

Joint Information Meeting

TOWN COUNCIL & COUNTY COMMISSIONER MEETING

March 1, 2021

3:00 PM

Virtual Meeting from Town Council Chambers

Chair: Mayor Morton Levinson

I. ZOOM LINK FOR PUBLIC PARTICIPATION

To join, click the link or copy to your browser: <https://us02web.zoom.us/j/83126550583?pwd=UjhXclB5TWxuU013RkZHaHZoODYrQT09>

If the link does not work, join at [zoom.com](https://zoom.us) with Webinar ID **831 2655 0583** Password: **toj**

or join by phone **1.669.900.9128** with Webinar ID **831 2655 0583** and Passcode **232532**

II. CALL TO ORDER, ROLL CALL, AND ANNOUNCEMENTS

- A. The April JIM will be held on April 12 due to spring break

III. PUBLIC COMMENT

This section is reserved for comments on items that are not otherwise included in this agenda. Public comment is limited to 3 minutes. As a general practice, the Electeds will not hold discussion or debate these comments. Nor will they make any decisions presented during this time, but rather refer to staff for follow-up. If you would like to communicate with the Electeds during the meeting, please address them during this open public comment, when public comment is called for on a specific agenda item or send an email to council@jacksonwy.gov and commissioners@tetoncountywy.gov.

IV. CONSENT CALENDAR

- A. Meeting Minutes:
 - 1. February 1, 2021 JIM
 - 2. February 9, 2021 special JIM
 - 3. February 22, 2021 special JIM/Retreat

V. DISCUSSION/ACTION ITEMS

- A. Request for Qualifications (RFQ) for Housing Nexus Study & Regional Housing Needs Assessment (April Norton)

VI. MATTERS FROM COUNCIL, COMMISSIONERS AND STAFF

VII. PROPOSED ITEMS FOR FUTURE JOINT INFORMATION MEETINGS

- 4/12 Comp Plan Indicator Report and Work Plan
- 4/12 Housing Supply Plan and Work Plan

VIII. ADJOURN

Please note that at any point during the meeting, the Chairman or Mayor may change the order of items listed on this agenda. In order to ensure that you are present at the time your item of interest is discussed, please join the meeting at the beginning to hear any changes to the schedule or agenda.

JOINT INFORMATION PROCEEDINGS - UNAPPROVED
TOWN COUNCIL AND BOARD OF COUNTY COMMISSIONERS MEETING

FEBRUARY 1, 2021

JACKSON, WYOMING

The Jackson Town Council and the Teton County Board of County Commissioners met in a joint information meeting (JIM) in the Town Council Chambers located at 150 East Pearl Avenue in Jackson. This meeting was held in-person and through the Zoom platform. Upon roll call the following were found to be present at 3:00 p.m.:

TOWN COUNCIL: *In-person*: none. *via Zoom*: Mayor Hailey Morton Levinson, Vice-Mayor Arne Jorgensen, Jessica Sell Chambers, Jim Rooks, and Jonathan Schechter.

COUNTY COMMISSIONERS: *In-person* none. *via Zoom*: Chair Natalia Macker, Vice-Chair Luther Propst, Greg Epstein, Mark Barron, and Mark Newcomb.

STAFF: Larry Pardee, Roxanne Robinson, Tyler Sinclair, Lea Colasuonno, Floren Poliseo, Paul Anthony, Alyssa Watkins, Brian Schilling, Darren Bruggmann, Keith Gingery, April Norton, Chris Neubecker, Heather Overholser, and Sandy Birdyshaw.

Public Comment. Tim Young commented on the Teton Mobility Project.

Consent Calendar. On behalf of the Town, a motion was made by Arne Jorgensen and seconded by Jonathan Schechter to approve the consent calendar item A as presented with the following motion. On behalf of the County, a motion was made by Greg Epstein and seconded by Mark Barron to approve the consent calendar item A as presented with the following motion. No public comment was given on the Consent Calendar.

A. **Meeting Minutes.** To approve the Joint Information Meeting minutes dated January 11, 2021.

The vote showed 5-0 in favor and the motion carried for the Town. The vote showed 5-0 in favor and the motion carried for the County.

