

City of Milwaukie RFP for Consultant Services: Housing Needs Analysis  
Addendum #1 - Response to Questions  
February 16, 2016

- Task 2 HNA, Step 2: "Compliance with Affirmatively Furthering Fair Housing rule."
  - Question: What level of detail is the City looking for in this analysis? Is it primarily a data analysis and compliance focus?

*This should be a general analysis given that Clackamas County is the lead agency for the City in regard to any HUD compliance. Are there any issues that the City needs to be aware of and/or should account for?*

- Task 2 HNA, Step 4: Inventory of existing units by Tenure and type
  - Question: Is this something you are looking for from Census data or are you wanting to supplement with other local data?
  - Question: Does the City have a source of information about ADUs within the City?
  - Question: Does the City have a source of information about Commercial lodging within the City? If desired, we could get at this through on-line research and interviews but our experience in Hood River was that this process is labor intensive.

*Census data is acceptable – we are not expecting the contractor to do a physical inventory or survey. We have land use files for ADUs – there are very few. We don't have any information about commercial lodging – there aren't any hotels, motels in the City and no legally operating bed and breakfasts or vacation rentals. We are in the process of adding code language to authorize short-term rentals as an accessory use to a single family dwelling provided it is occupied as a residence for 270 days per year. Full-on vacation rentals will be a conditional use. That is assuming, the proposals are adopted as written. We are aware of a handful of properties that have operated as vacation rentals in the past – bottom line: there aren't very many – maybe 10.*

- Task 2 HNA, Step 8: Identify fiscal, environmental, and social impacts of housing types explored
  - Question: What kind of information and what level of detail is the City looking for in this analysis? A general analysis by housing type or more in depth?

*We are looking for general information – specifically this task was added based on a discussion of potentially allowing tiny houses and RVs as a type of needed housing. What are the general issues and impacts associated with these alternative housing types.*

- Task 4: Technical Review and Public Involvement
  - Question: The Consultant Products is different from the description of the task. For example, the Consultant Products say "materials and facilitation at two to three public events," while the scope says three public workshops. Likewise, the scope describes participation in two

community Comp Plan visioning events but the Consultant Products says "one to two visioning events." Can you clarify the technical review and public involvement steps?

*We haven't worked out all of the details - assume the higher number of meetings in every case and make a recommendation for what would work best.*

- Task 4: Step 2: Public workshops
  - Questions:
    - Are these workshops spread across the project, at different points in the project?
    - What type of information does the City hope to discuss with the public? We have found that focusing the discussions on policy issues provides the best opportunities for public input.
    - Can you point us to information on your comp plan update process so we can get a better sense of how the HNA fits in with the overall process?

*Please suggest the best way to hold workshops and public information events based on your experience. Regarding the Comp Plan and visioning work, we do not yet have a work scope or schedule worked out. We have budget for the HNA and want to get it started.*

- The project schedule is fairly short (March to June). That is a lot of analysis and meetings to have in four months. These projects typically take 6 to 8 months, to give people sufficient time to review and absorb the information presented to them. Moreover, the RFP requests significant public input and work with a TAC--which also takes time to organize and conduct. In addition, some portions of the analysis (and some of the data needed for the analysis) take a substantial amount of time to assemble and review for accuracy, both on the City's side and the Consultant's side.

*We want to get as much done by June 30 as we can – we know that policy decisions will need to occur later as part of the Comp Plan update process. It may be possible to negotiate a longer contract timeframe, but it is dependent upon the City's 2016-2018 budget approval.*

- Has the City completed the buildable lands inventory? Where we have worked with other cities within Metro, where the City did the buildable lands inventory, getting the BLI correct and doing the analysis of residential development capacity on buildable land has been complex and taken some time.

*We have a buildable lands inventory – we also rely on Metro information. The primary issue is whether our redevelopment thresholds are realistic.*

- Does the City have a sense of what budget is available for the project? The budget will affect how we approach different elements of the project.

*We would like to do this for about \$40,000 but are somewhat flexible.*