SOUTHWESTERN PENNSYLVANIA COMMISSION

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Southwestern Pennsylvania Commission Small Purchase of Services (SPS)
Regional Housing Study
Proposals are due electronically: December 1, 2026 by 11:59 p.m. with subject line "Housing SPS"

Summary: Southwestern Pennsylvania Commission (SPC) is seeking proposals from qualified firms for a comprehensive housing study. The goal of the study will be to assess current housing conditions, identify deficiencies, and explore opportunities for sustainable development. This study will provide data-driven insights to guide policymakers, community leaders, and private stakeholders in addressing housing needs across the region.

All questions and proposals need to be submitted via email with subject line "Housing SPS" to Kristin Baum kbaum@spcregion.org. Any proposal received after Tuesday, December 1, 2026 by 11:59 p.m. will be rejected.

General information:
The Southwestern Pennsylvania Commission is the cooperative forum for regional collaboration, planning, and public decision-making. SPC operates with public involvement and trust, develops plans and programs for public investments, as well as fulfills federal and state requirements for transportation, economic development, and local government assistance programs.
The ten counties of Southwestern Pennsylvania face complex and evolving housing challenges that impact economic growth, social equity, and community stability. This project will deliver actionable recommendations aimed at improving housing affordability, availability, and quality, while promoting inclusive and equitable community development.

Project description:
SPC is seeking proposals for a regional housing study and needs assessment. The goal of the study will be to conduct a region-wide analysis of housing conditions in the SPC's 10-county jurisdiction, identifying critical gaps and opportunities to inform strategic planning and policy initiatives.

Scope:

The study should answer the following questions for a ten-year timeframe:

- What are the characteristics of the current housing stock, including housing types, physical conditions, and occupancy rates?
- Where does the existing supply fail to align with current and projected household needs across income levels, demographic groups, and household types, and at what scale do these gaps exist? (Municipality/census tract?)
- Which places (communities, corridors, or development sites) are best suited for targeted housing strategies like rehab, infill, rental development, attainable ownership, senior housing, workforce housing, or blight remediation?
- Where could existing or projected housing constraints adversely affect access to jobs, services and transportation?
- How do housing costs influence the costs of taxes, utilities, and insurance throughout the region?
- Where could housing constraints affect employer recruitment, retention, commuting patterns, and local economic development?
- What policy, planning, financing, and investment best practices should be recommended to local governments, community organizations, and private developers to improve housing affordability and long-term regional resilience?
- What data resources, mapping tools, and visualizations/dashboards should SPC be able to update and maintain after the study is completed?

Study Components:

1. **Regional baseline and trends (provided by SPC)**
    - Population and household change from 2000 to the latest available year.
    - SPC municipal forecasts and REMI county forecasts for population, households, employment, GDP, births, deaths, and migration.
    - Age structure, including seniors, working-age residents, school-age population, young adults, and age of householder.
    - Household composition, household size, family/non-family households, single-person households, and length of residence.
    - Income distribution, poverty, low-income households, educational attainment, and households receiving benefits.
    - Employment by industry, wages, labor force participation, unemployment, major employment centers, and commute flows.

- Report will include other housing information as supplied by SPC as it is relevant to analysis for each section.

2. **Existing housing stock and market conditions**
   - For-sale trends: home values, sales prices, days on market, available inventory, price ranges, and condition issues that affect financing.
   - Rental trends: median rent, multifamily supply, subsidized/LIHTC/public housing, voucher availability, waitlists, and non-conventional rentals.
   - Housing condition indicators, including code violations, blight data, tax delinquency, age-related repair needs, and accessibility concerns.

3. **Affordability and household costs**
   - Insurance costs, utility costs, income taxes paid.
   - Housing + transportation cost analysis, especially for workers commuting to major job centers.
   - Estimated affordable rent and purchase price ranges by household income.
   - Identification of where affordability pressure comes from low incomes, high housing costs, poor housing quality, or limited available supply.

