

**REQUEST FOR PROPOSALS (RFP)**  
**Housing Production Plan Update**  
**RFP # 21-01**

The Department of Planning and Community Development (DPCD) acting through the Town Manager is requesting proposals from qualified individuals and firms for Consulting Services related to updating the Town of Arlington's Housing Production Plan.

A copy of the RFP outlining the requirements for submission is available online or from the Purchasing Agent at [dlanzillotti@town.arlington.ma.us](mailto:dlanzillotti@town.arlington.ma.us). For further information contact Erin Zwirko, Assistant Director of Planning and Community Development at 781-316-3091 or [ezwirko@town.arlington.ma.us](mailto:ezwirko@town.arlington.ma.us). The proposal may be viewed and downloaded from the Town website [www.arlingtonma.gov/purchasing](http://www.arlingtonma.gov/purchasing).

Proposals are invited and will be received by the Purchasing Officer, Town of Arlington, Massachusetts on or before 2:00 PM, February 3, 2021 at the Town Manager's/Purchasing Office, Town Hall Annex 2nd floor, 730 Massachusetts Avenue, Arlington, MA 02476. Proposals delivered after the appointed time and date will not be considered. There is a drop box in the Academy Street parking lot on the side of Town Hall for bids to be submitted as Town Hall is closed to the public.

A briefing on the RFP and the scope of work is scheduled January 20, 2021 at 3:00 PM via Zoom. Please register in advance for the briefing session at: [https://town-arlington-ma-us.zoom.us/meeting/register/tJEqdu2rqTkjHtIU6nUd5GxNDLhs5\\_PWAb\\_3](https://town-arlington-ma-us.zoom.us/meeting/register/tJEqdu2rqTkjHtIU6nUd5GxNDLhs5_PWAb_3). After registering, you will receive a confirmation email containing information about joining the meeting. All prospective applicants are encouraged to attend. Questions about the RFP may be submitted by January 22, 2021, at 12 PM. Responses to questions, including those raised at the briefing session, will be sent to those requesting the RFP and posted online as addenda to the RFP.

Three (3) copies of technical proposal and a USB drive with the technical proposal in searchable PDF format shall be submitted in a sealed envelope marked "RFP #21-01 – Housing Production Plan Update" and one (1) copy of the price proposal in a sealed envelope marked "RFP #21-01 – Housing Plan Production Plan Update - Price Proposal".

The Town reserves the right to cancel any request for proposals, and to reject in whole or in part any and all proposals, when it is deemed in the best interests of the Town to do so.

Adam W. Chapdelaine  
Town Manager

January 14, 2021

**REQUEST FOR PROPOSALS  
HOUSING PRODUCTION PLAN UPDATE  
RFP 21-01**

Responses Due: February 3, 2021 at 2:00 PM  
Late Responses Will Be Rejected

Deliver Complete Responses To: Town Manager  
Town Manager's/Purchasing Dept.  
Town Hall Annex 2nd floor  
730 Massachusetts Avenue  
Arlington, MA 02476

Please note that a drop box in Academy Street parking lot on the side of Town Hall for bids to be submitted as Town Hall is closed to the public

For Further Information Please Contact: Erin Zwirko, Asst. Director, Planning & Community Development  
Email: [ezwirko@town.arlington.ma.us](mailto:ezwirko@town.arlington.ma.us)

RFP No. 21-01

**I. OVERVIEW/ PURPOSE**

The Town of Arlington, acting through its Department of Planning & Community Development (hereinafter referred to as DPCD), seeks proposals from consultants to complete an update to the 2016 Housing Production Plan, which will expire in October 2021.<sup>1</sup> Specifically, DPCD seeks the professional services from experienced firms qualified to complete an update consistent with the Massachusetts Department of Housing and Community Development (DHCD) guidelines for the development of a housing production plan (HPP). It is expected that the consultant will work with DPCD and an advisory committee.

This effort is funded through Community Development Block Grant (CDBG) funding for Fiscal Year 2021 for a total of \$60,000.

