



**TOWN OF COLCHESTER, CONNECTICUT
REQUEST FOR PROPOSALS
FOR THE DEVELOPMENT OF AN
AFFORDABLE HOUSING PLAN**

The Town of Colchester (Town) is soliciting proposals from qualified professional planning consultants for the development of an Affordable Housing Plan in accordance with the Scope of Services listed below.

The selected consultant(s) will work under the direction of the Planning Director and will be expected to demonstrate the following:

1. Professional experience in evaluation and implementation of policies, plans and statutes governing affordable housing in Connecticut.
2. Ability to analyze relevant data, policies and regulations.
3. Ability to present analysis and recommendations in a way that is easy for a lay person to understand.
4. Experience in facilitating public input and involvement and consensus building.
5. Experience working with elected and appointed officials in the development of plans and policies.
6. Experience developing community plans and associated implementing regulations.

Scope of Services

This RFQ is primarily for the preparation of an Affordable Housing Plan. The purpose and intent of the affordable housing study and plan is to evaluate the current state of affordable housing in town and to prepare a plan to address the circumstances surrounding this issue. The consultant should also recommend specific implementation measures such as policy changes or regulation revisions to address the issues identified by the study and plan. Please note that state guidance on Affordable Housing Plans is available at https://portal.ct.gov/-/media/DOH/AHPP-Guidebook_RPA_120120.pdf. Components of the plan shall include:

1. Initial Meeting: Completion of an initial meeting with the town to review project goals, expectations, and schedule.
2. Data Collection: Review of relevant town regulations and planning documents. The review should include an analysis of regulatory and non-regulatory constraints on the

development of affordable housing in Colchester and options the town may wish to consider to mitigate identified constraints.

3. Community Analysis: A preliminary evaluation (based on existing available information and resources) of town demographics and estimates of current unmet or future housing demands and an evaluation of areas within the community that may be able to support a variety of housing densities. This would include evaluating: zoning, size and existing use, areas of infrastructure, infrastructure capacity, site conditions, site development, constraints, utilities, sewage handling, storm water, and natural resources, among others.
4. Housing Analysis: Conduct an overall analysis of Colchester's existing housing stock with a goal of ensuring that appropriate housing is available to meet future demand. The analysis should, at a minimum, include a summary of the current housing status that identifies:
 - a. The estimated quality of the existing affordable housing stock;
 - b. The percentage of units currently available that meet the requirements of Section 8-30g(k) (Affordable Units");
 - c. Sales and rent data indicating the percentage of units that are at or below Fair Market Rent for the area;
 - d. The percentage of Affordable Units that are rental units;
 - e. Vacancy rates for Affordable Rental Units and for other rental units in town;
 - f. Turnover rates for sales of Affordable Units vs. other sales units;
 - g. A map that shows the location of Affordable Units in town;
 - h. Projected needs: identification of new units of housing needed/renovation units required; and
 - i. Such other information as may be useful in assessing housing needs in Colchester and developing a plan to fulfill those needs.
5. Gap Analysis: This housing analysis should also include a gap analysis that identifies future housing needs that cannot be addressed through existing housing stock.
6. Strategies: Identify strategies the Town could follow to address future housing needs and provisions of Section 8-30g in ways that are consistent with the "look and feel" of the Town and the goals articulated in the Town's Plan of Conservation and Development. Strategies shall offer forward-thinking, feasible approaches to stimulate the town's growth of affordable housing. Strategies may include policy or regulatory changes, community partnership opportunities, etc. Strategies shall also address next steps and responsible parties to implement action steps.
7. Community Outreach: The consultant will conduct at least two public outreach meetings. The first meeting should follow the completion of the community and housing analysis in order to review and discuss how we might address gaps identified and

options to consider. The second meeting should be after the completion of the draft plan, but prior to the issuance of a final plan.

8. Plan Development: The Consultant will work with town staff to develop a Plan that meets the needs of the Town of Colchester and considers any guidance issued by the State of Connecticut on content of an Affordable Housing Plan. The Plan should include: 1) Recommended goals to provide additional housing opportunities 2) Recommended strategies to accomplish the goals and 3) Recommended implementation measures to successfully implement the strategies.
9. Public Hearing: The consultant will present the Affordable Housing Plan at a public hearing called to present the Plan as required by CGS 8-30j.

The Town of Colchester reserves the right to modify the Scope of Services in a manner that best services the interest of the Town. Respondents may also separately offer alternate proposals or additional services.

