



# COCHISE COUNTY PROCUREMENT DEPARTMENT

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25-09-DEV-01  
Scope of Work

## 1. Purpose

The Cochise County Development Services Department is seeking statements of qualifications (SOQ's) from experienced and qualified planning consultants or firms to provide professional consulting services to develop a comprehensive regional Affordable Housing Plan and Housing Investment and Implementation Strategy for Cochise County. This collaborative effort includes the six incorporated areas of Sierra Vista, Benson, Huachuca City, Willcox, Tombstone, and Douglas as well as the unincorporated areas of Cochise County, including Bowie and San Simon.

The consultant will analyze current housing conditions, identify housing needs, and identify evidenced-based and creative strategies across the housing continuum, both regulatory and non-regulatory, that look to address the current, short-term, and long-term needs of the community. Given that the options may be vast, needs varied, and resources limited, priorities will need to be identified, and recommendations will need to be made accordingly to address them. Cochise County has a lack of quality affordable housing and a lack of construction of new housing units in some of the communities in the County. This Request for Qualifications (RFQ) intends to result in the development of a regional housing investment strategy to aid the County in developing local and regional strategies that will guide the County in making informed policy decisions related to financial investment in housing projects, programs, and initiatives.

This effort is supported by the State Housing Trust Fund award, administered by the Arizona Department of Housing.

## 2. Project Background

Cochise County is a largely rural area in southeast Arizona with a population of approximately 125,000. With over 60% of residents living in incorporated cities and the rest in unincorporated areas, there is a pressing need to enhance affordable housing options across all income levels and housing types. The plan developed will have a significant impact on the community, focusing on actionable strategies to reduce housing barriers and increase housing production.

The percentage of Cochise County homeowners paying 30% or more of their income on housing is 24.9%, and the percentage of renters paying 30% or more of their income for housing is 49%. The creation and implementation of an Affordable Housing Plan and housing investment and implementation strategy will not only enable Cochise County to create and preserve housing but also provide residents with affordable, healthy, safe, and energy-efficient housing, promising a brighter future for the community.

Although some investment is already occurring through recently approved housing programs by the Board of Supervisors, a broader investment strategy is needed. The regional approach includes discussions with other local governments, employers, and non-profits to determine how housing investment can best address economic development concerns and impact multiple jurisdictions.

The Affordable Housing Plan and housing investment and implementation strategy will provide data, analysis, and recommendations related to investment in local and regional affordable housing initiatives for the County.

### **3. Scope of Work**

The scope of services was prepared to provide an overview of needs and guidance to consultants. This list is not intended to be a comprehensive itemization of plan components. The County relies on the Consultant's professional expertise to analyze any pertinent factors. It is open to additional strategies and approaches to meet the overall goals of identifying overall housing needs for Cochise County and developing housing solutions. The consultant may also propose collecting additional information that he/she deems relevant in defining the local housing marketing and local housing needs.

The selected consultant will be responsible for:

1. Conducting a housing needs assessment.
  - a. Evaluate the current housing market and economy to determine the factors affecting housing costs and types.
  - b. Collect all available housing data to evaluate the rental and owner-occupied housing markets.
  - c. Identify housing needs across all income levels and housing types.
2. Developing housing initiatives to reduce housing barriers and increase housing production.
  - a. Identify barriers to home construction and affordable housing, such as public policies such as land use control, zoning ordinances, building codes, fees, growth limitations, and policies.
3. Creating an Action Plan for implementing these initiatives.
4. Developing and implementing an educational campaign to communicate the importance of quality affordable housing.
5. Assisting in the adoption process of the Affordable Housing Plan and housing investment and implementation strategy by the Cochise County Board of Supervisors.

County staff will work alongside the consultants throughout the process and assist with data requests and coordination. They will also coordinate public outreach meetings and a work session with the County Board of Supervisors and present the final Plan for the Board's approval.

### **4. Deliverables**

1. A comprehensive (including the unincorporated and incorporated areas of the County) Affordable Housing Plan and Housing Investment and Implementation Strategy Plan and report.
2. A draft and final Plan by submitted to the Development Services Department.

3. Bi-monthly progress reports to Cochise County and the Arizona Department of Housing.

#### **4. Use of Budget**

1. Not more than 50% of the budget shall be used for the Housing Needs Assessment.
2. At least 50% of the budget shall be used to create action items and implementation strategies to address the housing needs.