



Lower Connecticut River Valley Council of Governments

145 Dennison Road Essex, CT 06426 | –1 860 581 8554 | www.rivercog.org

REQUEST FOR PROPOSALS FOR THE CREATION OF THE LOWER CONNECTICUT RIVER VALLEY REGIONAL HOUSING PLAN

Introduction

The Lower Connecticut River Valley Council of Governments (RiverCOG) is seeking a consultant to create a regional housing plan that fulfills the requirements of Connecticut General Statute Section 8-30j for Affordable Housing Plans for thirteen of its municipalities. In addition, the Regional Housing Plan will build upon the requirements of the statute and conduct a larger assessment of housing needs in the region. From this assessment the Regional Housing Plan will make recommendations for new and comprehensive approaches to meeting current and future housing needs.

Draft Scope of Work

RiverCOG would like to assess the housing needs in the Lower Connecticut River Valley (LCRV) and identify policies, regulations, and approaches that could be pursued on the municipal, regional, and state levels to address regional housing needs. The Regional Housing Plan will take a comprehensive look at housing in all the LCRV's seventeen municipalities. In addition to the requirements of Section 8-30j, RiverCOG envisions a more comprehensive approach to quantify and define the need for housing in the region, beyond the C.G.S. section 8-30g definition.

Examples of questions that could be answered in the Regional Housing Plan:

- What are the incomes for which we need housing
 - Focusing on workers already in the community
 - Returning young adults
 - Downsizing seniors
- How much affordable housing do we need?
 - Assessment of the amount and type of market rate housing that currently exists that is affordable to those needing housing
 - New metrics for measuring actual availability of affordable housing
 - How does existing section 8-30g housing meet or fail to meet needs?
- Where is affordable housing needed?
 - Where are there supportive services, employment, transit, and utilities that best support affordable housing?

RiverCOG also seeks the answer of what is the right mix of all housing types needed in the region

- Housing unit size and type
- Owned or rented
- Distribution

The required components of state Affordable Housing Plans (section 8-30j) must be completed as part of this effort for the following municipalities:

Chester, Clinton, Cromwell, Deep River, East Haddam, East Hampton, Essex, Haddam, Killingworth, Lyme, Middletown, Old Lyme, and Portland

The town of Essex completed a section 8-30j compliant plan in 2018 and will be included in this project for updating. The final plan will include a section 8-30j compliant annex for each of the listed municipalities to adopt as their statutory Affordable Housing Plan.

The comprehensive regional assessment of housing will include all seventeen Lower Connecticut River Valley (LCRV) municipalities, including Durham, Old Saybrook, Middlefield, and Westbrook who are creating their own Affordable Housing Plans. Those documents are expected to be completed and adopted in time to be referenced in the Regional Housing Plan.

There will be a project steering committee comprised of representatives of each municipality. The project steering committee will meet regularly throughout the project. The steering committee members will be the point of contact for the consultant in each municipality. In addition to the steering committee meetings there will be consultation and meetings with each of the municipalities requiring Section 8-30j Affordable Housing Plans, including adoption hearings. Larger regional public meetings could be held for input on elements beyond the municipal Affordable Housing Plan annexes.

It is envisioned that this project will begin with remote meetings, but may require in-person meetings, upon the conclusion of the COVID-19 Pandemic.

At the beginning of this project RiverCOG will have completed its first Regional Plan of Conservation and Development, including an extensive Existing Conditions Report that will provide useful housing data and analysis for this plan.

Addenda and Supplements

In the event that it becomes necessary to revise any part of these instructions, a supplement will be posted to <http://www.rivercog.org/currentRFQ.html>. Respondents are free to amend or replace an already-submitted proposal up until the RFP submission deadline.

Rejection Rights

RiverCOG retains the right to reject all proposals and to re-solicit if deemed to be in their best interest to do so.

Cost of Proposal Preparation

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

Proposals to Be In Effect

Each proposal shall state that it is valid for a period of not less than 120 days from the date of receipt.

Selection is also dependent upon the negotiation of a mutually-acceptable contract with the chosen firm.

Response Requirements

The following information should be submitted with the proposal. Any additional information should be contained in a clearly marked appendix.

1. Qualifications of the firm or individual proposing to conduct the study. Name, team size, and team organizational structure under which the firm(s) and personnel will conduct the study must be included. Relevant experience in housing planning and public engagement should be presented. Any proposed sub-consultants must be clearly identified, along with their roles in the project and relevant experience. The location of the primary office to be used in the project should be included.
2. Qualifications (resumes) of key personnel to be assigned to the project and a description of their responsibilities in conducting project tasks must be included.
3. Description of other similar or related experiences.
4. A timeline detailing the order and duration of listed tasks and the project as a whole, as well as which tasks will be completed by the lead, subcontractors (if any), RiverCOG, and municipalities.
5. A detailed work-plan.
6. A detailed budget.
7. The firm and its subcontractors must have appropriate insurance (general liability, auto, workers compensation, and/or professional liability coverage).
8. Statement of compliance with all federal and state laws and local ordinances.
9. Submittals: An electronic submittal is required and must be received by 4 pm on Friday, February 5, 2021. Digital storage media may be mailed to RiverCOG, 145 Dennison Rd., Essex, CT, 06426, or emailed to Eliza LoPresti at elopresti@rivercog.org

Inquiries

Questions may only be submitted in writing and sent to Eliza LoPresti, at elopresti@riverocg.org

All questions submitted and responses will be made publicly available at <http://rivercog.org/currentRFQ.html> .

The identity of persons submitting questions will not be posted.

Late Responses

RFP responses arriving late or not meeting these minimum requirements may be disqualified.

Funding

Funding for this project is from a portion of the RiverCOG FY21 State Regional Services Grant.