4. **Housing need, demand, and feasibility**
   - Separate treatment of housing need, market demand, and development feasibility.
   - Replacement need for obsolete, deteriorated, or functionally mismatched units.
   - Pipeline accounting so known developments are not double-counted or overlooked.
   - Feasibility testing for selected housing types, including workforce rentals, missing-middle ownership, senior-friendly units, infill housing, and mixed-use development.

5. **Geography, submarkets, and community types**
   - County-level analysis for the full region, with municipal, tract, or block-group detail where the data applies.
   - Submarket or community typologies, such as urban core, inner-ring suburb, job center, small town, rural community, recreation/seasonal market, and high-growth corridor.
   - Prepare inputs for maps showing affordability stress, vacancy/blight risk, aging housing stock, job access, infrastructure readiness, and market strength.
   - County or subregional profiles for local partners.

6. **Land use, infrastructure, and development readiness**
    - Inventory of redevelopment and infill opportunities, including publicly owned land, tax-delinquent parcels, vacant residential land, brownfields, and underused commercial sites.
    - Zoning capacity for multifamily, duplexes, townhomes, ADUs, mixed-use housing, senior housing, manufactured housing, and other needed housing types.
    - Development barriers such as minimum lot sizes, parking requirements, density restrictions, lengthy approvals, infrastructure gaps, steep slopes, flood risk, and fragmented local rules.
    - Water, sewer, road, broadband, transit, and school district considerations that affect site readiness and housing costs.

7. **Resident attraction, workforce housing, and quality of life**
    - Relationship between housing supply and employer recruitment/retention.
    - Set criteria for LEHD/LODES commuting analysis to identify where workers live, where jobs are located, and where in-commuters may be potential residents.
    - Migration patterns using IRS migration data, Census migration flows, USPS address changes, and other available sources.
    - Quality-of-life factors tied to housing choice, including schools, childcare, parks, healthcare, grocery access, cultural amenities, safety, taxes, and transit.

8. **Engagement and local knowledge**
    - Attend steering committee / advisory group with SPC member counties, municipalities, redevelopment authorities, housing authorities, economic development partners, and community organizations.
    - Conduct interviews with planners, code enforcement staff, builders, developers, lenders, employers, realtors, housing providers, and social service organizations.

9. **Strategy and implementation**
    - Provide information to assist in decision-making on special topics in the region: case studies, model ordinances, etc.
        - Housing preservation and rehab: owner rehab, rental rehab, weatherization, emergency repairs, accessibility improvements, lead/safety work, and energy efficiency.

- Blight and vacancy: land banks, conservatorship, acquisition/rehab/resale, demolition, code enforcement, rental registration, and reuse of vacant land.
- New construction: missing-middle housing, infill development, mixed-use housing, senior-friendly housing, workforce rentals, attainable ownership, and targeted subdivisions.
- Development finance: gap financing, revolving loan funds, regional housing fund options, LERTA, tax abatements, public land contributions, employer-assisted housing, and infrastructure support.
- Regulatory: zoning, parking reform, ADUs, small multifamily allowances, density flexibility, manufactured housing standards, and expedited review process.
- Regional collaboration: shared housing data, grant coordination, funding matrix, technical assistance, model ordinances, and possible regional housing consortium functions.
- Relevant special topics in housing, like: resilience to weather events, tangled titles, mine subsidence, permitting issues, erosion and landslide potential, etc.

C. Deliverables - All data, metrics, and visualizations, including dashboards, should be able to be sortable by city and county

- Final report with executive summary, regional findings, county/submarket profiles, and potential strategies and implementation planning.
- Data workbook with all indicators, sources, vintages, geographies, calculations, and field names.
- GIS documentation/visuals for study geographies, housing typologies, opportunity areas, accessibility layers, and housing need/demand indicators.
- Housing demand/gap model with assumptions and inputs.
- Funding and tools section covering local, county, state, federal, philanthropic, and private-sector resources and research.
- Internal/external briefing materials.
- Dashboard or data viewer for specific indicators.

