

Request for Qualifications

Scope of Services

The Town of Easton's Fair & Affordable Housing Partnership (FAHP) is seeking assistance in updating its Housing Production Plan (HPP) to meet updated [Department of Housing and Community Development guidelines](#). The HPP should identify implementation strategies which may include, but are not limited to, zoning changes, identification of potential sites, and the characteristics of the proposed construction. Building on the existing Housing Production Plan (2005), and the information in the [Affordable Housing Trust Action Plan](#) (2009), the selected consultant will produce a document meeting all the requirements of [760 CMR 56.03\(4\)](#) and the [Housing Production Plan Guidelines of February 8, 2010](#). Specifically, the components of the plan should adapt the information in the Affordable Housing Trust Action Plan to include:

- A needs analysis
 - The most recent available census data of the Easton's demographics and housing stock.
 - A projection of future population and housing needs, taking into account regional growth factors, that covers the entire period of the plan.
 - A description of development constraints and limitations on its current and future needs and a plan to mitigate such constraints, developed with substantial public input.
 - A description of the capacity of the Easton's infrastructure to accommodate the current population and anticipated future growth, including plans for enlargement or expansion of existing infrastructure systems to ensure that both current and future needs are met. The infrastructure analysis should evaluate the capacity of water and sewer systems, roads, utilities, public transit, schools, and any other public facilities that will impact or be impacted by future housing development.
- An adaptation of the [Affordable Housing Trust Action Plan's](#) Affordable Housing Goals, using new and additional public input.
- A proposal to modify current zoning and/or land use regulations for the purposes of creating SHI Eligible Housing developments to meet its housing production goal.
 - Specifically, using an extensive public process, the proposal should identify specific areas suitable for more intense development than allowed by current zoning bylaws and/or propose modifications to the zoning code to allow for more affordable housing development.
 - Product should include visualizations of development built according to proposed zoning changes suitable for inclusion on the web and in printed versions of the plan.

Minimum Qualifications

- Five years experience in housing plan implementation, planning, development, or housing policy
- Experience drafting zoning bylaws
- Experience using renderings, drawings, models, or other visual aids to discuss density and housing with the public

- Ability to produce visual aids to describe existing and proposed zoning for affordable housing
- Successful implementation/adoption by a Massachusetts municipality of plans, bylaws, etc. as described above
- Ability to produce the requested final products between July and November, 2010

Instructions for Responding

Please submit (1) hard copy and (1) PDF by email of the following by :

- A letter of intent
- Resume or C.V.
- Evidence of ability to perform the requested tasks, such as examples of documents created, presentations, minutes of public meetings where plans have been adopted, etc.
- Contact information for at least two previous municipal clients
- Price information

Submissions should be addressed to:

Donna Bonia
Fair & Affordable Housing Trust
c/o Stephanie Danielson, Department of Planning & Community Development
136 Elm Street
Easton, MA 02356

And should be emailed to Stephanie Danielson, Department of Planning & Community Development, at sdanielson@easton.ma.us

Submissions must be received by close of business day at 4:30 PM, June 15, 2009.

Selection Process

The proposals shall be evaluated and the most advantageous proposal selected for presentation to the Chief Procurement Officer, Town Administrator David Colton, for final recommendation.

Requests for interpretation of the meaning of any component of this RFP shall be made in writing to Stephanie Danielson, by e-mail (sdanielson@easton.ma.us) no later than June 1, 2009.

Failure of any prospective Consultant to receive interpretation of the meaning of any component of this RFP shall not relieve such prospective Consultant from any obligation under the proposal as submitted. At the same time of the opening of the proposals, each prospective Consultant will be presumed to have read and be thoroughly familiar with the Scope of Services. The failure or omission of any prospective Consultant to examine any form, instrument or document shall in no way relieve any proposer from any obligation with respect to the proposal.

All responsive proposals will be judged against the Comparative Evaluation Criteria detailed below. The Town will rank each proposal as:

- (1) Highly advantageous - the proposal fully meets and significantly exceeds the standards of the specific criterion;
- (2) Advantageous - the proposal fully satisfies the standards of the specific criterion;

- (3) Not advantageous - the proposal does not fully meet the standards of the specific criterion, is incomplete, unclear, or both; or,
- (4) Not acceptable - the proposal does not meet the specific criterion.

Comparative Evaluation Criteria:

1. Type of Experience. The Town shall evaluate the quality and depth of relevant experience in the areas of:
 - (a.) experience in housing plan implementation, planning, development, or housing policy;
 - (b) prior experience developing housing plans in suburban areas;
 - (c) ability to build consensus around housing issues; and,
 - (d) demonstrable understanding of local geography, politics and regulatory framework.
2. Quality of the Statement of Proposed Level of Service. The Town will carefully review the Statement contained within the proposal to determine:
 - The proposer's ability to meet the objectives of the contract
 - The quality of the prospective Consultant's written work, and
 - The quality of expertise and skills necessary to undertake the tasks required for the project.
 - The ability to deliver the end product on time
3. Years of Experience. The Town will review the number of years the consultant or key members of the consulting team have in the appropriate fields of discipline required for the success of the project.
4. Quality of References. Reference checks will be performed to evaluate the special skills, relevant expertise, the quality of past performance in comparable projects, and the ability to perform assigned tasks in a timely and accurate manner of the prospective Consultant, including all subcontractors, principals, and the project manager.

Outcome of RFQ

The Fair & Affordable Housing Partnership will review all submissions where the applicant meets the minimum qualifications in June, 2009, and **will contact finalists for interviews no later than July 2, 2010.**

Work should commence July 12, 2010, or thereabouts, and be completed in time to submit a revised HPP to DHCD in November, 2010.