



Request for Proposal (RFP)
Comprehensive Housing Needs and a
Commercial/Industrial Demand Analysis
for Scott County, Minnesota
January 5, 2026

Scott County CDA | 100 5th Avenue East *Shakopee MN 55379

Scott County Community Development Agency

Notice of Request for Proposal (RFP)

Comprehensive Housing Needs and Commercial/Industrial Demand Analysis for Scott County, Minnesota

Date RFP Posted: January 5, 2026

Date Response Due: 12:00 p.m., January 30, 2026

Request for Proposal

Proposals for a Comprehensive Housing Needs and a Commercial/Industrial Demand Analysis for Scott County, Minnesota, should be emailed to:

Scott County Community Development Agency (CDA)

Attention: Jo Foust

jfoust@scottcda.org

Proposals will be received on or before **12:00 noon. on January 30, 2026.**

A copy of the RFP, including the full scope of work, is available for download on the Scott County CDA website at [Open Bids & RFPs - Scott County CDA](#).

The services requested are professional services, and the selection of a firm or organization is at the sole discretion of the Scott County Community Development Agency (CDA). The CDA reserves the right to reject any or all proposals, to waive informalities or technicalities, or to select the firm it determines to be most qualified. The CDA may also elect to take no action.

This RFP is an invitation to submit a proposal and is not to be construed as a formal request for bids. Proposals submitted after the stated deadline will not be accepted. Firms submitting proposals that are not in the proper form may be rejected.

The CDA reserves the right, in its sole discretion, to:

- Determine whether any aspect of a proposal meets the criteria established in this RFP.
- Request clarification from any proposer(s).
- Reject any or all proposals with or without cause.
- Cancel this RFP or modify its requirements if deemed in the CDA's best interest.

Proposals received and evaluated by the CDA may be used as the basis for direct negotiation of cost and contract terms. All RFP responses are subject to Minnesota public records laws.

Contact Person and Pre-Application Questions

Primary Contact:

Jo Foust, Business and Community Development Director

Email: jfoust@scottcda.org

Virtual Pre-Application Conference:

- Date: Wednesday, January 14, 2026
- Time: 1 pm.

Questions Prior to Submission Deadline:

- Submit in writing or by phone to Jo Foust (jfoust@scottcda.org) by Friday, January 16, 2026, 3:30 p.m.
- Responses will be posted on Tuesday, January 20, 2026, by 4:30 p.m. on the CDA website: [Open Bids & RFPs - Scott County CDA](#)

Purpose of RFP

The Scott County CDA seeks proposals to perform comprehensive updates to the 2022 Housing Needs and the 2022 Commercial/Industrial (C/I) Demand Analysis for Scott County, Minnesota. Two separate, updated studies are requested, to be completed by the same firm.

Background

- The CDA updates the Housing Needs and the Commercial-Industrial Demand Analysis every five years.
- Studies were completed by Maxfield Research in 2011, updated in 2016 and 2022. The 2022 studies are posted on the CDA website at [Open Bids & RFPs - Scott County CDA](#)
- These assessments document housing, commercial and industrial growth areas, guide strategic planning, and connect housing and economic development activities in the county. These studies are utilized by the CDA to forecast housing needs, by cities and the county for the development of their 2050 Comprehensive Plans and by cities and the county in work with developers.
- The CDA's mission is to: *"Invest in possibilities to live and work in Scott County."* The two studies should reflect the mission.
- The 2026 analyses will benchmark existing housing and commercial/industrial demand conditions and shape future programs and goals of the agency and Scott County communities.

Housing Objectives

1. Examine the existing housing market, identify current and projected demographic trends, and determine current and future housing needs.
2. Research employment and job sector data, wage growth, worker age, commuting patterns, income, and connections between housing and economic development.
3. Identify the demand for affordable senior and workforce housing in five-year increments through 2050.
4. Analyze the private sector's capacity to meet demand for affordable housing.