Housing Nexus Study & Regional Housing Needs Assessment. April Norton made staff comments on moving forward with the Housing Nexus Study, by directing staff to re-release the Request for Qualifications (RFQ) and vet the responses with the stakeholder group before bringing a recommendation back and revising the RFQ to include a Housing Needs Assessment component.

The Council and Commission questioned staff about the study and needs assessment.

Public comment was given by Brooke Sausser of the Jackson Hole Conservation Alliance.

On behalf of the Town, a motion was made by Arne Jorgensen and seconded by Jonathan Schechter to direct staff to draft a Request for Qualifications that includes two primary components: 1) a Housing Nexus Study for Teton County, Wyoming and 2) a Regional Housing Needs Assessment. I further move to direct staff to bring the draft RFQ back to the Board and Council at the March 1, 2021 Joint Information Meeting. The vote showed 5-0 in favor and the motion carried for the Town.

On behalf of the County, a motion was made by Greg Epstein and seconded by Luther Propst to direct staff to draft a Request for Qualifications that includes two primary components: 1) a Housing Nexus Study for Teton County, Wyoming and 2) a Regional Housing Needs Assessment. I further move to direct staff to bring the draft RFQ back to the Board and Council at the March 1, 2021 Joint Information Meeting. The vote showed 5-0 in favor and the motion carried for the County.

Teton Mobility Project Update and Phase 3 Authorization. Brian Schilling and Joe Gilpin with Alta Planning + Design provided an update on the Teton Mobility Project, discussed proceeding with Phase 3 of the project, presented a summary of the public input and data analysis completed, and reviewed the remaining tasks needed to complete the data analysis and develop a prioritized project list.

The Council and Commission questioned staff.

Public comment was given by Katherine Dowson of Friends of Pathways.

On behalf of the Town, a motion was made by Jessica Chambers and seconded by Arne Jorgensen to authorize staff to proceed with Phase 3 of the Teton Mobility Project. The vote showed 5-0 in favor and the motion carried for the Town.

On behalf of the County, a motion was made by Mark Barron and seconded by Greg Epstein to authorize staff to proceed with Phase 3 of the Teton Mobility Project. The vote showed 5-0 in favor and the motion carried for the County.

Adjourn. On behalf of the Town, a motion was made by Jessica Chambers and seconded by Jonathan Schechter to adjourn. The vote showed 5-0 in favor and the motion carried for the Town.

On behalf of the County, a motion was made by Mark Barron and seconded by Greg Epstein to adjourn. The vote showed 5-0 in favor and the motion carried for the County. The meeting adjourned at 4:24 p.m. minutes:spb

TOWN OF JACKSON

ATTEST:

Hailey Morton Levinson, Mayor

Sandra P. Birdyshaw, Town Clerk

Publish JH News & Guide: February 10, 2021

JOINT INFORMATION PROCEEDINGS - UNAPPROVED
TOWN COUNCIL AND BOARD OF COUNTY COMMISSIONERS MEETING

FEBRUARY 9, 2021

JACKSON, WYOMING

The Jackson Town Council met in conjunction with the Teton County Commission in a special joint information meeting (JIM) located in the County Commissioner's Chambers located at 200 S. Willow St. at 8:31 A.M.

I. ROLL CALL. Upon roll call the following were present:

COUNTY COMMISSIONERS: *In-person* none. *via Zoom*: Chairwoman Natalia Macker, Vice-Chairman Luther Propst, Mark Barron, Mark Newcomb, and Greg Epstein.

TOWN COUNCIL: *In-person*: none. *via Zoom*: Mayor Hailey Morton Levinson, Vice-Mayor Arne Jorgensen, Jonathan Schechter, Jim Rooks, and Jessica Sell Chambers.

STAFF: Alyssa Watkins (via Zoom).

CLERK: Maureen Murphy and Chalice Weichman (in-person).

II. EXECUTIVE SESSION. On behalf of the County, motion was made by Commissioner Barron and seconded by Commissioner Propst to enter executive session pursuant to Wyoming Statute §16-4-405(a)(ii), to consider personnel, specifically the appointment of a board member as a public officer. Chairwoman Macker called for a vote. The vote showed all in favor and the motion carried for the County.

