFP). This price includes all services and out of pocket expenses as per the terms and specifications stated in the non-price proposal.

Price includes but is not limited to all deliverables listed in the RFP.

\$_____

All-inclusive fees

_____Dollars

Written sum

On a separate page or pages, please provide details of proposed deliverables and schedule of associated payments. Please also provide a detailed breakdown of the labor rates and estimated labor hours for each staff member in the proposal.

Signature (blue ink please)

Printed Name

Title

Date

Company Name

Email

Street

Phone

City, State, Zip

Fax

Appendix B. Non-Collusion Affidavit

NON-COLLUSION AFFIDAVIT

THIS FORM IS TO BE EXECUTED BY RESPONDENT AND SUBMITTED WITH PROPOSAL.

STATE OF _____)

:SS

COUNTY OF _____)

_____, being first duly sworn, deposes and says that he or she is _____ of _____, the (sole owner, partner, president, secretary, etc.) party making the foregoing proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company association, organization, or corporation; that the bid is genuine and not collusive or sham; that the Respondent has not directly or indirectly induced or solicited any other respondent to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any respondent or anyone else to put in a sham proposal, or that anyone shall refrain from responding; that the Respondent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Respondent or any other respondent, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other respondent, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in the Proposal are true; and further, that the Respondent has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.

Signed: _____

Title: _____

Subscribed and sworn to before me

This _____ day of _____, 20____ (SEAL)

Notary Public in and for the

County of _____

State of _____

Residing at _____

My Commission expires _____

Appendix C: Affidavit of Payment or Securement of All Taxes

AFFIDAVIT OF PAYMENT OR SECUREMENT OF ALL TAXES

THIS FORM IS TO BE EXECUTED BY RESPONDENT AND SUBMITTED WITH PROPOSAL.

STATE OF _____)

:SS

COUNTY OF _____)

_____, being first duly sworn, deposes and
says that (Bidder)

he or she _____ in conformance with Idaho Code 63-15-2;
affiant (is/is not)

states that _____ has paid or secured to the satisfaction
of the (Bidder)

respective taxing units all taxes for which he or his property is liable now due or delinquent
including assessments, excises, and license fees levied by the State of Idaho or any taxing
unit within the State of Idaho or the taxing unit of the applicable state within which the Respondent's
business is located.

Dated this _____ day of _____, 20____.

Signed: _____

Title: _____

Subscribed and sworn to before me

This _____ day of _____, 20____ (SEAL)

Notary Public in and for the

County of _____

State of _____

Residing at _____

My Commission expires _____

Appendix D: Certification Regarding Lobbying

CERTIFICATION REGARDING LOBBYING

Project Address: City of Pocatello – Housing Needs Assessment and Plan

Applicable to: **All Contractors and Subcontractors**

The undersigned certifies, to the best of his/her knowledge and belief that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to report Lobbying" in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontractors, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Date: _____

Signed: _____

Title: _____

DBA: _____

SUBSCRIBED AND SWORN TO before me this ____ day of _____, 20__

Notary Public for

City of Pocatello Housing Plan

Date Issued: December 19, 2022 after 8:00AM MT

My Commission Expires: _____