5. Examine senior housing trends, including housing types, amenities, and projected needs.
6. Analyze affordable housing demand and production scenarios to 2050 and potential impacts on rental and for-sale markets.
7. Identify vacancy rates by housing type and community.
8. Include information on housing types and lot sizes in demand by community. Include information for the first-time homebuyer market.
9. Reporting total of non-owner-occupied single-family homes by community and trends over several years.
10. Align 2026 assessments with 2022 data for trend analysis, including sub-market areas and county-wide comparisons.
11. Provide data in formats suitable for presentations, Metropolitan Council comprehensive plans and funding proposals.
12. Geographic Scope and Reporting: County-wide assessment, with separate executive summaries for each of the eight cities and a consolidated summary for the ten townships.
13. Use Metropolitan Council definitions for Affordable Housing. Include need assessment for the following; extremely low-income deep subsidy ($\leq 30\%$ gross income) and HUD Area Median Income benchmarks (31-50% AMI rental, 60% AMI and 80% AMI homeownership).

Commercial-Industrial Study Objectives

1. Analyze household, demographic, and employment growth, market conditions, absorption trends, and projected demand for commercial/industrial space and land through 2050, for both the county and individual cities/townships.
2. Provide separate analyses for each city, including New Prague (which spans Scott and Le Sueur Counties at Main Street/Hwy 19).
3. Analyze and recommend the types of commercial/industrial development most likely to be attracted to the area for each of the cities, average parcel sizes and the balance of demand against supply within the County.
4. Compare the various types of commercial and industrial development with benchmark data for the Twin Cities Metro Area and for the Southwest/Carver County area and/or other metro counties.
5. Utilize current market data and forecasts accounting for local efforts to promote commercial/industrial development, incorporating current market data and forward-looking forecasts rather than relying solely on historical trends.
6. Research existing and projected county employment and job sector data, wage growth, age of workers, commuting patterns, income, and other data to identify existing and potential connections between the housing market and economic development. Projections should be provided through 2050.
7. Examine trends in home-based and remote work businesses and identify any trends during and post-COVID.

8. Include insights on entrepreneurship and early-stage business development and their needs.
9. Align the requested 2026 assessments with the 2022 study to enable an accurate comparison and analysis of trend data, including the use of the sub-market areas and the county.
10. Geographic Scope and Reporting Requirements: The proposed analysis shall encompass a comprehensive, county-wide market assessment. In addition to the overall county findings, proposers shall provide separate executive summaries detailing key findings, trends, and implications for each of the county's eight (8) cities. A consolidated executive summary addressing the collective findings for the county's ten (10) townships shall also be included. These executive summaries shall clearly highlight location-specific conditions, opportunities, and considerations while remaining consistent with the broader county-wide analysis.

The CDA is seeking a highly qualified firm with demonstrated experience in conducting similar studies to complete both the Housing Needs and the Commercial/Industrial Study. The CDA reserves the right to negotiate with one or more firms and is under no obligation to award a contract.

Target Dates

Virtual Meeting	01/14/26
Question Submittal Deadline	01/16/26
Q & A Posted on CDA Website	01/20/26
Proposal Submittal Deadline	01/30/26
Notice to Proceed	02/27/26
Preliminary Draft of Reports Due	08/31/26
Final Reports to be Completed	10/01/26

Selection Process

The CDA, with the SCALE Technical Team, will evaluate proposals and may interview one or more firms before making a final selection. Selection may also be made solely based on submitted qualifications.

Evaluation Criteria

1. Qualifications of Firm: Relevant experience and expertise.
2. Experience on Similar Projects: Past projects of the firm and assigned personnel.
3. Available Resources: Analytical tools, personnel, and methodologies.
4. Professional References: Names and contact information for references.

