

# **REQUEST FOR QUALIFICATIONS**

## **TOWN OF CANAAN**

### **INCENTIVE HOUSING ZONE PRE-DEVELOPMENT (PHASE 2) - CONSULTANT SUPPORT**

#### **INTRODUCTION**

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The Town of Canaan is seeking qualified, experienced affordable housing developer to carry out Incentive Housing Zone (IHZ) Pre-development (Phase 2) activities at the Lime Rock Station road IHZ site. The Town has received a \$50,000 grant from the State of Connecticut Department of Housing to carry out these activities. At the conclusion of the activities carried out under this grant, the developer would have site control of the IHZ site, have all materials necessary for site plan review by the Town's zoning commission, and have all materials in place needed to complete any funding applications needed for construction funding. If after the activities performed under this grant the developer decides not to move forward with the construction of a housing project that contains a minimum of 20% of the units which are affordable to households at or below 80% of the area median income, the funds expended must be returned to the Town.

The Town of Canaan/Falls Village adopted an Incentive Housing Zone (IHZ) regulation in December 2013. It allows the creation of up to 14 mixed income housing units on the Lime Rock Station road IHZ site in walking distance to the regional high school as further described in the Project Plan attached. The Town will contract with a single firm to perform the pre-development tasks listed below.

#### **TASKS**

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The consultant would carry out the following pre-development tasks for the Lime Rock Station Road IHZ site:

- engage an architect to create/refine a financially viable concept plan for the site,
- engage a septic engineer to finalize the buildable area on the site and work with the architect on the concept plan,
- carry out environmental studies or survey work that would be needed for an application for construction funding for the project.
- hold meetings with stakeholders and town boards to review/refine the concept plan, and
- work with the property owner (the Board of Directors of Habitat for Humanity) and an attorney on the process of acquiring the site.

Please note, all the work products that were completed under "Phase 1" of the Incentive Housing Zone study for this site including the water and septic engineering concept plans and housing needs study would be made available to the selected consultant.

#### **ANTICIPATED WORK PRODUCTS**

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Anticipated work products include:

- a financially viable concept plan for the Lime Rock Station Road IHZ site which has been reviewed by town boards and stakeholders
- site control of the site such as an executed Option to Purchase

- environmental studies needed for an application for construction funding

It will be expected that the selected consultant will make their best effort to ensure that the project is ready to move into the construction phase at the conclusion of these pre-development activities and that the pre-development activities are focused on achieving this outcome.

#### **SCHEDULE**

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The terms of the grant received from the Connecticut Office of Policy and Management (OPM) by the Town of Canaan for this work require the Incentive Housing Zone pre-development activities be completed no later than June 30, 2016. Therefore, the selected firm must be able to commit sufficient resources to complete the pre-development activities by then if not before.

#### **SUBMITTAL REQUIREMENTS**

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1. Name and address of firm or individual and contact name.
2. Size of firm and organizational structure.
3. Resumes of proposed personnel.
4. Typical hourly fee rates for proposed personnel and ability to deliver the proposed work products for no more than the \$50,000 grant available to the Town for these purposes.
5. Statement of understanding of the project scope and goals.
6. Description of similar projects done by this firm and contacts for professional reference.
7. Statement of capability to perform the required work within the required time frame.
8. Recommendations for project organization and implementation that would most cost effectively accomplish the tasks listed above.

Responses in electronic form by email must be received by First Selectman, Patricia Mechare at [canaan021selectmen@comcast.net](mailto:canaan021selectmen@comcast.net) by 4:00 PM August 14, 2014. Please put "IHZ proposal" in the subject line of the email. Two (2) paper copies must also be received by August 15, 2014 at:

First Selectman, Patricia Mechare  
Town Hall, P.O. Box 47,  
Falls Village, CT 06031

**The Town of Canaan is an Affirmative Action Equal Opportunity Employer. M/F/V/H/EOE**

**The Town of Canaan retains the right to reject any submittals, request additional information, or re-issue this RFQ.**

Attached: Project Plan

**V. PROJECT PLAN**

**Overview**

The Town of Canaan/Falls Village, one of the smallest towns in the State (with a population of 1,271) adopted its OPM-approved Incentive Housing Zone (IHZ) regulation in December 2013. It allows the creation of up to 14 mixed income housing units on the Lime Rock Station road IHZ site in walking distance to the regional high school. The underlying zoning would only allow 4 units on this site.