**II. BACKGROUND INFORMATION**

Arlington transformed into a streetcar suburb in the early to mid-20th Century and is now a vibrant community with approximately 85% of the land area zoned residential and the remaining 15% of land zoned open space, commercial, and industrial. The low density residential districts (R0, R1, and R2) represent the majority of the residentially zoned land. The higher density residential districts, business, and industrial districts are generally along Massachusetts Avenue and Broadway.

The Town is governed by a five-member Select Board and Representative Town Meeting. Daily management is vested in a Town Manager appointed by the Select Board. Planning and development is controlled by Massachusetts General Laws (MGL), the Arlington Town Manager Act, the Town Bylaws,

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<sup>1</sup> <https://www.arlingtonma.gov/home/showdocument?id=30611>

and the Arlington Zoning Bylaw. The Arlington Redevelopment Board (ARB) serves as both a planning board and urban renewal authority under MGL Chapter 40A and 121B, respectively. Four members of the ARB are appointed by the Town Manager with approval of the Select Board and one member is a gubernatorial appointee. The Zoning Board of Appeals is appointed by the Select Board. Both the ARB and the Zoning Board of Appeals act as special permit granting authorities as designated in the Zoning Bylaw. The Director of Inspectional Services serves as the Town's Zoning Enforcement Officer.

### **The Master Plan<sup>2</sup>, the Housing Production Plan, and Other Efforts**

In May 2015, the Arlington Town Meeting voted to endorse the Arlington Master Plan, "Your Town Your Future" with approximately 75% of members voting in favor of the plan. The Master Plan set forth policy goals and strategies for the community. Over the years, the Town has been implementing many of the plan's recommendations.

The Master Plan noted that the last comprehensive Housing Needs and Strategy Plan was prepared in 2004, and recommended the creation of a HPP. Shortly after the adoption of the Master Plan, work on a Housing Production Plan got underway, and was ultimately locally adopted and approved by DHCD. The main themes identified in the 2016 Housing Production Plan are that (1) Arlington is an economically diverse place, (2) housing prices are increasing faster than incomes, (3) housing is older and in need of updating, and (4) there is unmet demand for housing both in terms of number of units, type, and affordability. The goals and strategies focus on these themes.

The Housing Plan Implementation Committee (HPIC) was formed to implement the HPP and emerged from the original Housing Plan Advisory Committee. There has been mixed success in implementing many of the HPP's actions. While there was success in amending the Zoning Bylaw to allow mixed-use and certain parking reductions, other Zoning Bylaw amendments focused on housing production advanced to Town Meeting but were withdrawn until a future Town Meeting in order to further community engagement and study on the proposals.<sup>3</sup> Additionally, prior to the significant condensing of the 2020 Annual Town Meeting due to the coronavirus pandemic, the HPIC was focused on the development of warrant articles to establish a municipal affordable housing trust fund and a real estate transfer fee as a funding mechanism for such a trust. There were also a wide variety of citizen petitions relative to housing production submitted. While most of these articles will be reconsidered at a future Town Meeting, the establishment of the Arlington Affordable Housing Trust Fund moved forward to a Special Town Meeting held in November where it was adopted.

Overall, the Town has not made meaningful progress toward meeting the production goals laid out in the 2016 HPP due to the significant numbers of units required by the HPP as needed to meet the minimum 10% requirement under M.G.L. c. 40B. The efforts of the Housing Corporation of Arlington (the local community development corporation) were most notable in helping the Town achieve affordable housing production goals. However, the next five years could bring meaningful progress toward production and policy goals. At the time of writing this RFP, the Town is considering two Comprehensive Permit proposals; one of which, Thorndike Place, the Zoning Board of Appeals will issue a decision on by April 2021. The second one, 1165R Massachusetts Avenue, received a Project Eligibility Letter from MassHousing, and the proponent is expected to file an application with the ZBA in the next

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<sup>2</sup> <https://www.arlingtonma.gov/departments/planning-community-development/master-plan>

<sup>3</sup> See Town Meeting documents on mixed-use amendments and parking reductions in 2017, and various zoning amendments relative to housing production in 2019: <https://www.arlingtonma.gov/town-governance/town-meeting>. Information on the 2020 Annual Town Meeting articles that were postponed is available from DPCD.

few months. Combined, these two proposals could result in nearly 350 rental units, of which 88 units would be deed-restricted affordable based on the proposed programs for both proposals. Because both developments are all rental, the 350 units would “count” on Arlington’s Subsidized Housing Inventory which would bring Arlington’s SHI percentage to 7.4%, pending updates from the 2020 Census.

