

**COUNTY OF DELAWARE**  
**ADDENDUM # 1**  
**DELAWARE COUNTY HOUSING STUDY AND MARKET ANALYSIS (eDPL-120425)**

The County of Delaware advertised on the County of Delaware's website/PennBid and in the Philadelphia Inquirer and Daily Times newspapers the Invitation to Bid for: DELAWARE COUNTY HOUSING STUDY AND MARKET ANALYSIS (eDPL-120425) on Friday, November 7, 2025. Submissions are to be received via PennBid on Thursday, December 4, 2025 @ 11:00 a.m.

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**\*\*\*BID QUESTIONS, CLARIFICATIONS AND ANSWERS\*\*\***

**ADDITIONAL TERMS HAVE BEEN UPLOADED. VENDORS RESPONDING TO THE RFP SHALL BE BOUND BY THE ADDITIONAL TERMS.**

**Question #1:** Can the County confirm whether proposals may include partnerships between data analytics or technology firms and housing policy or planning consultants, or if the County prefers firms with in-house housing market research capacity?

Additionally, will the County provide existing datasets (e.g., parcel, zoning, and demographic data), or should the consultant include primary data collection and GIS development within the proposed scope?

**Answer:** We absolutely welcome collaborative proposals among firms with varying fields of expertise provided they are able to synthesize their individual analysis into a final, cohesive product.

The County will provide existing GIS datasets or direction on where data can be obtained from regional partners following a discussion on what datasets are needed/requested.

**Question #2:** The RFP aims to enable the "development of data-based housing policy". What is the single most critical and immediate policy outcome the County hopes this study will achieve (e.g., funding for specific programs, zoning reform, land bank strategy)?

**Answer:** While we hope to use this study for a variety of purposes, we would most like to be able to use data to demonstrate to municipalities the need for changes to local zoning and housing policy, including a reduction in single family detached only zones and the facilitation of a greater variety of housing types across municipalities. We would like to demonstrate that the market will support a greater variety of housing types than many municipalities may assume (and highlight the long-term fiscal and infrastructural impacts of typical suburban-style growth), while also demonstrating the disparity between available housing and the salaries of many first-time homebuyers and community-supportive workforce people (e.g. police, fire, teachers, health care workers, etc.).

**Question #3:** The County faces varied challenges (aging stock, affordability, open space balance). Should the study prioritize strategies to expand the total supply of housing units (new construction), or focus on preservation and rehabilitation of existing affordable housing (NOAH)?

**Answer:** The County is largely built out, but faces a great deal of disparity in terms of housing availability across the different municipalities. We would like to explore how we can achieve more choice in all areas of the County through complementary policies such as greater diversification of housing types in less-densely developed areas and increased investment and reinvestment opportunities in older communities.

**Question #4:** The scope includes a Fair Share Analysis by Submarket (mini-zoning analysis). Will this require a general analysis of County-level barriers, or specific, actionable recommendations for amendments to local municipal zoning ordinances (e.g., for ADUs, density bonuses)?

**Answer:** The intent of this report is to examine how each municipality contributes to affordable housing and how township/boroughs could contribute to reach the County and regional needs. This needs to include a count of affordable housing by municipality, as well as recommendations/directives to each municipality on what they can change in its zoning code to accommodate affordable housing needs. This can also include County initiatives to meet affordable housing goals.

**Question #5:** The scope requires granular rental market data (asking rent, vacancy, etc.). Does the County have pre-purchased access to a third-party data subscription (e.g., CoStar, Reis) for commercial and rental market intelligence that the consultant should utilize?

**Answer:** We do not have access to any of these subscription services.

**Question #6:** Section 2.16 states final payment requires a 10% retainage at the end of the contract period. Can the County provide a proposed schedule of the major milestones and associated percentage payments that would comprise the initial 90% of the lump sum fee?

**Answer:** Invoices must be submitted monthly. Vendors must submit their invoices based on the work completed for that month.

**Question #7:** The consultant is required to lead up to three stakeholder group meetings. What level of administrative support (e.g., scheduling, managing contact lists, coordinating logistics) will the County Project Team provide for these meetings?

