

**Town of Londonderry, Vermont**

100 Old School Street  
South Londonderry, VT 05155  
802-824-3356  
[www.londonderryvt.org](http://www.londonderryvt.org)

**REQUEST FOR PROPOSALS**  
**LONDONDERRY HOUSING NEEDS ASSESSMENT**

**RFP NO. 2021-06**

**DATE: June 17, 2022**

**PROJECT TITLE:** Londonderry Housing Needs Assessment (the “Project”)

**PROPOSAL DUE DATES:** Proposals are due by July 18, 2022, no later than 2:00 PM. See section 5 for specific directions on proposal submittals.

**ESTIMATED TIME PERIOD FOR CONTRACT:** The desired consultant services are required from August 15, 2022 through approximately April 1, 2023.

**BIDDER ELIGIBILITY:** This procurement is open to those consultants who satisfy the minimum qualifications stated herein and are available for work in the State of Vermont. The Town encourages responses from disadvantaged, women-owned, minority-owned and small local consultants or consultant firms.

**CONTENTS OF THE REQUEST FOR PROPOSALS (RFP):**

1. Introduction
2. Scope of Work [see ATTACHMENT A]
3. General Information for Bidders
4. Breakdown of Pricing and Expenses; Exceptions; payment Information
5. Submission of Proposals
6. Evaluation and Contract Award

**1. INTRODUCTION**

The Town of Londonderry, Vermont, (the Town) is seeking the services of a qualified consultant to conduct a housing needs study of the community and provide recommendations to address housing issues.

This project is funded through an award of funds by the Londonderry Selectboard through the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) authorized under the American Rescue Plan Act.

Consultants or consultant firms that are considering the submission of a proposal in response to this RFP should promptly advise the Town Administrator by e-mail ([townadmin@londonderryvt.org](mailto:townadmin@londonderryvt.org)) of their potential interest in submitting a proposal, so that the Town may keep all potential contractors advised as the RFP process moves ahead. All such notifications shall be kept confidential.

## **2. SCOPE OF WORK**

The Town is seeking a qualified planning consultant or consultant firm to perform all services as specified in ATTACHMENT A.

Submissions may recommend additional or alternative services which are believed to provide more efficient and/or comprehensive means to meet the Town's project goals as set forth in ATTACHMENT A.

Terms and conditions may be further defined in a formal contract.

## **3. GENERAL INFORMATION FOR BIDDERS**

### **A. Right to Accept or Reject Proposals**

The Town reserves the right to accept or reject any proposal, at its sole discretion, and to award a contract based solely on its determination of the best proposal considering all circumstances and conditions applicable to this project.

### **B. Right to Cancel or Postpone the Project**

The Town reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

### **C. Right to Retain and/or Utilize Information Contained in Submitted Proposals**

The Town reserves the right to retain all proposals and to use any ideas in a proposal regardless of whether the proposal is selected. Submission of a proposal indicates acceptance by the contractor of the conditions contained in this RFP, unless clearly stated to the contrary and specifically noted in the proposal submitted and confirmed in the contract between the Town and the selected firm.

### **D. Purchasing Policy**

Contractors may wish to review the Town's Purchasing Policy, a copy of which may be found on the Town website, at [www.londonderryvt.org](http://www.londonderryvt.org).

### **E. Change Orders**

If scope of work or other specification changes are made prior to the close of the proposal submission process, the RFP may be amended, and notice shall be sent to any person who has indicated an interest in submitting a proposal or who has already submitted a proposal, and a new or amended solicitation process may be initiated. Once a proposal has been accepted, if changes to the scope of work or other specifications become necessary, the Town will prepare a change order specifying the scope of the change. Once approved, the successful contractor and an authorized agent of the Town must sign the change order.

### **F. Ownership of RFP Information**

The Town shall have ownership of all information submitted in response to this RFP, and shall be free to utilize that information for whatever purposes it chooses whether or not the contractor is selected to perform the Project.

#### 4. BREAKDOWN OF PRICING AND EXPENSES; EXCEPTIONS; PAYMENT INFORMATION

##### A. Breakdown of Pricing

- 1) Proposals will clearly state and explain all costs associated with the services to be provided as defined in Section 2, Scope of Work. The Town will not make advance, incremental or partial payments. All work/deliveries must be satisfactorily completed before being invoiced.
- 2) In addition, proposals must specify (a) the contractor's hourly rate to make any additional changes requested by the Town beyond the initial Scope of Work, and (b) contractor's per-meeting charge for any meetings that are in addition to those specified in the consultant's proposal.
- 3) There is no expressed or implied obligation on the part of the Town to reimburse bidders for any expenses incurred in preparing or presenting proposals in response to this request.
- 4) This project is funded solely through funds appropriated by the Londonderry Selectboard with a maximum Town expenditure of \$23,000.

