



# **Request for Proposal (RFP)**

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Establishment of Statewide and Regional  
Housing Production Goals

September 6, 2022

## **Purpose of RFP**

Maine State Housing Authority (“MaineHousing”) is inviting qualified individuals and entities to submit proposals to provide research and analysis services to assist it and the Department of Economic and Community Development (“DECD”) in establishing statewide and regional goals for housing production. This research will help Maine meet its obligations under the recently enacted LD 2003, "An Act To Implement the Recommendations of the Commission To Increase Housing Opportunities in Maine by Studying Zoning and Land Use Restrictions,” and assist with policymaking efforts for years to come. In addition, the information gained through this process will support local and regional efforts to increase the availability and affordability of all types of housing for Maine people.

This research project should be undertaken with consideration of the following:

- Production goals should be based on a comparison of Maine’s current housing stock with the housing stock necessary to align with both 10-year and 20-year statewide and regional projections of economic and population growth.
- Production goals should include both the rental and homeownership markets, for households at low, middle and upper income levels.
- In addition to establishing the above-referenced housing production goals, the report should include an overview of what the most recent U.S. Census and American Community Survey data says about Maine’s current housing stock, along with a description of the limitations of that data set.
- Given the impact of the short-term rental market on the supply of year-round housing for Maine people, the report should include data on the frequency of use of short-term rentals as well as both state-level and local policy recommendations for addressing those impacts.
- Maine has very old housing stock, much of which is in very poor condition. The report should consider, to the extent possible, how the condition of the existing housing stock relates to regional and statewide production goals.

## **About MaineHousing**

MaineHousing is an independent state agency that bridges public and private housing finance, combining them to benefit Maine’s low and moderate-income people. MaineHousing brings millions of new private and federal housing funds to invest in Maine to create safe, affordable, and warm housing. The mission of MaineHousing is to assist Maine people in obtaining and maintaining quality affordable housing and services suitable to their housing needs. Additional information concerning MaineHousing can be found at [www.mainehousing.org](http://www.mainehousing.org).

MaineHousing’s Communications and Planning Department (“CPD”) provides communication, marketing, research and analysis, professional development, and strategic planning support to all MaineHousing program and administrative departments. Additionally, CPD works with external partners, customers, interested parties, and the public by providing policy analysis, housing needs assessments, and market analysis.

## **Selection Process**

Each individual or entity responding to this RFP (“Respondent”) will be evaluated by a committee consisting of staff from MaineHousing, DECD and the Governor’s Office of Policy Innovation &

## **Request for Proposals: Establishment of Statewide and Regional Housing Production Goals**

the Future (“GOPIF”) (collectively, the “Evaluation Committee”). The Evaluation Committee will review all proposals and may contact the Respondent to clarify any response, and obtain information from any available source concerning any aspect of the proposal. Respondent may be asked to present to the Evaluation Committee as part of the selection process.

Respondent is cautioned that the Evaluation Committee is not required to ask for clarifications or information that is essential for a complete and thorough evaluation of Respondent proposals. Therefore, all proposals should be complete when submitted.

The Evaluation Committee intends to select the proposal or proposals that provide the best value in meeting the Evaluation Committee’s business objectives identified in this RFP. The Evaluation Committee will also take into account the detail and completeness of proposals.

Subject to the reservation of rights and the other terms and conditions of this RFP, the Evaluation Committee will select the Respondent or Respondents whose proposal is most advantageous to MaineHousing, DECD and GOPIF. Any award is contingent on successful negotiation of the final contract terms. In no event will any claimed obligations of any kind be enforceable against MaineHousing, DECD or GOPIF unless and until MaineHousing and the selected Respondent enter into a written contract. This RFP and any successful Respondent’s proposal, as may be modified pursuant to this RFP, will be incorporated by reference into and be part of any contract between MaineHousing the successful Respondent. The Evaluation Committee will determine a detailed work plan with any selected Respondent prior to initiating services to help maximize efficiency for the MaineHousing and the Respondent.

### **Contract Duration**

The duration of any contract resulting from this RFP (the “Contract”) will be six months, with two potential renewal periods of six months each at MaineHousing’s sole option.

