



TOWN OF OLD LYME

www.ouldlyme-ct.gov

November 2024

Affordable Housing Commission REQUEST FOR PROPOSALS

BACKGROUND

The town of Old Lyme owns certain parcels of land that it intends to develop for Affordable Housing in partnership with an established affordable housing developer. The Town is undertaking pre-development work on those properties to establish their suitability for residential development prior to transferring ownership to the development partner. See attachments for descriptions of the parcels.

SCOPE OF WORK

130-1 Whippoorwill Road

Perform a survey to a degree of accuracy required by applicable regulations up to A-2, conduct perc tests, and prepare a conceptual site plan to support (1) a variance application to allow residential use without required road frontage, and (2) a subdivision application to separate the two designated approximately 3-acre building envelopes into independent deeded building lots. The Town will provide a provisional footprint and elevations drawings of the proposed structures, and preferred locations for the structures, well, and septic. The contracted service provider will prepare plans, applications, and supporting documents required for necessary deeds and permits.

Attendance in person at up to eight hours total of Zoning Board of Appeals and Planning Commission hearings for the variance and subdivision applications will be required.

45 Grandview Avenue + 4 abutting lots on Hillcrest Avenue

Perform a perimeter survey to a degree of accuracy required by applicable regulations up to A-2, conduct perc tests, and prepare a conceptual site plan to support a lot line modification to merge the five lots and position the resulting single lot for submission of applications for permits for residential construction. The Town will provide a provisional footprint and elevation drawings of the proposed structures, and preferred locations for the structure, well, and septic. The contracted service provider will prepare plans, applications, and supporting documents and any applications and plans required for necessary deeds and permits. The lot line modification is expected to be approved through an administrative process, however attendance at tele/videoconferences or in person meetings with land use officials or commissions may be necessary.

8-1 Kimmick Road

Perform a survey to a degree of accuracy required by applicable regulations up to A-2, confirm and flag lot lines and location of any wetlands, conduct perc tests, and prepare a conceptual site plan for inclusion in applications for permits for residential construction. The Town will provide a provisional footprint and elevation drawings of the proposed structures, and preferred locations for the structure,

well, and septic. The contracted service provider will prepare plans, applications, and supporting documents required for necessary deeds and permits.

RESPONSE INSTRUCTIONS

Responses to this Request for Proposals (RFP) as well as qualifications will be due no later than **10:00AM on Monday, December 2, 2024** to the Town of Old Lyme – Memorial Town Hall, 52 Lyme Street, Old Lyme, CT 06371. The town of Old Lyme reserves the right to reject any and all proposals for any reason at its sole discretion.

Questions should be directed to affordablehousing@oldlyme-ct.gov by **Friday, November 22, 2024**. All questions we received will be posted on the Old Lyme Town website under the Selectman's Office on the Request for Proposal page: <https://www.oldlyme-ct.gov/692/Requests-for-Proposal-RFP>

All bidders for this RFP are expected to visit the sites and examine the conditions relating to and affecting the performance of this work and to determine and specific nature and amount of work required to meet the specifications. No additional allowances will be granted because of lack of knowledge of such conditions. Town officials will be available to participate in meetings and accompany site visits.

The supporting documents provided as part of this Request for Proposals (1) remain the property of the Town of Old Lyme, (2) are to be used solely for preparation of bids in response to this Request for Proposals and may not be used for any other purposes, and (3) may not be reproduced

After all proposals have been reviewed by the Town, you will be advised of the status of your proposal.

Respondents to this RFP must have all necessary licenses, and insurance required, and necessary to perform the scope of work. Prior experience working with nonprofit organizations in the creation of affordable housing is strongly preferred.

The response should include two separate sub-proposals and associated costs: one for 130-1 Whippoorwill Road, and one for both 45 Grandview Avenue and 8-1 Kimmick Road.

ATTACHMENTS

1. GIS map of 130-1 Whippoorwill Road
2. Survey map of 130-1 Whippoorwill Road including conservation easement area, access right of way, and designated building envelopes
3. Initial perc test results for 130-1 Whippoorwill Road
4. GIS map of 45 Grandview Avenue + abutting lots and 8-1 Kimmick Road