



**REQUEST FOR PROPOSALS (RFP)**  
**FOR CONSULTANT SERVICES**  
**TO THE METRO NORTH REGIONAL HOUSING SERVICES OFFICE**  
**Reading, MA**

The Town of Reading invites qualified applicants to submit proposals to assist with the establishment of a Metro North Regional Housing Services Office. Proposals shall be provided in a sealed envelope and must be received by the Town Manager, Town of Reading, 16 Lowell Street, Reading, MA 01867 **by Tuesday, February 10, 2015, at 11:00 a.m.** No submissions will be accepted after the time and date noted. The Town of Reading, Town Manager's Office is open for receiving proposals Monday, Wednesday, and Thursday 7:30 a.m. to 5:30 p.m. and Tuesday 7:30 a.m. to 7:00 p.m. **Town Hall offices are closed on Fridays.**

Copies of the Proposal documents may be obtained at the Community Services Office, Town of Reading, 16 Lowell Street, Reading, MA, 01867 or via email [idelios@ci.reading.ma.us](mailto:idelios@ci.reading.ma.us)

Questions concerning this request must be submitted in writing to Jean Delios, Assistant Town Manager, Community Services, Town of Reading, 16 Lowell Street, Reading, MA 01867 or via facsimile at 781-942-9071. The deadline for accepting questions shall be **Tuesday, February 3, 2015 by noon.**

This contract is being awarded for one year under the provisions of MGL c 30B § 6.

The Town Manager, as the awarding authority, reserves the right to accept any proposal in whole or in part, and to reject any and all proposals if it shall be deemed in the best interest of the Town.