

**APPLICATION TO THE
DENNIS COMMUNITY
PRESERVATION COMMITTEE
BY THE
DENNIS PLANNING DEPARTMENT**

MAY 4, 2018

Contact Info:
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Town Planner
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Town of Dennis
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PROPOSAL OVERVIEW

The Town of Dennis, through the Planning Department is seeking funding to engage a consultant to provide housing consultant services to the Dennis Planning Department and the Dennis Municipal Affordable Housing Trust. The Consultant will work with the Dennis Planning Board, Planning Department and Municipal Affordable Housing Trust to promote the creation of affordable housing both by the town and private entities; monitor existing affordable housing that has been approved by the Dennis Planning Department; and to create and maintain a Ready Renter list to assist matching available affordable rental units with income eligible households.

The Affordable Housing Consultant will carry forward affordable housing initiatives that arose during the Dennis Affordable Housing Forum and the creation of the Dennis Affordable Housing Production Plan. These efforts will include moving housing projects forward on sites the Town has foreclosed on; working with the tax collector on tax lien properties that provide affordable housing opportunities; identifying sites with opportunities for town acquisition; bringing the Ready Renter list "in house"; processes and contacting all property owners with affordable housing permits to monitor tenant selection processes.

The position will:

- * Positively affect the creation of affordable housing by both private and public entities.
- * Provide a mechanism for protecting the existing affordable housing stock.
- * Provide a liaison between affordable rental owners and income eligible tenants.
- * Provide a point of contact between the Dennis Municipal Affordable Housing Trust and other town boards and state agencies.

SELECTION CRITERIA

GENERAL CRITERIA

Projects will be evaluated according to the following criteria:

1. How the project meets the goals of the Community Preservation Act.

The project meets the goals of the Community Preservation Act by providing a central point of contact for affordable housing in Dennis. The consultant will promote creation of affordable housing on town owned property; assist in acquiring land for housing creation; coordinate private creation of affordable housing and help match eligible tenants with available affordable housing.

2. How the project specifically benefits the Town of Dennis and its residents.

There are many opportunities to create affordable housing in Dennis. In the past staffing is often the biggest obstacle. By engaging a consultant for this effort Dennis will be better prepared to move a number of housing projects forward that are currently in conceptual stages. As over 40% of Dennis residents are income eligible for affordable housing and the town is well below the state 10% affordable housing target, there is tremendous need for the services to be offered by the consultant. Dennis stands at only 4.2% of its housing stock deed restricted affordable. We stand 400+ units shy of the target of 10% affordable based upon the 2010 Census. The consultant position will assist the town in guiding housing towards mutually appropriate densities, as opposed to traditional Chapter 40B development proposals that could push densities to extreme levels.

3. Compatibility with the Dennis Local Comprehensive Plan, Dennis Open Space and Recreation Plan, Dennis Affordable Housing Action Plan, and any other planning documents.

The Dennis Comprehensive Plan directs the town to push forward towards meeting the State's affordable housing target. The Dennis Affordable Housing Production Plan similarly directs the town towards an ambitious program to create affordable housing. One obstacle continues to be the availability of dedicated personnel to push ideas into projects and housing units. By funding an Affordable Housing Consultant the Community Preservation Committee will help the town accomplish goals of these two town guiding documents.

4. Urgency acquisition, preservation, or rehabilitation of threatened resources. Saves resources where loss is imminent or threatened.

There are many opportunities to create affordable housing at our fingertips. The town simply needs the resources and staffing to get the work done. Private projects will have a contact dedicated local contact to guide them through the development process. The Town will gain a consultant services which can initiate and guide town projects. The

Town will also, finally, have an individual charged with tracking all deed restricted units for local compliance.

In addition, there are many opportunities available in all our villages for creation of affordable housing; we just need the ability to move on them. Historic Register eligible properties facing demolition by neglect provide opportunities to join historic preservation with affordable housing, we just need the man hours to put these projects together.

5. Preservation of the essential character of the town or of a neighborhood.

The town is its people, many of whom cannot afford the cost of housing. Creating safe affordable housing will create more opportunities for people who grow up in town to continue to live in town. Making Dennis affordable for Dennis residents preserves the character and history of the town by providing opportunities for future generations.

