



SOUTH CENTRAL REGIONAL COUNCIL OF GOVERNMENTS

Planning for Our Region's Future

Bethany Branford East Haven Guilford Hamden Madison Meriden Milford
New Haven North Branford North Haven Orange Wallingford West Haven Woodbridge

Carl J. Amento, Executive Director

**REQUEST FOR PROPOSALS
FOR
SCRCOG REGIONAL AFFORDABLE HOUSING PLAN**

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March 29, 2021

1.0 GENERAL INFORMATION

1.1 INTRODUCTION

The South Central Regional Council of Governments (“SCRCOG”) is seeking proposals from qualified consultant(s) with expertise in planning, zoning regulations, evaluation and implementation of affordable housing policies, and development of affordable housing plans to assist in the creation of a SCRCOG Regional Affordable Housing Plan (“the Plan”) with unique sections pertaining to each municipality in the South Central Region. The Plan must be in compliance with the statutory requirements set forth in the General Statutes of the State of Connecticut Section 8-30j. In order to obtain feedback from municipalities and associated stakeholders and allow for municipal legislative bodies to adopt the Plan, the Plan must be completed by March 2022.

1.2 ISSUING ORGANIZATION

SCRCOG is a regional planning organization representing fifteen (15) municipalities in South Central Connecticut. The municipalities within the region are Bethany, Branford, East Haven, Guilford, Hamden, Madison, Meriden, Milford, New Haven, North Branford, North Haven, Orange, Wallingford, West Haven and Woodbridge. The primary focus of SCRCOG is to coordinate planning on a regional basis while fostering communication and collaboration among its member municipalities in identifying and addressing regional issues.

1.3 INFORMATION AND INQUIRIES

Updates and addenda to this RFP will be posted at <http://scrcog.org/>.

Inquiries regarding this RFP must be submitted in writing by Monday, April 12, 2021 and addressed to Eugene Livshits, Senior Regional Planner via e-mail to: elivshits@scrcog.org. SCRCOG will post written responses to the inquiries received at <http://scrcog.org/> by Wednesday, April 14, 2021.

1.4 RESPONSE DATE

Proposals submitted in response to this RFP should be received by 3:00 PM on Wednesday, April 21, 2021 and be addressed to:

Eugene Livshits, Senior Regional Planner
South Central Regional Council of Governments
127 Washington Avenue, 4th Floor West
North Haven, CT 06473
elivshits@scrcog.org

1.5 AWARD AND REJECTION OF PROPOSALS

This RFP does not commit SCRCOG to award a contract, or to procure, or to contract for services. Notwithstanding any other provisions of this RFP, SCRCOG reserves the right to award this contract to the Consultant(s) that best meet the requirements of the RFP, and not necessarily to the Consultant(s) with the lowest price proposal. SCRCOG reserves the right to accept or reject any or all proposals received as a result of this request; to negotiate with all qualified proposers; or to cancel in part or in its entirety this RFP if it is in the interests of SCRCOG.

SCRCOG may request the selected Proposer to participate in negotiations and to submit any price, technical, or other revisions to the proposal as may result from the negotiations.

1.6 ADDENDA TO RFP

In cases where amendments to this RFP may become necessary, a supplement will be posted to the South Central Regional Council of Governments website: <http://scrcog.org/>. It is the responsibility of the Proposer to determine whether any addenda have been issued and to ensure that all requirements of the RFP are met prior to submittal of the proposal.

1.7 PRIMARY PROJECT RESPONSIBILITY

The Proposer responding to this RFP will be considered the lead party. It must be clearly understood that the lead party will enter into a contract with SCRCOG. All other parties will be considered sub-consultants to the lead party. The lead party is ultimately responsible for the performance of all contract work.

1.8 COST OF PROPOSAL PREPARATION

No reimbursement will be made by SCRCOG for any costs incurred in the preparation of a proposal or during the selection process.

1.9 PROPOSAL TO BE IN EFFECT

The proposal shall state that it is valid for a period of not less than sixty (60) days from the date of receipt.

1.10 OWNERSHIP INFORMATION

SCRCOG shall have unlimited rights to use, disclose, or duplicate, for any purpose whatsoever, all information developed, derived, documented or furnished by the Consultant under any contract resulting from this RFP. All data collected and other documentation produced as part of the contract will become the exclusive property of SCRCOG and may not be copied or removed by the Consultant or any employee of the Consultant without written permission of SCRCOG.