These 40B proposals are under consideration after the Town argued that it had met the 1.5 percent general land area minimum (GLAM). The Town exerted this claim at the initial public hearing for the Thorndike Place request for a Comprehensive Permit in October 2016. The Massachusetts Department of Housing and Community Development (DHCD) determined that the Town did not reach the 1.5 percent land area threshold in November 2016. Ultimately, the Housing Appeals Committee ruled that the Town did not meet the statutory minimum in decision dated October 15, 2019<sup>4</sup> and remanded the case to the Zoning Board of Appeals for further consideration of the request. Although a second request for a Comprehensive Permit is imminent, it is unlikely that the Town will claim it has met the minimum land area threshold when reviewing the project at 1165R Massachusetts Avenue.

Another past effort that has taken a cue from the Master Plan include a review on the impact of demolitions and replacement homes on Arlington’s affordability, a report prepared by DPCD as outlined by the Residential Study Group.<sup>5</sup> As described in report, there are very few properties in Arlington that can be considered affordable under established definitions and Arlington is generally unaffordable to households earning low- to moderate-incomes as well as those households that are at middle-incomes. However, it can be reasonably concluded that households purchasing homes in Arlington are electing for cost burdening in exchange for the opportunity to reside in a desirable community. This report reinforced the need for Arlington to address the loss of affordability through the diversification of the town’s housing stock and support of the creation and preservation of affordable housing development.

In addition to the recommendations laid out in the Master Plan, the Town is undertaking a series of community conversations centered on racism, racial equity, and policing in Arlington.<sup>6</sup> This multi-part series is intended to open up the dialogue to address challenges past and present the Town of Arlington has faced, acknowledge plans for moving forward in the journey to dismantle the systemic racism that is embedded into all of the Town’s institutions, and provide an opportunity for community voices and concerns to be heard and discussed. Six sessions have been held including one on racism and housing and how past government policies created many of the inequities still present today. More specifically, the Town is working with the Metropolitan Area Planning Council on completion of a Fair Housing Action Plan.

The Town is an Entitlement Community and has been receiving federal Community Development Block Grant funds since the program’s inception in 1974. The Town is also a member of the North Suburban HOME Consortium and has been a direct recipient of HOME funds for many decades. The Fair Housing Action Plan includes an Analysis of Impediments to Fair Housing Choice, as currently required by the U.S. Department of Housing and Urban Development for community development program recipients. It will also include some elements of an Assessment of Fair Housing, as previously required under the Affirmatively Furthering Fair Housing Final Rule.

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<sup>4</sup> <https://www.mass.gov/doc/arlington-arlington-land-realty/download>

<sup>5</sup> <https://www.arlingtonma.gov/home/showdocument?id=47415>

<sup>6</sup> <https://www.arlingtonma.gov/Home/Components/News/News/10288/16>

### III. SCOPE OF SERVICES

The Town of Arlington seeks proposals from qualified organizations to assist in the update to the existing HPP consistent with the Massachusetts Department of Housing and Community Development (DHCD) guidelines. The Town seeks an updated plan that creates a vision and strategy for providing housing that serves a range of household needs taking into account low- to moderate-income households, workforce housing, and market rate housing options. It also should address diverse housing needs for a range of household and housing types, which includes housing for seniors and families, as well as other prevalent household types to be identified.