The Town of Canaan, like many rural Connecticut towns, does not have public wastewater treatment. Due to the necessity to accommodate wastewater treatment and public drinking water on-site, project sizes are relatively small. It is often difficult to attract housing developers to do these smaller projects as they are time consuming for the number of resulting units and don't achieve the cost efficiencies of a larger project. Never-the-less these smaller sized projects are critically needed by these rural communities.

Pre-development grant funding like that provided through this program, is critical to attracting a developer to the site and making the project move from plan to reality as described below. Without access to this grant funding the IHZ designated site could be sold before a developer interested in pursuing mixed income development is attracted. This situation has occurred in one of the two IHZs adopted in nearby Sharon, CT. (The Sharon "Main Street IHZ" site was recently purchased and the new property owner is not interested in developing the site as a mixed income housing project.)

**Project budget**

<b>Pre-development Costs*</b>			
	<i>Architectural</i>	<b>\$ 25,000</b>	
	2-3 Site visits		
	Preliminary site plan/rendering for meetings with stakeholders/funders		Includes concept plan and revisions - meetings with Town boards/stakeholders as needed
	<i>Environmental/Survey</i>		
	Site Assessment (Phase I and II/wetlands/zoning/civil eng issues)	<b>\$ 10,000</b>	Architect will work directly with engineer to finalize developable area of site
	<i>Appraisal/Legal</i>		
	Attorney Review	<b>\$ 5,000</b>	To review option agreement drafts / land use issues / title
	Appraisal	<b>\$ 2,500</b>	
	<i>Acquisition - Option Costs</i>		
	Purchase option	<b>\$ 7,500</b>	Option price to Seller
		<b>\$ 50,000</b>	<b>TOTAL</b>

## **V. PROJECT PLAN**

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The Town of Canaan intends to pass through the predevelopment funding to an experienced housing developer which would be required to return the funds to the Town if the project does not result in construction of a mixed income housing project. If awarded these funds, the Town of Canaan would carry out a request for proposals process (assisted by Jocelyn Ayer, Community & Economic Development Director of the Council of Governments ) to select a qualified developer to carry out this pre-development work and develop the project.

### **Use of Grant Funds**

As described above these requested “pre-development phase II” funding would assist the town in attracting a developer to this recently designated IHZ site in a timely way. The funds would be used to engage an architect in creating a concept plan for the site, a septic engineer to finalize the buildable area on the site and work with the architect on the concept plan, hold meetings with stakeholders and town boards to review the concept plan, and work with the property owner (the Board of Directors of Habitat for Humanity) on the process of acquiring the site. The Board of Habitat for Humanity has expressed interest in working with a developer to find a mutually acceptable purchase price for the property.

### **Housing Plan**

The Town of Canaan has identified the need for rental housing in its 2013 Plan of Conservation & Development and through the Incentive Housing Zone Housing Plan which was submitted as part of the Zone adoption application to OPM.

### **Time Schedule and Management Plan**

As described above the pre-development work would be carried out by an experienced developer. The Town would carry out an RFP process to select the developer and the developer would be required to provide quarterly progress reports to the Town in addition to stakeholder meetings. Jocelyn Ayer, of the Council of Governments (who conducted the initial IHZ study and drafted the now adopted IHZ regulation) would assist the Town in the RFP process and developer oversight.

### **Number and Type of Units**

The Town of Canaan has identified the need for rental housing in its 2013 Plan of Conservation & Development and through the Incentive Housing Zone Housing Plan. The site can accommodate up to 27 bedrooms due to on-site septic constraints. The current preliminary site plan shows 14 townhouse style units in five buildings with 4 three-bedroom units, 5 two-bedroom units, and 5 one-bedroom units. It is anticipated that this would be a rental housing project, most likely all targeted to be affordable to households at or below 80% of the area median income with some of the units being targeted to 50% of the area median income or below and a mix of 1, 2, and 3 bedroom units.