D. Data Sources

- Census and forecasts:
    - Decennial Census, ACS 5-year estimates, Population Estimates, Building Permits Survey, Census migration data, SPC forecasts, and REMI forecasts.
- Local property data:
    - County assessment files, parcel data, tax data, common level ratios, reassessment timing, permits, demolitions, code enforcement, land banks, and redevelopment authority data.
- Housing market data:
    - MLS, Realtor.com, Zillow, other buy/rental listing sites, local rental surveys.
- Affordable housing data:
    - HUD, LIHTC, NHPD, USDA Rural Development, PHFA, local housing authorities, Continuum of Care, PIT/HIC, voucher data, and waitlists.
- Economic and workforce data:
    - LEHD, BLS, Mergent, QCEW, major employer lists, commuting data, and regional economic development datasets.
- Migration and address data:
    - Census, IRS county-to-county migration, USPS change-of-address or vacancy data where available, and local records of known developments.
- Accessibility and infrastructure data:
    - Transit, road network, MERLAM/job centers, grocery, healthcare, schools, parks, childcare, broadband, water/sewer, floodplains, slopes, and brownfields.

Proposal Content:

Consultants must include, but are not limited to, including the following information in their submission:

1. **Completed and Executed Price Quotation Request for Contractor Services Form**
2. **Completed and Executed Disadvantaged Business Enterprise Good Faith Effort Plan Form**
3. **Cover Letter**

- A description of the history, experience and qualifications of the consultant, and any sub contactors that will be performing the Scope of Services. Included in the cover letter, there should be the following:
    - Name, Address of all firms involved on the project (including subcontractors)
    - History, size and structure of firm

- Name(s) of principals in the firms

4. Qualifications and Experience

- Identification of Principal in Charge, Project Manager and roles of other key personnel. Include relevant project experience and copies of resumes of all personnel assigned to the project.

5. Approach to Scope of Work

- Provide a detailed description of the firm's approach to how they will proceed with the project.
- List specific tasks to be completed with the goals and objectives to be reached.

6. Timeline

- Timeline must include the activities to be performed by the firm, the number of hours and other resources required to complete each task, and the expected time to complete each task. The Proposal should include time schedules and milestones and other information as necessary to demonstrate the consultant's ability to complete the project on time. The SPC's goal is to have the study completed no more than one year following contract execution.

7. References

- Please provide three references to demonstrate a record of previously completed. projects (minimum of 3, but not more than 5) of similar scope and size completed within the past 5 years.

8. Budget and Justification

- Provide a detailed description of costs.
- Provide a detailed cost breakdown that includes a cost for each task identified in the Scope and Schedule and an estimate of manpower hours necessary to complete work. All cost assumptions must be clearly documented in this portion of the submittal. Include a budget for direct expenses.
- Include a verifiable record of completing projects on time and on budget.

9. Evaluation Criteria and Selection Process

- All proposals shall be reviewed and evaluated by SPC Staff. Those companies determined to be acceptable for the award based on an evaluation using the selection

criteria reflected below, and may be interviewed either in person, online or by phone whichever is deemed most appropriate by the selection committee.

- Quality of proposed staff filling key positions.
- Proposed Project Process Plan that includes a process design that demonstrates a detailed and comprehensive understanding of the project scope of services. The plan/process design includes all the requisite resources, and the proposed schedule meets the project required timeline for project completion. The individual proposed to act as the primary contact that has the requisite skills and direct experience necessary to successfully complete the project goals/objectives. The Process Plan accurately identifies all major challenges/opportunities and includes innovative/creative proposed solutions (best practices) that have produced verifiable positive results on past projects.
- Methodology for projections and which data sets are anticipated to be used for ten year projections.
- Eligibility to do business with SPC with regard to federal contracting exclusions and other regulations.
- Anticipated Project Schedule Completion (ideal completion is one year from execution).
- Total Fee for Services.

Award of Contract

The SPC Staff will forward their final recommendations for award to the Executive Director. The Award will be made to the most qualified company after evaluation of all responses, interviews a thorough review of qualifications, completion of negotiations and acceptance of their fee. The right is reserved to reject responses received; and, in all cases, the SPC will be the sole judge as to whether the response has, or has not, satisfactorily met the requirements of this SPS. All questions and proposals need to be submitted via email to kbaum@spcregion.org.

Proposals are due: December 1, 2026 by 11:59 p.m. EST