### **Information Contact**

All questions and inquiries relating to this RFP must be submitted to MaineHousing by e-mail and include the name of the questioner and his/her telephone number and email address. The MaineHousing contact for all questions about the RFP is:

Name: Erik Jorgensen  
Title: Senior Director of Government Relations & Communications  
Address: MaineHousing, 26 Edison Drive, Augusta, ME 04330  
Telephone: 207-626-4640  
E-mail: [ejorgensen@mainehousing.org](mailto:ejorgensen@mainehousing.org)

Respondent contact with any other MaineHousing employee, DECD employee, consultant or representative concerning this RFP may be grounds for rejection of a proposal submission.

### **Submission Timeline**

**September 27, 2022** All questions regarding the RFP are due no later than 5:00 PM EST and should be e-mailed to [ejorgensen@mainehousing.org](mailto:ejorgensen@mainehousing.org) using the subject line **Establishment of Statewide and Regional Housing Production Goals RFP**.

**October 4, 2022** MaineHousing will respond to questions it deems relevant and material to this RFP by posting a list of such questions and MaineHousing's responses on its website no later than 5:00 PM EST. Any responses provided by MaineHousing will become part of this RFP.

**October 25, 2022** Proposals are due to MaineHousing by email at [ejorgensen@mainehousing.org](mailto:ejorgensen@mainehousing.org) no later than 5:00 PM EST.

## **Submissions**

Respondents should provide the following by the method and deadline stated herein:

- **General Respondent Information**
  - A brief background of the Respondent if an entity (firm, agency, organization, etc.).
  - Identify specific individuals who will be performing the services, and provide resumes for each, with details regarding the qualifications and experience in completing the types of work described in this RFP.
  - Proposed rates and budget.
  - Describe the cybersecurity protections in place with regard to any computer system or network to be used in connection with work performed for MaineHousing culminating from this RFP.
  - A statement regarding Respondent's commitment to equal opportunity, diversity and inclusivity in internal hiring practices and policies, and regarding working relationships with women- and minority-owned firms, if applicable.
  - Names and contact information of three references (other than MaineHousing) for which you have provided services similar to those described in this RFP.
  - Name, title and signature of individual with authority to bind Respondent.
  
- **Scope of Work Proposal**

A proposal that outlines the scope of work and a schedule for its accomplishment, to include:

  - Collaboration with MaineHousing, DECD, GOPIF and other Maine State agencies to develop an effective research plan.
  - Outline of data within state control or otherwise available through Maine-based organizations or governments which is needed to assist with project completion.
  - Plan for the analysis and approach to be used in establishing statewide and regional housing production goals, along with strategy for determining which regions (county, labor market area, etc.) will be utilized to establish regional housing production goals.
  - Plan for the approach to be used in assessing statewide use of short-term rentals and recommendations for state and local policy initiatives that could limit the negative impacts of short-term rentals on the year-round supply of housing.

- Plan for the approach to be used in assessing how the quality of the housing stock will affect regional and statewide housing production goals.
- Timelines and Schedules: How you will meet the deadline of six months for producing the report.

All supporting data and other relevant materials will be provided to MaineHousing.

- **Conflict of Interest**

If the Respondent, any principal or affiliate of the Respondent or anyone who will be paid for work on any contract resulting from this RFP has business ties, familial relationships, or other close personal relationships with a current MaineHousing employee or commissioner or anyone who was a MaineHousing employee or commissioner within the past year, describe such relationship and identify the parties.

If the Respondent, any principal or affiliate of the Respondent or anyone who will be paid for work on any contract resulting from this RFP has business ties, familial relationships, or other close personal relationships with a current DECD or GOPIF employee or anyone who was a DECD or GOPIF employee within the past year, describe such relationship and identify the parties.

- **Sample Work Products and References**

- Up to three samples of similar research work on housing markets/housing need
- Three references including government and/or nonprofit clients and contact information

- **Availability Timeframe**

Once a proposal has been accepted, MaineHousing will request an onsite or online meeting to discuss initial implementation of this project. This initial meeting will help define the scope and responsibilities of the successful Respondent.

