



20-0011

TITLE: Consider/Discuss/Act on a Resolution Authorizing the City Manager to Execute a Contract with Root Policy Research for Professional Services for the 19-62RFQ - Housing Needs Assessment

COUNCIL GOAL: Enhance the Quality of Life in McKinney
(5E: Develop Sustainable Quality of Life Improvements Within the City of McKinney)

MEETING DATE: January 7, 2020

DEPARTMENT: Housing and Community Development

CONTACT: Janay Tieken, Housing and Community Development Manager

RECOMMENDED CITY COUNCIL ACTION:

- Approval of Resolution.

ITEM SUMMARY:

- This Resolution authorizes the City Manager to execute a contract in the amount of not to exceed \$55,000 with Root Policy Research to perform a Housing Needs Assessment.

BACKGROUND INFORMATION:

- On February 2, 2018, Council directed contract for a Housing Needs Assessment so that future housing decisions will be based on the current housing inventory (market rate and affordable), as well as the projected housing and economic development needs of the City.
- City of McKinney issued a Request for Qualification 19-62RFQ for a Housing Study and Housing Needs Assessment for the City of McKinney on September 22, 2019.
- Advertised in the McKinney Courier Gazette and other diverse resources such as the North Dallas Gazette and utilized the Texas Historically Underutilized Business (HUB) Program.

- Posted on McKinney TV
 - 769 matching eBid Supplier Invitations
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- October 24, 2019, four (4) firms submitted statement of qualification in response to the RFQ.
 - An evaluation team of (4) four staff members comprised from the City Manager's office and Housing and Community Development Department reviewed and scored the statement of qualifications based on the following criteria:
 - ***Experience - 40 points maximum***
 - *Demonstrate experience with housing and market studies for other governmental entities.*
 - ***Capacity to Perform - 30 points maximum***
 - *Provide proposed team member qualifications and resumes including team members directly involved in this project.*
 - ***Project Approach - 20 points maximum***
 - *Demonstrate an innovative approach to a housing study with a focus on affordability.*
 - ***Housing Choice Survey - 10 points maximum***
 - *Demonstrate efforts to work with the City on performing a successful housing choice survey that sheds additional light on housing market gaps.*
 - Root Policy Research was the highest rated responder out of four responses for the Housing Needs Assessment (19-62RFQ)
 - Root Policy Research was also the highest rated responder for the HUD Five Year Consolidated Plan and Analysis of Impediments (19-63RFQ). This Plan will be paid for with Community Development Block Grant (CDBG) funds since it is a HUD requirement.

FINANCIAL SUMMARY:

- The Resolution authorizes a contract with Root Policy Research for the Housing Study, not to exceed \$55,000, for the Housing Needs Assessment.
- A fee proposal will be negotiated in accordance with the professional services procedures provided by the approval of City of McKinney Purchasing Policy.
- Funds are available in account number 001-1253-413-8516.

BOARD OR COMMISSION RECOMMENDATION:

- N/A

SUPPORTING MATERIALS:

[Resolution](#)
[19-62RFQ](#)