1.11 EQUAL OPPORTUNITY REQUIREMENTS

The Proposer awarded the contract under this RFP, must meet all Municipal, State and Federal affirmative action and equal employment opportunity practices. This includes compliance with E.O. 11246, “Equal Employment Opportunity,” as amended by E.O. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

1.12 SELECTION

A selection committee will review the proposals received in response to this RFP. The selection committee will evaluate the proposals based on the following criteria: qualifications of Consultant, experience in preparing regional and municipal affordable housing plans, and the proposed work program (see Section 4.0 for complete list of evaluation criteria). The Proposers selected for interviews will be notified no later than Monday, April 26, 2021 and interviews will be scheduled between Tuesday, April 27, 2021 and Thursday, April 29, 2021. It is anticipated that the interviews will not exceed a half-hour.

2.0 SCOPE OF SERVICES

2.1 PROGRAM DESCRIPTION

The South Central Regional Council of Governments (“SCRCOG”) is proposing to develop an Affordable Housing Plan (“the Plan”) that will provide analysis and guidance on how and where each participating municipality can address its housing needs within a regional context. The Plan should adhere to the process outlined in the “Planning for Affordability in Connecticut: Affordable Housing Plan and Process Guidebook” developed by CT Department of Housing and the Regional Plan Association (https://portal.ct.gov/-/media/DOH/AHPP-Guidebook_RPA_120120.pdf).

The development of the Plan must be coordinated with SCRCOG’s current and planned work program for community outreach and Education. There are currently ongoing efforts in the municipalities of Bethany, Branford and Woodbridge to develop their own Affordable Housing Plans. The Comprehensive Regional Affordable Housing Plan should be coordinated with these efforts to ensure consistency with the structure, data collection and analysis. SCRCOG will be able to assist with any GIS mapping and data related tasks.

2.2 CONSULTANT TASKS

The Consultant will create an Affordable Housing Plan (“the Plan”) for SCRCOG that will include specific sections with analysis, goals, and recommendations for the participating municipalities in the SCRCOG Region. Three of the municipalities will have completed or be in the process of completing their own Affordable Housing Plan, which will need to be incorporated into the Plan.

The final product must be developed in a manner that each of the participating municipalities will be compliant with Connecticut General Statute 8-30j.

The selected Consultant will be responsible for planning meetings, data collection, coordination with existing efforts, and review of zoning regulation and housing policies that will allow for successful development of a comprehensive regional plan with specific sections for each participating municipality addressing its unique characteristics.

Consultants responding to this RFP should address the following tasks in their proposal:

1. Introductory meeting with each participating municipality that will include the CEO, Municipal Planner, and Planning and Zoning Representative to gather their initial thoughts on their community's housing needs, and to inform them of the planning process for the development of the Plan. SCRCOG will assist the consultant with scheduling the meetings.
2. Number of meetings with SCRCOG Staff and participating municipalities.
3. Project Schedule with specific milestones identified, allowing the Plan to be completed by March 2022.
4. Approach to address how the goals for each town to reach a certain amount of units in the five-year timeframe will be identified. Strategies for identifying potential locations that can accommodate affordable housing development.
5. Approach to assess the housing needs in the South Central Region and each participating municipality. Will the following be identified?
 - a. ALICE households
 - b. Number/percentages of households burdened by housing costs
 - c. Income limits on who can afford homes based on median rents and median sales prices
 - d. How many workers need to commute into each town to work
6. Potential policies, regulations, and approaches that could be pursued by the towns using their own resources or those provided by the state, federal government or private and philanthropic sources.
7. Approach to identifying areas/parcels including those currently in commercial and industrial use that could be rezoned and/or accommodate multi-family housing.
 - a. Proximity to transit, shopping, jobs, schools and along commercial corridors.
 - b. Assess potential areas that could be zoned to include multi-family housing and accommodate greater density because they currently have the infrastructure to support it

8. Identify housing needs based on income levels and how it relates to the following groups.
 - a. Workers already in the community
 - b. Returning young adults
 - c. Downsizing seniors
 - d. Workers who must commute to town and might choose to live there
 - e. Racial, ethnic and income groups who cannot afford to currently live in town
9. Approach to analyzing the amount and type of market-rate housing that currently exists that is affordable to those needing housing.
10. Assess the potential for creating Accessory Dwelling Units.
11. Coordinate the planning process and work with Local Housing Advisory Committees.
12. Coordinate with SCRCOG communities currently in the process of developing an Affordable Housing Plan.

2.3 REGIONAL PROFILE

SCRCOG is a regional planning organization representing the municipalities of Bethany, Branford, East Haven, Guilford, Hamden, Madison, Meriden, Milford, New Haven, North Branford, North Haven, Orange, Wallingford, West Haven and Woodbridge. The population in the region in the year 2000 was 546,799 and has increased to 570,001 in 2010 (U.S Census Bureau 2000 U.S. Census DP-1 and Census 2010 DP-1). The City of New Haven is the most populous municipality in the region and the second largest in Connecticut. SCRCOG is approximately 90 miles north-east of New York City, 130 miles south-west of Boston, and 30 miles south of the State capital, Hartford.