On behalf of the Town, a motion was made by Councilman Schechter and seconded by Councilman Jorgensen to enter executive session pursuant to Wyoming Statute §16-4-405(a)(ii), to consider personnel, specifically the appointment of a board member as a public officer. Mayor Morton Levinson called for a vote. The vote showed all in favor and the motion carried for the Town.

The meeting entered executive session at 8:32 a.m. Commission present: Natalia Macker, Luther Propst, Mark Barron, Mark Newcomb, and Greg Epstein. Town Council present: Hailey Morton Levinson, Arne Jorgensen, Jonathan Schechter, Jim Rooks and Jessica Sell Chambers. Staff present: Alyssa Watkins. Clerk's Office: Maureen Murphy and Chalice Weichman.

On behalf of the County, a motion was made by Commissioner Epstein and seconded by Commissioner Barron to exit executive session. Chairwoman Macker called for a vote. The vote showed all in favor and the motion carried for the County.

The Town exited executive session. The meeting exited executive session at 8:39 a.m.

III. START BOARD APPOINTMENT. On behalf of the County, a motion was made by Commissioner Epstein and seconded by Commissioner Barron to appoint to the START Board Benjamin Goldberg, to serve a three-year term expiring 12/31/2023. Chairwoman Macker called for a vote. The vote showed all in favor and the motion carried for the County.

On behalf of the Town, a motion was made by Councilman Jorgensen and seconded by Councilman Chambers to appoint to the START Board Benjamin Goldberg, to serve a three-year term expiring 12/31/2023. Mayor Morton Levinson called for a vote. The vote showed all in favor and the motion carried for the Town.

IV. ADJOURN. On behalf of the Town, a motion was made by Councilman Schechter and seconded by Councilman Jorgensen to adjourn. Mayor Morton-Levinson called for a vote. The vote showed all in favor and the motion carried for the Town.

On behalf of the County, a motion was made by Commissioner Propst and seconded by Commissioner Epstein to adjourn. Chairwoman Macker called for a vote. The vote showed all in favor and the motion carried for the County.

The meeting adjourned at 8:43 a.m.

TETON COUNTY BOARD OF COUNTY COMMISSIONERS

Natalia D. Macker, Chairwoman

ATTEST:

Maureen E. Murphy, County Clerk

SPECIAL JOINT INFORMATION PROCEEDINGS - UNAPPROVED
TOWN COUNCIL AND BOARD OF COUNTY COMMISSIONERS MEETING

FEBRUARY 22, 2021

JACKSON, WYOMING

The Jackson Town Council and the Teton County Board of County Commissioners met in a special session for the purpose of a joint retreat. This meeting was held virtually through the Zoom platform. Upon roll call the following were found to be present at 9:05 a.m.:

TOWN COUNCIL: *In-person*: none. *via Zoom*: Mayor Hailey Morton Levinson, Vice-Mayor Arne Jorgensen, Jessica Sell Chambers, and Jonathan Schechter. Jim Rooks joined at 9:07 a.m.

COUNTY COMMISSIONERS: *In-person* none. *via Zoom*: Chair Natalia Macker, Vice-Chair Luther Propst, Greg Epstein, and Mark Newcomb. Mark Barron joined at 9:09 a.m.

STAFF: Larry Pardee, Roxanne Robinson, Tyler Sinclair, Lea Colasuonno, Floren Poliseo, Kelly Thompson, Johnny Ziem, Michelle Weber, Paul Anthony, Susan Scarlata, Alyssa Watkins, April Norton, Brady Hansen, Chris Neubecker, Heather Overholser, Jodie Pond, Katie Smits, Matt Carr, Melissa Shinkle, Mo Murphy, Rich Ochs, Riclyn Betsinger, Steve Ashworth, Tracey Trefren, and Sandy Birdyshaw.

FACILITATOR: Heather Bergman, Peak Facilitation Group

Opening. Heather Bergman welcomed the group and introduced the agenda for the retreat.

Town/County Relationship: What is the Ideal Case?

Discussion was held on common understandings, working together, respecting jurisdictions, recognizing funding policies, keeping communication open, and working relationships.

