



Request For Qualifications

Housing Consulting Services

Town of Eastham
Affordable Housing Trust
April 12, 2010

PUBLIC NOTICE

Town of Eastham

Request for Qualifications – Housing Consultant Services

The Town of Eastham Affordable Housing Trust is requesting proposals for housing consultant services to work with the Eastham Affordable Housing Trust to develop and advance its affordable housing program. Copies of the detailed Request for Qualifications may be obtained at the Town Hall, 2500 State Highway, Eastham, MA beginning at 8:00 AM on Monday, April 12, 2010. Interested firms qualified in the field of housing consultation shall submit proposals to the Town Administrator's Office by 3:00 PM, Friday, April 30, 2010. The fee will be negotiated.

Minimum qualifications are: five years of successful experience in housing development, housing funding, worker housing development, including projects of similar scale and scope; and evidence of suitable insurance coverage for such services. Selection criteria are included in the detailed Request for Qualifications. Respondents must comply with all applicable civil rights and employment opportunity laws. The Town of Eastham reserves the right to reject any or all proposals, to waive any informalities in the proposals received, and to accept the proposal which best meets the criteria set by the Town.

Sheila Vanderhoef, Town Administrator

Town of Eastham
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Town of Eastham
Housing Consultant Services

PART I

OVERVIEW and DESCRIPTION OF PROJECT

The Town of Eastham seeks the services of a housing consulting to assist the newly formed Affordable Housing Trust. The Town intends to award a contract to cover services as necessary for the development of new housing opportunities, rehabilitation of existing housing stock, buydowns of market rate housing stock, and for other housing programs serving low, moderate and middle income households.

The Eastham Affordable Housing Trust has been awarded funding from the Eastham Community Preservation Committee for Housing Rehabilitation and Housing Development. The Town's staff currently administers these funds; however assistance is needed in the implementation of the Town's Affordable Housing Production Plan including the prioritization and the development of new housing opportunity programs, applying for grants and administration of such grants and programs. A copy of the draft Housing Production Plan is available on the Town's website at www.eastham-ma.gov.

The successful respondent will work with and will receive the full support of the Town of Eastham through its staff and the Affordable Housing Trust. Respondents are asked to present a scope of services that will lead to successful implementation and will support the goals of the Town as outlined in Part III of this RFQ.

PART II

INSTRUCTIONS

This Request for Qualifications (RFQ) is issued by the Town of Eastham in compliance with requirements of MGL Ch 30B, 24 CFR Part 85. Any conflict or inconsistency between the requirements of the Statute and this RFQ shall be determined by the Statute and related regulations.

RFQ packages can be obtained through the Town Administrator's office. Prospective respondents may request a package in person or call to request that a package be sent. There is no charge for an RFQ package. RFQ packages cannot be faxed.

Questions may be addressed to the project contact person: Sheila Vanderhoef, Town Administrator, Town of Eastham, 2500 State Highway, Eastham, MA 02642. Telephone: 508-240-5900.

If the RFQ is changed as a result of questions or other reason, the Town will send appropriate notice of same, in addendum form, to all those who have requested an RFQ package.

Proposal Submittals:

1. Responders shall develop a non-price or narrative proposal and a price proposal based upon the scope of services information (Part III), and the respondent's knowledge and experience in the creative development of housing opportunities.

The proposal should be prepared in a straightforward manner, concisely and economically, providing a complete description of the services to be provided. It should make clear that the minimum qualifications have been met and address the selection criteria found in Part IV. Please submit six copies of the non-price or narrative proposal.

2. A list of not less than three relevant references must be included. There is no specific limit to the number of references given, as long as they are relevant.

3. In order to preclude conflict of interest that may arise from providing services to the Town of Eastham, the respondent, its sub consultants and subcontractors are required to submit an Affidavit of Non-Collusion. A blank affidavit of non-collusion is included in Part V.

4. A Tax Compliance form signed by an officer of the company or sole proprietor. The form attached shall be submitted with the RFQ.

