

**CONTRACT FOR COMPREHENSIVE HOUSING STUDY AND NEEDS ASSESMENT
RDG DESIGN AND PLANNING
AND
CITY OF LANSING, KANSAS**

This Agreement is made and entered into by and between the City of Lansing, Kansas and RDG Design and Planning. RDG Design and Planning will complete a Comprehensive Housing Study and Needs Assessment for the City of Lansing. Both parties agree to the following terms.

- 1) **Scope of Work:** RDG agrees to provide in a complete and professional manner the work elements set out in Attachment A, Scope of Services and Schedule.
- 2) **Additional Services:** If additional services are requested during or following the completion of the Scope of Services, this Agreement may be amended with additional compensation based on the RDG standard hourly schedule or a fee may be negotiated.
- 3) **Schedule:** The time period for the completion of this project is estimated at six (6) months from the date of a Notice to Proceed. The projected time period is outlined in Attachment A, Scope of Services and Schedule, does not include the final approval process or delays caused by the city or factors outside RDG's control.
- 4) **Responsibilities of the City of Lansing:** Responsibilities of the City of Lansing are outlined in Attachment A, Scope of Services. Additionally, City of Lansing representatives will give thorough consideration to all reports, drawings, and other documents presented for review by RDG. All comments, revisions, and decisions will be provided to RDG in a consolidated format within 30 days for receipt of material from RDG.
- 5) **Compensation:** RDG to bill monthly in proportion to services performed, with total compensation for time not to exceed \$30,000. RDG will provide a digital copy and hard copy of the final report. Additional copies will be charges at cost.
- 6) **Ownership of Materials:** The City of Lansing shall control all media releases or publicity related to the study. No report, map or other document produced in whole or part under this agreement shall be the subject of copyright application by RDG.
- 7) **Assignment:** RDG agrees that it will not assign an interest in this agreement or delegate the performance of any of its duties hereunder without the written consent of the City of Lansing.
- 8) **Amendments:** Either RDG or the City of Lansing may request an amendment or modification to the agreement.
- 9) **Termination:** This agreement may be terminated by either party upon ten (10) days written notice should either party fail substantially to perform in accordance with the terms through no fault of the other. In the event of termination, due to other than RDG, RDG shall be paid for services and expenses to date of termination.
- 10) **Nondiscrimination:** In the execution of this Agreement, the Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability, national origin, age, marital status, or receipt of public assistance.

Attachment A: Scope of Work



Community Housing Study

The following provides an overview of the approach based on our experience completing housing studies over the past 30 years in communities across the Midwest. However, this is only a starting point in a partnership we look to develop with Lansing. A detailed scope can be adjusted according to the priorities of staff and the Steering Committee. The three-part planning process focuses on three key components:

- Assessing conditions and goals
- Identifying gaps and establishing a strategic agenda
- Defining the strategies and actions to move forward

TASK I: Citizen Participation & Market Surveys

A. Technical Committee

The City of Lansing, with the assistance of RDG, will assemble small group of five to ten key stakeholders to help guide the process. This group will meet regularly to provide feedback and guidance to the planning process.

B. Community and Market Survey

Built upon our understanding of regional and statewide housing issues, we will develop a general market survey for email distribution, supplemented by paper versions for distribution as appropriate. This survey will gather information on the current market and local/regional financing. This survey can be adjusted to address a more targeted group of stakeholders, such as landlords, if desired.

C. Listening Sessions

RDG will conduct a two-day program of stakeholder group discussions. These small group discussions will last 60-90 minutes and will educate the planning team on housing issues and opportunities. Participating groups may include:

- Lenders
- Builders and developers
- Employers
- Public sector – city and county representatives
- Realtors and property managers
- Development corporations, service providers, and nonprofit organizations





- Representatives from target markets
- Housing and social service providers
- Economic development agencies

D. Public Presentation

Following completion of Task III, RDG will present study results to all stakeholders. These include participants in the stakeholder groups, city officials, and other interested members of the public.

Community responsibilities:

- » Identify technical committee members
- » Assist RDG with distribution of surveys
- » Organize logistics for focus group meetings
- » Identify listening session participants and invite them to the applicable session
- » For best results, follow up focus group invitations with a personal call or email the week before the listening sessions
- » Organize logistics for final presentation to stakeholders

TASK II: Population & Market Analysis

The market analysis phase of the project examines detailed population and economic dynamics in the community and quantifies specific demands and markets. The most recent American Community Survey and 2020 Census data will be used, and access to additional county assessor data will allow us to cross tabulate housing value, home ownership, and demographic data into an atlas of the community. Any county data pertinent to the housing study, including all GIS data, will be used.

