

Wenham Affordable Housing Trust Action Plan - Invitation for Bid-

1. Project Overview

The Town of Wenham Affordable Housing Trust (AHT) seeks to secure a consultant to work with town constituents to develop and produce an Affordable Housing Trust Action Plan (AHTAP) for the Town of Wenham. This plan is intended to inform and guide the AHT in developing innovative and actionable initiatives to meet the Town's housing needs within the scope of the AHT's Declaration of Trust. http://www.wenhamma.gov/boards_and_committees/docs/Declaration_of_Trust.pdf

2. Scope of Services

The Consultant's preparation of the Action Plan shall include the following:

- a strong emphasis on public engagement, including, but not limited to, interviews with town officials and community workshops.
- meetings and communications with the Wenham Affordable Housing Trust, Town Hall Staff, and Boards as necessary to complete contracted work.
- a review and analysis of existing assessments and plans, previous studies, and surveys
- preparation of a draft Action Plan (AHTAP) for review by the Town of Wenham Affordable Housing Trust.
- revisions as determined by the Trust based on the review process.
- submission of Final Draft AHTAP for Wenham Affordable Housing Trust review and approval. (Two hard copies and flash drive copy of the Action Plan in an editable format).

At a minimum, the Action Plan should include the following:

- an executive summary.
- a summary of needs extracted from community input, updated Housing Needs assessment and other existing documents.
- the mission of the plan, priority goals, initiatives and specific strategies for meeting the community's housing needs.
- recommendations for implementation of plans to achieve goals.
- a presentation of the final plan in a public meeting.

3. Response Requirements

The bid should include the following:

- a. Qualifications: A narrative describing the consultant's qualifications and experience in completing similar types of studies/analyses.
- b. Timetable: A statement attesting to the consultant's availability to achieve the required product within a mutually acceptable timetable.
- c. Cost: The consultant shall submit a total budget for the project that itemizes expenses and hours required for each task of the engagement including:
 - a. Collection and analysis of information;
 - b. Development of draft AHT Action Plan report;
 - c. Meetings;
 - d. Development of Final Action Plan
- d. Resume: Include resumes of key staff, including those of any subcontractors who will be involved in the project.
- e. References: Names and contact information from at least five references from organizations or individuals that have received comparable service from the consultant within the last five years.
 - a. Sample of Work: Include examples of at least two comparable plans that the consultant has completed within the last two years.
- f. Signed Certificate of Non-Collusion: See Attachment A

4. Deadline and Address for Submission

Complete submittal of the bids shall be received by the Town by no later than 4 PM, July 17, 2017.

Consultants shall include one original, and five hard copies of the proposal to:

Town Clerk,
Wenham Town Hall
ATTN: Wenham Affordable Housing Trust
138 Main Street
Wenham, MA 01984

The Town of Wenham reserves the right to reject any or all quotations. The Town of Wenham is an equal opportunity employer.

5. Selection Criteria

The Town will award the bid to the lowest most responsive and responsible bidder, who has at least met all of the minimum requirements listed below.

Minimum requirements:

- a. The consultant has met all submission requirements.
- b. The consultant must possess the experience necessary to carry out the contract and perform the required services. At a minimum, the consultant shall have completed at least two similar types of studies within the last two years.
- c. The consultant possesses strong communications and written skills as determined by satisfactory reference checks. At least five professional references in the last 5 years -- including the name, telephone number and e-mail address of the references.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of individual submitting bid or proposal

Name of business