#### **Housing Production Plan Update**

The HPP update may include a combination of narrative, diagrams, maps, data tables, along with other visual forms of communication to effectively convey concepts and data necessary to inform the public. At a minimum, the following components will be included in the plan:

1. A comprehensive housing needs and demand assessment based on current Census data, population trends, labor and workforce trends, and regional growth factors to determine future population and housing needs for a range of income levels. Analysis should, at a minimum, include the following elements:
  - a. Most recent available Census data of Arlington's demographics;
  - b. Housing Stock, including Census data, current M.G.L. Chapter 40B Subsidized Housing Inventory, Building Permits, and any other recently created housing studies;
  - c. Housing affordability across a range of household incomes; and
  - d. Real estate trends and supply/demand analysis.
2. A detailed analysis of regulatory and non-regulatory constraints on the development of housing and plans to mitigate identified constraints.
3. Review 2016 housing vision and goals and update to ensure consideration of a mixture of housing types available to a range of income levels. The goals will also address fair housing requirements and accommodation for people with special needs.
4. Strategies for achieving goals and an implementation plan.

Beyond the basic outline of a Housing Production Plan described above, the contractor should:

1. Include detailed Arlington-specific findings and recommendations on barriers and solutions to encourage the creation of new units under the existing Zoning Bylaw and/or other Town policies or regulations.
2. Identify other impediments, barriers, or inconsistencies, and/or unintended consequences with Arlington's zoning and other regulations that may prevent the creation of new units and propose corrective actions. The impediments and barriers are largely the same as identified in the 2016 HPP, so the update should focus on addressing the constraints that already exist and provide key actions on how to solve and/or address rather than restating the known constraints.
3. Present the document in a way that it equitable across all income levels. This includes ensuring that any recommendations and actions are not solely focused in one area. Recommendations should be tailored to address the needs of all income levels in Arlington.

4. Include recommendations for zoning amendments to increase incentives for projects that may incorporate recommendations from current planning efforts such as Connect Arlington (the Town's sustainable transportation plan), the Net Zero Plan, and the Fair Housing Action Plan, among others.
5. Assess why the 2016 HPP implementation plan was not achieved and make adjustments for the future.

### **Relationship with other efforts**

There are a number of other efforts that are either ongoing or will kick off during 2021, including the Metro Mayor's Coalition (MMC) Regional Housing Taskforce, the completion of the Fair Housing Plan, and the kick off of the newly adopted housing trust. The Contractor is expected to integrate information and policy outcomes from the MMC Regional Housing Taskforce, especially related to local targets, local strategies, and local capacity, and the Fair Housing Plan. Although the housing trust's Board of Trustees will undertake a separate public process, the update to the Housing Production Plan will lay the groundwork for their future action plan. Of important note, the MMC policy outcomes may be generated based on updated data and projections generated by MAPC as part of MetroCommon 2050, the new regional plan. The HPP should align both data and projections and policies.

### **Public Meetings and Community Outreach**

Due to the current pandemic and limitations on public gatherings, it is likely that most, if not all, of the public meetings and community outreach will occur via virtual platforms. As the project progresses, this can be revisited if restrictions are changed.

The planning process will include community outreach and input to inform the needs analysis and develop the overarching vision and goals. A core objective of the HPP is to build a public process that serves the dual purpose of informing the public of the Town's housing needs, demand for housing, and how its housing policy is responsive to the needs and demand, and secondly, build a strong constituency supportive of creating new housing.

We expect to the Consultant to design a public engagement strategy that is creative and engages with a wide variety of stakeholders and hard to reach populations as much as possible in order to meet our goals to provide an equitable and inclusive process. At a minimum, we expect to hold two public meeting sessions that are designed by the Consultant and DPCD Staff and we anticipate utilizing surveys and focus groups. These are minimums to consider. Additionally, the outreach strategy cannot be an "off the shelf" strategy. The HPP update and its associated outreach will be a springboard for many housing related policies, plans, and outreach, including the efforts mentioned above; therefore, the strategy that is developed as part of this project needs to be flexible in order to provide an overarching framework to consider how the Town will move forward relative to meeting its housing production goals.