Town/County Relationship: What is the Current Condition?

Discussion was held on how the joint relationship was working – monthly meetings and regular check-ins, staff works well together, and communication. Relationship areas identified for improvement included sometimes overstepping jurisdiction, water quality and wastewater, governance and funding of START, providing better clarity of policy and funding, communications and respect, understanding each entity's constraints, aligning challenges and solutions, uniting to add community value, and sharing strategies.

The meeting recessed at 9:54 a.m. and reconvened at 10:01 a.m.

Budgets, Revenues, and Joint Powers Agreements.

Larry Pardee, Mo Murphy, and Katie Smits presented an overview of budget funds at the Town and at the County, joint departments, joint powers boards, joint powers agreements, Victim Services, Animal Shelter, and Long-Range Planning. The Council and Commission held discussion.

The meeting recessed at 11:32 a.m. for lunch and reconvened at 1:01 p.m.

Joint Efforts: Stay the Course. Adjust / Revise the Current Approach.

Heather Bergman facilitated afternoon discussion including what joint initiatives to stay on course with, what initiatives to change their current approach on, and new joint efforts.

Joint initiatives placed in the 'stay the course' category included Parks and Recreation, Pathways, Victim Services, Dispatch, Animal Control, Drug Court, Travel and Tourism Board, Museum Board, and Energy Conservation Works. There was lengthy discussion on START and a Regional Transit Authority, followed by discussion on water quality, ecosystems services, environmental protection, and understanding infrastructure capacities.

The meeting recessed at 2:57 p.m. and reconvened at 3:02 p.m.

Potential New Joint Efforts: Scoping, Funding, and Governance.

The Council and Commission discussed community funding of services and priorities, the long-range planning staff, options for facilitating childcare opportunities, North South Park infrastructure, health and human service organizations, fair grounds lease, housing department and structure, Fire/EMS, and a 2022 comprehensive plan review.

Chris Neubecker and Tyler Sinclair made staff comment about long-range planning and comprehensive plan.

Heather Bergman facilitated the Council and Commission in an exercise to rank priorities for future discussion, budgeting and joint work.

Mark Barron left the meeting at 4:10 p.m.

Larry Pardee and Alyssa Watkins made comment on digesting the information and next steps.

Adjourn. On behalf of the Town, a motion was made by Jessica Sell Chambers and seconded by Jonathan Schechter to adjourn. The vote showed 5-0 in favor and the motion carried for the Town.

On behalf of the County, a motion was made by Greg Epstein and seconded by Mark Newcomb to adjourn. The vote showed 4-0 in favor with Barron absent. The motion carried for the County. The meeting adjourned at 4:24 p.m. minutes:spb

TOWN OF JACKSON

ATTEST:

Hailey Morton Levinson, Mayor

Sandra P. Birdyshaw, Town Clerk

Publish JH News & Guide: March 3, 2021



JOINT INFORMATION MEETING AGENDA DOCUMENTATION

SUBMITTING DEPARTMENT: Joint Housing

PRESENTER: April Norton

MEETING DATE: March 1, 2021

SUBJECT: Housing Nexus Study, Regional Housing Needs Assessment

STATEMENT/PURPOSE

The Teton County Board of County Commissioners ("Board") and Jackson Town Council ("Council") will consider the draft Request for Qualifications ("RFQ") for a Housing Nexus Study and Regional Housing Needs Assessment. Once complete, these studies will provide 1) the legal nexus for the housing mitigation program and 2) the current and future workforce housing needs for the region (Teton County, Wyoming; Teton County, Idaho; and Northern Lincoln County, WY).

BACKGROUND/ALTERNATIVES

On January 28, 2020, the Board and Council approved an RFQ for a consultant to conduct a new Housing Nexus Study ([staff report here](#)). The purpose of this study is to update the 2013 Housing Nexus Study and provide accurate data about employee generation in Teton County. As discussed at prior Joint Information Meetings, this study will not mandate specific mitigation rates. Instead, it will provide data about the number of employees generated by new business and residential development, total employment rates by job sector, and outline the maximum, legally defensible limits of any mitigation program.

