

REQUEST FOR PROPOSALS-
RFP 0404 HOUSING STUDY AND NEEDS ASSESSMENT
FAIRFIELD COUNTY, SOUTH CAROLINA

Proposals Due: April 4, 2023 at 10:00 a.m.

Project Overview

Fairfield County, South Carolina is issuing a Request for Proposals (RFP) for a Housing Study and Needs Assessment for the County. The purpose of the assessment is to identify existing and future housing stock within the community and to identify strategies that will help ensure the County's housing market provides housing opportunities to as many community members as possible. Some topic areas include assessment of existing housing conditions, demographic and market demands (present and future), and identification of critical housing gaps and issues.

General Information

At 710 square miles, Fairfield County is located in the upper Piedmont region of South Carolina. As of the 2020 census, the County's population was 20,948. Fairfield's county seat is Winnsboro and the County is part of the Columbia Metropolitan Statistical Area. Fairfield County has the unique advantage of being in close proximity to urban areas (Columbia, SC and Charlotte, NC) and their amenities while offering all the benefits of rural county.

Scope of Work

The Study will help Fairfield County develop a better understanding of the existing housing market and the needs of County residents. The Study will recommend strategies and initiatives to help meet those needs. The Study will be used to encourage housing development projects that meet both market demand and community priorities.

Specifically, the Study will address the following issues:

- Aging housing stock
- Population demographic projections
- Need for additional housing type and housing choices, including starter homes and transitional housing
- Housing choices for special populations, including veterans, the elderly, and accessibility to persons with disabilities or other special housing needs
- Workforce housing
- Homelessness
- Coordination of housing and transportation infrastructure

Deliverables:

- A. Population and demographic review and projections.

- a. The Consultant will provide an overview of the current income, including source of households, with a breakdown of renters and owners. The Consultant should identify obstacles to permanent housing, including but not limited to income limitations and impacts. Analysis of anticipated job growth, employment categories and wages, and unemployment rates – types of jobs and typical wages, as well as incomes necessary to afford market-rate housing at different levels.

B. Housing Inventory

- a. The Consultant will review the current housing inventory and provide specific metrics for County-wide housing conditions, ownership, type of dwelling, age of units, multi-family units, neighborhood character, availability of utilities, and access to services. Impacts of local land use controls to determine any regulatory or policy impediments toward the construction or renovation of housing. Determine whether a deficit or surplus of housing units exists for households in various income bands for rental and owner-occupied housing

C. Market Analysis

- a. The Consultant will study residential real estate trends of all housing types including an analysis of past residential sale prices, length of time on the market, and other relevant real estate metrics. The Market Analysis should cover information on new residential development, including types of building permits issued and trends across Fairfield County. The Market Analysis should include information on the market rate for rental units and the overall availability of rental units across Fairfield County. The Market Analysis should include information on the type of rental unit, including number of bedrooms, size, location, and price. The Consultant will analyze home and rental affordability to inform housing and rental assistance programs. The Consultant should provide a summary of trends, historical data (past ten years), and ten-year future projections of the housing market. The market analysis should include information related to senior housing, group housing, transitional, subsidized housing and special needs housing.

D. Implementation Strategies and Recommendations

- a. The Consultant will identify best practices and potential solutions for the County to consider addressing identified housing needs and problems. Develop recommendations for specific housing types, rate, and other needs based on the Market Analysis. The Study will cover the impact of projected demographic challenges on Fairfield County's housing stock and provide recommendations to address leading housing needs. Identify potential developers, both for and non-profit who have the capacity to develop housing at various levels. Review the adopted land use regulations and future land use maps and make recommendations for updates to support the development of future affordable housing identifying areas where opportunities may exist to develop new housing and recommend policy changes and updates to promote housing opportunities at various levels. Suggest and prioritize strategies, including potential partnerships with local employers, non-profits, and/or private developers, for the creation and implementation of housing programs and development of properties to meet the gaps identified in the study. The Consultant will identify funding sources, including federal, state, local, and private resources, for technical assistance for housing and related programs.

Budget:

The total budget for this project is \$40,000. In the consultant budget submitted with the proposal, please indicate areas where the County can provide assistance to minimize cost. If the proposed scope of work exceeds the County's total budget, please indicate which components of the consultant budget could be completed within the County's allotted budget and which would require additional funds.

Proposal Contents:

It is the desire of Fairfield County that the firm selected for this project will have the experience and skills necessary to complete all necessary tasks in-house, or as part of a consulting team. It is important that an individual member of the firm or consulting team be the lead and principal point of contact throughout the entire process.

Interested firms shall provide the following information:

1. 5 copies of the proposal
2. A statement of the availability of the firm to undertake the project.
3. A statement detailing the time frame for completion of the project.
4. List of members of the project team detailing roles in the project.
5. Previous successful housing studies.
6. Description of your approach to providing the proposed services.
7. Fee Schedule for the project.

All submission packages should be addressed to:

**Fairfield County Procurement
Attn: Cathy Washington
P.O. Drawer 60
Winnsboro, SC 29180**

Physical Address:
**250 N Walnut Street
Winnsboro, SC 29180**

Questions about the project should be addressed to Synithia Williams Deputy County Administrator by e-mail at synithia.williams@fairfield.sc.gov or by mail at Post Office Drawer 60, Winnsboro, SC 29180.