

Request for Proposals

Housing Master Plan for the Bi-Town Housing Committee of Dover and Wilmington, VT

March 25, 2019

Bi-Town Housing Committee; Towns of Dover & Wilmington, VT

Steve Neratko, Town of Dover Economic Development Director
PO Box 428
102 Route 100
West Dover, VT 05356

(802) 464-5100 x4 dovereds@sover.net

Statement of Interest

The purpose of this Request for Proposals (RFP) is to seek proposals from qualified consulting firms to provide professional services to the Bi-Town Housing Committee of Dover and Wilmington, VT to develop a Housing Analysis and Master Plan that covers the next 20 years of the community.

The plan will incorporate the perspective of a broad range of local stakeholders' input, will document local and regional housing-related initiatives underway, and will outline a strategy that will provide direction to the committee, the Towns of Dover and Wilmington, housing developers and other partners to take actions that will build an economically sustainable, thriving community.

The Committee seeks a qualified consultant with expertise in housing markets and economic development to prepare a Housing Master Plan including:

- a detailed Inventory and Assessment of housing within the community, and
- a Strategic Action Plan that facilitates an improvement in both quantity and quality of housing that will serve a wide range of incomes and household needs, and to foster re-investment in the communities housing stock.

Schedule: The anticipated schedule for the RFP is as follows:

RFP Available	March 25, 2019
Deadline for Questions	April 15, 2019
Proposal Submissions Due	May 1, 2019
Review and Interviews	May 2019
Award by Bi-Town Housing Committee	June 2019

Background

The Towns of Dover and Wilmington, VT are home to two recreational ski areas, the Green Mountain National Forest, as well as the many amenities needed to support those facilities. This reliance on the tourism, retail, and service sector creates several unique housing challenges. Much of the tourism employment is seasonally dependent, and many workers struggle the steady income stream needed for home ownership. In addition, the second home market, as well as visitor rentals, increases the pressure on home prices for both renters and homeowners. As a result, many employees commute long distances to work, either from the Towns of Dover & Wilmington to larger centers of employment such as Brattleboro and Bennington, or the other way around.

Major concerns include:

- Age and condition of existing housing stock.
- Growing percentage of housing that are second homes or vacation rentals.
- Limited long-term rentals available.
- Lack of seasonal workforce housing.
- Gaps in the range of housing available, particularly the lack of entry level homeownership opportunities that are both affordable and appealing.
- Lack of affordable and accessible housing for residents reaching retirement.
- Insufficient infrastructure to support significant new development.

The intent for this Housing Master Plan is to establish the direction for housing initiatives and programs based on a 20-year planning horizon. The Master Plan will include a summary of goals and objectives, an inventory and analysis of existing conditions and future projections, as well as a Strategic Action Plan that will outline recommendations, an implementation plan, and a timeline for achieving them.

The plan should create a roadmap to guide future decision making to ensure an appropriate balance of supply and demand for housing, both rental and owner occupied. The results of this study will help elected officials, municipal staff, stakeholders and community members develop a meaningful sense of the housing market and understanding of key housing issues and their impact.

The consultants shall use a comprehensive public planning process during the preparation of this Master Plan, including, but not limited to, surveys, public meetings, workshops and stakeholder meetings. This community input will be utilized to create the framework needed for future planning of projects and programs. The consultant team shall work with the Committee, the Select Boards, the Planning Commissions, and residents, land and business owners, and visitors to develop the Master Plan.

The implementation plan should outline short term projects (0-3 years), midterm projects (3-10 years) to begin planning, and long-term projects (10-20 years) that we should strive towards.

The consultant shall prepare a draft plan, utilizing information gained throughout this process, and present it to the community throughout a variety of means. The consultant shall then make appropriate revisions prior to the Bi-Town Housing Committee approving it and the final plan being presented to the committee and then larger community.