5. The Town of Eastham is an equal opportunity employer. Further, it is the policy of the Town to ensure that minority and women business enterprises (W/MBE) have the maximum opportunity to participate in providing the services called for in this RFQ, either as principal contractor or subcontractor. Federal and Massachusetts regulations prohibit discrimination against any employee or applicant for employment because of race, color, religion, sex, handicap, or national origin, and in accepting federal and Massachusetts funding the Town must comply with all federal and Massachusetts equal opportunity laws. Therefore, the respondent must agree to take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, handicap, or national origin. The respondent shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap or national origin.

6. Respondents are required to submit proof of insurance. Professional insurance (liability or other appropriate product) is required from an insurer qualified to do business in Massachusetts. The successful respondents shall submit a certificate of insurance evidencing such coverage in amounts acceptable to the Town for worker compensation automobile, general liability, and errors and omission, as applicable, when contract is signed.

7. Signed addenda, if any were issued to change the original RFQ as a result of questions or other reason, must be submitted.

8. Responders shall develop a price proposal. There is no specified format for the price proposal. The fee shall be delineated for each of the proposed project activities.

PART III

SCOPE OF SERVICES

The successful respondent will work with and will receive the full support of the Town of Eastham through its staff. Respondents are asked to present a scope of services that will lead to the successful completion of the following goals:

- Identify desirable use of Affordable Housing Trust funds and secure matching funds for affordable housing initiatives and leverage existing funds
- Actively promote and produce new affordable housing
- Maintain good communications with Town Staff, Board of Selectmen and Eastham Housing Authority
- Work cooperatively with Town departments, including, but not limited to the Town Administrator, Accountant and Collector/Treasurer, Engineering and Board of Health and Town Planner.

Proposals must include a Scope of Services addressing the requirements of the Town that incorporates all appropriate activities and demonstrate Consultant's success in these core tasks as well as an ability to communicate and motivate Trust towards strategies, activities and approaches that ensure a high probability of success for the Trust.

PART IV

EVALUATION CRITERIA

Proposals which fail to meet the minimum qualifications or which, in the judgment of the Town of Eastham, fail to meet the requirements of the Request for Qualifications or are incomplete, conditional, obscure, or contain errors or deletions, shall be rejected. All others will be reviewed according to the selection criteria. A short list will be developed, and those firms will be invited for an interview and presentation. The successful respondent will be selected from the short list. The fee will be negotiated with the first choice respondent.

The Town acting through its Chief Procurement Officer will utilize the following criteria in review of proposals, references and follow-up review:

MINIMUM QUALIFICATIONS

Each respondent shall indicate his/her agreement with each of the following questions:

To merit further consideration of a proposal by the Town, respondent must indicate "yes" and provide evidence, where appropriate, with each statement below:

1. Has the respondent conformed in all material respects to the submission requirements as set forth in the RFQ?

_____ Yes _____ No

2. Does the respondent have a minimum of five years' of successful experience in affordable housing, including funding of housing programs, housing rehabilitation, housing procurement, developing housing on town-owned land, creation of pro forma's, creation of innovative housing programs and suitable credentials and expertise in projects of similar scale and scope?

_____ Yes _____ No

3. Does the respondent show evidence of suitable insurance coverage for the proposed services?

_____ Yes _____ No

SELECTION RATING

All documents prepared for the project shall remain the property of the Town of Eastham subject to the specific requirements of the grant. Selection shall be subject to additional discussions and/or negotiations based on proposals received.

The following will be used to measure the relative merits of each proposal that has met the Minimum Qualifications, for each criterion:

Highly Advantageous - Proposal excels on specific criterion.

Advantageous - Proposal fully meets the evaluation standard that has been specified.

Not Advantageous - Proposal does not fully meet the evaluation standard, is incomplete or unclear, or both.

Unacceptable - Proposal does not meet the specification criterion.

Following the individual ranking for each of the individual comparative criterion, proposals shall receive a composite rating corresponding to the above-listed scale.

