



Martha's Vineyard Commission

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Request for Qualifications (RFQ) for Zoning Study and Analysis

The Martha's Vineyard Commission (MVC) has received a Rural and Small Towns grant from the Commonwealth of Massachusetts for an update and revision of MVC's [2014 Affordable and Community Housing Zoning Analysis](#).

Contingent upon this award, the MVC is soliciting offers of a statement of qualifications in response to this Request for Qualifications for services to assist in:

- (a) Review and analysis of the six Martha's Vineyard towns' zoning as they relate to the creation and preservation of affordable and attainable year-round housing and seasonal workforce housing. The review and analysis will be based in part on an updated 2023 zoning inventory compiled by MVC Staff.
- (b) Development of recommendations for changes to existing bylaws and adoption of new bylaws
- (c) Crafting model bylaws to accompany each recommendation

Timeline: Responses are due by November 13, 2023. Selection of consultant is expected by December 1, 2023. We would like the report to be completed by the end of April 2024.

The fee for services will be paid with the grant funding.

The services to be provided will include:

- Review of the updated 2023 Affordable and Community housing zoning inventory for the six Vineyard towns
- Analysis of the language and efficacy of each town's version of each bylaw
- Analysis of what's missing from the towns' approach to bylaws re: affordable and attainable housing
- Recommendations for amending language to existing bylaws to increase efficacy
- Model bylaws for each recommendation, with an eye toward a potential island-wide vocabulary on zoning bylaws
- Formatting the final analysis in an easy-to-access, easy-to-read zoning report that all six towns can use as a roadmap
- Participating in one or more public meetings held by MVC in conjunction with representatives from the town affordable housing committees & planning boards to solicit community concerns (can be via Zoom).
- Presenting the final report at a public presentation (can be via Zoom)

Responses should include:

1. The firm's legal name, address, and telephone number.
2. The principal(s) of the firm and their experience and qualifications.
3. The experience and qualifications of the staff to be assigned to the project.
4. A description of the firm's prior experience performing affordable housing related zoning analyses, including any similar projects. Include the name of a town official knowledgeable regarding the firm's performance.
5. A description of the firm's current work activities and how these would be coordinated with the project, as well as the firm's anticipated availability during the term of the project.
6. A general work plan and schedule for activities to be performed.
7. A price list for all disciplines and project deliverables.

Respondents will be evaluated according to the following factors:

- a. The qualifications of the professional personnel to be assigned to the project.
- b. The consultant's capability to meet time and project budget requirements.
- c. Present and projected workloads.
- d. Related experience on similar projects.
- e. Recent and current work for the Martha's Vineyard Towns.

The selection of finalists to be interviewed will be based on an evaluation of the written responses. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to the Towns of Martha's Vineyard, all factors considered. Unsuccessful offerors will be notified as soon as possible.

RFQ responses are to be directed to Adam Turner, MVC Executive Director, 33 New York Ave Oak Bluffs MA 02557, turner@mvcommission.org. All RFQ responses must be received no later than November 13, 2023. Please state "Affordable & Community Housing and Zoning Analysis" in the subject line of an email response or on the outside of a physical package response.

This RFQ is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, the Martha's Vineyard Commission reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate.

Questions may be directed to Laura Silber, MVC Island Housing Planner, silber@mvcommission.org, (508) 338-2405.