Additional Instructions and Notifications

- A. Truthfulness: By submitting a response, Respondents represent and warrant that all information provided in the submitted response is true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, may be excluded.
- B. Cost of Response: The CDA is not responsible for proposal preparation costs.
- C. Contract Negotiations: This RFP is not a contract or a commitment of any kind. If this RFP results in a contract offer by the Scott County CDA, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.
- D. No Obligation: The Scott County CDA reserves the right to evaluate the responses submitted; waive any irregularities therein; select candidates for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all Respondents submitting responses, should it be deemed in the Scott County CDA's best interest; or cancel the entire process.
- E. Professional Liability Insurance: The Respondent shall maintain appropriate professional liability insurance issued by an insurer authorized to transact business in the State of Minnesota. Proof of insurance will be required.
- F. Use of AI: Proposers may use AI tools in preparing responses; however, all AI-generated or AI-supported information must be independently verified for accuracy and completeness, and sources must be cited. Reliance solely on AI-generated content is not permitted. Proposers must engage directly with relevant community representatives, brokers, developers, public agencies, and other applicable stakeholders as part of their research and due diligence. Proposers are solely responsible for ensuring all submitted information is current, accurate, and supported by verifiable sources.

Submittal Instructions

Email proposals by **12:00 p.m. on January 30, 2026**, to: jfoust@scottcda.org

Proposal Contents

- Firm name, address, phone, email
- Structure (sole proprietorship, partnership, corporation) and size
- Years in business and breadth of market study experience.
- Names of principals
- Primary contact
- Timeline and milestones for each of the studies.

- Proposed approach to completion of the studies
- Project cost
- List of similar projects
- Three references for similarly completed studies.

Housing Needs Assessment Scope of Services

A. Demographic Analysis

1. Update population and household growth data with estimates for 2026 based on recent residential construction trends and Metropolitan Council estimates and projections to 2050. Incorporate any available 2020 Decennial Census data if released during the period of the assignment. Consider current growth trends and how communities are tracking with regards to the growth projections.
2. Using information from the Minnesota Department of Employment and Economic Development (DEED) and Metropolitan Council employment projections, update employment growth trends; analyze work-from-home trends; and conduct interviews with major employers regarding potential expansions or contractions, wages and salaries, and housing needs of employees.
3. Forecast population, household, and employment growth every ten years to the year 2050.
4. Provide data on household income by age of householder and age distribution, including 2026 estimates and 2050 projections. Provide data on estimated median household and per capita incomes for each jurisdiction.
5. Update age distribution, household tenure, and household type every ten years, to 2050.
6. Provide information on household size data through the U.S. Census and/or Ribbon Demographics.
7. Analyze additional demographic variables such as household tenure by income, household size by income and tenure, and cost-burdened households. Information will be gathered from the American Community Survey (most recent data available).
8. Compile data education and school enrollment trends.
9. Compile additional data and specific information to identify special geographic areas in Scott County, or Scott County as a whole, Examples include poverty thresholds by census tract, use of free/reduced lunch programs, Social Vulnerability Index data, and related indicators.
10. Discuss demographic trends as they relate to overall housing demand, short-term (to 2031) and long-term (2031 to 2040 and 2040 to 2050).

B. Housing Market Overview

1. Update information on the age of the housing stock.
2. Update residential building permit data for all jurisdictions in the County; separate single-family and multifamily units and, where possible, further detail multifamily categories to include townhomes, duplexes, apartments, and senior housing.
3. Interview key stakeholders in each submarket, including cities and townships, regarding housing conditions, economic influences, recent trends, and other factors affecting the local housing market.
4. Collect recent and current data on housing values and home value appreciation for single-family and multifamily housing in each submarket.
5. Analyze the impact of recent economic recovery trends on housing market values in each submarket jurisdiction.
6. Summarize the land and lot supply for single-family homes, and multifamily lots and for sale single-family and multifamily homes at various price points.