Following staff recommendation, a technical stakeholder group was formed to provide comments and consultation to inform staff's recommendations throughout the Nexus Study. The RFQ was released January 29, 2020 and three entities responded: Raftelis, Clarion Associates, and Place Dynamics.

The Housing Nexus Study was presented to the Board and Council on May 4, 2020 ([staff report here](#)). At that time, the Board and Council continued the item considering the COVID-19 pandemic and its unknown effects on each entity's budget.

On November 2, 2020, the Board and Council directed staff to bring the item back at a future meeting. In the interim the Board and Council have both approved a reduction in housing mitigation fees.

On February 1, 2021, ([staff report here](#)) the Board and Council discussed options for moving the Housing Nexus Study forward. At this meeting, the Board and Council directed staff to include a regional housing needs assessment component to the scope for the RFQ. The needs assessment will provide information about how much and what types of housing are needed today and will be needed for the next several years to meet the community's housing goals and will also provide this information for our "commuter-shed" communities: Teton County, Idaho and Northern Lincoln County, Wyoming.

Since the February 1, 2021 meeting, staff has drafted a new RFQ to include both the nexus study and needs assessment components. Staff has also reached out to the technical stakeholder group to get their feedback and comments on the process and RFQ itself. Today, staff presents the revised RFQ and seeks the Board and Council's direction to release the RFQ with the following timeline:

- March 2: Release RFQ
- April 2: Responses Due
- April 19: Contract Award (this will require a special JIM)
- May 3: Project Initiation
- February 1, 2022: Project Completion

COMPREHENSIVE PLAN ALIGNMENT

Comprehensive Plan Policy:

- Maintain a diverse population by providing workforce housing. Principle 5.1.
- Reduce the shortage of housing that is affordable to the workforce. Principle 5.3.

Housing Action Plan Strategy:

- Require mitigation of employees generated by growth that cannot afford housing. 5C.

STAKEHOLDER ANALYSIS

Stakeholders include Town and County taxpayers, local working families, business owners, developers, and visitors. Input has been solicited from the stakeholder group, Housing Supply Board, Jackson Hole Chamber of Commerce, Jackson Hole Working, Shelter JH, and Jackson Hole Conservation Alliance.

FISCAL IMPACT

The budget impacts will depend on the scope of the RFQ. The previous preferred respondent (Raftelis) proposed a budget of \$172,986 for 860 hours of work (\$201/hour). The Town and County typically split contracts of this nature 50/50.

In late January, the Teton County (Idaho) Board of County Commissioners agreed to support a regional Housing Needs Assessment with cost share to be worked out by staff and the bulk of their share to be funded through their FY 22 budget.

Lincoln County, Wyoming has interest in the project, but will wait to determine their level of participation until responses are received and a budget is created.

The Town has not included funds for this work in the FY 21 budget. The Board provided \$50,000 for a portion of this work in the FY 21 (January 2021) budget amendment.

STAFF IMPACT

This project will require significant staff time from multiple departments across the Town and County. These departments include: Town & County Planning, Town Community Development, and Joint Housing. These same departments are also working on the Northern South Park neighborhood plan project, along with their many and various department-led projects (ie: current planning, housing capital projects and programs). Town and County legal teams will also be involved in the nexus study portion of the work.

LEGAL REVIEW

K. Gingery and L. Colasuonno

ATTACHMENTS

- Draft RFQ for Employee Generation by Land Use Study & Regional Housing Needs Assessment

RECOMMENDATION

Staff recommends approving the RFQ and timeline as presented.

SUGGESTED MOTION

I move to direct staff to release the Request for Qualifications for an Employee Generation by Land Use Study and Regional Housing Needs Assessment.



TETON COUNTY, WYOMING &
THE TOWN OF JACKSON, WYOMING

EMPLOYEE GENERATION BY LAND USE STUDY
&
REGIONAL HOUSING NEEDS ASSESSMENT

Request for Qualifications

Release Date: March 2, 2021
Submission Deadline: April 2, 2021

REQUEST SUMMARY

The Town of Jackson and Teton County seek a qualified team to conduct 1) an Employee Generation by Land Use Study and 2) a Regional Housing Needs Assessment. The Town and County are committed to increasing the supply of stable, affordable housing for the local workforce to meet community goals related to Quality of Life, Ecosystem Stewardship, and Growth Management (see: [Jackson/Teton County Comprehensive Plan](#)).