- An initial planning meeting within two weeks of the start of the Contract to finalize a work plan and an acceptable timeline for completing the research project.
- Subsequent consultation as agreed upon by both MaineHousing and the Respondent.

- **Fee Structures**

A list of individual fees for each of the following:

- Rates for staff members assigned to the project.
- Estimated cost range for research project as described above, with separate cost breakouts for (1) the short-term rental data and policy analysis and (2) the housing quality assessments.
- Conducting the research.
- Producing a report of the results.

## **Submission Due Date**

Proposals are due by email to MaineHousing at [ejorgensen@mainehousing.org](mailto:ejorgensen@mainehousing.org) by October 25, 2022.

## **Additional Terms and Conditions**

This RFP is subject to the following terms and conditions:

- MaineHousing expressly reserves the following rights:
  - to modify or withdraw this RFP at any time, whether before or after any responses have been submitted or received, and to reject any or all Respondents and not award a contract. to adjust the timetable for this RFP as MaineHousing deems necessary.
  - to reject and not consider any or all Respondents who do not meet the requirements of this RFP, including but not limited to incomplete responses and/or responses offering alternate or non-requested services.
  - to waive informalities and minor irregularities in proposals received.
  - to negotiate price or other factors included in any proposal submitted to MaineHousing. If MaineHousing is unable to negotiate a mutually satisfactory arrangement with the successful Respondent under this RFP, MaineHousing may, in its sole discretion, negotiate with another Respondent or cancel this RFP and not select any proposal or MaineHousing may select another proposal.
  - to reject a selected Respondent which does not enter into the required contract to deliver the services described in this RFP and to offer a contract to another Respondent.
- No formal scoring of proposals will be done.
- Submissions will be reviewed and evaluated by the Evaluation Committee based on its assessment of each Respondent's capacity to meet the scope of the RFP. Upon such review, the Evaluation Committee may schedule interviews with select Respondents.
- This RFP and the successful Respondent's proposal, as may be modified pursuant to this RFP, will be incorporated by reference into and be part of the Contract.
- The Contract will be based on a proposal or proposals deemed by the Evaluation Committee to be most advantageous, taking into account the factors described in this RFP.
- The Contract will contain standard terms of MaineHousing's professional services contract, including confidentiality provisions and provisions concerning the protection of personally identifiable information ("PII").
- In no event will any obligations of any kind be enforceable against MaineHousing, DECD or GOPIF unless and until a written agreement is entered into.
- Each Respondent bears all costs and expenses of its response and there will be no reimbursement for any costs and expenses relating to the preparation of responses submitted or for any costs or expenses incurred during any negotiations.
- Information submitted by a Respondent in any proposal becomes public information, and is subject to disclosure in accordance with the Maine Freedom of Access Act, 1 M.R.S. Section 401 et seq. ("FOAA"), except as provided therein. Respondent acknowledges that MaineHousing is required to comply with FOAA.
- Respondent shall maintain in trust and confidence and shall not disclose to any third party, except as such disclosure may be authorized in writing in advance by MaineHousing, and shall not use for any unauthorized purpose, any and all information, documents and data received or obtained from or on behalf of MaineHousing. Respondent may use such information, documents and data only to the extent required for the purposes described in this RFP. Respondent shall adhere to all security, confidentiality and nondisclosure policies

and procedures required by MaineHousing for the protection of such information and data from unauthorized use and disclosure and from loss.

- Protests of any award made pursuant to this RFP must be submitted in writing to MaineHousing at the address herein to the attention of MaineHousing's Director. To be considered, protests must be received by MaineHousing within fifteen (15) calendar days from the date of notification of the contract award and provide specific reasons and any supporting documentation for the protest.

*MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, physical or mental disability, age, familial status or receipt of public assistance in the admission or access to or treatment in its programs and activities. In employment, MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, physical or mental disability or genetic information. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Lauren Bustard, Maine State Housing Authority, 26 Edison Drive, Augusta, Maine 04330, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600 (voice) or Maine Relay 711.*