C. Rental Housing Market Analysis

1. Provide an overview of current rental housing market conditions in the Twin Cities Metropolitan Area.
2. Inventory and survey all larger rental properties (12+ units in Shakopee, Savage, and Prior Lake; and 8+ units in Belle Plaine, Jordan, New Prague, Elko New Market, and Credit River), including market-rate and assisted living properties. Capture waitlist data and outline, where possible, by household size and unit type desired.
3. Provide an overview of market conditions for senior housing in the Twin Cities Metropolitan Area and Scott County.
4. Inventory and survey all existing senior housing developments in the County, including market-rate and assisted properties. Capture waitlist data for publicly assisted housing and, where possible, outline by household size and/or unit type.
5. Collect data on number of units, unit mix and sizes, monthly rents, vacancies, features and amenities, and resident profiles.
6. Provide information on the number of Housing Choice Vouchers managed by the CDA. Obtain information on vouchers ported in and out of Scott County and identify trends related to waitlists, openings and closings, and unit type and household size, where available.
7. Catalog pending rental developments in the County by submarket and provide estimated status (approved/under way, planned/likely, or proposed/uncertain).
8. Interview rental property owners, managers, and developers regarding rental market trends in the study area.

9. Interview social service workers, case managers, and other professionals working with seniors regarding housing and service needs in each submarket.
10. Provide overview data and information regarding homelessness in Scott County.
11. Review goals and objectives of the Continuum of Care Strategic Plan and highlight key findings.
12. Identify and update information on competitive properties in Scott County that provide housing with targeted services.
13. Through data from Wilder Research and interviews with social service workers, nonprofit organizations, affordable housing developers, and other housing professionals, identify key challenges to development.

D. For-Sale Housing Market Analysis

1. Identify demographic and economic trends that may impact for-sale housing demand to 2050, including findings from employer interviews.
2. Analyze sales data from 2015 to 2025 for single-family and multifamily housing, including average and median selling prices, number of homes sold by price range, and average market times by submarket.
3. Inventory platted lot supply in each submarket in Scott County, distinguishing between lots that are ready to build and those that are platted but not build-ready; calculate total lot supply by submarket.
4. Inventory subdivisions that are actively marketing, including data on number of lots, lot prices, home prices, lot absorption, and buyer profiles.
5. Quantify residentially zoned land by submarket for for-sale housing development (single-family and multifamily), including available acreage for development.
6. Interview builders and real estate professionals regarding market trends, including potential for new housing development targeted to different income segments and target markets, homebuyer preferences, current demand, and emerging products.
7. Identify pending for-sale developments, including timing, status, and anticipated market impacts.
8. Identify housing product types needed to meet the needs of various market segments, including traditional single-family homes, townhomes, condominiums, detached villas, and large-lot estates.
9. Recommend development concepts for for-sale housing to be built in the short term (through 2031), including sales prices and projected absorption.
10. Identify for-sale housing products likely needed between 2026 and 2050.
11. Discuss the impacts of market conditions, such as lot inventories, construction labor and material costs, current demand, and economic development trends, pertaining to for-sale housing demand.

E. Conclusions and Recommendations

1. Calculate overall demand for rental and for-sale housing for each city and associated annexation area, as well as long-term unincorporated areas. Provide an aggregate summary for the County as a whole and identify assisted housing demand using the following income stratifications: less than 30% AMI, 31% to 50% AMI, and 51% or more of AMI.
2. Calculate demand for independent senior housing (active adult and independent living), assisted living, and memory care in each submarket. Identify potential demand for senior condominium and senior cooperative units within the independent category.
3. Based on data gathered, calculate demand for housing targeted to at-risk populations and those disproportionately impacted by the pandemic, including housing designated for homeless populations, permanent supportive housing, and transitional housing.
4. Determine the number of housing units supportable in each focus community by housing product type, including rental (using income stratifications outlined above, with 80% AMI or higher for market-rate units) and for-sale housing at agreed-upon price points. Separate demand between single-family and multifamily units.
5. Recommend appropriate rental development concepts, including number of units, unit mix, unit sizes, monthly rents, features, amenities, and absorption.
6. Recommend potential features and amenities for for-sale housing, including unit mix, pricing, features, amenities, and absorption.