6. Preservation and/or utilization of town owned assets.

The town controls a number of parcels that provide opportunities for affordable housing. The Bob Crowell Road DPW site, VIC Hall, and tax foreclosure properties all provide town controlled possibilities. Planning staff has identified housing scenarios for these sites. The Affordable Housing Consultant will be charged with carrying these projects through the RFP and permitting process.

7. Produces an advantageous cost/benefit value.

Planning staff has identified the following potential projects for implementation over the next few years the Affordable Housing Consultant will be responsible for moving forward with these projects.

VIC Hall Depot Street, Dennis Port - 18 - 24 one and two bedroom units
Bob Crowell Road, South Dennis - 16 two and three bedroom units
Historic Preservation Site, privately held West Dennis - Save historic building from demolition by neglect, up to 30 units
Historic Preservation Site, privately held West Dennis - save potential historic site from demolition by neglect, up to 8 units
Historic Preservation Site, privately held Dennis Port - save potential historic site from demolition by neglect, up to 30 units
Brownfield Site, Dennis Port - up to 18 units
Private Site, Dennis Village up to 28 units
Private Site, Dennis Village up to 28 units
Private Site, South Dennis up to 8 units
Tax Title Site north side up to 28 units
Tax Title Site, South of Route 28, 1 unit
Tax Title Site, South of Route 28, 1 unit

8. Demonstrates practicability and feasibility within budget.

The Affordable Housing Consultant position will be a consultant position providing coordination of affordable housing programs and initiatives in Dennis. The project will require funding at \$30,000. This will provide staffing, equipment and expenses for one year. The Ready Renter aspect of the project could generate revenue for the program both from local rental units as well as from the opportunity to contract the project on a regional basis.

9. Utilizes multiple sources of funding, including public and/or private funds.

The proposal focuses primarily on public funding to coordinate town housing efforts. There will be opportunities for some revenue generation from the Ready Renter list from local rentals using the site as well as from contracting the Ready Renter program to neighboring towns.

10. Serves an under-served population.

The town has no one providing the services proposed for this position.

11. Meets multiple needs and serves multiple populations.

Affordable housing serves a cross-section of the town's population. Young, old and middle aged people all need affordable housing. The consultant will work with public and private parties to increase the supply of affordable housing.

12. Serves more than one CPA purpose (especially in linking open space, recreation and community housing).

The Affordable Housing Consultant will work on a variety of housing projects. Conceptually, The Bob Crowell Road concept plan connects housing to Johnny Kelley Park. The concept also includes relocating the Dennis Head Start program from Dennis Port to South Dennis. The VIC Hall project would include creation of a new playground on Mill Street which could serve this housing as well as housing recently created on Mill Street with CPC funds. Multiple projects involving privately held sites include historic preservation possibilities; one of these includes a large tract of open space of conservation interest.

13. Receives endorsement by other municipal boards and/or departments.

The creation of an Affordable Housing Consultant position was presented at the Board of Selectmen's Housing Forum. The idea received broad support in all the break out groups.

PROJECT SPECIFIC CRITERIA

COMMUNITY HOUSING proposals, which address as many of the following criteria as possible, will receive preference:

1. Increases the number of units in the towns affordable housing inventory.

There are many opportunities to create affordable housing in Dennis. The Affordable Housing Consultant will be charged with identifying opportunities throughout town.

2. Promotes a socioeconomic environment that encourages a diversity of income, ethnicity, religion and age.

One task assigned to the potential Affordable Housing Consultant will be to create a Ready Renter list matching income eligible people with rental properties. The Ready Renter program will be devised to ensure equal opportunity access to affordable rentals in Dennis.

3. Provides housing that is harmonious in design and scale with the neighborhood.

Housing to be created through this program will be designed to be harmonious with the surrounding neighborhood.

4. Results in a higher percentage of affordable units than otherwise required.

Public Projects created through this program will strive to be 100% affordable and will target primarily the creation of rental housing. Private projects will have the state and local zoning required 25% affordability.

5. Ensures affordability in perpetuity.

All housing created under the auspices of the Affordable Housing Consultant will be affordable in perpetuity.

