



**DEPARTMENT OF BUSINESS AND INDUSTRY
HOUSING DIVISION**

**NEVADA HOUSING DIVISION
FY2025**

**REQUEST FOR PROPOSALS: Additional Reporting on Housing Progress
and Plans (NRS 278.237)**

The Nevada Housing Division (“Division”) is issuing a Request for Proposals (RFP) to support research fulfilling selected requirements of [NRS 278.237](#) for the 2025 reporting cycle and further refining reporting guidelines for future submissions.

Proposals are being accepted beginning Monday, March 3, 2025, until Friday, March 21, 2025.

Purpose:

Assembly Bill 213 of the 2023 Legislative Session was signed into law by Governor Joe Lombardo on June 5, 2023 (codified as [NRS 278.237](#)) and created a requirement for jurisdictions to report additional data to the Housing Division each year. Jurisdictions required to include a housing element in their master plan are subject to this mandate (pursuant to [NRS 278.150](#)), and the data reporting requirements align with components included within their housing element pursuant to [NRS 278.160](#). The following two counties and seven cities are subject to this reporting:

1. Clark County (Unincorporated)
2. City of Las Vegas
3. City of Henderson
4. City of North Las Vegas
5. City of Mesquite
6. City of Boulder City
7. Washoe County (Unincorporated)
8. City of Reno
9. City of Sparks

Jurisdictions completed the first submissions for this new reporting in 2024. Informed by feedback following this initial round of reporting, the Division provided updated guidance to jurisdictions for the 2025 reporting year (included as an attachment, for reference). Included in the update is a recommendation for a consultant, in coordination with the Division and jurisdictions, to complete research needed to fulfil two elements of this

reporting, as outlined in [NRS 278.237](#): Subsection (D) and Subsection (F). The subsections request, respectively:

Subsection (D): A determination of the present and prospective need for affordable housing in the community. (Note that reporting for the 2025 cycle should match the format of the [2024 report](#) which determined this through analyses of housing need by income level).

Subsection (F): An analysis of the characteristics of the land that is suitable for residential development. The analysis must include, without limitation:

- i. A determination of whether the existing infrastructure is sufficient to sustain the current needs and projected growth of the community; and
- ii. An inventory of available parcels that are suitable for residential development and any zoning, environmental, and other land use planning restrictions that affect such parcels.

The consultant shall be responsible for completing analyses to fulfil the requirements of Subsections (D) and (F) for all jurisdictions. Additionally, the consultant shall coordinate with the Division Economist to review current methodology and provide recommendations, as needed, to further standardize and refine reporting guidelines for all subsections.

AWARD PROCESS

This RFP is seeking qualified consultants and subject-matter experts to submit proposals to partner with the Housing Division and jurisdictions in support of the 2025 reporting cycle for additional reporting on housing progress and plans, pursuant to the guidelines outlined in [NRS 278.237](#).

Maximum Number of Awards:1

Maximum Amount of Award: \$50,000

Duration: One-time

For this application, the Division is seeking a scope of work that includes, but is not limited to, the following:

- Deliverables and tasks to fulfil the reporting requirements of Subsections (D) and (F) of [NRS 278.237](#) for all nine jurisdictions as well as support further refinement of Division reporting guidance to jurisdictions, in coordination with the Division Economist.
- Description of planned methodology, including analysis techniques, data sources, and other resources as relevant. (Note that approaches for Subsections (D) and (F) should broadly align with the methodology utilized for the [2024 report](#), as outlined in the Division's updated guidance to jurisdictions, with adjustments as needed).

- Deliverable timelines aligned with the outlined deadlines in accordance with Division guidance and compliance with [NRS 278.237](#).

ELIGIBLE APPLICANTS

All applicants whose skillsets, expertise, and experiences align with the needs for this reporting cycle are encouraged to apply.

TIMELINE

Applications open on March 3, 2025, at 8:00 AM.

Applications must be submitted via email to jhendricks@housing.nv.gov no later than 11:59 PM on March 21, 2025. Applicants will be notified of the selection outcome by no later than April 11, 2025.

Completed subsections must be reported to jurisdictions by July 1, 2025, to allow for review prior to jurisdictions' final submissions to the Housing Division by July 15, 2025. Identified recommendations to update reporting guidance for future submissions must be finalized and submitted to the Division by September 15, 2025, although coordination with the Division Economist to develop such recommendations will be ongoing throughout the duration of the funding period.