**Answer:** The County team will connect the selected consultant with a network of housing stakeholders via the County's pre-existing Housing Working Group. The County can also provide meeting space and assist with logistics and coordination of these meetings.

**Question #8:** The County notes the presence of Justice40 designated communities. Does the County expect the methodology to use Justice40 criteria or other specific indices (e.g., LMI, vulnerability) to define "submarkets" for the analysis in Part I & II?

**Answer:** The specific Justice40 criteria are not required. LMI is another source, as well as ALICE, and the regional MPO, DVRPC, has Indicators of Potential Disadvantage (IPD) for example.

**Question #9:** Beyond the report and presentation, the final deliverables include GIS files and electronic files of all data. What specific file format and schema (e.g., GIS software version, database type, shapefile format) are required to ensure full usability by DCPD staff?

**Answer:** Geodatabase is preferable over shapefiles, we use ArcPro 3.5/Enterprise 11.3

**Question #10:** Attachment Q focuses on Diversity Business Enterprise (DBE) participation. If we do utilize certified DBE sub-consultants, is there a specific mandatory utilization goal or expectation for the DBE percentage of the total contract value?

**Answer:** While utilizing DBE participation is highly encouraged, the inclusion of Attachment Q is to get information on how many diverse firms are being utilized for our contractors. There are no mandatory utilization goals or expectations associated with this project.

**Question #11:** The anticipated interview date is December 16, 2025. What is the anticipated date for the Notice of Award or execution of the contract, and when is the definitive start date (Commencement of Work) expected?

**Answer:** Factoring in the holidays, we anticipate that contract award will take place during the first or second Delaware County council meeting of 2026. While no official dates for these have been posted, based on previous years these meetings should take place on the first and third weeks of January, respectively.

**Question #12:** We are not currently registered with the Commonwealth of Pennsylvania so cannot obtain a certificate of good standing from the Secretary of the Commonwealth. To meet the requirement for Attachment N, is it acceptable to provide a certificate of good standing from the state where we are registered instead? Or are we required to register with and obtain one from Pennsylvania? Thanks!

**Answer:** An up-to-date certificate of good standing with your own state will suffice.

**Question #13:** Attachment H references 7 required tabs; RFP section 4.1 references a different set of requirements & organization. Can you confirm and clarify the required format and organization for submissions?

**Answer:** Please utilize the requirements in section 4.1 for the format and organization of your submission.

**Question #14:** Can you confirm the primary goals and decision-making uses for this study (e.g., zoning, affordable housing targets, funding applications)?

**Answer:** See response to Q2

**Question #15:** Are there specific policy questions or outcomes the County expects this analysis to inform?

**Answer:** See response to Q2

**Question #16:** What geographic boundaries should be used (entire county, municipalities, specific MSAs/census tracts)?

**Answer:** For research purposes, we prefer block group data which can be aggregated to larger geographies, to the extent that it is available.

**Question #17:** Should the study include forecast scenarios (baseline, moderate growth, high growth, pessimistic, aging population, economic downturn)? If so, how many scenarios?

**Answer:** High, medium, and low growth scenarios should suffice.

**Question #18:** Are there program types to prioritize (rental vs. for-sale, senior, workforce, supportive housing)?

**Answer:** We are interested in rental vs for-sale markets, as well as the needs of workforce housing. We have also seen increased pressure on seniors to find quality, affordable housing. Any and all of those would be helpful avenues for us to have data to help us provide policy recommendations.

**Question #19:** Does the County have preferred methodologies or models (e.g., machine learning, statistical forecasting, scenario modeling) for demographic, economic, and housing-demand projections?

**Answer:** The County does not adhere to a specific forecasting methodology or model and is open to the recommendations of the expertise of the consultants.

**Question #20:** Please confirm primary data sources you expect. (County records, MLS, ACS, building permits, assessor data, rental listings, PIT counts).

**Answer:** Parcel polygons, assessment database, real estate database, zoning information, boundary data. Point in Time counts, CDBG funded areas. ACS for general demographic information. We do not have access to MLS data but would welcome its use if appropriate.

Building permits are not acquired at the county level so this requires direct outreach to local governments.

**Question #21:** Will the County supply proprietary datasets (parcel-level, assessor, building permits, voucher lists, code-enforcement records, rental registry, vacancy data)? If yes, in what format and timeline?