### **Staff Role**

Town of Arlington staff, primarily from DPCD, will be closely involved, but the Consultant is expected to devote the time needed to conduct research, write documents, and participate in up to 3 meetings with the advisory committee. Additionally, staff will take primary responsibility for scheduling meetings, posting notices for meetings, preparing meeting minutes, and attending all meetings. Staff will provide any reasonably necessary baseline data, GIS data and layers, the existing HPP, Zoning Bylaw and Map, Master Plan, the Town Bylaw, other town wide plans in progress or recently completed including the

Sustainable Transportation Plan and Net Zero Plan, and any other relevant materials in electronic format.<sup>7</sup>

#### **IV. PROJECT SCHEDULE**

Work is expected to start in early 2021. The goal is to have the Arlington Redevelopment Board and the Arlington Select Board adopt an updated Housing Production Plan by the end of 2021. The Consultant shall prepare a reasonable timeline to complete the project.

#### **V. DELIVERABLES**

The Consultant will deliver two (2) copies of all reports produced, along with high-quality electronic copies of the same in a Microsoft Word compatible version and a searchable PDF version. All materials will become the property of the Town of Arlington.

#### **VI. CONSULTANT QUALIFICATIONS**

At a minimum, the proposing firm/team must meet the following requirements:

1. The firm/project manager/team must have at least five (5) years of experience in preparing housing production plans or other comprehensive housing plans. Successful completion of a minimum of three (3) such projects within the last five (5) years is required, and completion of five (5) overall is desired.
2. The firm/ project manager/ team must have at least three (3) years of community engagement experience on projects of similar size and scope with a particular focus on equity and inclusion strategies focused on populations that are hard to reach.
3. The firm/team must have at least five (5) years of experience developing and/or implementing municipal housing policies.
4. The principal and project manager to be assigned to this project must be available for meetings with the Town on days or evenings, as required.
5. The firm/team must have proven experience in the public and/or private sector and in working with municipalities, particularly planning and community development departments.
6. The volume of the proposed project managers and firm's current and projected workload must not adversely affect its ability to immediately initiate work and to follow through with the project in a timely and professional manner. The firm and all team members must be current staff members and capable of devoting a significant amount of time to this project in order to complete the work within the schedule outlined in this RFP.

#### **VII. SELECTION CRITERIA**

The Town will award the contract to the Consultant offering the most advantageous response to this RFP, taking into consideration all evaluation criteria. The selection process will include an evaluation procedure based on the criteria identified below. Finalists may be required to appear for an interview.

1. Staffing Plan, including the professional qualifications of all project personnel with particular attention to training, educational background, professional certification or registration, and professional experience. Demonstrated expertise and experience of the Principal-in-Charge,

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<sup>7</sup> Some older information may only be available in a hard copy format.

Project Manager, and other key personnel, and any Consultants to be assigned to the Project, including professional registration of the Consultants and their qualifications. The Plan of Services should be detailed and logical, and demonstrate efficiencies and creativity in completing the project.

**Highly Advantageous:** The plan of services proposes a detailed, logical, creative, collaborative, and highly efficient scheme for producing a complete project that addresses all Goals and Priorities of this project and meets all the minimum applicant qualifications detailed in Section VI, "Consultant Qualifications".

**Advantageous:** The plan of services proposes a credible scheme for producing a complete project that addresses all of the required issues and meets all the minimum applicant qualifications detailed in Section VI, "Consultant Qualifications".

**Not Advantageous:** The plan of services is not sufficiently detailed to fully evaluate, or the plan does not contain all the components necessary to produce a complete project that addresses all of the required issues and meets all the minimum applicant qualifications detailed in Section VI, "Consultant Qualifications".

**Unacceptable:** The plan of services does not meet all the minimum applicant qualifications detailed in Section VI, "Consultant Qualifications".

2. Depth of experience in the preparation of housing production plans and comprehensive plans, community engagement, and developing and/or implementing municipal housing policies. .

**Highly Advantageous:** The Consultant has at least five (5) years of experience consulting with municipalities on projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of five (5) similar projects within the last five (5) years.

**Advantageous:** The Consultant has at least four (4) years of experience consulting with municipalities on projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of four (4) similar projects within the last five (5) years.

**Not Advantageous:** The Consultant has less than three (3) years of experience but more than one (1) year consulting with municipalities on projects of similar size and scope to this project. The Consultant can demonstrate the successful completion of two (2) similar projects within the last five (5) years.