Submission of Statement of Qualifications

Interested consultants who wish to be considered for this work shall provide one printed and one digital copy of the following information to First Selectman's Office, Town of Colchester, CT at 127 Norwich Avenue, Colchester, CT 06415, no later than 2 pm local time on October 27, 2021.

1. Letter of Introduction.
2. Firm's Information Package.
3. An outline and description of the firm's understanding of the Project and proposed approach necessary to meet requirements of the Scope of Services.
4. Detailed schedule for completing the initial Scope of Services.
5. Resumes of personnel who will work on the Project.
6. Recommendations for the management of the Project.
7. Qualifications for, and experience with conducting public workshops, soliciting public opinion.
8. Three references for on-going and recently completed similar municipal planning projects (including contact person and phone number).
9. Detailed and specific examples of similar work products.
10. Certificate of liability insurance.
11. Any additional information that will assist in evaluating the qualifications of the consultant.

Additional Responses

Interested consultants may submit responses for portions of this request for proposals or alternate proposals. Separate fees shall be provided for alternate proposals and any scope of work not included as part of this request. Alternate proposals must provide a clear

description of tasks to be completed, a detailed approach in how such tasks will be completed, in addition to proposed deliverables.

Schedule

It is anticipated that project "kick off" will occur no later than November 8, 2021, and that the entire project will be completed within four (4) months of the kickoff date. The contract will be administered and managed by the Planning Director or his designee.

Fee

This project is being funded by a grant received by the Connecticut Department of Housing to complete this work. The maximum fee for this project is set to \$15,000. This amount may not be exceeded. If the selected consultant is unable to complete the project within the amount of the grant award, the Town may select another consultant.

Additional Requirements

Respondents with questions regarding the submission requirements may contact the following purchasing agent via email only (telephone inquiries related to scope of services requirements shall not receive a response):

Matthew R. Bordeaux, Planning Director
Town of Colchester
planner@colchesterct.gov

An electronic copy of this request for proposals, along with any changes, will be posted on the Town web page (<https://www.colchesterct.gov/doing-business-colchester>). It is the respondent's obligation to visit the web page frequently for any addendums.

Selection of Consultant(s)

The Town will evaluate and select the firm based on qualifications; experience and performance with similar projects; responsiveness of the approach to the scope of work and project objectives; ability to work with staff and lay committees; references; ability to provide timely services; awareness of project issues, opportunities, and constraints; and overall cost. The selected firm must be able to meet all municipal, state and federal affirmative action and equal employment opportunity practices and guidelines.

All submissions shall be final and binding on the respondent for acceptance by the Town for 120 days from closing of this request for proposals.

A respondent filing a Statement of Qualifications thereby certifies that no officer, agent or employee of the Town who has a pecuniary interest in this request for proposals neither has nor shall participate in the contract negotiations on the part of the Town, that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other respondent of the same call for proposals, and that the respondent is competing solely in its own behalf without connection with or obligation to, any undisclosed person

or firm.

Respondents must fully disclose, in writing to the Town on or before the closing date of this request for proposals, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the respondent were to become a contracting party pursuant to this request for proposals. The Town shall review any submissions by respondents under this provision and may reject any proposal where, in the opinion of the Town, the respondent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the respondent were to become a contracting party pursuant to this request for proposals.

Respondents shall make all investigations necessary to inform it regarding the service(s) to be performed under this request for proposals.

Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such person guilty of said misrepresentation or collusion. If the Town enters into a contract with any respondent who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty, or damages.

Minority and Woman Business Enterprises are encouraged to consider submitting qualifications for consideration. The Town is an Affirmative Action - Equal Opportunity Employer.

The Town is issuing this request for proposals for the purpose of determining the benefits of retaining consultants to provide the services described in this Scope of Services and reserves the right to reject any or all responses and to amend this Scope of Services in the process of selecting a consultant. The Town reserves the right to enter into a contracted service agreement with more than one consultant, to divide up services, and to include or not include portions thereof, within any such service agreement as may be required to meet the specialized needs of the Town.

Upon the execution of a contracted service agreement, the Town may take the proposed scope of work and responses (work program) to the legislative body for review and approval of funding. The selected consultant, at no cost to the Town, shall be responsible for attending any and all meetings, public or internal to secure funding for the contracted work program. The contract service agreement will be contingent upon municipal approval of funding.

The applicant is responsible for monitoring the Town website for any possible amendments to this request.

The Town reserves the right to accept or reject any and all proposals in whole or in part that it deems to be in the best interest of the Town.

The individual or firm selected will be required to abide by the [Town Municipal Code of Ethics](#).

Mary Bylone
First Selectman