

**REQUEST FOR PROPOSALS**  
UNDERHILL HOUSING NEEDS ASSESSMENT  
Town of Underhill  
February 13, 2020

The Town of Underhill seeks proposals from interested consultants to conduct a housing needs assessment. The Town was awarded a municipal planning grant to conduct a housing needs assessment that is expected to focus on affordable housing opportunities in Underhill. Like most of the municipalities in Chittenden County, affordable housing opportunities in Underhill are limited. As a result, the Town of Underhill wishes to assess the community's current and projected housing needs (both rental and owner occupied), as well as the community's current, projected and required inventory – especially in regards to meeting the identified projected housing needs. The Town will then seek guidance on how to effectively address the community's housing needs, particularly with respect to affordable housing, in the short term, as well as the long term.

**RFP SCHEDULE SUMMARY**

Proposals due: March 9, 2020 @ 12:00 PM

- One (1) adobe acrobat (pdf) version and five (5) reproducible hard copies shall be submitted to the Town of Underhill by February 28, 2021.

Interviews (optional): March 16, 2020 to March 20, 2020

Consultant Selection: Late March 2020 to Early April 2020

Project Commences: Date the Contract is Awarded

Completion of Project: February 28, 2021

**MUNICIPALITY/LOCAL PROJECT MANAGER CONTACT INFORMATION**

Town of Underhill

Attn: Andrew Strniste

Planning Director & Zoning Administrator

P.O. Box 120

Underhill, VT 05489

[astrniste@underhillvt.gov](mailto:astrniste@underhillvt.gov)

If you have any questions about this project or the RFP, please address them in writing via email to Andrew Strniste no later than 5 days prior to the date that proposals are due. Both the question and response may be shared with the other consultants known to be interested in submitting a proposal if the question involves substantive information about the project or RFP.