Scope of Work:

- I. Inventory and Assessment
 - a. Existing Housing Data and Projections
 - i. Short- and Long-Term Rentals
 - ii. Senior and Accessible Housing
 - iii. Owner Occupied
 - iv. Second Homes / Vacation Rentals
 - v. Seasonal Employee Housing
 - vi. Vacant, or Underdeveloped/Underutilized Properties
 - b. Affordability and Availability Analysis
 - c. Current Impediments to Housing and Development
 - d. Demographic and Labor Data and Projections
 - i. Commuting Patterns
 - ii. Cost of Living Data and Projections
 - e. Summary of Results from Focus Groups, Surveys, Stakeholder Interviews
 - f. Public and Private Properties that may be Underdeveloped/Underutilized
- II. Public Participation
 - a. Include Residents, Second Homeowners, Employees, Business Owners, Tourists/Visitors
 - b. Surveys
 - c. Public Meetings
- III. Visioning
 - a. Gaps Analysis Between Existing Inventory and Future Needs
 - b. Strategies to Mitigate Barriers to Housing / Development
 - i. Incentive Programs to Foster Housing Development / Redevelopment
 - ii. Incentive Programs to Encourage Homeownership
 - iii. Potential Public-Private Partnerships
 - iv. Potential Partnerships with Housing Organizations
 - c. Strategies to Create / Preserve Housing that is Affordable
 - d. Strategies to Create a Diversity / Range of Housing
 - e. Economic / Financial Analysis
 - i. Identify Opportunities for Funding Alternatives
- IV. Master Plan Format
 - a. Statement of Goals and Objectives
 - b. Inventory and Analysis of Existing Conditions and Future Projections
 - c. Strategic Action Plan
 - i. Recommendations
 - ii. Implementation Plan
 - iii. Timeline
 - d. Charts, Graphs, Maps and Other Data
- V. Final Deliverables
 - a. An email attached electronic copy of the Master Plan
 - b. Two copies on a flash drive
 - c. Ten hard copies

Questions:

All questions or requests for additional information must reference the above proposal name and must be submitted by 12:00 PM on Monday April 15th, to Steve Neratko.

Emailed questions or inquiries shall be submitted to dovereds@sover.net. Questions and answers will be issued to all interested, in the form of an addendum and placed on the Town's website.

No contact regarding the project is permitted between those interested in submitting a proposal and any other committee member, Town staff or elected official until after award, except through the Economic Development Office. Please contact Steve Neratko, Town of Dover Economic Development Director at (802)464-5100 ext 4.

Proposal Requirements: Proposal shall contain the following information in the order listed:

- I. Technical Proposal
 - a. Signed Letter of Interest
 - b. Statement of Objectives, Goals and Tasks
 - c. Firm Background, Experience and Qualifications
 - d. Key Personnel and their involvement in our planning process
 - e. Work Plan
 - f. Timeline / Schedule
- II. Cost Proposal
 - a. Budget

Evaluation: The Bi-Town Housing Committee consisting of members of the Bi-Town Economic Development Committee as well as other members of the community, will evaluate proposals and select a short list of consultants to interview.

This evaluation will consist of:

- I. Project Understanding
- II. Scope of Work
- III. Qualifications / Experience
- IV. Timeline / Schedule
- V. Budget / Cost
- VI. References

Submissions:

Consultants interested in this project should submit ten (10) hard copies of their proposal, as well as a digital emailed version as follows. It must be received by no later than 3:00 PM on Wednesday, May 1st, 2019.

Proposals and/or modifications received after this time will not be accepted or reviewed.

Steve Neratko | Director of Economic Development Town of Dover
P.O. Box 428 | 102 Route 100
West Dover, VT 05356 802.464.5100 x4 dovereds@sover.net

Technical and cost proposals must be submitted in separate, sealed envelopes or packages with the following information clearly printed on the outside:

Name and address of prime consultant
Due date and time
Envelope contents (technical or cost proposal)
Project name

No facsimile-machine produced proposals will be accepted. All proposals upon submission become the property of the Bi-Town Housing Committee. The expense of preparing and submitting a proposal is the sole responsibility of the consultant.

The Committee reserves the right to reject any or all proposals received, to negotiate with any qualified source, or to cancel in part or in its entirety this RFP as in the best interest of the Towns.

This solicitation in no way obligates the Committee or either of the Towns to award a contract. Proposals should be double-sided and on recycled paper, if possible, twin pocket portfolios or other simple, re-usable binding method is recommended. Do not use nonrecyclable plastic sheeting.

Electronic versions (pdf) emailed to dovereds@sover.net are required but will not solely count towards meeting the submission deadline.