**Unacceptable:** The Consultant has less than one (1) year of experience consulting with municipalities on projects of similar size and scope to this project. The Consultant cannot demonstrate the successful completion of similar projects.

3. Responsiveness of proposal, including a demonstrated understanding of all project components, creativity in addressing housing topics, and public outreach needs.

**Highly Advantageous:** The response contains a clear, creative, and comprehensive plan that addresses all project Goals and Priorities as stated in the RFP.



**Advantageous:** The response contains a clear plan that addresses most of the project Goals and Priorities as stated in the RFP.

**Not Advantageous:** The response does not contain a clear plan to address many of the project Goals and Priorities as stated in the RFP.

**Unacceptable:** The response does not contain any plan to address the project objectives stated in the RFP.

4. Strength and credibility of client references. The Consultant shall demonstrate prior client satisfaction with working relationship, project management capabilities, and technical expertise in developing similar projects.

**Highly Advantageous:** More than three clients who consider your services satisfactory or better. Projects were completed within budget and on schedule with minimal, insignificant delays.

**Advantageous:** Three clients who consider your services satisfactory or better. One of the Consultant's references indicates that the project was not completed within budget attributable to the Consultant or with substantial delays attributable to the Consultant, and no current project or project completed in the last three years experienced substantial delays attributable to the Consultant.

**Not Advantageous:** Three or more clients not all of whom consider your services satisfactory or better. Two of the Consultant's references indicate that the project was not completed within budget attributable to the Consultant or was completed with substantial delays attributable to the Consultant, and no current project or project completed in the last year experienced substantial delays attributable to the Consultant.

**Unacceptable:** Fewer than three clients who consider your services satisfactory or better, or three or more clients who consider your services unsatisfactory. More than two of the Consultant's references indicate that the project was not completed within budget attributable to the Consultant or was completed with substantial delays attributable to the Consultant.

## VIII. SUBMITTAL REQUIREMENTS

Interested qualified firms must submit its response addressing the objectives, scope and schedule described in this RFP. Responses must include, at a minimum, each of the following:

- Three (3) paper copies of the technical proposal and a USB drive with the technical proposal in searchable PDF format shall be submitted in a sealed envelope marked "RFP#21-01 – Housing Production Plan Update - Technical Proposal".
  1. General description of the firm/team's experience.
  2. Description, with examples, of the firm/team's experience in working with municipalities or private clients to successfully create and implement housing plans and policies and engage the community in the process..
  3. A detailed scope of services for the proposed work, including the firm/team's general approach to such work, evidence of the firm/team's understanding of the goals and

objectives of the project, and methodology for accomplishing the tasks as listed in this RFP.

4. An outline of the schedule for completion of tasks (timeline) as presented in the firm/team's approach to the scope of services.
  5. Description of or resumes for the assigned staffs' experience, educational background, availability, and chain of responsibility, including the name and title of the principal and project manager assigned to the project, names of all sub-consultants, and resumes of all personnel to be associated with the project.
  6. At least three (3) references, including name, title, agency, address, description of project, project cost, and telephone number and the email address for clients with similar projects completed by the Consultant within the last five years (including dates).
  7. Other pertinent information about the firm(s) that would aid the Town in making a selection.
  8. Completed Required Forms.
  9. Evidence of insurance coverage, including general and professional liability and Workers' Compensation insurance.
- Sealed Submission, one (1) copy, clearly marked "RFP #21-01 – Housing Production Plan Update - Price Proposal".
    1. Completed Price Proposal Form (attached)
    2. Estimated breakdown by task of professional service fees (including expenses), assigned project staff and hourly billing rates of all staff assigned to provide services (including any sub-consultants).

Proposals must clearly address all the submittal requirements; that is, the response should include a section addressing all of the minimum qualifications, the minimum submittal requirements, and each of the review criteria. The proposal will be reviewed based on each of these items and it will be to the benefit of the responder to clearly address each of the items. Where the requirements specify a minimum level of experience, indicate the dates of said experience.

A Selection Committee will be convened to review proposals. Committee members will be drawn from Town staff, ARB members, HPIC members, and may include other community members.