##### B. Exceptions or Suggestions

Contractors shall note whether they take any exceptions to the RFP requirements or have other suggestions concerning the Project.

##### C. Costs Incurred by Contractors

The Town will not reimburse contractors for any expenses incurred in preparing or presenting proposals in response to this RFP.

##### D. Payment Information

Contractors shall include in their submittals a proposed payment schedule. The Town suggests, but does not require, that proposals include partial payments tied to the completion of each task identified in Section 4.A above. All work must be satisfactorily completed before being invoiced.

Invoices may be submitted monthly beginning no sooner than 30 days after start of work. Payment terms are Net 30 days.

#### 5. SUBMISSION OF PROPOSALS

##### A. Electronic Submission Only

All proposals must be submitted electronically in a single PDF document of no more than 20 pages via email to the Londonderry Town Administrator at: [townadmin@londonderryvt.org](mailto:townadmin@londonderryvt.org). Proposals will not be accepted by mail, fax or in-person.

**Proposals are due no later than 2:00 PM on July 18, 2022.** Any submission received after the time and date specified shall not be considered.

Electronically submitted proposals must include in the email subject line the words: **“Londonderry Housing Assessment Submittal”**.

Proposals will not be reviewed until after the submission deadline.

Any submission may be withdrawn in writing prior to the scheduled time for review of proposals by the Planning Commission.

A contractor submitting a proposal thereby certifies that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other contractor for the same work, and that the contractor is competing solely on their behalf without connection with or obligation to any undisclosed person or firm.

There will be no public opening of the proposals received by the Town, but they will be reviewed by the Londonderry Planning Commission as soon as possible after receipt. Final selection of a consultant shall likewise take place at a meeting of the Londonderry Selectboard as soon as possible thereafter.

**B. RFP Coordinator**

The following RFP Coordinator will serve as the single point of contact for this solicitation:

Shane O’Keefe, Town Administrator	Phone: 802-824-3356, ext. 5
Town of Londonderry	Email: <a href="mailto:townadmin@londonderryvt.org">townadmin@londonderryvt.org</a>
100 Old School Street	
South Londonderry, VT 05155	

Except as noted below, all communication between the prospective consultant and the Town upon release of this RFP shall be with the RFP Coordinator. Any other communication will be considered unofficial and non-binding on the Town. Consultants are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the bidder.

**C. No Obligation to Contract**

This RFP does not obligate the Town to contract for services specified herein. The Town reserves the right to reject all proposals and to either withdraw the RFP or reissue a revised RFP at a later time.

**D. Commitment of Funds**

The Town of Londonderry Selectboard is the only entity that may legally commit the Town to the expenditures of funds for a contract resulting from this RFP. No costs chargeable to the proposed contract may be incurred before receipt of a fully and properly executed contract.

**E. Right to Extend Contracts**

The Town reserves the right to extend a contract for ongoing services without reissuing an RFP.

## **F. Insurance Requirements**

The successful contractor will furnish the Town with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

The successful contractor shall, at its own expense, obtain and keep in force insurance coverage during the full term of the contract. Upon the Town's acceptance of the consultant's proposal, a Certificate of Insurance shall be provided to the Town by the Contractor or the Contractor's insurance company before any work is performed. The Contractor's policies shall name the "Town of Londonderry, Vermont" as an additional insured.

The awarded Contractor shall indemnify the Town and its representatives against any claim, loss, damage, or liability arising from any such law or regulation related to any activity of consultant contractor or its agents or employees. The awarded Contractor shall be responsible for all damage to property, or injury to persons, arising out of any act or failure to act on the part of its agents or employees while in service to the Town. They shall indemnify and hold harmless the Town from any and all demands, suits, or judgments arising in conjunction with or as a result of the consultant's performance of a contract resulting from this RFP.

### **1) Liability Insurance**

Contractor shall maintain Commercial General Liability Insurance with a limit of not less than \$1,000,000 per each occurrence and General Aggregate coverage of at least \$2,000,000.

### **2) Automobile Liability Insurance**

Contractor shall maintain automobile liability coverage with a Combined Single Limit of at least \$1,000,000.

### **3) Workers' Compensation**

The Contractor will, at all times during its service to the Town, comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The Town will not be held responsible in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract. Additionally, the Contractor is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

## **6. EVALUATION AND CONTRACT AWARD**

### **A. Evaluation Procedure**

Proposals will be evaluated in accordance with the requirements stated in this request and the *Town of Londonderry Purchasing Policy*.

The RFP Coordinator may contact the bidder for clarification of any portion of the bidder's

proposal.

The Planning Commission, or a subcommittee of the Commission, may conduct interviews with all or some of those who submit proposals in response to this solicitation in order to help with the Town's selection process.