A. Demographic and Economic Atlas

The objective of this section will be to assemble and analyze basic data related to population trends and the economic and housing health of the community. Components of this data that can be illustrated in an atlas format include:



- Population change
- Migration patterns, including migration and population change by age cohort
- Age composition
- Income distribution
- Employment characteristics
- Social statistics and family composition
- Property values, including relationships of land and improvement value (if data is available from the Assessor's office)
- Housing characteristics, including occupancy, values, affordability, and condition
- Population change, income distribution, and housing characteristics will be compared with five other peer communities.

B. Market Assessment

RDG will use locally-provided data, national data sources, and our own projection modeling to complete housing and economic inventories and forecasts. The variables will include:

- Population and development forecasts, based on demographic trends and development activity
- Development history and construction activity by price and type
- Housing cost trends, using Multiple Listing Service information (if available), sales information, and assessment trends and the telephone survey of rental properties described in Task I
- Affordability analysis
- Projected housing demand for all types of housing, with a specific emphasis on affordable cost ranges
- Review of existing housing incentive programs for affordable housing
- Housing demand by occupancy type
- Housing demand by price point, pinpointing affordable housing needs both at present and projected
- Land demand by density classification/site analysis
- Special population demands, including senior housing demand by price and occupancy
- Employment composition and change within the market area, identifying factors that could influence demand generated by predictable population change
- Review of the existing organizational structures relative to the provisions for housing services
- Review of the regulatory environment related to housing construction and affordable housing, including zoning and subdivision regulations

C. Regional Housing Market

An analysis of data on regional employment and housing demand including peer communities. The analysis will include a demographic analysis of this population to determine the type of housing most suitable to this market.

Community Responsibilities:

The City will provide the following information:

- » Building permit data
- » GIS data including parcels, land use information, and other available information relevant to housing analysis
- » Assistance with access to Leavenworth County Assessor data
- » Zoning and subdivision ordinances
- » Additional economic development, job, housing (including regional), and planning studies that are relevant to the work
- » Community information and brochures
- » Multiple Listing Service (MLS) or other sales information for the last three to five years, if available

TASK III: Strategic Assessment, Housing Program, and Implementation

Tasks I and II will identify the community's strategic housing resources, issues, and opportunities, providing the basis for a specific, results-oriented strategic housing program. Task III of the document may address:

- Gaps in the market
Organizational and housing delivery systems
- Program approaches
- Strategies for affordable housing
- Project financing
- Rehabilitation and neighborhood development
- Recommendations on existing platted subdivisions
- Regulatory approaches and strategies
- Supporting services and other issues
- Housing incentive programs and policies
- Financial resources available for implementation
- Comprehensive list of action items, including the responsible entity with capacity to implement each item
- Areas of individual interest including use of incentives such as RHIDs, senior housing opportunities, and up to two test fit designs on specific properties, including sites in public ownership.

