TOWN OF LEDYARD
REQUEST FOR PROPOSALS #2022-06
PLANNING SERVICES – AFFORDABLE HOUSING PLAN

The Town of Ledyard is soliciting proposals for Planning Consulting Services. General specifications for the project are attached.

The Mayor of the Town of Ledyard may accept the bid which, in his sole discretion, he determines to be in the Town's best interests or may reject any or all bids. The bidding documents in no way establish the rights of any bidder to the award of the contract.

The Town of Ledyard is an Affirmative Action/Equal Opportunity Employer.

Sealed bids must be received in the Mayor's Office, 741 Colonel Ledyard Highway, Ledyard, CT 06339, no later than 2:00 P.M., Thursday, December 9, 2021, at which time the bids will be publicly opened and read aloud.

Please mark the envelope "Proposal to Provide Planning Services re: Affordable Housing Plan"

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Marcia Hancock
Director of Finance

Attachment – Specifications

REQUEST FOR PROPOSAL
PROFESSIONAL PLANNING SERVICES

INTRODUCTION

The Town of Ledyard, CT ("Town"), is accepting proposals for planning services associated with the development of an Affordable Housing Plan pursuant to Section 8-30j of the Connecticut General Statues. The selected consultant must have demonstrated experience with affordable housing policies in the State of Connecticut and be well versed in the public outreach and community engagement. Interested consultants having the qualifications and expertise to carry out the project in accordance with statutory and local requirements as defined herein must respond to this request on or before the submission due date listed below.

The lead agency for this work is the Ledyard Planning and Zoning Commission and the selected consultant will work directly with, and report to the Director of Planning and Development.

SCOPE OF SERVICES

Respondents should prepare a scope of work that, at a minimum, includes the elements listed below. Respondents are encouraged to incorporate additional items that may be necessary to ensure a thorough and comprehensive Affordable Housing Plan (hereinafter "Plan") in line with the published State guidance on Affordable Housing Plans and that satisfies the requirements of 8-30j.

1. **Data Collection & Analysis:**
    a. Community Analysis**:** A preliminary evaluation (based on existing available information and resources) of town demographics and an evaluation of areas within the community that may be able to support a variety of housing densities; Analysis should also include an evaluation of town-specific data relating to general household characteristics (type/age/location) and growth as well as an evaluation of regional demographic multipliers.
    b. Housing Analysis: Conduct an overall analysis of Ledyard housing stock with a goal of ensuring that appropriate housing is available to meet future demand. The analysis should include the following:
        - summary of the current housing stock (type, age, and percentage that are qualified affordable);
        - vacancy rates for Affordable Rental Units and for other rental units in Ledyard;
        - analysis of future housing needs that cannot be addressed through the existing housing stock;
        - a map that shows the location of Affordable Units in Ledyard; and
        - other information as may be useful in assessing housing needs in Ledyard and developing a plan to fulfill those needs.
    c. Housing Needs Survey: Design and administer a Survey to determine current unmet and future housing needs in Ledyard.

2. **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 with the Planning and Zoning Commission to discuss specific goals and strategies.

3. **Plan Development**: The consultant will work with the Planning Commission and Director of Planning to develop a Plan that meets the needs of the Town of Ledyard and considers any guidance issued by the State of Connecticut on content of an Affordable Housing Plan.
    a. The Plan should include recommended goals to provide additional housing opportunities, strategies to accomplish the goals and implementation measures to successfully implement the strategies.

4. **Public Hearing:** The consultant will be present during the public hearing to assist the Planning Director present the Affordable Housing Plan and answer questions.

PROJECT SCHEDULE

It is anticipated that the project will commence immediately after consultant/firm selection and contract execution. The final schedule will be determined by the Town and the selected consultant/firm. Based on the terms of the contract with the State, the final Plan will need to be completed and adopted by October 30, 2022.

FUNDING

The Project is funded through the Connecticut Department of Housing, Affordable Housing Plan Technical Assistance Program. **The maximum fee for this project is $14,355** and may not be exceeded. If the selected consultant is unable to complete the project within the amount allocated, the Town may select another consultant.

PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS

Three (3) copies and one electronic copy of each of the following items must be submitted no later than the date and time specified in this request.

1. Company Background Materials: Provide information concerning the background, experience and reputation of the firm.
2. Qualifications: Provide the professional background and extent of previous experience of key personnel in all areas of necessary expertise. Describe the precise role of each proposed consultant and the relationship of their expertise to the anticipated work for the Town.
3. Ability to Perform: Provide examples of related experience on similar projects.
4. References: Provide a list of previous and current contracts which are similar to the Town's scope of services. The list shall include services performed and the contact information for clients to verify data submitted.
5. Local Knowledge: Describe the extent of local knowledge of Ledyard and/or communities experiencing similar characteristics, development patterns and issues.

6. Potential Conflicts of Interest: Provide a statement that the consultant/firm has no current or ongoing potential conflicts of interest.
7. Scope of Work: Describe the approach to be taken toward completion of the project and the scope of services outlined above.
8. Detailed Project Budget: Include a total project fee and a schedule of completion.

SELECTION CRITERIA

Evaluation of responding firms will be based on the following criteria and such other criteria as the Town deems appropriate. The Town retains the right to negotiate final terms with whatever firm it selects.

1. Professional qualifications of required staff in each of the necessary technical disciplines described in the Required Scope of Services.
2. Qualifications and experience in municipal consulting as well as the firm's specific experience with Connecticut Affordable Housing Plans.
4. The firm's familiarity and experience with the Town of Ledyard and the services it requires, including previous project work and services provided to the Town. Similar experience with similar towns will also be considered.
5. Demonstrated capacity and capability of the firm to perform the work on schedule.
6. Thoroughness of work plan and responsiveness to project objectives.
7. Fee proposal and project budget.

SUBMITTAL

Sealed proposals clearly marked "PROPOSAL TO PROVIDE PLANNING SERVICES RE: "AFFORDABLE HOUSING PLAN" must be submitted to the Mayor's Office, 741 Colonel Ledyard Highway, Ledyard, CT 06339 by December 9th, at 2:00 P.M. The Town reserves the right to reject any and all RFPs, or parts thereof, which are not in the best interest of the Town of Ledyard.

The selected firm must provide:

1. Certificate of Non-Collusion
2. Affidavit of Compliance with Tax Laws
3. Copies of Professional Registrations & Licenses
4. Copy of current Professional Liability Insurance Policy Declarations

For more information, contact: Juliet Hodge, Director of Land use & Planning at 860-464-3215 or via email: planner@ledyardct.org