REQUEST FOR PROPOSALS
FOR

SCRCOG REGIONAL HOUSING PLAN UPDATE

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January 30, 2024
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 an update of a draft SCRCOG Regional Housing Plan (“the Plan”). The Plan will contain unique, updated sections pertaining to regional housing data, needs, as well as an action plan which will establish housing programing, policy goals and directives for the next 5 years. The Plan will support the current 2018-28 SCRCOG Regional Plan of Conservation and Development as well as contain sections that empower the implementation of the region’s locally adopted 8-30j Affordable Housing Plans. SCRCOG began the initial process of drafting a Regional Housing Plan in 2021, and the proposals must incorporate the existing draft into the 2024 update. The draft Plan must be completed June 30, 2024.

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/](http://scrcog.org/).

Inquiries regarding this RFP must be submitted in writing by Thursday, February 22, 2024 and addressed to Stephanie Camp, Senior Regional Planner, or via e-mail to: smcamp@scrcog.org. SCRCOG will post written responses to the inquiries received at [http://scrcog.org/](http://scrcog.org/) by Monday, February 26, 2024.

1.4 RESPONSE DATE

Proposals submitted in response to this RFP should be received by 12:00 PM on Thursday, February 29, 2024, and be addressed to:

Stephanie Camp, Senior Regional Planner  
South Central Regional Council of Governments  
127 Washington Avenue, 4th Floor West  
North Haven, CT 06473  
smcamp@scrcog.org
1.5 AWARD AND REJECTION OF PROPOSALS

This RFP does not commit SCRCOG to award a contract, nor 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 in response to this request; to negotiate with all qualified Consultants; or to cancel in part or in its entirety this RFP if it is in the best interests of SCRCOG.

SCRCOG may request the selected Consultant 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 Consultant 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 Consultant 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 by SCRCOG.

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


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 Consultant(s) selected for interviews will be notified no later than Monday, March 4, 2024, and interviews will be scheduled between Monday, March 11, 2024, and Friday, March 15, 2024. It is anticipated that the interviews will be conducted for approximately 15-30 minutes.

2.0 SCOPE OF SERVICES

2.1 PROGRAM DESCRIPTION

The South Central Regional Council of Governments (“SCRCOG”) is proposing to further develop an existing draft Regional Housing Plan (“the Plan”) that will provide analysis, goals, recommendations and guidance that supports the development of a diverse housing stock, including multi-dwelling units, and dedicated affordable housing units throughout the region. To the extent possible, the Plan must utilize the draft housing plan that was developed by SCRCOG in 2022 as well as incorporate new sections including a dedicated “Action Plan”. The Action Plan section will outline a programmatic approach to furthering housing development in the South Central Region. The Plan must also include a section on Inclusionary Zoning best practices and model code language.

The development of the Plan must be coordinated with SCRCOG’s current and planned work program for community outreach and education known as "Community Conversations”. The Plan should be coordinated to support the locally adopted 8-30j Affordable Housing Plans. The Consultant should seek to coordinate its efforts to be consistent with previous planning efforts, update the data from the existing draft plan, and utilize the analysis that has been completed to the extent possible.

2.2 CONSULTANT TASKS

The Consultant will update an existing draft Regional Housing Plan (“the Plan”) for SCRCOG, including sections with analysis, goals, and recommendations for the municipalities located in the
SCRCOG Region. The Consultant will also create new sections for the Plan, including an Action Plan section and an Inclusionary Zoning: Best Practices and Model Code Language section.

The final product must be developed in a manner that both supports the implementation of the locally adopted 8-30j Affordable Housing Plans as well as housing-related recommendations established in the Regional Plan of Conservation and Development. An overarching goal of the plan is to provide support to municipalities who recently adopted a local affordable housing plan pursuant to Connecticut General Statute 8-30j and create clear guidelines that inform programing decisions at the COG.

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.

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

1. Introductory meeting with member municipalities that may include the CEO, Municipal Planner, and Planning and Zoning Representative. The goal will be to gather their initial thoughts on their community’s housing needs and offer an opportunity for local decision makers to help inform the planning process for the development of the Plan. SCRCOG will assist the Consultant with scheduling the meetings.

2. Develop an approach to incorporating the existing draft Regional Housing Plan (to be provided as a separate attachment to this RFP).

3. Develop and implement a Project Schedule with specific milestones identified, allowing the Plan to be in draft form for public review and comment by June 30, 2024. The project schedule for the final Plan will be negotiated between the SCRCOG and the selected Consultant.

4. Approach to address strategies for how each member municipality can further advance the development of multi-dwelling unit housing and dedicated affordable housing units. Strategies may include the mapping of potential locations that can accommodate affordable housing development, for example.

5. Develop a methodology to identify key areas for development across the region, incorporating current planning practices of transit-oriented development and addressing workforce housing needs.

6. Review existing state and regional reports that assess housing needs and how they apply to the South Central Region. Review the existing draft plan and address if the draft adequately identifies the following:
   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

7. Potential policies, regulations, and approaches that could be pursued by member municipalities that leverage their existing resources or those provided by the state, federal government, or private and philanthropic sources.

8. Identify gaps in local capacity and staffing that potentially hinder development efforts. Offer solutions that leverage economies of scale and further develop the COG’s role in assisting localities and their efforts.

9. Develop an Approach to identifying areas/parcels including those currently in commercial and industrial use that could be rezoned and/or accommodate multi-dwelling unit housing, taking into account:
   a. Proximity to transit, shopping, jobs, and schools, and along commercial corridors.
   b. Assess potential areas that could be zoned to include multi-dwelling unit housing and accommodate greater density because they currently have the infrastructure to support it.

10. Address specific workforce 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

11. Coordinate the planning process and work with Local Housing Advisory Committees.

12. Coordinate with SCRCOG communities currently in the process of implementing an adopted 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 570,487 in 2020 (Seaberry, C., Davila, K., Abraham, M., 2023). 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 2020, the number of households in the region was 221,300 and the median household income was $74,125 (Seaberry, C., Davila, K., Abraham, M., 2023). 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

Consultants 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 subconsultant firms. and the individuals within such firms who will be involved in assisting the Consultant.

#### 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, qualifications, experience 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.

#### 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 included 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 Consultant
2. Understanding of and approach to the work to be performed
3. Project organization and staff commitment
4. Professional expertise
5. Prior experience relative to comparable projects
6. Completeness, feasibility and quality of proposed 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 Consultant 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 Stephanie Camp, Senior Regional Planner. The proposal must be received no later than Thursday, February 29, 2024, at 12:00 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 and State laws and regulations
B. The selected Consultant shall uphold and conduct themselves 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 Consultant 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 Consultant shall provide all necessary office space, office supplies, copy and fax machines, communication devices, computer software, hardware and equipment, vehicles, 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.