The Town and County released a similar Request in 2020, but due to the dynamic challenges of the ongoing COVID-19 pandemic, chose to abandon the project. This new Request represents an expanded scope that includes a Regional Housing Needs Assessment.

Introduction

The Jackson/Teton County Comprehensive Plan ("Comp Plan") establishes the goal of housing at least 65% of the Teton County workforce locally. The Comp Plan includes a variety of strategies to achieve this goal, including Policy 5.3.a which requires developers to mitigate their impact on the availability of housing that is affordable to the local workforce.

In November 2015, the [Workforce Housing Action Plan](#) was adopted, establishing a new framework for creating workforce housing. This framework included the creation of the Jackson/Teton County Housing Department, and an emphasis on public-private partnerships and zoning incentives to create workforce housing.

In July 2018, updates to zoning in the Town of Jackson, Town and County Housing Requirements ("mitigation program"), and the rules that govern the housing program ("rules and regs") were adopted by the Town Council and Board of County Commissioners. Major policy changes included incentives for developers to build workforce housing in the Town and a move to a mitigation program based on employee generation that requires commercial and residential developers to mitigate for the employees their development creates who earn less than 200% of median family income. The employee generation numbers are currently derived from the existing 2013 Employee Generation by Land Use Study ("Housing Nexus Study").

The Town and County now seek a new Housing Nexus Study that will document current links between the construction of new commercial and residential development and the employees generated by the development. The study should also provide information about the existing types of jobs, the wages being earned, the percentage of the workforce living locally, the gap between income and housing costs, and information about non-brick-and-mortar businesses including the employees generated and wages earned. The study shall also provide information about if and how to require non-brick-and-mortar businesses to mitigate for their impacts.

In addition to the Housing Nexus Study, the Town and County seek a new Regional Housing Needs Assessment that will provide information about the current and future workforce housing needs for Teton County, WY; Teton County, ID; and Northern Lincoln County, WY.

Finally, the consultant will be asked to facilitate a technical stakeholder group and public engagement for the project. The stakeholder group will consist of nine community members and five key staff. The stakeholder group's purpose is to provide expertise to staff but will not be a recommending body.

Key Issues for Consideration

A) The key issues that should be addressed in the Housing Nexus Study include:

- i. How many full-time and part-time jobs are being created by non-brick-and-mortar businesses in Teton County, WY, what are the wages being earned by these employees, and where are the jobs located? How many full-time and part-time employees are being generated by non-brick-and-mortar businesses? Can these businesses be required to mitigate for their impacts through housing requirements? If not, what are other ways they can be required to mitigate for their impacts?
- ii. How many full-time, part-time, and seasonal employees are generated by the construction of new commercial development in Teton County, WY? This should be broken out by type of new development and job sector.
- iii. How many full-time, part-time, and seasonal employees are generated by the construction of new residential development in Teton County, WY? This should be broken out by type of new development and job sector.
- iv. How many full-time and part-time employees are generated by residential uses? This should be broken out by type of residential use and appraised value of residential use.
- v. What are the types of full-time, part-time, and seasonal jobs that exist today in Teton County, WY and what are the wages being earned? How many jobs, on average, does a working adult hold?
- vi. What is the percentage of employees working for Local Businesses as defined by the [Housing Rules and Regulations](#) living locally (in Teton County, WY)? This should be presented as an annual number and as seasonal (spring, summer, fall, winter) numbers and job sector.
- vii. What is the current gap between income and housing affordability in Teton County, WY? This should be broken out into ownership and rental for single and multifamily.

