

# TOWN OF READING

## MASSACHUSETTS



### REQUEST FOR PROPOSALS FOR HOUSING PRODUCTION PLAN

**Contract Number 22-37**

June 2022



## SCOPE OF WORK

### Project Summary

The Town of Reading seeks proposals from qualified consultants for the drafting of a five-year Housing Production Plan (HPP) Update consistent with the Massachusetts Department of Housing and Community Development (DHCD) guidelines. The Town seeks an updated plan that creates a vision and strategy for providing housing that serves a diverse range of needs and accounts for low-to moderate-income households, workforce housing, housing for seniors and families, and other prevalent household types.

The scope of services herein defines the tasks and deliverables needed to maintain and increase the Town's housing inventory to meet local and regional needs, and to do so by establishing clear goals and strategies through the HPP.

The goal is to support this Housing Production Plan Update with up to \$50,000 in funding from the Town of Reading.

### Housing Production Plan Update

The HPP Update shall include a combination of narrative, diagrams, maps, data tables, and other visual forms of communication to effectively convey concepts and data necessary to inform the public. Mapping shall be done by the consultant in coordination with the Town's GIS Administrator, as needed.

With the assistance of a working group comprised mostly of Town staff, with some volunteers, the consultant shall prepare the HPP and include the following components in compliance with 760 CMR 56.03(4):

- A comprehensive housing needs and demand assessment based on current Census data, population trends, labor and workforce trends, and regional growth factors, including an analysis of Town:
  - Demographics
  - Housing Stock, including current M.G.L. Chapter 40B Subsidized Housing Inventory (SHI) units;
  - Housing Affordability across a range of household incomes;
  - Real estate trends and supply/demand analysis.
- A detailed analysis of regulatory and non-regulatory constraints on - and opportunities for - the development of affordable housing, with recommendations to mitigate identified constraints or realize identified opportunities.
- Housing Vision and Goals, including:
  - A review of and update to the Town's 2013 and 2018 Housing Production Plans' visions and goals;
  - A numerical annual housing production goal that considers a mixture of housing types available to a range of income levels and that addresses fair housing requirements and accommodation for people with special needs, and the Town's environmental justice population;
  - The identification of specific sites where the Town will encourage the development of new housing, particularly affordable housing
- Strategies for achieving goals
- An Implementation Plan

Beyond the basic outline of a Housing Production Plan described above, the consultant should:

1. Become familiar with the Town of Reading's 2013 and 2018 Housing Production Plans, as well as other town plans and policies that shape the framework for housing at the local level, in order to inform Reading's HPP Update vis-a-vis the State and Regional housing context, specifically:
  - a. MAPC's MetroCommon 2050 Action Areas related to housing: Inclusive Growth & Mobility, Homes for Everyone, and Equity of Wealth and Health; and
  - b. MGL Ch. 40A Section 3A Housing Choice legislation and MBTA Communities guidance.
2. Include detailed Reading-specific findings and recommendations on barriers and solutions to encourage the creation of new units under the existing Zoning Bylaw and/or other Town policies or regulations.
3. Identify other impediments, barriers, or inconsistencies, and/or unintended consequences with Reading's zoning and other regulations that may prevent the creation of new units and propose corrective actions.
4. Assess why any recommendations within the 2018 HPP were not achieved and propose adjustments for future success.

### **Planning and Project Strategy**

The consultant shall develop and execute a Project Strategy that includes a robust community outreach component with an additional focus on the Reading senior and environmental justice populations.

Community outreach and participation will include the following:

- Development and distribution of a **Town-wide survey**;
  - Target survey date: September 2022
- Implementation of a **communications strategy** that includes use of the Town website, social media accounts, and other web and print publications;
- **Two (2) public forums**, hosted by the Town, which the consultant will design and facilitate;
  - Target forum dates: October 2022 and November 2022
- Additional public meetings, as needed, which will be designed and run by the Town with limited technical assistance from the consultant.

#### **Public Forums**

The first forum will offer the consultant the opportunity to share and receive feedback on the findings of the housing needs and demand assessment and to facilitate discussion of potential housing goals, opportunities, and barriers to development.

At the second forum, the consultant will share and receive feedback on recommended housing goals and implementation strategies with the community. This forum will also allow participants to help identify specific housing development locations and opportunities.

The Town will coordinate all presentations, prepare meeting agendas and summaries, and the draft and final

version of the HPP will be made publicly available on the Town’s website and through other distribution outlets.

**Plan Adoption and Approval**

The consultant shall assist the Town in having the draft HPP adopted by the Community Planning & Development Commission (CPDC) and Select Board, and approved by DHCD, including addressing any questions or comments that arise during the approval process.

**Project Schedule**

Work is expected to start in mid-late summer 2022, with a survey the month of September, and the two public forums in October and November. The goal will be to have a final draft report completed for internal review by staff no later than December 8, 2022. Staff will provide comments back to the consultant no later than December 15, 2022. The CPDC and Select Board are expected to review the final document and vote on it by mid-January 2023, for submittal to DHCD no later than February 13, 2023.

**Deliverables**

The consultant will deliver two (2) copies of all reports produced, along with high-quality electronic copies of the same in a Microsoft Word compatible version and a searchable PDF version. GIS maps shall be delivered as map packages (.mpk files). All materials will become the property of the Town of Reading.

**END OF SECTION**