



3/15/2024

# Request for Proposals

Comprehensive Housing Study and  
Needs and Supporting  
Infrastructure Assessment for  
Cavalier County



**Cavalier County Job Development Authority**  
*CAVALIER COUNTY JDA IS AN EQUAL OPPORTUNITY PROVIDER*

**Introduction:**

The Cavalier County Job Development Authority (CCJDA), in collaboration with Cavalier County, the City of Langdon, the City of Nekoma, and the City of Munich, is initiating a comprehensive housing study and housing needs supporting infrastructure assessment. This project will be funded by a grant from the North Dakota Department of Commerce's Rural Housing Workforce Grant and the City of Langdon's Economic Development Fund.

This study aims to evaluate the demographic landscape, economic trends, current housing inventory, and identify gaps and future needs within Cavalier County. Stakeholder input, including information on existing infrastructure capabilities and required infrastructure enhancements for new development, will be integral to the study.

**Project Objectives:**

- Identify specific housing needs and assess land suitability for workforce housing development countywide, including areas for single-family and multi-family housing.
- Conduct a thorough market demand analysis, addressing potential barriers to housing development.
- Provide data and recommendations on various aspects, including:
  - Existing housing stock by tenure, type, value, age, condition, characteristics, vacancy rates, and affordability.
  - Housing issues such as valuation, affordability strategies, senior living options, rental market analysis, and affordability compared to peer communities.
  - Demographic trends and projections.
  - Economic profile, including industry, key employers, employment trends, and commuting patterns.
  - Identify Areas for housing development, including potential land for development, rehabilitation opportunities, infill development, and recommendations for existing platted subdivisions. A database should be created of potential areas and lots for development.
  - Recommendations for housing development types, programs to encourage development, and identification of areas requiring incentives.

**Proposal Requirements:**

Interested parties are requested to submit proposals containing the following:

- Narrative response to the RFP.
- Statement of qualifications.
- Proposed timeline.

- Detailed project outline.
- Background and qualifications of assigned project team members.
- Lead consultant/project manager details.
- Not-to-exceed cost.
- List of similar/relevant housing studies completed in the past two years.

**Service Area:**

The housing analysis will focus on Cavalier County, North Dakota, with emphasis on Langdon, Munich, and Nekoma, while considering other cities within the county.

**Timeline:**

- March 15<sup>th</sup>: Advertisement of RFP.
- April 15<sup>th</sup>: Deadline for RFP submissions.
- April 26<sup>th</sup>: Contract Award; Negotiation of final scope of work.
- May 8<sup>th</sup>: Kickoff presentation to JDA and communities.
- Aug. 7<sup>th</sup>: First Quarterly update.
- Nov. 6<sup>th</sup>: Second Quarterly update.
- Feb. 5<sup>th</sup>: Third Quarterly update.
- May 7<sup>th</sup>: Final Quarterly update; Rough Draft of Final Document.
- May 7<sup>th</sup> - June 1<sup>st</sup>: JDA and Community Review; Recommendation of changes/additions.
- June 1<sup>st</sup>: Final Document Submission.
- June 5<sup>th</sup>: Final CCJDA review and approval.

**Selection Process:**

A selection committee comprising representatives from CCJDA, Cavalier County Commission, City of Langdon, City of Nekoma, and City of Munich will evaluate and score the proposals based on various criteria. These include the consultant's tasks and performance schedule, qualifications and experience, recent similar studies, completeness of submission, references, and total cost.

**Other:**

The CCJDA reserves the right to amend, modify, or withdraw this RFP, require supplemental statements, extend response deadlines, accept or reject proposals, waive irregularities, negotiate with alternate proposers, and more.

**Contact Information:**

For inquiries, please contact: Shannon Duerr Executive Director Phone: 701-256-3475 Email: Shannon@utma.com

Note: Finalists may be required to present their proposals to the board for evaluation. Upon completion, all documents and information become the property of CCJDA.

**Deadline for RFP Submission: April 15th**