6. Promotes the use of existing buildings or construction on previously developed or town owned sites.

The Affordable Housing Consultant will focus on several initial projects on town controlled properties. The Consultant will work with the Tax Collector to identify tax title properties that could benefit housing creation. There are several other sites that are not town owned that create historic preservation and conservation opportunities for acquisition.

7. Converts market rate to affordable units.

Three potential acquisitions would include conversion of abandoned structures for affordable housing.

8. Ensures that new community housing is harmonious with the existing community and neighborhood and will incorporate similar characteristics designed to maintain architectural harmony, density consistency, and conserving the natural landscape.

All town projects will be designed to be harmonious with their surroundings.

9. Preference will be given to projects utilizing and rehabilitating existing housing stock and other existing structures over new construction.

Projects on the drawing board seek to repurpose town owned properties for housing as well as pursue strategic sites for new housing opportunities. Some of these locations may include structures that could be reused for affordable housing. The Consultant will be charged to work with the tax office to identify all opportunities to reuse sites and structures for affordable housing opportunities.

II. PROJECT OBJECTIVES

CPA funds will be awarded only to projects that meet one or more of the following criteria:

The Affordable Housing Consultant position will directly provide for creating and maintaining a "Ready Renter List" to match income eligible tenants with deed restricted affordable rental units; monitoring existing affordable housing for compliance with permits issued; and working to promote the creation of affordable housing both by private and public interests. The creation of affordable housing will directly involve repurposing and redeveloping town owned sites. The Bob Crowell Road site would redevelop the former DPW site for 16 units of affordable housing. The VIC Hall project would redevelop the site in Dennis Port for up to 24 units of housing and a playground.

Indirectly, there are opportunities for historic and open space preservation. The Planning Department has identifies at least three sites with potentially historic properties that may be available for acquisition. One site contains a large tract of open space that would be preserved along with the preservation of an old sea captain's house on the property which would be converted to housing. Each of these sites provide the opportunity to reuse existing structures for more than one housing unit and to complement these historic structures with additional housing through new construction on the sites. Each of these locations also work as infill opportunities. One project, the VIC Hall project also involves the creation of a new playground. The Affordable Housing Consultant will be responsible for pursuing all of these projects.

REVIEW CRITERIA

☐ Relevant experience of the Applicant and Applicant's staff and others involved in the Project

The Dennis Town Planner has managed many grants over the past 30 years from small transportation grants (a user-side taxi subsidy program in Exeter NH in 1985) to Transportation Department budgets for the Metropolitan Area Planning Council. The Town Planner has also managed a US Dept. of Energy Clean Cities Program grant while studying the viability of providing electric vehicle and other alternative fuel refueling sites in Metro-Boston.

Applicability to goals and objectives of the CPA

The project is designed to provide a key contact person in the Town of Dennis responsible for the promotion, creation and tracking of affordable housing in Dennis. Through program monitoring, the Consultant will be charged with ensuring approved affordable housing is meeting their permitted responsibilities. Through the Ready Renter list, the Consultant will match income eligible tenants with affordable housing. Finally, the Consultant will be charged with pursuing projects for construction on town-owned sites and possibly coordinating acquisition of sites for future housing initiatives. All of these actions promote the long term sustainability of affordable housing in Dennis.

Suitability as it relates to the current and future needs of the Town of Dennis

Over 40% of Dennis residents earn below 80% of the region's median income. Many current homeowners pay well over 30% of their monthly incomes on housing. By promoting the creation of affordable housing opportunities, tracking affordable housing compliance and matching income eligible tenants to rental units, the Affordable Housing Consultant will be serving the very real needs of Dennis residents ability to live affordably in town.

- Quality of applicant response
- Diversity of programs/services offered

The Affordable Housing Consultant will be charged, as described in this application, with numerous and varied tasks from the creation of housing, to aiding income eligible people to find housing, to monitoring compliance with affordable housing permits. The role of the Consultant will meet the diverse needs of Dennis residents to find affordable housing.

Implementation plan

A job description has been created, with the approval of funding a solicitation will be undertaken to contract with an individual to carry out the responsibilities of the Affordable Housing Consultant with the goal of having that person available to undertake these responsibilities within 4 – 6 months of the funding award.

