

Catawba Regional Workforce Housing Study  
RFP Questions and Answers

Q1: In the RFP it reads:

*Budget and budget narrative, including cost breakdown per county/municipality/geographic area of study, particularly noting if any cost(s) is/are based on population of the study area or other factors.*

Are you interested in a breakdown of the fee for all four counties and each of the 22 jurisdictions in the counties?

Or, would you be okay with just the breakdown for the four counties?

Or, lastly, would you prefer the four county governments and the larger jurisdictions in each county? That would look like:

- Chester County
- Lancaster County
- Union County
- York County
- City of Chester
- City of Lancaster
- City of Union
- City of Rock Hill
- City of Tega Cay
- Town of Tega Cay
- Town of Fort Mill

A1: It is up to the respondents how they think it would be best to structure the breakdown.

Q2: You call for an employer survey but do not mention a resident's survey (to the general public). Would you be interested in conducting a residents housing survey in each of the 4 counties?

A2: We are not interested in a residents housing survey.

Q3: You call for a 6 to 9 month schedule. How flexible are you in the 9 month completion? A regional study of this magnitude would likely require a longer period, otherwise a quality of the work and the engagement process may suffer.

A3: If the respondent feels the time frame should be extended beyond 9 months, please provide your preferred schedule with an explanation of why it is longer than 9 months.

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RFP Questions and Answers

Q4: Within the four-county region, are there municipalities that should be emphasized/prioritized in the analysis more than others?

A4: It is up to the respondents which municipalities they feel would be best to prioritize in the region; however, each county should be analyzed as well as areas of high population and economic significance. This could include municipalities, unincorporated areas, census designated places, etc.

Q5: What data will CRCOG and partner jurisdictions provide (e.g., parcel files, permits, utilities/infrastructure, housing programs, comprehensive plans) to the consultant?

A5: The COG and partner jurisdictions will provide the most current and available public data.

Q6: Will CRCOG facilitate introductions and participation for employers/municipalities (for interviews, surveys, and council presentations), or should the consultant plan to organize all outreach independently?

A6: The CRCOG and participating jurisdictions will facilitate introductions and suggestions for employer and municipal interviews and communication.

Q7: Are there prior or parallel regional studies (housing, economic development, transportation) we should explicitly align with or avoid duplicating?

A7: Not to our knowledge. It is up to each respondent how they plan to structure the study. Respondents may want to review other local studies completed by York County and Union County as well as local comprehensive plans for the region.

Q8: Which stakeholder groups beyond counties and municipalities should be prioritized for engagement (e.g., housing authorities, nonprofit housing providers, chambers of commerce)?

A8: It is up to the respondents who they think it would be best to involve; the stakeholder group can work with the chosen consultant to finalize the list. Please remember this project is targeted to those with 80%-150% AMI.

Q9: Is CRCOG expecting public-facing community engagement (i.e., town halls) or should engagement remain focused on employers and government stakeholders?

A9: While this housing study process and the study information and data will be publicly available information, CRCOG does not expect to engage the general public through the course of the study; however this does not preclude stakeholders, employers, and other

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RFP Questions and Answers

information providing people/entities from participating in the study (focus groups, etc.) which may represent public and/or stakeholder sentiment/input.

Q10: Will CRCOG assist the consultant with venues for engagement activities, or will the consultant need to find and facilitate venues?

A10: The CRCOG can assist the consultant with coordination efforts with local municipal/county partners in securing venue locations.

Q11: For the required executive summaries, community profiles, and full report with data appendix, do you prefer stand-alone jurisdiction packets or a consolidated master report with jurisdictional inserts/appendices?

A11: It is up to the respondent how to propose the structure of the report.

Q12: For presentations to county councils, should we plan separate briefings for Chester, Lancaster, Union, and York, or can some be combined regionally if schedules allow?

A12: Respondents should plan separate county council meetings.

Q13: The RFP notes that costs must be broken out by county/municipality. Does CRCOG have a preferred formula (e.g., based on population, number of jurisdictions, or workload intensity)?

A13: It is up to the respondents how they think it would be best to structure the breakdown.

Q14: Are the County Council presentations expected to occur within project period or after the final report delivery?

A14: If the respondent feels the presentations should be extended beyond 9 months, please provide your preferred schedule with an explanation.

Q15: The RFP aims to identify readily developable sites and solutions in 0–5 years. Are there priority outcomes (e.g., site shortlists with feasibility screens, policy packages, financing playbooks) CRCOG wants emphasized for near-term action?

A15: No.

Q16: After final delivery, does CRCOG anticipate any follow-on support (e.g., grant applications, ordinance updates, developer outreach), or should the scope end at final report and council presentations?

A16: The scope for this RFP ends with the details of the RFP information.

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Q17: The submission address on page 7 of the RFP includes both a building address and a PO box number (215 Hampton Street; PO Box 450; Rock Hill, SC 29730). Could you confirm we should ship to the building only and, if so, would you advise omitting the PO Box number from the shipping address?

A17: We can accept submission either way, as long as they are received by the deadline. If shipping to the street address, please remove the PO Box information. The zip code to mail to the street address is 29730.

Q18: Could the council confirm contract type for this study?

A18: The CRCOG anticipates either a fixed price or cost plus a profit percentage. If you have a preference, please include the preference and reasoning in your RFP response.

Q19: Is the council amenable to electronic submission of the proposal?

A19: Please refer to the submission instructions in the RFP.

Q20: Could the council provide additional details regarding Item 7 “References” under the “Proposal Components/Requirements”? Is this referring to citations for the technical response? Or is this a request for references for past performance? If past performance, could the council advise a minimum number of references and what information is required?

A20: This is a request for references for past performance. There is no minimum number of references. Please provide contact information and a brief description of the project for which you would like a reference.

Q21: Do you envision a separate comprehensive final report at the regional level or is the final deliverable intended to be a compilation of the executive summaries and community profiles?

A21: It is up to the respondent how to propose the structure of the report. There should be deliverables for the communities and counties as well as an overview.