1. KEY STAFF AND THEIR QUALIFICATIONS, and SIMILAR EXPERIENCE

- A. Proposals submitted should list key staff members to be assigned, provide a resume of their qualifications.
- B. The Town places a premium on the experience of the firm in providing housing services for similar programs. In evaluating proposals, the Town will consider the experience of firm personnel in this area. Please describe your background and experience with affordable housing initiatives and provide the resumes of all personnel to be directly assigned to this project.
- C. Please provide your background in funding and administering housing programs. List the programs that you have funded, administered and managed. Please list any and all audit findings that resulted from the administration of these programs.
- D. Even if the firm itself has five years' similar experience, the Town shall find it unacceptable if project personnel possess less than three years of experience in similar housing initiatives; three years experience shall be given the rating of not advantageous; more than three but less than five years of experience shall be given the rating of advantageous; more than five years of experience shall be given the rating of highly advantageous.

2. EVALUATION OF SCOPE OF SERVICES

The Town places a premium on the respondent's approach to the project and the ability to present a scope of services that complies with the goals listed in Part III. The narrative should be clear, concise and complete.

Proposals that address required items, but only in general or vague terms that do not adequately represent tasks to be performed will be given the rating of not advantageous. Proposals which address all required items in an adequate manner but are unclear in some respects which leave questions on the part of the Town as to key aspects of the manner in which tasks will be performed will be given the rating of advantageous. Proposals that excel in all respects in clearly and concisely addressing all required elements of the scope of services shall be given the rating of highly advantageous.

3. AVAILABILITY TO MEET WITH TOWN REPRESENTATIVES

The Town places a premium on its ability to have access to the Housing Consultant throughout the life of the project. Please describe your availability to meet or confer with the Town's designated representative for grant administration. The Town shall find it unacceptable if the respondent is unable to meet with the Town's designated representative. Usual availability for less than five (5) business days per week shall be given the rating of not advantageous; usual availability for five (5) business days per week but during limited hours shall be given the rating of advantageous; usual availability for five (5) business days per week during normal business hours shall be given the rating of highly advantageous.

The Affordable Housing Trust meets monthly, on the first Tuesday of the month at 4:00 pm.

4. SIMILAR HOUSING CLIENTS

Proposals should list references for current and recently similar projects. Contact information should be supplied. The Town will follow up on as many references as possible.

The Town places a premium on the number of successful projects that the respondent has undertaken which are similar to the Town's current project. Please provide a list of clients for which you currently provide housing administration services, or for which you have completed projects within the past four-year period. More than three clients who consider your services satisfactory or better shall be given the rating of highly advantageous; three clients who consider your services satisfactory or better shall be given the rating of advantageous; three or more clients not all of whom consider your services satisfactory or better shall be given the rating of not advantageous; having fewer than three clients, or three or more clients who consider your services unsatisfactory shall be given the rating of unacceptable.

PART V

FORMS

The following blank forms are included in this part:

- *Affidavit of Non-Collusion*
- *Tax Compliance*

NON-COLLUSION CERTIFICATE

The undersigned certifies under penalties of perjury that this bid is in all respects bonafide, fair and made without collusion or fraud with any other person. As used in this section the word “person” shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

Authorized Signature

Date

Social Security or Federal Identification Number

Legal Name of Business Entity

Address:

STATEMENT OF TAX COMPLIANCE

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under penalties of perjury that I, to my best knowledge and belief, have complied with all laws of Commonwealth of Massachusetts relating to taxes.

Social Security or Federal
Identification Number

Signature of Individuals signing
Bid or proposal

Required Submissions

Proposals must be received at the Town Hall at 2500 State Highway, Eastham, Massachusetts 20642 by **3:00 PM on April 30, 2010**.

Proposals shall be submitted as follows:

A. A packet of choice (packet, box, envelope etc) will contain:

- 1)** The non-price or narrative proposal (6 copies)
- 2)** Three relevant references
- 3)** The completed "Affidavit of Non Collusion"
- 4)** The completed "Statement of Tax Compliance"
- 5)** Proof of Insurance
- 6)** Acknowledgement of any addenda issued.

The packet will be marked "**Non-Price Proposal - Consultation Services for Affordable Housing**", (include respondent's identification) and will be opened at **4:00 PM on April 29, 2010**. Contents will be checked for all required submissions.

B. A sealed envelope will contain one copy of the price proposal and will be marked "**Price Proposal – Consultation Services for Affordable Housing**" (include respondent's identification). Since the fee is to be negotiated, envelopes containing the price proposals will not be opened and will be kept in the Town Administrator's office until the first-choice responder is selected.