

The Town of Scarborough Request for Proposals for a

Affordable Housing Feasibility Analysis Scarborough, Maine

August 30th, 2011

The Town of Scarborough, Maine, in partnership with Habitat for Humanity of Greater Portland, request proposals for planning assistance for the design of low to moderate income housing on town-owned property. Partial funding for this project comes from a HUD Community Development Block Grant (CDBG) from Cumberland County that has been awarded to the Town of Scarborough.

I. STUDY DESCRIPTION AND PURPOSE

Habitat for Humanity of Greater Portland (Habitat) and the Town of Scarborough (Town) have been exploring the creation of low and moderate income housing for a number of years and are now ready to move forward with the planning and design of a housing development on a specific parcel of town-owned land. This town-owned land was purchased in 2006 for the express purpose of creating affordable housing as well as conserving the rear portion of the property as open space. This initiative has become a high priority of the Town's Affordable Housing Alliance, which is a local committee dedicated to increasing the town's affordable housing opportunities. The Town and Habitat are seeking assistance from design consultants to consider the feasibility of this project and to generate a concept plan that is acceptable to the Town, Habitat and the larger neighborhood where this project is proposed.

II. STUDY AREA

The town-owned land for which this project is proposed consists of 19.5 +/- acres of land located at 75 Broadturn Road. The land is located between an established neighborhood (Saratoga Lane) and the Maine Turnpike. Approximately 1/3rd of the property is envisioned for housing and 2/3rd is intended to remain conservation land with public access. An aerial map of the property is attached.

III. PROBLEM STATEMENT

The Town of Scarborough exhibits a lack of low and moderate income housing. This problem is due in large part to the median price of homes in the Town in relationship to our median income. As of 2009 our median home price was \$290,500 and our median income was \$72,290, while the income needed to afford the median home price was

\$97,517 (as per Maine Housing data). This affordability gap is demonstrated by an affordability index of 0.74, which is one of the lowest ranking affordability indexes in greater-Portland.

Over the past five years the Town has made strides in facilitating the development of low and moderate income housing. Our Comprehensive Plan highlights this need and recommends a range of actions to support the creation of low and moderate income housing. To date we have implemented the majority of the Comprehensive Plan's housing actions, including the addition of "density bonuses" for affordable housing in many of our zoning districts; allowing a wider-range of multi-family housing with higher residential densities in our zoning districts; and by providing Town land for the creation of low and moderate income housing (which resulted in the 54-unit Bessey Commons retirement facility). That said, more work is warranted, particularly to provide low and moderate income housing for younger families.

IV. Nature of Services Requested

The consultant will develop a concept design that incorporates initial input from the Scarborough Affordable Housing Alliance and Habitat for Humanity. The design concept shall seek to minimize environmental impacts, demonstrate creativity in the design, location and orientation of the housing units, and layout the streets and infrastructure that serve them. The concept design should establish a residential development pattern that is efficient, safe, livable and environmentally-friendly. The design will also need to be tailored to the types of housing units that Habitat is able to construct, and may need to include a phasing plan and a range of housing affordability. Given the location of the property, considerations will need to be made for buffering the development from both the abutting neighborhood and the adjacent highway. Services will need to include these design tasks as well as presenting these design plans at committee and neighborhood meetings.

V. PLAN SCOPE: DESCRIPTION OF TASKS

The strategy of this planning process is to engage a design consultant to help inventory and analyze the town-owned land slated for housing; generate concept development plans; generate preliminary infrastructure plans; and conduct public outreach to engage and receive feedback from abutters to the project as well as the Town Council, Town Planning Board, and the larger community.

The goal of the planning process is to conclude with a concept development plan for the creation of low and moderate income housing to be developed by Habitat that is supported by the community.

Describe the planning tasks to be undertaken:

1. an inventory and analysis of the site conditions; natural resources; access; infrastructure; and abutting land uses
2. receive input and direction from Town Staff, Habitat, and the Affordable Housing Alliance regarding the design of a development plan
3. create concept development plan(s)
4. create a preliminary infrastructure plan to serve the concept development plan
5. conduct public outreach process
6. make adjustments to the development plan after public outreach process
7. presentation of conceptual development plans to Town Council and Planning Board

VI. STUDY PRODUCT

The planning study product shall incorporate the items listed in the PLAN SCOPE into a development plan for the town-owned property. A hard copy FINAL REPORT of the plan will be submitted to the Town of Scarborough (1 copy), as well as the electronic file versions.

VII. CONSULTANT BUDGET PROPOSAL

This study is funded at \$10,000.

The Consultant(s) shall estimate the amount of work hours and other expenditures for each work task and provide a statement of expected work products in a separate envelope. Please see below for more detail.

Aside from public process meetings, the consultant shall be expected to meet with staff periodically during the course of the project to review the draft product, coordinate project elements and to review the progress of the project.

The Town and Habitat will be responsible for advertising meetings and printing project material for committee and public meetings to minimize cost to the consultant on these items. In addition, Town Planning staff will assist with mapping, inventorying and other project development and tasks to be determined to reduce project costs.

VI. STUDY SCHEDULE, PROCESS AND COORDINATION

We seek to conduct the study during the fall and winter of 2011, with a completion date of February, 2012.

The consultant will report primarily to Dan Bacon, the Town of Scarborough Town Planner. An advisory committee, with representation from the Town Housing Alliance, Town Staff and Habitat will work with the Town Planner and consultant.

VIII. PROPOSAL REQUIREMENTS

Each applicant shall submit 5 copies of their proposal. Each proposal should include the following:

- Description of technical approach.
- Qualifications of the staff to be assigned to this study.
- Detailed person-hour assignments by task.

We encourage firms responding to economize in the submission of qualifications. We also encourage minority firms and women's business enterprises to submit proposals for this initiative.

One cost proposal should be submitted in a separate sealed envelope marked as "*Cost Proposal for Scarborough's Low to Moderate Income Housing Feasibility Analysis Plan*". The cost proposal should include details, by task, for total work hours and for work hours by personnel classification (preferably in tabular form). Direct costs, overhead costs and profit must also be shown.

Proposals shall be delivered to the **Town of Scarborough, P.O Box 360, 259 US Route 1, Scarborough, ME 04074** by **4:00 p.m. on Friday September 16th, 2011**. Any materials or submissions received after that time will not be considered.

Comments or questions may be directed to:

Dan Bacon, Scarborough Town Planner (207) 730-4041, dbacon@ci.scarborough.me.us

IX. CONSULTANT SELECTION

A team comprised Town Staff and a Habitat representative will review the proposals and select a firm. The selection of a firm based on the following criteria:

- Qualifications and experience of proposed consulting staff (40 percent)
- Proposed scope of work (40 percent)
- Cost in relation to the proposed scope of work (20 percent)

Answers to all significant clarification questions will be written and sent to all firms.

Consulting Firms to Invite to Bid:

DeLuca-Hoffman Associates, e-mail address: joe@delucahoffman.com

SMRT, e-mail address: kdionne@smrtinc.com

Northeast Civil Solutions, e-mail: jim.fisher@northeastcivilsolutions.com

Sebago Technics, e-mail: wconway@sebagotechnics.com

Gorrill-Palmer Consulting Engineers, e-mail: tgorrill@gorrillpalmer.com

Terrence DeWan Associates, e-mail: dewan@tjda.net

SYT Design, e-mail: ptubbs@sytdesign.com

Richardson Associates, e-mail: mail@richardsonassociates.com

Gawron Turgeon Architects, e-mail: rsunnell@gawronturgeon.com