



**TOWN OF YARMOUTH
AFFORDABLE HOUSING TRUST
REQUEST FOR QUOTES
AFFORDABLE HOUSING CONSULTING SERVICES
for the ADMINISTRATION of the READY RENTERS LOTTERY
and the READY RENTERS WAIT LIST
May 14, 2019**

The Town of Yarmouth, Massachusetts seeks to contract with a qualified affordable housing consultant to administer a regional affirmatively marketed affordable housing lottery and wait list. This work must be performed in compliance with the Ready Renters Affirmative Marketing and Tenant Selection Plan as approved by the Massachusetts Department of Housing and Community Development (DHCD).

Background:

The Ready Renters Program is approved by the DHCD for use to select and refer tenants for scattered-site, smaller affordable housing developments in Yarmouth and Dennis, with select sites in Orleans and Barnstable. Other Cape towns may apply to participate in the program upon DHCD approval.

Scope of Work:

Scope of Work includes lottery administration, wait list administration, and tenant selection including holding public information meetings and lotteries, accepting and processing applications, certifying applicant household income, selecting tenants, referring tenants to property managers, assisting property managers with tenant placement, and maintaining the wait list generated by the lottery. This work must be performed per the instructions found in the most recent Ready Renters Affirmative Fair Marketing and Tenant Selection Plan found at <http://www.yarmouth.ma.us/227/Community-Housing> and the regulations and the guidelines set by the Massachusetts Department of Housing and Community Development pertaining to affordable housing lotteries and tenant selection, including but not limited to the DHCD Affirmative Fair Housing Marketing and Resident Selection Plan Guidelines (updated May 2013) found at <http://www.mass.gov/hed/docs/dhcd/hd/fair/afhmp.pdf>. The Town of Yarmouth reserves the right to directly administer the marketing and advertising requirements of the Plan.

The Ready Renters Program is currently utilizing a wait list of over 100 households generated by lottery in June 2018 and two subsequent open application periods. It is anticipated the next full lottery will be held within the 18 months of this request.

Fees and Expenses:

The Town anticipates setting a budget for these services at no more than \$25,000 for up to a three-year contract. Please note: the cost of printing, marketing and display ads is not included in this figure, and will be preformed or paid by the Town of Yarmouth directly.

Application:

Qualified consultants interested in responding to this request should fill out the attached forms completely, attach copies of all documents requested therein, and return the same in an envelope labeled “Ready Renters Consultant” to: Yarmouth Affordable Housing Trust, Town of Yarmouth, 1146 Route 28, South Yarmouth, MA 02649

All responses to this request must be received at the above address no later than May 30, 2019 at 4:30 PM.

References:

Three references may be required upon request of the Town of Yarmouth.

Minimum Criteria:

The Town of Yarmouth can only contract with a lottery agent approved by the Massachusetts Department of Housing and Community Development for this work. The consultant must have the capacity to address matters relating to English language proficiency. Consultant must provide Certificate of Insurance appropriate for this work listing the Town as additionally insured.

Review and Selection Process:

The Town of Yarmouth reserves the right to reject any or all responses, to waive any informalities in the responses received, and to accept the candidate which is the most advantageous to the Town.

Questions:

Questions should be directed to Mary Waygan, Department of Community Development, Town of Yarmouth, 1146 Route 28, South Yarmouth, MA 02664 508-398-2231 ext 1275 mwaygan@yarmouth.ma.us.

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**RESPONSE TO REQUEST FOR QUOTES
AFFORDABLE HOUSING CONSULTING SERVICES
for the ADMINISTRATION of the READY RENTERS LOTTERY
and the READY RENTERS WAIT LIST
May 14, 2019**

Name:

Firm Name:

Address:

Telephone:

Email:

Respond to each of the following, using additional pages as necessary:

1. Attach resumes of all staff that will work on this program.

2. Describe experience and expertise in the area of affordable housing lottery administration:

3. Describe experience and expertise in the area of income certification per US HUD HOME Part 5 Methodology:

4. Describe experience and expertise in the area of affordable housing wait list management:

CERTIFICATE OF NON-COLLUSION

The undersigned being duly sworn, deposes and says that he is the sole owner, partner, president, treasurer, or other duly authorized agent or official of

(Name of Bidder/Respondent as appearing in submitted proposal)

(Address of Bidder/Respondent) (Zip Code)

(Telephone Number of Bidder/Respondent)

and certified under penalties of perjury, that of his own knowledge, said Bidder/Respondent has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this proposal. It is understood that the signing of this AFFIDAVIT is applicable to all bids being submitted for the fiscal year from July 1, 20__ to June 30, 20__.

(Date)

(Signature and title of person making Affidavit)

Sworn to before me this _____ day of _____, 20__.

(Notary Public)

STATE CERTIFICATIONS

Pursuant to M.G.L. Ch. 62C, sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Further, per Executive Order of 481, I shall not knowingly use undocumented workers in connection with the performance of all Town of Yarmouth contracts; that pursuant to federal requirements, I shall verify the immigration status of all workers assigned to such contracts without engaging in unlawful discrimination; and that the I shall not knowingly or recklessly alter, falsify, or accept altered or falsified documents from any such worker(s). I understand and agree that breach of any of these terms during the period of each contract may be regarded as a material breach, subjecting me to sanctions, including but not limited to withholding of payments, contract suspension or termination.

(Name of individual submitting bid or proposal)

(Signature of individual submitting bid or proposal)

(Name of Business)

(Social Security Number or Federal Identification Number)

(Date)

Sworn to before me this _____ day of _____, 20__.

(Notary Public)

CONFLICT OF INTEREST STATEMENT

I.

This is to certify that no municipal employee of the Town of Yarmouth, nor any spouse, parent, child, brother or sister of such municipal employee, has any financial interest in the bidder/respondent on this proposal.

Titled: _____ Dated: _____

Date: _____ Signature: _____

Name: _____

Position: _____

II.

I/We the undersigned or immediate family hereby certify that the following Town of Yarmouth employee or employees have a financial interest in the business, company, partnership or similar entity which is proposing on the contract:

Titled: _____ Dated: _____

Name of Employee(s): _____

Date: _____ Signature: _____

Name: _____

Position: _____

III.

Notarization required for either certification.

Sworn to before me this _____ day of _____, 20__.

(Notary Public)

IV.

If any principal of your entity and/or if any employee of your entity, who will work on this project, has ever been an employee of the Town of Yarmouth, list them below:

Name: _____

Town Department where worked: _____

Last Date of Employment with Town: _____