

**Town of Woodbury, Connecticut  
Request for Proposal  
CONSULTING SERVICES – AFFORDABLE HOUSING PLAN**

**Proposals Due: October 30, 2020 by 12:00 noon**

REQUEST FOR PROPOSAL  
CONSULTING SERVICES – AFFORDABLE HOUSING PLAN

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

The Board of Selectmen may accept the bid which, in its sole discretion, it determines to be in its own 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 Woodbury is an Affirmative Action/Equal Opportunity Employer.

Sealed bids must be received in the First Selectman’s Office, 281 Main Street South, Woodbury, CT 06798-0369, no later than **12:00 noon, Friday, October 30, 2020**, at which time the bids will be publicly opened.

**Please mark the envelope “Proposal to provide planning services re: Affordable Housing Plan”**



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Barbara Perkinson  
First Selectman

Attachment – Specifications

# **REQUEST FOR PROPOSAL PROFESSIONAL PLANNING SERVICES**

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## **Introduction**

The Town of Woodbury, CT (“Town”), AA/EOE/Title VI, is accepting proposals for planning services associated with the development of an Affordable Housing Plan pursuant to Section 8-30j of the Connecticut General Statutes. 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 Woodbury Planning Commission and the selected consultant will work directly with and report to the Woodbury Town Planner.

## **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”) that satisfies the requirements of 8-30j in a manner that respects the physical characteristics of the Town of Woodbury that are important to the Town’s residents.

Please note that State guidance on Affordable Housing Plans may be issued during this Plan development and the selected consultant may need to adjust accordingly.

1. **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 Woodbury and options the Planning Commission may wish to consider to mitigate identified constraints.
2. **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: areas of infrastructure, infrastructure capacity, site conditions, site development, constraints, utilities, sewage handling, stormwater, and natural resources, among others.
3. **Housing Analysis:** Conduct an overall analysis of Woodbury housing stock with a goal of ensuring that appropriate housing is available to meet future demand. The analysis should, at a minimum, include:
  - (1) A summary of the current housing status that identifies:
    - (i) The percentage of units currently available that meet the requirements of Section 8-30g(k) (Affordable Units”);
    - (ii) The percentage of Affordable Units that are rental units;
    - (iii) Vacancy rates for Affordable Rental Units and for other rental units in Woodbury;
    - (iv) Turnover rates for sales of Affordable Units vs. other sales units;
    - (v) A map that shows the location of Affordable Units in Woodbury; and

(vi) Such other information as may be useful in assessing housing needs in Woodbury and developing a plan to fulfill those needs.

(2) A gap analysis that identifies future housing needs that cannot be addressed through existing housing stock.

(3) 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 2020 Plan of Conservation and Development.

(4) 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.

(5) Plan Development: The Consultant will work with the Planning Commission to develop a Plan that meets the needs of the Town of Woodbury 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.

(6) Public Hearing: The consultant will present the Affordable Housing Plan at a public hearing called to present the Plan.

## **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 delivered by June 1, 2021.

## **Funding:**

The Project is funded through the Connecticut Department of Housing, Affordable Housing Plan Technical Assistance Program. The maximum fee for this project is \$17,500 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**

5 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.

- A. Company Background Materials: Provide information concerning the background, experience and reputation of the firm.
- B. 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.
- C. Ability to Perform: Provide examples of related experience on similar projects.
- D. References: Provide a list of previous and current contracts which are similar to the Town’s scope of services. The list shall include the following:

- Services performed;
  - Name, address, telephone numbers of clients which may be contacted for verification of data submitted.
- E. Local Knowledge: Describe the extent of local knowledge of Woodbury and/or communities experiencing similar characteristics, development patterns and issues, including the technical land use planning and regulation issues typically facing a community like Woodbury.
- F. Potential Conflicts of Interest: Provide a statement that the consultant/firm has no current or on-going potential conflicts of interest.
- G. Scope of Work: Describe the approach to be taken toward completion of the project and the scope of services outlined above.
- H. 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 for comprehensive municipal consulting, including the capacity and capability of the firm to perform the work on schedule.
3. Consideration of the firm's specific experience with Connecticut Affordable Housing Plans.
4. The firm's familiarity and experience with the Town of Woodbury 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 ability to provide services in a timely and thorough manner.
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 First Selectman's Office, 281 Main Street South, Woodbury, CT 06798 by **October 30, at 12 noon**.

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 Woodbury.

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:  
Maryellen Edwards, Town Planner  
203-263-3467



Barbara Perkinson, First Selectman  
October 1, 2020