**B. Evaluation and Selection Criteria**

The Town will consider the following criteria when evaluating and selecting proposals:

- Price
- Clarity and completeness of the submitted proposal
- Bidder's ability to perform within the specified time limits
- Bidder's experience and reputation, including past performance for the Town of Londonderry
- Quality of the materials and services specified in the bid
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements, if any.
- Bidder's availability to provide future service, maintenance, and support.
- Bidder's financial stability.
- Any other factors that the Town determines are relevant and appropriate in connection with a given project or service.

**C. Notification to Bidders**

The RFP Coordinator will notify the Apparently Successful Contractor and all others submitting proposals of the Town's selection as soon as possible after the decision of the Londonderry Selectboard on consultant selection.

**D. Start of Work**

Work is proposed to commence on or about August 15, 2022, or as otherwise determined by the Londonderry Planning Commission.

**[END OF DOCUMENT]**

**ATTACHMENT A – Project Scope of Services**

**Town of Londonderry, Vermont**  
**Housing Needs Assessment**

**ATTACHMENT A**  
**Scope of Work**

**1. PROJECT KICKOFF**

- Meeting with Planning Commission and/or project subcommittee. Topics to include community goals, approach, information needs, stakeholder and community engagement, timeline, and process. Identify key staff and working group.

**2. DEMOGRAPHIC & ECONOMIC ANALYSIS**

- Develop demographic and economic profile of Londonderry and mountain town region.
- Analysis of existing and projected trends (e.g., population distribution by age/income, number of households, median age, race, and ethnicity).
- Compile information on labor market size and commuter trends (inflow-outflow, remote), as well as educational attainment and unemployment trends.

**3. HOUSING NEEDS ANALYSIS**

- Collect/analyze data on existing housing supply, interview stakeholders, conduct survey of local employers. Use findings to project demand for various housing types.

**3A. SUPPLY ANALYSIS**

- The Housing Needs Analysis will document the current housing supply and how that supply has changed over the past five years.
- Inventory type of housing, quality, cost/affordability, vacancy, seasonality, etc.
- Inventory will include: owner- vs. renter-occupied housing supply; age of housing stock; single-family vs. multifamily housing; vacancy trends; home prices, rental rates, and affordability; building permits and housing development pipeline analysis; year-round vs. seasonal housing; and home-sharing and short-term rental analysis.

**3B. DEMAND ANALYSIS**

- Identify housing “gaps” and housing needed to fill gaps.
- Estimate number of housing units needed overall, and by income/cost range, housing type, age-group, etc.
- Examine housing replacement needs due to obsolete units over next ten years.
- Demand analysis includes the following: market-rate and affordable housing needs; replacement housing demand (obsolete housing); housing preferences (unit type, bedrooms, amenities, etc.); seasonal vs. year-round housing needs; workforce housing needs; and special populations housing needs (seasonal, senior, etc.).

**3C. COMMUNITY SURVEY**

- Develop community survey to understand how housing issues impact the town. Develop understanding of known and perceived housing opportunities and challenges as well as

resources available in the region, capacity of stakeholder organizations, employer workforce needs, and overall strengths and weaknesses of the region.

- Work with Planning Commission and/or project subcommittee to obtain responses to survey
- Summarize and report findings, use results in needs assessment and recommendations.

### 3D. CONSTRAINTS ANALYSIS

- Analyze barriers to accommodating future housing demand.
- Constraints identified through interviews, community survey, and input from Planning Commission and/or project subcommittee, etc.
- Evaluate existing, future zoning bylaws, conduct infrastructure assessment, identify natural resource constraints and market constraints that serve as barriers or deterrents to housing development.

### 3E. STAKEHOLDER INTERVIEWS

- Conduct stakeholder interviews (local experts, major employers, etc.) to understand market conditions impact to access of workforce housing and employers' ability to attract and retain workers, as well as issues such as public infrastructure/service capacity.
- Planning Commission and/or project subcommittee will assist with identifying key stakeholders.

## 4. SYNTHESIS & STRATEGIES

- Recommend framework for decision making.
- Provide concrete recommendations for addressing current housing problems and ensuring that future housing needs are met.
- Recommendations will be tied to specific findings of the Needs Assessment and Constraints Analysis and will incorporate lessons learned from work completed and research conducted in comparable communities.

## 5. FINAL REPORT & PRESENTATION

- Compile results of all work completed into a Draft Report.
  - The Draft Report will include an Executive Summary written for a non-technical audience, which can be used as a standalone document for media and/or informational purposes.
  - Planning Commission and/or project subcommittee will review the Draft Report and provide comments.
- Address all comments and issue a hard copy and PDF Final Report. Once the Final Report has been issued, attend final meeting to present recommendations from the report.

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