

**TOWN OF CANTON, CONNECTICUT
REQUEST FOR PROPOSALS
FOR THE DEVELOPMENT OF AN
AFFORDABLE HOUSING PLAN**

The Town of Canton (Town) is soliciting proposals from qualified professional planning consultants for the development of an Affordable Housing Plan in accordance with the Scope of Services listed below.

The selected consultant(s) will work under the direction of the Director of Planning and Community Development and will be expected to demonstrate professional experience in Connecticut General Statutes (CGS) and policies governing affordable housing in Connecticut. Consultants must have experience in: facilitating public input and involvement, consensus building, regulation drafting, and presentation of community planning, and data analysis to Town officials and the general public.

Scope of Services

The anticipated Scope of Services is generally described below however respondent proposals will be evaluated to determine the best possible work program that will result in an Affordable Housing Plan that meets the needs of the Town in addition to attaining compliance with CGS. At a minimum the selected consultant will be responsible for the following:

1. Review Town regulations governing development
2. Review of Town planning documents
3. A preliminary evaluation (based on existing available information and resources) 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; development constraints; character concerns; utilities; stormwater; and natural resources, among others.
4. Development of an Affordable Housing Plan that meets the needs of the Town of Canton and complies with CGS 8-30j, inclusive of amendments that may occur during the contract period. This plan shall include:
 - a. Recommended goals to provide housing options and opportunities necessary to support a healthy and complete community
 - b. Recommended strategies to accomplish these goals
 - c. Recommended implementation measures to initiate and carry out the strategies successfully
5. Conduct two public engagement sessions:
 - a. One at the onset of the project, prior to the development of the plan, and
 - b. One after the completion of a draft plan, but prior to the issuance of a final plan.
6. Presentation of the Affordable Housing Plan at the public hearing required by CGS 8-30j

The Town of Canton reserves the right to modify or expand the Scope of Services in a manner that best services the interest of the Town. Respondents may also separately offer alternate proposals or additional services.

Submission of Statement of Qualifications

Interested consultants who wish to be considered for this work shall provide one printed and digital copy of the following information to Neil Pade, Town Planner, Town of Canton CT Land Use Office at 4 Market Street, P.O. Box 168, Collinsville, CT 06022-0168, no later than 12 pm local time on September 18, 2020.

1. Letter of Introduction
2. Firm's Information Package
3. An outline and description of the firm's understanding of the Project and proposed approach necessary to meet requirements of the Scope of Services
4. Detailed fee proposals identified by task, including a total cost and schedule for completing the initial Scope of Services.
5. Resumes of personnel who will work on the Project
6. Recommendations for the management of the Project
7. Qualifications for, and experience with conducting public workshops, soliciting public opinion.
8. Three references for on-going and recently completed similar municipal planning projects (including contact person and phone number)
9. Detailed and specific examples of similar work products.
10. Certificate of liability insurance
11. Any additional information that will assist in evaluating the qualifications of the consultant

Additional Responses

Interested consultants may submit responses for portions of this request for proposals or alternate proposals. Separate fees shall be provided for alternate proposals and any scope of work not included as part of this request. Alternate proposals must provide a clear description of tasks to be completed, a detailed approach in how such tasks will be completed, in addition to proposed deliverables.

Schedule

It is expected that the process to develop an Affordable Housing Plan will consider the following schedule.

September 18, 2020	Submission Deadline for Proposals
September 25, 2020	Consultant Digital Interview if required.
October 2, 2020	Consultant Selection and Budget Determination
Week of October 12, 2020	Project Commencement
Week of November 16, 2020	Publication of Draft Plan
Week of December 7, 2020	Final Plan submitted to the Canton Board of Selectman

Fee

This project is being funded by a grant received by the Connecticut Department of Housing to complete this work. The maximum fee for this project is set to \$14,999. This amount may not be exceeded. If the selected consultant is unable to complete the project within the amount of the grant award, the Town may select another consultant.

Additional Requirements

Respondents with questions regarding the submission requirements may contact the following purchasing agent **via email only** (telephone inquiries related to scope of services requirements shall not receive a response):

Neil S. Pade AICP, Director, Planning and Community Development
Town of Canton
npade@townofcantonct.org

An electronic copy of this request for proposals, along with any changes, will be posted on the Town web page (<http://www.townofcantonct.org/>). It is the respondent's obligation to visit the web page frequently for any addendums.

Selection of Consultant(s)

The Chief Administrative Officer shall designate a selection committee. The selection committee shall evaluate the responses, and if desired, create a short list for the purpose of conducting interviews. The selection committee shall recommend the retention of a consultant(s) to the Chief Administrative Officer, who shall select the consultant(s) based upon Town administrative policy and procurement procedures.

All submissions shall be final and binding on the respondent for acceptance by the Town for 120 days from closing of this request for proposals.

A respondent filing a Statement of Qualifications thereby certifies that no officer, agent or employee of the Town who has a pecuniary interest in this request for proposals neither has nor shall participate in the contract negotiations on the part of the Town, that the proposal is made in good faith without fraud, collusion or connection of any kind with any other respondent of the same call for proposals, and that the respondent is competing solely in its own behalf without connection with or obligation to, any undisclosed person or firm.

Respondents must fully disclose, in writing to the Town on or before the closing date of this request for proposals, the circumstances of any possible conflict of interest or what could be perceived as a possible conflict of interest if the respondent were to become a contracting party pursuant to this request for proposals. The Town shall review any submissions by respondents under this provision and may reject any proposal where, in the opinion of the Town, the respondent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the respondent were to become a contracting party pursuant to this request for proposals.

Respondents shall make all investigations necessary to inform it regarding the service(s) to be performed under this request for proposals.

Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such person guilty of said misrepresentation or collusion. In the event that the Town enters into a contract with any respondent who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty, or damages.

Minority and Woman Business Enterprises are encouraged to consider submitting qualifications for consideration. The Town is an Affirmative Action - Equal Opportunity Employer.

The Town is issuing this request for proposals for the purpose of determining the benefits of retaining consultants to provide the services described in this Scope of Services and reserves the right to reject any or all responses and to amend this Scope of Services in the process of selecting a Consultant. The Town reserves the right to enter into a contracted service agreement with more than one consultant, to divide up services, and to include or not include portions thereof, within any such service agreement as may be required to meet the specialized needs of the Town.

Upon the execution of a contracted service agreement, the Town may take the proposed scope of work and responses (work program) to the legislative body for review and approval of funding. The selected consultant, at no cost to the Town, shall be responsible for attending any and all meetings, public or internal to secure funding for the contracted work program. The contract service agreement will be contingent upon municipal approval of funding.

The applicant is responsible for monitoring the Town website for any possible amendments to this request.

The Town reserves the right to accept or reject any and all proposals in whole or in part that it deems to be in the best interest of the Town.

The individual or firm selected will be required to abide by the Town Municipal Code of Ethics.

Dated at Canton, CT this _____ day of _____.

Robert Skinner
Chief Administrative Officer