



Town of Andover, CT

RFQ AN2021-01 Affordable Housing Plan

Bid Title: Invitation to bid on Affordable Housing Plan for Town of Andover

Category: Planning and Professional Services

Status: Open

Description: Develop an affordable housing plan for the Town of Andover consistent with state law and Andover's current Plan of Conservation and Development.

Sealed Bids for Affordable Housing Plan for Town of Andover must be received by the Town Administrator's Office, 17 School Rd Andover CT 06232 by 2:00 P.M. local time on Wednesday, September 1st, 2021. Sealed bids shall be clearly marked Town of Andover, CT RFQ AN2021-01 Affordable Housing Plan.

A pre-bid phone consultation with the chair of the Planning and Zoning Commission Jed Larson is recommended and can be arranged by calling (959) 929 1053.

Other information can be obtained by emailing the Town Administrator's Office.

Amanda Gibson, adminassistant@andoverct.org

Scope of Work: Develop an affordable housing plan for the Town of Andover consistent with state law and Andover's current Plan of Conservation and Development. The following are minimum recommended components:

1. Introductory meeting with Planning and Zoning Commission to discuss development timeline and milestones.
2. Identification of all relevant state statutes and legislation and review of current POCD including the Andover Incentive Housing Zone Chapter both of which can be found on the Town of Andover website at www.andoverct.org.
3. Definitions of affordable housing in the context of the Town of Andover and review of 8-30g and federal and fair housing regulations.
4. An understanding of the current situation - Andover housing, values, sales and income, market for and cost of new construction, % of income.
5. Public presentation at a public meeting describing initial work and gaining public feedback.
6. Goals and recommendations initial draft of the affordable housing plan.
7. Public hearing and final affordable housing plan.
8. Project completed by May 15th, 2022.

Bid Requirements:

- Submission of one sealed hard copy of the bid proposal.
- Submission of proposed contract.
- All contract documents must certify affirmative action on the part of all contractor and subcontractors to insure equal employment opportunities.
- The contractor must file a written non-discrimination certification with the Town of Andover.
- Bids may be withdrawn prior to the opening of bids. After opening Bids may not be withdrawn for 60 days.
- Bid should include the following information: Name, address and description of firm, description of similar plans completed by the firm in the last five years including client contact name and phone number, fee structure, additional information not included above which you feel may be useful and applicable to this project.

The Town of Andover reserves the right, as its sole jurisdiction to reject any or all bids, to waive all informality's or defects of a bid or to accept any bid that in the judgement of the Town of Andover will be in its best interest. The Planning and Zoning Commission may choose to interview prospective candidates.

End of Bid Invitation

Publication Date: 7/6/2021

Contact: Amanda Gibson adminassistant@andoverct.org

Closing Date: 2:00 P.M. on Wednesday, September 1st 2021

Pre bid Meeting: Phone

Appendix RFQ AN2021-01

Answers to questions raised at the walk through or submitted via email to Amanda Gibson at Amanda Gibson adminassistant@andoverct.org will be posted in Addenda #1 on August 15th 2021.