The Town reserves the right to reject any or all proposals, to waive any non-material irregularities or information in any RFP, and to accept or reject any item or combination of items. The Town also reserves the right to seek additional information and revised proposals prior to selection of a Consultant through written notice to all of the respondents.

A Project Briefing Session will be held virtually on January 20, 2021 at 3:00 PM via Zoom. Please register in advance for the briefing session at: [https://town-arlington-ma.us.zoom.us/meeting/register/tJEqdu2rqTkiHtlU6nUd5GxNDLhs5\\_PWAb\\_3](https://town-arlington-ma.us.zoom.us/meeting/register/tJEqdu2rqTkiHtlU6nUd5GxNDLhs5_PWAb_3). After registering, you will receive a confirmation email containing information about joining the meeting. All prospective applicants are encouraged to attend. Questions may be submitted to Erin Zwirko, Assistant Director of Planning and Community Development at [ezwirko@town.arlington.ma.us](mailto:ezwirko@town.arlington.ma.us) or at 781-316-3091 by January 22, 2021, at 12 PM. Responses to questions, including those raised at the briefing session, will be sent to those requesting the RFP and posted online as addenda to the RFP.

Responses to the RFP are due by 2 PM on February 3, 2021. Facsimile and/or emailed responses will not be accepted. All responses should be submitted to:

Adam W. Chapdelaine  
Town Manager  
Town of Arlington  
730 Massachusetts Avenue  
Arlington, MA 02476

There is a drop box in the Academy Street parking lot on the side of Town Hall for bids to be submitted as Town Hall is closed to the public.

If necessary, any interviews with prospective consultants will be scheduled in February 2021.

#### **IX. PROJECT FUNDING**

Consultants must complete the attached Price Proposal Form under separate cover. Project fees must be provided for each Project Component of work as described in the Scope of Services. Fees shown will include all costs and expenses (copying, mileage, photographs, maps, etc.) to complete the Scope of Services defined in this RFP. Also, the selected Consultant will be required to submit invoices identifying hours, expenses and total cost by specific tasks. The final contract scope, price and fee will be negotiated with the highest ranked responder.

#### **X. REQUIRED FORMS**

All required forms must be submitted with the proposal.

- A. Certificate of Non-Collusion
- B. Certificate of Tax Compliance
- C. Price Proposal Form

**CERTIFICATE OF NON-COLLUSION FORM  
TOWN OF ARLINGTON  
HOUSING PRODUCTION PLAN UPDATE**

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 Individual Submitting Bid or Proposal

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Date

BY STATE LAW THIS NON-COLLUSION FORM MUST BE SIGNED AND SUBMITTED WITH THE BID OR PROPOSAL.

**CERTIFICATE OF TAX COMPLIANCE FORM  
TOWN OF ARLINGTON  
HOUSING PRODUCTION PLAN UPDATE**

Pursuant to MGL Chapter 62C, Section 49A, I certify under the penalties of perjury that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Social Security Number or  
Federal Identification Number

\_\_\_\_\_  
Signature and Title of Individual or  
Responsible Corporate Officer

BY STATE LAW THIS CERTIFICATE OF TAX COMPLIANCE FORM MUST BE SIGNED AND SUBMITTED WITH THE BID OR PROPOSAL.

**PRICE PROPOSAL FORM**  
**(To be place in a separate sealed envelope)**

**RFP #21-01**  
**TOWN OF ARLINGTON**  
**HOUSING PRODUCTION PLAN UPDATE**  
**Arlington, MA 02476**

CONTRACTOR Town Manager  
Town of Arlington  
730 Massachusetts Avenue  
Arlington, MA 02476

PROPOSER

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PROJECT: Consultant Services for an Economic Analysis of Industrial Zoning Districts

Proposed Price (in words): \_\_\_\_\_

Proposed Price (in numbers): \$ \_\_\_\_\_

Please attach estimated budget and breakdown by planning element of professional service fees, assigned project staff and hourly billing rates of staff.

\_\_\_\_\_  
Signed Title

\_\_\_\_\_  
Print Name Date Signed