The South Central region is demographically, socioeconomically, and geographically diverse. In 2010, the number of households in the region was 222,620 and the median household income was \$64,653 (U.S Census Bureau, 2010 DP-1 & DP-2). The region's total land area is approximately 367 square miles and consists of urban, suburban, and rural municipalities. The geographic characteristics vary among the municipalities based on their location. A wide variety of natural resources can be found in the region including shorelines and ridgelines. There are two major transportation corridors located in the region, I-95 and I-91. In addition, there is rail service provided by Metro-North, Shoreline East, and Amtrak serving the region. The densest development in the region is located along the major arterials and the shoreline.

3.0 RESPONSES – DOCUMENTATION REQUIREMENTS

Proposers are asked to submit responses in three parts: (1) Letter of Interest, (2) Technical Response, and (3) Price Proposal.

3.1 LETTER OF INTEREST

The Letter of Interest must specify the following:

1. The name and address of the Consultant.
2. Name, title and telephone number of the individuals within the firm authorized to commit the company to this contract.
3. Name, title and telephone number of the individual SCRCOG should contact regarding questions and clarifications.
4. The corporation name and the addresses of all proposed sub-consultants.

3.2 TECHNICAL RESPONSE

The Technical Response must contain a detailed work program, and include the following:

1. Project understanding and proposed approach to the Consultant tasks identified in Section 2.2.
2. Name and required services of any sub-consultants.
3. Disadvantaged Business Enterprise (DBE) firm(s) name, size, related experience on similar projects, their tasks as they relate to this project, and percent of total contract allocated to DBE firm, if any.
4. Project schedule.
5. Resumes of key personnel proposed to work on the assignment with emphasis on relevant experience.
6. A detailed organization chart.
7. A description and status of comparable work experience.

3.3 PRICE PROPOSAL

The price proposal shall be a lump sum proposal and contain the following information:

1. Breakdown of costs by the tasks identified in the submitted work program.
2. Personnel costs with the names of all individuals, by job category, who will be assigned to each identified task in the work program
3. Percentage of the work to be completed by each individual assigned to an identified task in the work program

A contract may be executed at the sole discretion of SCRCOG with the selected Consultant. Payment will be made according to at a minimum monthly progress payment reports reflecting the completion of each task. Progress reports based on percentage of task completed will be required and shall be include with any requests for payment.

4.0 EVALUATION CRITERIA

The criteria to be used as a guideline in selecting a proposal includes the following:

1. Corporate experience and capacity of the Proposer
2. Understanding of work to be performed
3. Project organization and staff commitment
4. Professional expertise
5. Prior experience relative to project
6. Completeness, feasibility and quality of work program and project schedule
7. Thoroughness, creativity and clarity of suggested approach described in the technical response
8. Clarity and conciseness of presentation

5.0 SUBMISSION OF PROPOSALS

Each Proposer must submit three (3) copies along with an electronic copy in a sealed envelope bearing on the outside the name of each Consultant(s), full address, and the date and time proposal is due. **Proposals should not exceed 15 pages in length.** The sealed envelope shall be addressed to Eugene Livshits, Senior Regional Planner. The proposal must be received no later than Wednesday, April 21, 2021 at 3:00 PM. Proposals received after the date and time prescribed shall not be considered for contract award.

6.0 GENERAL PROVISIONS

- A. All work shall be performed in accordance with all Federal, State, and Municipal laws and regulations.
- B. The selected Proposer shall uphold with the highest professional standards in all dealings with contractors, suppliers, vendors, engineers, other contractors, entity officials, elected officials, public officials, SCRCOG employees, and all others when representing SCRCOG.
- C. The selected Proposer shall be responsible for identifying, certifying and adhering to any changes in Federal, State and Municipal laws and/or provisions that occur throughout the term of the Contract issued pursuant to this RFP and the performance of the work.

- D. The selected Proposer shall provide all necessary office space, office supplies, copy and fax machines, communication devices, computer software, hardware and equipment, vehicles and any and all other items necessary to successfully complete the work contemplated in this RFP.

6.1 INSURANCE / INDEMNIFICATION

The selected Consultant(s) must maintain insurance, which meets all the necessary Federal and State requirements as part of this Agreement. The specific provisions concerning Insurance and Indemnification will be outlined in the contract between the selected Consultant(s) and SCRCOG.

6.2 DISCLAIMER

SCRCOG makes no representation or warranty and assumes no responsibility for the accuracy of the information set forth in this RFP. Further, SCRCOG does not warrant nor make any representations as to the quality, content, accuracy or completeness of the information, text, graphics, links or other facet of this RFP once it has been downloaded or printed from this or any server, and hereby disclaims any liability for technical errors or difficulties of any nature that may arise in connection with the website on which this RFP is posted, or in connection with any other electronic medium utilized by respondents or potential respondents in connection with or otherwise related to the RFP.