B) The key issues that should be addressed in the Regional Housing Needs Assessment include:

- i. Review of existing housing conditions (amount, type, age, etc.) for Teton County, WY; Teton County, ID; and Northern Lincoln County, WY.
- ii. Demographic review – current and future for Teton County, WY; Teton County, ID; and Northern Lincoln County, WY.
- iii. Housing Market Analysis for Teton County, WY; Teton County, ID; and Northern Lincoln County, WY.
- iv. Workforce Housing Demand – current and future for Teton County, WY; Teton County, ID; and Northern Lincoln County, WY.
- v. Current resident workforce information for Teton County, WY; Teton County, ID; and Northern Lincoln County, WY.
- vi. Current commuter demographics. Describe who the in-commuters to each county are and who the out-commuters are for each county. Estimate how much commuters are spending to commute per route. Describe where commuters would like to live – where they work, where they currently live, or elsewhere.
- vii. Existing Workforce Housing Stock for Teton County, WY; Teton County, ID; and Northern Lincoln County, WY. This should include deed restricted, land development restricted, and employer restricted units. This should also include market homes that are currently serving the workforce.
- viii. Anticipated retirement rates for Teton County, WY; Teton County, ID; and Northern Lincoln County, WY.

- ix. Anticipated workforce housing leakage due to redevelopment, sale, or conversion to short-term rental for Teton County, WY; Teton County, ID; and Northern Lincoln County, WY.
- x. Workforce housing demand estimates (number of units, types of units, affordability of units) for the next 20 years for Teton County, WY; Teton County, ID; and Northern Lincoln County, WY.
- xi. If surveys will be utilized in this work, please explain how you will incentivize businesses, employees, and households to participate.
- xii. Please explain how you will ensure all segments of the population are represented in your work.

RFQ REQUIREMENTS

The Teton County Board of County Commissioners and Jackson Town Council have approved the following timeline for this RFQ:

RFQ Release	March 2, 2021
Submission Deadline	April 2, 2021
Contract Award	April 19, 2021
Project Initiation	May 3, 2021
Project Completion	February 1, 2022

Submissions are due April 2, 2021 by 4pm MST. Submissions received after 4pm on April 2nd will not be considered. Incomplete submissions will not be considered. Responses must be submitted through the Teton County www.PublicPurchase.com portal.

Proposals shall include the following information, in this order:

A) Introductory Letter

Please include a letter of interest that clearly demonstrates the respondent's understanding of the project and interest in being considered for the project. The letter shall include the respondent's name, contact information, and primary contact name.

B) Qualifications

- a. Proposed Project Team – Please include a description of each team member, including: a resume, how s/he will participate in the project and her/his relevant experience. Please designate the Principal in Charge and the Project Manager for the contract. An organizational chart must be included.
- b. Firm/Team Experience –
 - i. Please summarize your experience completing nexus studies and needs assessments and assessing housing impact fees on commercial and residential development.
 - ii. Please describe your team's experience working Teton County, WY; Teton County, ID; and/or Northern Lincoln County, WY.
 - iii. Please describe your team's experience working in similar communities where land scarcity and access to natural amenities drives job generation and commercial and residential development, and where there exists significant

second home demand, second home population, and increasing affordability issues.

- iv. Please describe your team's experience working with multi-lingual, multi-cultural communities and how you have approached engaging these communities.
- v. Please describe any major challenges you faced while working on other nexus studies and how you addressed them.
- vi. Please describe any major challenges you faced while working on other housing needs assessments and how you addressed them.
- c. Legal Experience – Please describe any legal experience your team has had with nexus studies. Please include information about any legal challenges your team has faced related to other nexus studies.
- d. References - Please provide three (3) references for whom your team has provided similar services. List the name, address, email address and telephone number for each reference along with a brief description of the relevant work provided for each reference.
- e. Estimated range of fees anticipated based on your experience with similar work. Please include whether travel will be required and, if so, what the anticipated expenses associated with travel are. If your team is not locally based, would your team consider completing the work remotely?

C) Process Proposal

- a. Technical Approach and Methodology – Please provide a brief explanation of the approach and methodology for completing the nexus study and needs assessment. Please include any peer reviews of the methodology/technique(s) proposed.
- b. Schedule – Please include a detailed project schedule with an initiation date of May 3, 2021. Please note all dates for key project milestones and deliverables along with any assumptions used to develop the schedule.
 - i. The team should assume at least one public outreach event for the needs assessment portion of the project.
 - ii. The team should assume at least one public hearing to present their findings.
- c. Town/County Staff Support – Please describe the type and amount of support you will require to complete this project. If possible, please note the timing for this work.