**Answer:** See Q1. Proprietary data that the county maintains: parcel polygons (geospatial), assessment database, real estate database, quarterly list of Upset Sales, Sheriff Sales and repository parcels.

There is a difference in proprietary datasets and data we maintain like zoning.

Code enforcement records, rental listings, permits are maintained at the municipal level.

**Question #22:** Are there preferred demographic/economic forecasts or baseline assumptions (population growth, employment growth, vacancy rate targets)?

**Answer:** See Q 17.

**Question #23:** Do you want gaps in data to be filled using modeled estimates? Any preferred modeling approaches?

**Answer:** See Q 19.

**Question #24:** Is a needs assessment methodology preferred (e.g., Hansen-style affordable housing gap, demand capture, household income targeting)?

**Answer:** See Q 19.

**Question #25:** Should the analysis include financial feasibility testing (pro forma for sample projects) and/or incentive modeling?

**Answer:** Financial feasibility analysis would be a welcome element of the market data research we are requesting and may be an interesting talking point when sharing information from this study with our municipalities.

**Question #26:** Would the County approve the use of AI-powered tools (e.g., computer vision from street-level imagery, crowdsourced multimodal data, behavioral insights from surveys) to support housing-condition identification and affordability analysis?

**Answer:** These types of AI Analysis tools would be acceptable provided their potential limitations are considered and noted. However, use of generative AI is discouraged.

**Question #27:** Is mobile-based data collection (SMS surveys, smartphone capture, mobile diaries) permitted for capturing resident feedback and lived experiences?

**Answer:** Yes.

**Question #28:** What is the minimum geographic resolution expected for analysis (census tract, block group, parcel, neighborhood boundary)?

**Answer:** See Q 16.

**Question #29:** Any specific accessibility/transit metrics required (e.g., 10 minute walk to transit, proximity to services)?

**Answer:** Nothing required, although analysis of proximity to services would be a useful element of research.

**Question #30:** Does the County require specific data-governance standards (e.g., NIST, SOC2, GDPR-level controls) for datasets collected and processed using AI tools?

**Answer:**

**Question #31:** What final deliverables are required (report length, executive summary, slide deck, data tables, GIS layers)?

**Answer:** We would like a final report document (no specific length required) summarizing process, data analysis, scenarios, key takeaways, etc. In language clear enough for our use and for sharing with a municipal audience. A slide deck and executive summary would be helpful for our outreach to municipalities. We do require data tables and final GIS layers.

**Question #32:** Do you require machine-readable deliverables (CSV/Excel/GIS shapefiles)? If so, what schema/fields?

**Answer:** Yes, we want the final datasets and GIS shapefiles

**Question #33:** Does the County require integration of final datasets into its existing GIS or data systems, or will AI-powered dashboards/visualizations be accepted as standalone tools?

**Answer:** Yes, we want the final datasets.

**Question #34:** Is the County expecting a static written report only, or would an interactive AI-powered dashboard (with live filtering, scenario analysis, or real-time updates) be acceptable or preferred?

**Answer:** A static written report is necessary, but other types of interactive and/or online interfaces would be acceptable add-ons for sharing purposes.

**Question #35:** Are there branding or template requirements for final documents?

**Answer:** No specific templates, but we will provide copies of the County seal and DCPD department logo for inclusion.

**Question #36:** Is a public-facing summary or press-ready materials required?

**Answer:** See Q 31. The focus should be on the final report and analysis for the use of the Planning Department in its Comprehensive Plan and other outreach to municipalities, but guidance on outreach would be welcome.

**Question #37:** Will you require interim deliverables or drafts for review? How many review rounds are expected?

**Answer:** There are no specific interim deliverables required at this time; the County and the selected consultant will agree on a work scope and schedule at time of contract including review rounds.

**Question #38:** Who will be the County's primary reviewer and what is the expected review turnaround time for drafts?

**Answer:** Staff from the County Planning Department and Office of Housing and Community Development will review the documents and be the primary contact for the consultant. Given the tight timeframe for this project, turnaround time on draft review will be prompt and, depending on the depth and breadth of the drafts submitted, generally between one and three weeks.

