

TOWN OF MAYNARD, MASSACHUSETTS  
REQUEST FOR QUOTATIONS



FOR CONSULTING SERVICES  
TO DETERMINE FEASIBILITY OF DEVELOPING  
AFFORDABLE VETERAN'S HOUSING

03/31/2014

## INTRODUCTION

1.1 The Town of Maynard requests quotations from qualified consultants for services to determine the feasibility of developing affordable veteran's housing.

### 1.2 Background

Maynard is located approximately 20 miles west of the center of Boston, Massachusetts. It is surrounded by the towns of Acton, Concord, Stow, and Sudbury. It is a small community of 5.4 square miles with a population of about 10,200. About 20% of the town is part of the Assabet River National Wildlife Refuge further increasing the density of the developed portion of the community.

Maynard has been recognized as a Purple Heart Community and desires to extend its appreciation for armed services personnel by creating opportunities for them to live and work in the region.

The Town of Maynard operates with a five (5) member Board of Selectmen / Town Administrator and Open Town Meeting form of government.

## SCOPE OF SERVICES

The consultant will determine the feasibility of developing affordable housing for veterans in Maynard, Massachusetts. The feasibility study will include:

- a determination of the demand for housing among veterans regionally, including socio-economic factors, medical needs, family size, transportation, and job opportunities.
- a consideration of existing buildings that could be purchased and rehabbed and used to provide affordable housing to veterans and their families.
- a consideration of vacant land that could be used for new construction to provide affordable housing to veterans and their families.
- an evaluation of public-private partnerships which may provide housing and related services to veterans and their families. Such evaluation to include local developers, transportation initiatives, mental and physical health treatment access, vocational programs, housing authorities, etc. (The VA, Purple Heart Homes, Wounded Warrior Project, or similar organizations)
- an identification of federal, state and local funding sources for capital purchase and/or improvements and operation of the planned development.
- a recommended process for determining eligibility for any veterans housing developed as well as rental rate structure, time frames, etc. For example, some veterans may need housing for several months to 'get back on their feet,' others may need a longer-term commitment or be interested in buying a developed site. Rent may be a percentage of income or a below market rate for a period of time, etc.

The consultant will provide the information in a written report addressing the issues outlined in the scope including estimated costs for purchasing and rehabilitating property. The consultant should also prepare a summary presentation to the Town and provide answers to questions the town has about the study's contents.

The entire study must be completed and presented to the Town by June 30, 2014.

## ADDITIONAL REQUIREMENTS

- Total price shall be a lump sum and shall be all inclusive including travel, printing, telephone, charges, meetings and any other outside expense.

## TIMELINE

The successful consultant must be ready to commence project work within fourteen (14) calendar days of the contract award. Any deviation from this schedule must be clearly stated in the consultant's response to the proposal and any delay to start should be negotiated between the parties. It is the Town's expectation to begin project work within fourteen (14) days, the Town reserves the right to extend the project start date within reason. The Town expects the process to be completed within 90 days of contract award and it must be completed by June 30, 2014.

## MINIMUM EVALUATION CRITERIA

- A signed Non-Collusion Statement
- A signed Statement of State Taxes Compliance
- Lump sum price to complete the Scope of Services

Send Responses to:

Veteran's Housing RFQ Response  
Andrew Scribner-MacLean  
Town of Maynard  
195 Main Street  
Maynard, MA 01754

Or via email to [ascribner@townofmaynard.net](mailto:ascribner@townofmaynard.net)

APPENDIX A

TOWN OF MAYNARD  
CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalty 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.

\_\_\_\_\_

\_\_\_\_\_

Name of person signing bid or proposal  
Name of business or firm



APPENDIX B

TOWN OF MAYNARD  
STATEMENT OF STATE TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A (b),

I, \_\_\_\_\_, authorized signatory for

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Name of Firm

do hereby certify under the pains and penalties and to the best of its knowledge and belief has paid all local taxes, tax titles, utilities, motor vehicle excise taxes, water and wastewater bills to the Town of Reading as required by law.

To the best of its knowledge and belief has filed all State tax returns and paid all State taxes required by law, and has complied with reporting of employees and contractors, and withholding and remitting of child support (MGL c.62C, s.49A).

Contractor

By: \_\_\_\_\_  
Signature of Authorized Signatory

Title: \_\_\_\_\_

Date: \_\_\_\_\_

APPENDIX D  
TOWN OF MAYNARD PRICE QUOTATION BID FORM

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_