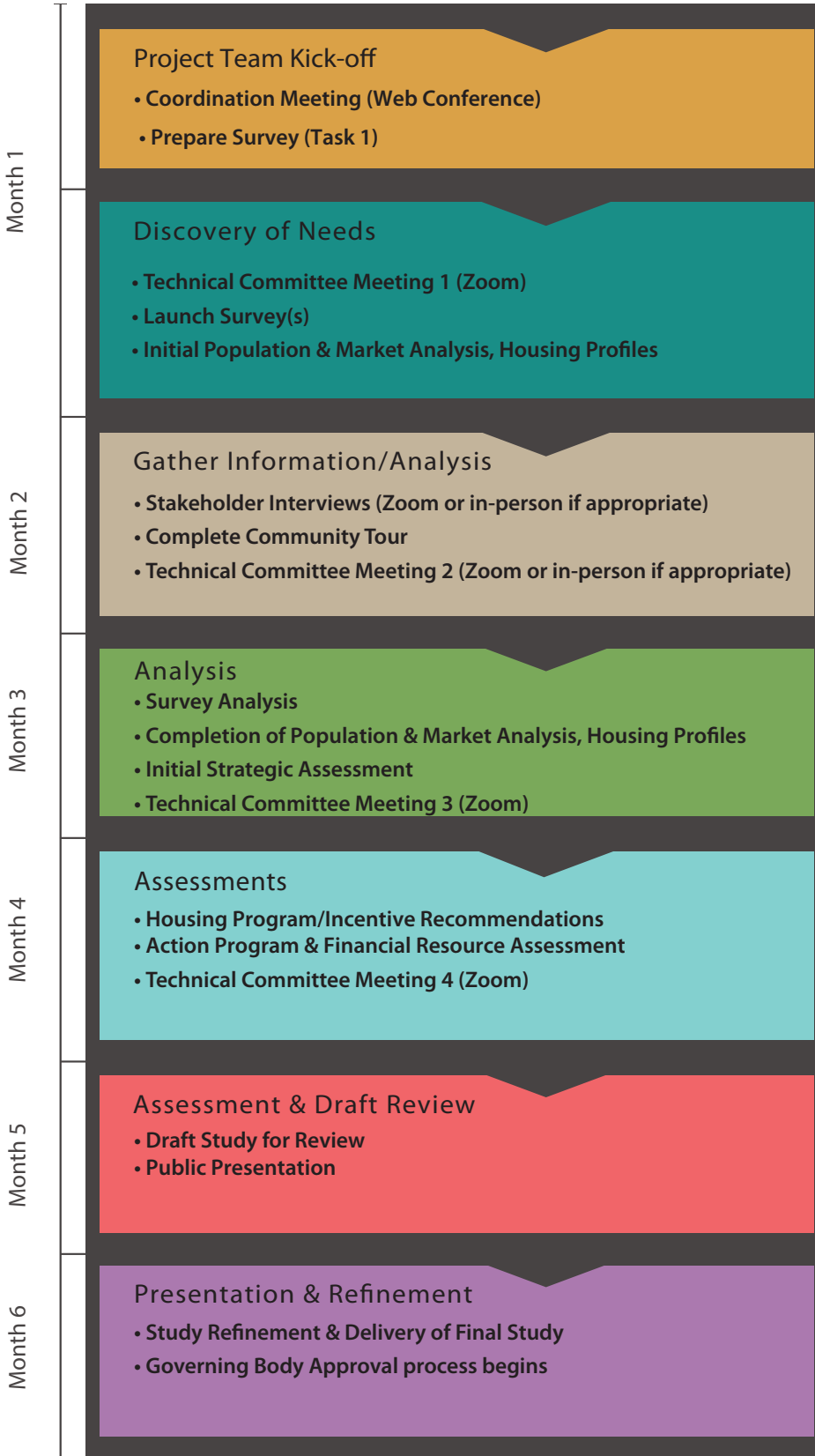
Task III also action items and milestones to measure accomplishments and implementation progress. The key to a successful housing plan is the implementation of the plan and therefore the identification of the funding sources needed for implementation. The final report will provide a detailed overview of potential funding sources and strategies designed to address the goals laid out within the plan. Recommendations may be made regarding incentives for construction of new affordable housing. In addition, organizational and regulatory recommendations will be made as needed to facilitate affordable housing construction. The plan will provide a strategic, milestone-based implementation program for addressing specific housing needs.

Task III includes the production of the final housing study document, which will present all of the above information and recommendations. This step concludes with a Stakeholder Presentation that addresses the findings and results of the study (see Task I).

Community Responsibilities

- » Provide local insight on capacity of local entities and organizations, and availability of local capital resources
- » Review and provide feedback on report sections

Housing Study & Needs Assessment Timeline



We are fully versed in on-line public engagement and are prepared to hold all meetings virtually or as a mix of in-person and virtually.



project cost

We pride ourselves on working closely with our clients to create projects that are designed to meet their unique needs. The scope and fee laid out in this proposal is the beginning of this process, and therefore may be negotiated to match Lansing's specific needs

Approach: Community Housing Study	Base
Task I: Citizen Participation/Stakeholder Outreach	\$12,000
Task II: Population & Market Analysis	\$8,000
Task III: Strategic Assessment, Housing Program, and Implementation	\$10,000
Total Project Cost	\$30,000

PAYMENT PROCESS

We bill our projects monthly in proportion to the percent of total project work completed. Total amount billed will not exceed the agreed upon fee as outlined in the contract at the start of the project. No additional hourly or other fees will be added without written approval for expanded scope requests.