Availability of leveraged funds

The project does not rely upon leveraged funds directly. However, the project would expect that the Ready Renter program would involve fees associated with the rental listings being placed in the registry. In addition, the monitoring aspect of Special Permits generally involves monitoring agreements with associated fees for monitoring compliance. Beyond this, any project that would move forward under the auspices of the Affordable Housing Consultant would involve the "Request for Proposals" process and the ability of non-profit entities to bring additional housing funds to the table for construction.

**DRAFT
TOWN OF DENNIS**

REQUEST FOR PROPOSALS

AFFORDABLE HOUSING CONSULTANT

A. Project Overview

The Town of Dennis, through the Planning Department is seeking funding to contract with a consultant to Coordinate Affordable Housing activities. The Consultant will work with the Dennis Planning Board, Planning Department and Municipal Affordable Housing Trust to promote the creation of affordable housing both by the town and private entities; monitor existing affordable housing that has been approved by the Dennis Planning Department; and to create and maintain a Ready Renter list to assist matching available affordable rental units with income eligible households.

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The Consultant will:

- * Positively affect the creation of affordable housing by both private and public entities.
- * Provide a mechanism for protecting the existing affordable housing stock.
- * Provide a liaison between affordable rental owners and income eligible tenants.
- * Provide a point of contact between the Dennis Municipal Affordable Housing Trust and other town boards and state agencies.

This project is funded through a grant of \$30,000 from the Dennis Community Preservation Committee.

Questions on the RFP process should be directed to Daniel Fortier, Town Planner at (508) 760-6122 or dfortier@town.dennis.ma.us.

B. Scope of Services

<i>TASK</i>	<i>APPROXIMATE HOURS</i>
<i>Provides housing related support services for the Affordable Housing Trust and the Council on Aging, as appropriate.</i>	<i>96 hours</i>

<i>Administers housing assistance programs such as the Ready Renter List, Rental Security Deposit/First/Last Month Rent Program and other town supported housing assistance projects.</i>	<i>200 hours/\$5,000 for affirmative marketing program</i>
<i>Assists in the development, approval and implementation of the Affordable Housing Production plan.</i>	<i>100 hours</i>
<i>Identifies affordable housing opportunities such as maintaining a list of town owned vacant parcels; identifying possible public private partnerships for housing; and seeking available housing grant opportunities.</i>	<i>100 hours</i>
<i>With respect to affordable housing projects, assists Planning Department and Affordable Housing Trust, in developing scope and terms of requests for proposals (RFPs) and other project documents, coordinates review by other town boards and departments, and public comment. Forwards plans for technical review to consulting engineers. Develops the scope of review including establishing time constraints. Refers all plans to required departments for review. Performs coordination of work with other town departments.</i>	<i>200 hours</i>
<i>Assists in preparing and/or reviewing proposed bylaw amendments and amendments to specific Board's rules and regulations.</i>	<i>100 hours</i>
<i>Assists in development and execution of housing-related public educational programs/events</i>	<i>100 hours</i>
<i>Responds to questions and requests for information from the public and other town departments. Provides guidance and technical assistance as necessary.</i>	<i>92 hours</i>

C. Submission Requirements

1. Each proposal submitted should contain the following:
 - a) The resume of the consultant.
 - b) A list of at least three (3) references.
 - c) A list of projects including a brief description of any and all similar projects completed within the past five (5) years, including dates of completion.

- d) A section with narrative responses to the Comparative Evaluation Criteria, explaining how each is met. The Criteria are listed in Section E, below.
 - e) A completed Certificate of Non-Collusion.
 - f) A completed Certificate of Non-Discrimination and Affirmative Action.
 - g) A completed Certificate of Compliance.
2. If any part of the scope of services under this RFP is to be completed by a subcontractor, the proposer will provide a complete description of the services to be subcontracted for along with a complete description of the qualifications and capabilities of the subcontractor. As part of the contract award for services, the Town reserves the right to approve or disapprove any and all such subcontractors and to revoke any approval previously given.

D. Minimum Requirements

The following shall be considered minimum standards necessary to perform the scope of work. Acceptable evidence or certification must be provided to demonstrate the minimum standards are being met. Failure to meet the minimum standards as described below shall result in a rejection of the proposal.

