



## REQUEST FOR QUALIFICATIONS

### City of Norwood Young America Comprehensive Housing Study

City of Norwood Young America  
310 Elm Street W.  
P.O. Box 59  
Norwood Young America, MN 55368  
[www.CityofNYA.com](http://www.CityofNYA.com)

## General Provisions

- A. The City of Norwood Young America invites qualified firms to submit a proposal to prepare a Comprehensive Housing Study. Responses submitted must provide complete information as indicated in this request. Please submit quote by 4:00pm on **Friday, February 17, 2023**.

City of Norwood Young America  
Attention: Karen Hallquist  
P.O. Box 59  
Norwood Young America, MN 55368

- B. Questions and inquiries regarding this request should be directed to:

Karen Hallquist  
Community & Economic Development Director  
P.O. Box 59  
Norwood Young America, MN 55368  
(952)467-1810  
[economicdev@cityofnya.com](mailto:economicdev@cityofnya.com)

1. All proposals must be delivered electronically and received no later than 4:00 p.m. on Friday, February 10, 2023. The subject line must be identified with "NYA Comprehensive Housing Study."
2. Each proposal must be signed by an authorized company representative.

The City reserves the right to reject any or all proposals, waive any irregularity in a proposal, and accept or reject any item or a combination of items.

## Background

The City of Norwood Young America, Minnesota, is a growing, small-town community in Western Carver County. In 1997, Young America and Norwood merged into one community to become the city known today as Norwood Young America. This semi-rural town is located on the edge of the Twin Cities Metropolitan Area, approximately thirty-five miles west of Minneapolis, essentially serves as the "Gateway to the Twin Cities" at the crossroads of Highway 212 and Highway 5/25.

Norwood Young America is home to 4,000 residents, with an average household income of \$74,000. It is estimated that the city's population will increase to 7,200 by 2030 (80% increase from 2020) and 9,200 by 2040 (28% increase from 2030). The median housing value is \$268,000.

Norwood Young America's urban amenities and small-town character, along with its proximity to a wide variety of transportation routes, make this City an

attractive place to live and work. It is an easily accessible community that is a prime location for new business and industry. Current major projects occurring in Norwood Young America include expansion of the Tacoma West Industrial Park by 60 acres, Central Public Schools \$37 million dollar renovation, and Highway 212 four-lane expansion project set to be completed in 2026.

### Scope of Services

The result of this study should provide the Economic Development Commission, City Council, and developers a complete housing analysis and a meaningful sense of housing priorities, including current and future needs, and recommended housing diversities.

### Content of Proposal

Proposals shall contain the following information (not limited to):

1. Name of the firm and the name and contact information for the person(s) authorized to represent the company regarding all matters related to the proposal.
2. Qualifications of the consultant, including prior experience and references from other cities.
3. Description of the services provided.
4. Proposed fee schedule and not to exceed the fee amounts for services to be provided.
5. Any other pertinent information the consultant feels is relevant to the City's decision to select a consultant.

### Proposal Evaluation and Appointment

1. The City intends to retain the firm's services evaluated to be the best qualified to perform the work for the City, with experience, compatibility, cost, and other performance factors considered.

2. The City shall not be liable for any expenses incurred by the proposer, including, but not limited to, expenses associated with the preparation and submission of the proposal, or attendance at the interview.
3. The City reserves the right to reject any proposers or request additional information from any proposers for clarification purposes and to accept or negotiate any modification to any proposal received by the posted deadline.

#### Proposed Timeline

- January 24, 2023, Publish Request for Qualifications (RFQ)
- February 17, 2023, Proposals Due (4:00 p.m.)
- February 21-24, 2023, Review of Proposals
- March 1, 2023, Conduct interviews
- March 13, 2023, Appointment

#### Terms and Conditions

1. The City reserves the right to reject any or all proposals or negotiate a contract that is in the City's best interest at the absolute and sole discretion of the City Council.
2. The contract for services will require that the individual or firm maintain and provide proof of general liability, automobile, worker's compensation, and errors and omissions insurance.
3. The contract will also contain provisions requiring the selected individual or firm to indemnify the City and provide that they are independent contractors serving at the will of the City Council and the City Council has the right to terminate the agreement, at its sole discretion, upon the provision of notice.