**Question #39:** Who are the primary County contacts and subject-matter reviewers for this project?

**Answer:** See Q 38.

**Question #40:** Are stakeholder interviews or focus groups required? If yes, how many and which stakeholder types (municipal planners, housing authorities, developers, non-profits)?

**Answer:** See Q 7. Two to three stakeholder meetings are required as per the RFP, as well a final presentation to the Housing Working Group, project team, and County Council are required. If a consultant feels additional would be beneficial, more outreach can be included in the proposal. **Question #41:** Will the County coordinate/host public meetings, or is the consultant expected to organize logistics?

**Answer:** The County will assist with coordination and logistics of meetings.

**Question #42:** Are there advisory committees or boards that must review and approve the final product?

**Answer:** See Q 38.

**Question #43:** Can you confirm the RFP's required project start date and final delivery date?

**Answer:** The County's bid schedule for this project anticipates having a fully executed contract with the selected contractor on January 8, 2026, and the expiration date for the main funding source for the project is July 10, 2026.

**Question #44:** Are there hard deadlines tied to funding or Council/Commission meetings we must meet?

**Answer:** Yes. The main funding source for the project expires July 10, 2026 (7/10/26)

**Question #45:** What are expected milestone review points and associated deliverable dates?

**Answer:** See Q 37.

**Question #46:** Is there an estimated budget range or maximum budget for this contract?

**Answer:** Maximum budget for this project is \$200,000.

**Question #47:** What payment schedule is preferred (monthly, milestone-based, upon delivery)?

**Answer:** Payment schedule will be done monthly. Vendors must submit their invoices based on the work completed for that month.

**Question #48:** Are there reimbursement rules for travel and out-of-pocket expenses?

**Answer:** No. You would be expected to note and include such expenses in your regular invoices.

**Question #49:** Are there minimum staff or experience requirements (lead analyst seniority, prior county-level housing studies)?

**Answer:** No, but we will be evaluating proposals based in part on consultant expertise and prior experience.

**Question #50:** Are women/minority-owned or local firm participation goals or DBE/WBE requirements?

**Answer:** There are no mandatory utilization goals or expectations associated with this project.

**Question #51:** Does the County permit the use of specialized subcontractors (GIS analysis, economic modeling, field data collection)? If so, what is the approval process and timeline?

**Answer:** See response to Q1. We would recommend that the lead applicant coordinate with the selected subconsultants during the process of submitting a response to the RFP so that the full project team can be evaluated together.

**Question #52:** Are there limits on subcontractor percentages?

**Answer:** No

**Question #53:** What evaluation criteria and scoring weights will be used to rank proposals?

**Answer:** Evaluation Criteria and Scoring Weights are listed in section 5.4 of the RFP documents.

**Question #54:** Will interviews or proposal clarifications be part of the selection process? If yes, what are the expected dates?

**Answer:** Anticipated interview date is Tuesday, December 16, 2025. It will consist of a presentation by shortlisted vendors and Q&A panels to answer any additional questions.

**Question #55:** Are there required insurance minimums and contract terms we should be aware of?

**Answer:** See Attachment E: Insurance Requirements and Acknowledgement Form

**Question #56:** Who will own the data and final deliverables? Any restrictions on reuse or distribution?

**Answer:** The County will own the data and deliverables but the consultant may make reference to any analysis or outcomes resulting from this project in their future work.

**Question #57:** Any confidentiality or non-disclosure requirements for sensitive data?

**Answer:** Not anticipated.

**Question #58:** Are site visits or property tours required or recommended?

**Answer:** Depending on recommended methodology, the consultant may wish to physically tour specific areas of the county to determine housing conditions or to verify information obtained through data research.

**Question #59:** Is the consultant expected to conduct in-person field verification, or will remote/AI-assisted housing-condition assessments be acceptable?

**Answer:** See answer to Q58 – remote assessments through Street View or aerial imaging may be sufficient but site visits could be more reliable.

**Question #60:** Do you require the consultant to provide hardware/software (e.g., GIS licenses), or can County resources be used?

**Answer:** Although the County is able to provide a great deal of data for the consultant's use (See Qs 20 & 21), the consultant must utilize their own GIS license(s) and other related software.