- 1. All staff assigned to the project must have at least three (3) years of related experience. Related experience may include: public administration, communications, community services planning, urban planner, organizing, advocacy, fundraising or other appropriate experiences.
- 2. The firm or individual must be available to begin immediately upon contract execution.

E. Comparative Evaluation Criteria

Each competing vendor must provide a brief narrative indicating if and how they meet the following Comparative Evaluation Criteria. Responses to each of these criteria will be judged in four rating categories: **Highly advantageous; Advantageous; Not advantageous; Unacceptable.**

To what extent are the following met?

- 1. Relevant experience of primary or sole staff to be assigned to this project. Provide qualifications, including dates.
 - a. Primary project staff person, serving as principal representative to the Network.

Highly Advantageous	> 8 years experience
Advantageous	5 < 8 years experience
Not Advantageous	3 < 5 years experience
Unacceptable	< 3 year experience

2. Plan of Services

Highly advantageous	The plan of services proposes detailed, logical and highly efficient strategies for the provision of the required services.
Advantageous	The plan of services proposes credible strategies for the provision of the required services.
Not advantageous	The plan of services proposes credible strategies for the provision of some but not all of the required services.
Unacceptable	The plan of services is not credible or is not sufficiently detailed to fully evaluate the strategies for the provision of required services.

3. Number of similar work completed within the past five (5) years, by staff to be assigned to this project. Provide project descriptions and dates of completion.

Highly advantageous	> 2 projects
Advantageous	1 < 2 projects
Not advantageous	1 similar project
Unacceptable	No similar projects

4. Level of education of the primary or sole project staff.

Highly Advantageous	Master's Degree or above
Advantageous	Bachelor Degree
Not Advantageous	Associate Degree
Unacceptable	None

5. Bilingual/multilingual capabilities.

Highly advantageous	Proficient in written and spoken English and Spanish.
Advantageous	Proficient in written and spoken English, with working proficiency in Spanish.
Not advantageous	Proficient in written and spoken English, with limited proficiency in Spanish.
Unacceptable	None

6. Completeness of proposal

Highly advantageous	The proposal addresses all of the project objectives stated in the RFP
Advantageous	The proposal does not address one (1) of the project objectives stated in the RFP
Not advantageous	The proposal does not address two (2) or three (3) of the project objectives stated in the RFP
Unacceptable	More than three (3) of the project objectives stated in the RFP are not addressed

F. Rule for Award

Proposals will be evaluated, scored and ranked by a review committee comprised of the Dennis Town Planner, Human Resources Director and a representative from the Dennis Affordable Housing Trust. The award will be made according to the following guidelines:

1. Proposals will be evaluated according to the Comparative Evaluation Criteria specified in Section G of this RFP. Evaluations will be in writing and will indicate the rating given for each criterion, the reasons for the rating, a composite rating of each proposal, and the reasons for the composite rating.
2. Applicants submitting the highest scoring proposals will be invited to interview with a review committee.
3. Finally, the most advantageous proposal will be recommended by the Review Committee to the Dennis Town Administrator and Dennis Board of Selectmen.

The Town of Dennis reserves the right to reject any proposal which, in its judgment, fails to meet the requirements of this RFP or which is incomplete, conditional, or obscure; or which contains additions or irregularities; or in which errors occur; or if it is determined to be in the best interests of the Town to do so.

The Town of Dennis reserves the right to waive minor discrepancies or permit a competing firm to clarify such discrepancies and so conduct discussions with all qualified competing firms in any manner necessary to serve the best interests of the Town.

G. Submittal Deadline

Proposals must be received in the Office of the Town Administrator, Town Hall, 685
Route 134, South Dennis, MA 02660, no later than 1:00 PM, Wednesday, _____.
Postmark dates will not be considered.

Project Budget

Contractor Costs \$25,000

Ready Renter Advertising Costs \$5,000

Total Grant Request \$30,000

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this 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.

Chief Executive Officer(s):

Elizabeth Sullivan

Name (print)


Signature

Town Administrator
Title

5/3/18
Date

APPLICATION SUBMITTED BY:

Name of Organization: Town of Dennis Planning Department

Address: 685 Route 134, South Dennis MA 02660

Phone Number: 508-760-6122

Email:

dfortier@town.dennis.ma.us

Dan Fortier

Chief Executive Officer: Elizabeth Sullivan

Signature: 