F. Meetings and Report Preparation

- Two internal research meetings
- One draft review meeting
- Two final report presentations
- Report preparation

Commercial/Industrial Market Analysis Scope of Services

A. Demographic and Employment Trends

1. Where appropriate, utilize demographic information already compiled for the Comprehensive Housing Needs Assessment for use in the Commercial/Industrial Analysis; reformat as necessary.
2. Analyze household growth trends to 2050 for Scott County, including the County's larger communities, smaller communities, and townships as it relates to commercial demand and workforce.
3. Analyze population age projections to 2050 to assess the share of the population within primary workforce ages and senior age cohorts for Scott County and its communities.
4. Analyze changes in household incomes (family, non-family, and per capita) during the 2020's and forecast trends to 2050.
5. Analyze changes in education levels for Scott County workers and identify the proportion of workers with specific skill sets.
6. Analyze household consumer expenditures for retail goods and services in 2026 and 2031 for Scott County and its communities.
7. Compile and analyze employment growth projections to 2050 for Scott County and its communities.
8. Examine Census Bureau data on business growth by industry type and size for the County and by ZIP Code between 2015 and the most recent data available.
9. Examine business development activity trends in the County across retail, office, and industrial uses, including reasons businesses choose to locate in Scott County, based on interviews with public and private sector stakeholders.
10. Conduct a survey of major employers in Scott County using a contact list provided by the CDA.
11. Identify trends in home-based businesses and benchmarking thresholds for businesses transitioning to office or office/warehouse space.
12. Examine retail sales growth trends from 2020 to 2025, or the most recent year available.
13. Identify employment and business growth trends by community.

B. Commercial Market Conditions and Absorption

1. Update secondary data on absorption and vacancy trends for industrial, office, and retail space countywide.
2. Update building permit data to estimate commercial construction activity by type and community.
3. Update the inventory of existing commercial and industrial space by type and community.
4. Interview commercial brokers, developers, and economic development professionals regarding market trends, space needs, and location-based demand within the County.

5. Prepare maps illustrating existing commercial and industrial space and recent absorption trends by community.

C. Commercial and Industrial Land Supply

1. Analyze available commercial and industrial land supply using SCALE data and other current sources for all communities.
2. Review updated SCALE information provided by the CDA as part of this analysis.
3. Identify pending commercial and industrial developments, including project type, building square footage, land absorption, and development status.
4. Analyze land location relative to existing and planned transportation infrastructure, including major roadway improvements.
5. Analyze current and projected traffic volumes for major corridors and implications for commercial and industrial development.
6. Analyze rezoning trends from commercial or industrial use to other land uses and assess impacts on land supply.
7. Through community interviews and plan reviews, quantify vacant and planned commercial and industrial land supply, including land guided for annexation.
8. Analyze trends and opportunities for transit-oriented development, including rapid bus and light rail.
9. Compare Scott County commercial and industrial land supply to peer Twin Cities metropolitan counties.
10. Map commercial and industrial land supply by community.

D. Commercial and Industrial Building Supply

1. Identify vacant commercial and industrial buildings by category and community using assessor records and other available data.
2. Through interviews, assess reasons for vacancy, including market mismatch, location constraints, zoning, or functional obsolescence.
3. Identify properties with potential long-term vacancy issues and recommend strategies for continued use, redevelopment, or adaptive reuse.

E. Conclusions and Recommendations

1. Calculate demand for retail, office, and industrial space for 2026–2030, 2030–2040 and 2040–2050 for each city and associated growth area, as well as remaining township areas.
2. Calculate land requirements to accommodate projected commercial and industrial demand by community.
3. Identify five-year land absorption needs to balance supply and demand by use type and geography.
4. Discuss key regional, national, and global economic trends likely to affect industrial development in the Upper Midwest and Minnesota.
5. Analyze short- and long-term impacts of state and regional competitiveness factors on business attraction and retention, including workforce readiness, higher education, taxation, and regulatory conditions.

6. Map projected demand for new commercial and industrial space by community through 2050.

F. Meetings and Report Preparation

- One kickoff meeting, two CDA team meetings
- One in-person final report presentation
- Prepare final report and stakeholder dashboard