

# ADDENDUM

12/29/22

## REQUEST FOR PROPOSALS FOR WINONA COUNTY



**Request for Proposal (RFP):** Winona County Housing Study

**Initial Advertisement:** November 28, 2022

**Date of Addendum:** December 29, 2022

To All Potential Proposers:

This addendum is issued to modify the previously issued RFP document and/or given for information purposes and is hereby made part of the RFP package. Please attach receipt of this addendum in your response.

### **Questions & Answers:**

#### **Q1. What is the anticipated budget range identified for the housing study?**

A1. The budget is estimated to be \$70,000 with a small additional contingency.

#### **Q2. Has Winona County and/or participating cities completed a housing study in the past? If so, when?**

A2. Yes. Winona County completed a housing study in 1999. The cities of Lewiston, Winona, and St. Charles in the county have as well, within the last decade. Those documents will be provided to the successful consultant by County Planning and Economic Development staff.

#### **Q3. Who will be the staff project manager for the housing study?**

A3. The CEDA staff member, Dusty Liston, will be the project manager for the housing study. Her contact information is listed in the original RFP, as well as this addendum.

**Q4. How will the steering committee meetings take place?**

A4. The steering committee meetings can all be virtual for the consultant. However, the Economic Development Authority and County Board will receive final presentations, once the Steering Committee has recommended approval of the final draft.

**Q5. Please provide more detail for task #6 in the project overview of the original RFP, specifically, what are the expectations of the consultant related to addressing a developer's needs for a future housing project?**

A5. The consultant should hold stakeholder interviews with nonprofits and LGU entities (e.g., SEMMCHRA (Southeastern Minnesota Multi-County Housing & Redevelopment Authority), city EDAs, Habitat for Humanity). In addition, the goal is to ascertain from lenders, manufactured home vendors, builders and State housing development grant and loan program managers to identify programs that could assist a developer in completing housing development based on the needs of the cities/townships in Winona County.

**Q6. Can you provide more guidance on how to conduct public participation during the study?**

A6. The consultant is expected to obtain stakeholder input based on the stated goals of the County and individual participating cities. The consultant will engage with County Economic Development staff and staff/EDA boards from the participating cities to ensure that the goals and objectives stated in the RFP are being met, as well as providing benchmarking throughout the project to the Winona County Housing Study Steering Committee.

**CONTACT INFORMATION: WINONA COUNTY EDA**

Questions regarding this RFP can be directed to the following staff coordinator:

Dusty Liston  
Winona County EDA, CEDA  
[Dliston@co.winona.mn.us](mailto:Dliston@co.winona.mn.us)  
[\(507\)313-6387](tel:(507)313-6387)

Interested parties are encouraged to promptly notify Winona County of any apparent inconsistencies or errors; corrections will be posted on the county website at [Economic Development | Winona County, MN](#).

Thank you for your interest in the Winona County Housing Study.

Sincerely,

Kay Qualley, Winona County Planning and Environmental Services Director