EVALUATION CRITERIA

The initial review of submittals for completeness will be conducted by the Housing Director. All complete submittals will then be reviewed by the technical stakeholder group. Town and County Staff will bring forth a recommendation to the Board of County Commissioners and Town Council based on the following criteria:

- Proposed process – 25%
- Experience and performance, including demonstrated ability to deliver high quality, advanced work for relevant projects that are similar in complexity and scope – 50%
- Proven ability to meet deadlines and control costs – 10%
- Appropriate staffing resources to complete the scope of work within the timeframe proposed – 15%

Please note that the Town and County reserve the right not to choose anyone.

RESOURCE DOCUMENTS

All respondents are encouraged to review the following resource documents:

Jackson/Teton County Comprehensive Plan

<http://jacksontetonplan.com/270/Comprehensive-Plan>

Jackson/Teton County Workforce Housing Action Plan

<http://jacksontetonplan.com/202/Housing-Action-Plan>

Engage 2017: Housing Requirements

<http://jacksontetonplan.com/161/Housing-Requirements>

Jackson/Teton County Housing Department Rules and Regulations

<http://jhaffordablehousing.org/1790/Housing-Department-Rules-Regulations>

Town of Jackson Land Development Regulations

<http://jacksontetonplan.com/DocumentCenter/View/934/Town-of-Jackson-Land-Development-Regulations-PDF?bidId=>

Teton County Land Development Regulations

<http://jacksontetonplan.com/DocumentCenter/View/932/Teton-County-Land-Development-Regulations-PDF?bidId=>

Annual Indicator Reports

<http://jacksontetonplan.com/35/Community-Monitoring>

2013 Employee Generation by Land Use Study

<http://jhaffordablehousing.org/DocumentCenter/View/2632/2013-Employee-Generation-by-Land-Use-Study-Nexus-Study-PDF>

2014 Western Greater Yellowstone Region Housing Needs Assessment

<http://jhaffordablehousing.org/DocumentCenter/View/2635/2014-Western-Greater-Yellowstone-Regional-Housing-Needs-Assessment-PDF>

Addendum A: Additional Questions for Consideration

These questions are listed to provide context for the project. Teams can choose to provide written responses to these questions as part of their response to the RFQ but are not required to do so.

1. Residency. Most data sources utilize driver's license information to determine where workers live. How will you account/adjust for:
 - Workers who are here on a break from school or life but who do not change driver's license information during that initial period yet reside and work in the County.
 - Seasonal workers including H2B and J1 visa workers.
 - Non-workers and Proprietors who may be filing taxes from an office location and there is no tie to driver's license information or residency information.
2. Proprietor/Non-worker. How will you account/adjust for:
 - Those entities which are solely for business purposes and do not create a working job, rather they provide an operational structure.
 - Those workers who file more than one Non-Worker Federal Tax Form creating the impression of two workers.
 - Those proprietors who do have multiple entities and work in both/all of them.
 - Those proprietors who also have a wage and salary job in addition to the business entity or self-employment.
 - Those who telecommute to jobs in other locations.
3. Part-time/Multiple Job Workers. Some jobs are designed to be part-time for various reasons including avoiding the cost of benefits, like health care, associated with full-time positions. How do you account/adjust for:
 - The total number of workers working multiple part-time jobs. Ratio of Jobs/Worker?
 - If there are different job to worker ratios assigned to Wage and Salary vs. Proprietor; how are those established?
 - How do you adjust Annual Income for Workers occupying multiple jobs?
4. Commuters. For the people that are commuting from Lincoln County, WY and Teton County, ID. Can you identify the number of Workers who make the commute decision by:
 - Relatively more affordable purchase housing and cost parameters
 - Relatively more affordable rental housing and cost parameters.
 - Lifestyle decision and no desire to move to Teton County.
5. Housing Supply. Many residents have to take subtenants or create group housing situations in order to afford a place to live.
 - How do you plan on identifying/quantifying the workforce that has created their own group housing situations.
 - What are the monetary drivers/limits for these types of situations.
6. Vintages. Different data sources provide information from different years. Please describe your process for integrating the data or avoiding the conflicts of different vintages.