HOW TO APPLY

Please submit a single PDF document with all required information and attachments via email to jhendricks@housing.nv.gov by no later than 11:59 PM on March 21, 2025.

EVALUATION CRITERIA & PROCESS

Division staff, in coordination with jurisdictions, will evaluate proposals and select a consultant within 21 days of the submission deadline. Scoring will be based on the following criteria:

Qualifications and Experience

- Expertise in research focused on affordable housing development, demographic analyses, and land use/zoning considerations (national and local in scope).
- Experience developing methodologies and completing similar analyses for jurisdictions across the State to inform documents such as local Master Plans, Housing Elements, Consolidated Plans, and other such documents.

Approach and Data-Driven Strategies

- Commitment to collaborating with the Division, jurisdictions, and other parties as may be relevant to inform this year's reporting as well as the development of reporting guidance for future submissions.
- Emphasis on analysis using national and local datasets, such as the Comprehensive Housing Affordability Strategy (CHAS) dataset from the U.S. Department of Housing and Urban Development (HUD), the American Community Survey (ACS) dataset from the U.S. Census Bureau, and data from the Clark and Washoe County Assessor Offices.
- Highlighted utilization of data analysis tools, such as ArcGIS.

Cost effectiveness:

- The budget should be cost-effective and competitive for the outlined deliverables.

PROPOSAL FORMAT & CONTENTS

Each submission should include the following information, clearly labeled and organized as follows:

Applicant Information

- Organization: Organization overview and applicant contact information.
- Relevant experience: Details highlighting relevant experiences and successes from previous projects, noting parallels to this scope of work, where applicable.
- Project team: List of all individuals involved in the scope of work. For each team member, list their qualifications, describe their role in the project, and attach their resume as an appendix.

Proposed Approach and Schedule

- Project understanding: Overview of your experience leading and supporting research related to affordable housing development and planning in Nevada, especially as it relates to the requirements of Subsections (D) and (F) in [NRS 278.237](#). Highlight expertise in demographic and lands analyses as well as drafting standardized reporting guidelines for similar research projects.
- Proposed approach: Outline methodology and approach, including relevant datasets and analytical techniques. Narrative should address both the requirements of Subsections (D) and (F) as well as highlight an approach to, in coordination with the Division Economist, review the Division's comprehensive reporting guidance to jurisdictions and recommend updates, as needed.

Methodology for Subsections (D) and (F) should broadly align with the methodology utilized for the [2024 report](#), as outlined in the Division's updated guidance to jurisdictions.

The approach to review the updated guidance should include plans to identify and map any connections between ongoing research and reporting to

components required by [NRS 278.237](#) (housing planning documents, related reports and studies, and so on). Additionally, the review should take into consideration the contextualization of this reporting as it relates to other reporting completed annually by the Division (including the [Annual Housing Progress Report](#) and [Taking Stock](#)).

- Detailed scope of work: Scope of work that includes a timeline with key milestones, activities and task dependencies, and deliverables that align with fulfillment of the specified requirements.

Project Budget and Payment Schedule

- Detailed budget and payment schedule linked to the successful completion of key milestones.

Appendix

- Documents summarizing applicant information, including resumes and other documents which highlight project team member qualifications. Additional information may be included to further support the applicant's qualifications, including previous reports, awards, and letters of support.

APPLICANT QUALIFICATIONS

The ideal applicant for these projects will display the skillset and expertise necessary to fulfil the requirements of Subsection (D) and (F) as well as inform recommendations to further refine overall reporting guidelines. This includes an understanding of topics relevant to inform this work as well as displayed experience utilizing related datasets, tools, and techniques. Prior experience working with local data and jurisdictions is especially valuable to this work.

RIGHTS TO PROPOSALS

All proposals, upon submission to the State of Nevada, shall become the State's property for its use as deemed appropriate. By submitting a proposal, the consultant covenants not to make any claim or for or have any right to damages because of any misinterpretation or misunderstanding of the specification or because of any misinformation or lack of information. Nothing contained in this RFP shall create any contractual relationship between the consultant and the State of Nevada. The State accepts no financial responsibility for costs incurred by any consultant in responding to this RFP.