

## **HOUSING REGULATORY TOOLKIT SCOPE OF SERVICES**

The purpose of this project is for Pritchett Steinbeck Group (the “Consultant”) to support Forward Pinellas staff, in partnership with Pinellas County, in the development of a Housing Regulatory Toolkit meeting the objectives of the Advantage Pinellas Housing Action Plan, which identifies the critical need for housing that is affordable to a broad range of incomes, coordinated with planning for jobs, job training and transportation.

At present, each local government in Pinellas County is responsible for formulating and adopting its own strategies to encourage housing affordability, which has led to a fragmented regulatory environment that is difficult for developers and other housing providers to navigate. The Consultant will assist in drafting the Housing Regulatory Toolkit, which will provide a menu of regulatory incentives and design standards that all local governments in Pinellas County will be encouraged to use in their own communities.

The project scope shall be structured in three tasks, as follows:

### **TASK 1: REVIEW OF CURRENT LOCAL REGULATIONS AND THE COUNTYWIDE RULES (MONTHS 1-3)**

The Consultant will review the current local land development regulations of the 25 local governments in Pinellas County and assess their effectiveness in incentivizing housing that is affordable and meets other objectives of the Housing Action Plan. The Consultant will also review the Countywide Rules to determine whether enabling and/or supportive amendments are needed. This task will include outreach to local government planning and community development staff. The Consultant will prepare and assist in disseminating information about the nature of the project, its desired outcomes, and the ask that is being made of local governments in terms of participation. The Consultant will organize a series of meetings to ensure there are options for local government participation. That series will include group meetings in the north, south central and beach areas of the county. The Consultant will also hold three meetings with individual local government’s staff to document housing regulations and incentives that have had outcomes that can inform the project’s recommendation. The Consultant will also interview at least six affordable housing and/or market rate housing developers to gain insight on beneficial local strategies, barriers, and opportunities.

#### **Deliverables:**

- One (1) kick-off meeting with project management team, including staff from Forward Pinellas, Pinellas County, and the Advantage Pinellas Housing Tactical Team.
- One (1) summary report of the findings and areas of improvement the Consultant has identified upon reviewing current local regulations and the Countywide Rules, including an analysis of how local governments have implemented the Live Local Act and other relevant state statutes.
- One (1) workshop with local government and housing sector stakeholders to gather input on the findings, which shall be modified as needed.

- Presentation and discussion of the analysis/report findings at one (1) meeting of the Forward Pinellas Planners Advisory Committee.
- Biweekly project management meetings via conference call/phone to review progress and findings.

**TASK 2: DEVELOP A DRAFT HOUSING REGULATORY TOOLKIT (MONTHS 4-7)**

Based on the findings of Task 1, the Consultant will develop a draft menu of regulatory strategies, incentives, and design standards for local government use. The Consultant will also provide direction to Forward Pinellas for supportive amendments to the Countywide Rules.

Deliverables:

- A set of model land development regulations, including regulatory incentives and design standards, consistent with relevant state statutes, in a form sufficient to be adopted by local governments who opt to do so. The model regulations will be accompanied by content that addresses the contexts where strategies are most effective, the benefits the strategies are anticipated to bring, and approaches to overcoming the potential barriers to implementing the strategies.
- A set of draft text amendments to the Countywide Rules.
- Presentation of the analysis/report findings at one (1) meeting of the Forward Pinellas Planners Advisory Committee and (1) meeting of the Forward Pinellas Board.
- Biweekly project management meetings via conference call/phone to review progress and findings.

**TASK 3: OUTREACH TO LOCAL GOVERNMENTS (MONTHS 8-9)**

The Consultant will work with Forward Pinellas staff to determine what remaining technical assistance or other needs local governments have that need to be addressed to facilitate adoption of the model regulations developed in Task 2.

Deliverables:

- One (1) workshop with local government stakeholders to determine technical assistance needs or other barriers to local governments’ utilization of the Housing Regulatory Toolkit.
- Biweekly project management meetings via conference call/phone to review progress and findings.

## **SCHEDULE**

The project schedule for each task shall be as outlined above based on the notice to proceed date for the project, or as otherwise agreed upon with Forward Pinellas staff.

## **FEE**

For work under this scope of services, Forward Pinellas will compensate the Consultant \$90,000 to be invoiced monthly based on agreed-upon Consultant contract rates and the percent completion of each task. The budget for each task shall be as follows.

Task 1:	\$35,000
Task 2:	\$40,000
Task 3:	\$15,000