

REQUEST FOR QUOTES

HOUSING NEEDS ASSESSMENT CONSULTANT

Boxborough Housing Board

1. General Information

The Town of Boxborough is seeking quotes from qualified consultants to perform a comprehensive Housing Needs Assessment and analysis of the housing market in the Town of Boxborough. Consultant shall report on the current demographic and housing characteristics and trends for the Town, providing the context within which a responsive set of strategies can be developed to address housing needs as identified by the Consultant.

Respondents must submit an original and two (2) copies of quotes on or before 2:00 p.m. on **December 14th, 2011** to:

Elizabeth Hughes
Town Planner
29 Middle Road
Boxborough, MA 01719

Quotes received after this time will not be accepted.

The Town of Boxborough reserves the right to reject any or all submissions that it deems are not in the best interest of the Town, amend the RFQ after giving notice to all known respondents or cancel this Request for Quotes. The Town will not accept late submissions due to any type of mail or courier delay.

All inquiries should be in writing and directed no later than **December 7th, 2011**, to:

Elizabeth Hughes
Town Planner
29 Middle Road
Boxborough, MA 01719

or

E-mail: elizabeth.hughes@town.boxborough.ma.us
Fax: 978-264-3127

2. Scope of Services

Consultant shall provide a comprehensive plan of the housing needs for the Town of Boxborough, which shall include, but not be limited to the following elements:

- a. Meet with the Boxborough Housing Board and other Town officials to obtain housing data that is presently available in Town files.
- b. Identify and analyze demographic characteristics and trends, including but not limited to population growth, age distribution, household composition, homogenous racial composition, income data, employment opportunities, education and special needs and economic indicators affecting housing affordability

- c. Identify current housing services and resources available in the community
- d. Identify housing development patterns (ownership and rental)
- e. Identify future housing development trends and consequences on housing affordability
- f. Identify regulatory barriers
- g. Identify impact of foreclosure on the community
- h. Provide a GAP analysis of existing needs and current supply
- i. Provide recommendations for the type and composition of housing needed and the types of housing for which the market is best.
- j. Meet with the Housing Board to present final report.

3. Minimum Requirements

- a. Respondent must have no less than 5 years experience providing similar studies
- b. Respondent must fully comply with all submission requirements
- c. Respondent shall provide date available to commence work and length of time required for completion of report.

Submissions failing to meet all of the minimum requirements shall be rejected without further consideration.

4. Submission Requirements

Along with the quote for services, the respondent shall include:

- a. Letter of interest signed by the principal(s)
- b. Narrative description of proposed study
- c. Project schedule
- d. Previous experience of members of team and references
- e. Certification of Non-collusion (form)
- f. Certification of tax compliance (M.G.L. c. 62C, 49A) (form)

5. Selection Process

All quotes submitted by the submission deadline will be reviewed first for compliance with the minimum requirements and then for cost. The contract shall be awarded to the responsible respondent offering the lowest price to complete the housing needs assessment according.

The Boxborough Housing Board will notify all respondents in writing of its decision on December 19th, 2011.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this quote 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.

Name of Person Signing Bid or Proposal

Company

Date

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I, _____ hereby certify under the penalties of perjury that, to the best of my knowledge and belief, _____ has complied with all laws of the Commonwealth (Contractor) relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Date: _____

Signature of Authorized Representative of Contractor

Social Security Number or
Federal ID Number of Contractor

Title