

# **Request for Service Delivery**

## **District Local Technical Assistance Program (DLTA)**

### **Montachusett Regional Planning Commission (MRPC)**



## Table of Contents

|   |   |
|---|---|
| Overview.....   | 3 |
| Program History.....  | 3 |
| Program Intent .....  | 4 |
| Eligible Projects/Activities include: .....   | 4 |
| Submitting Proposals to the MRPC for Consideration .....  | 5 |
| Schedule and Deadlines .....  | 5 |
| Proposal Questions Concerning Bylaw/Ordinance Preparation and Implementation ....                 | 6 |
| Proposal Questions Concerning Preparation of Permitting Procedures .....                          | 6 |
| Proposal Questions Concerning Priority Development Areas and Priority Preservation<br>Areas ..... | 6 |
| Proposal Questions Concerning Shared Municipal Services.....                                      | 6 |
| Proposal Questions Concerning Cooperative Agreements .....  | 7 |
| Proposal Questions Concerning Collective Purchasing.....  | 7 |
| Proposal Questions Concerning Cost Saving Measures .....  | 8 |
| Evaluation Criteria listed below must be submitted with proposal .....                            | 9 |

## Overview

The District Local Technical Assistance (DLTA) Program enables the Montachusett Regional Planning Commission (MRPC) to provide technical assistance to its 22 communities to encourage and enable municipalities to work together to achieve and/or enhance cost-effective service delivery, or to create and sustain ongoing collaboration and consultation on issues affecting municipalities, such as land use and planning for new economic and housing growth. Eligible projects/ activities are listed on page 4.

- <sup>1</sup>. The 22 communities located in the Montachusett Region are Ashburnham, Ashby, Athol, Ayer, Clinton, Fitchburg, Gardner, Groton, Harvard, Hubbardston, Lancaster, Leominster, Lunenburg, Petersham, Phillipston, Royalston, Shirley, Sterling, Templeton, Townsend, Westminster and Winchendon. Devens is also within the Montachusett Region and may receive services in accordance with the State's Regional Planning Law (MGL Chapter 40B, Sections 1-8).

The Commonwealth's DLTA services complement the broad range of services available to the region from the MRPC. Existing planning services are delivered within the following disciplines: Community and Economic Development; Environment; Geographic Information System; Housing; Land Use/Zoning; Regionalization of Municipal Services; Transit; and, Transportation.

Contact information: John Hume, Director of Planning and Development at [jhume@mrpc.org](mailto:jhume@mrpc.org) or 978-345-7376, X302.

## Program History

This is the fifth year of this State-funded initiative. The Commonwealth of Massachusetts allocated funding to this statewide program in FY12. The program is being jointly administered by the Massachusetts Department of Housing and Community Development (DHCD) and the Executive Office of Administration and Finance (A&F). Funding for this program has been provided to all thirteen regional planning commissions in Massachusetts serving all 351 communities in the Commonwealth. The DHCD executed a contract with the MRPC to deliver DLTA program services in accordance with the scope of work. The MRPC offers this program of services to its 22 member communities and Devens through this Request for Service Delivery (RSD) process. Successful communities will be required to execute contracts for services delivery upon award.

*Services are available to Montachusett communities through Commonwealth of Massachusetts funding provided to the MRPC. The MRPC must match the State's allocation of funds with cash and in-kind services. Local applications do not require the submission of matching funds. However, documentation of local funds and/or local in-kind services available to complement the services provided by the MRPC to the community are encouraged to be included. Local application providing cash and/or in-*

*kind matches will be prioritized over those applications that do not provide cash and/or in-kind matches.*

## **Program Intent**

The regional planning agency will work with member communities to direct funds to projects and activities that result in a measurable change in the municipalities receiving these services, whether in law, regulation, program management or practice. Below are eligible projects/activities according to the MA Department of Housing and Community Development.

## **Eligible Projects/Activities include:**

- Shared Services (e.g., regional lockup, regional 911 centers, other public safety and emergency response responsibilities, information technology/data management, school district, regional school district analysis, shared professional and administrative services, agreements to operate shared waste disposal/recycling facilities programs);
- Cooperative agreements (e.g. regional analysis of affordable housing need, compact among communities for locating affordable housing);
- Collective purchasing (if such purchasing cannot be otherwise accomplished using statewide contracts or can be achieved regionally for less than the state contract price, or items proposed for purchase are specific to municipal and/or school district agreements);
- Cost saving measures that benefit **more than one** municipality;
- Identification, assessment and mapping of Priority Development Areas (PDAs) and Priority Preservation Areas (PPAs) at the local and regional levels; and
- Implementation of zoning and permitting changes needed to create prompt and predictable permitting of housing and/or commercial development within areas identified by two or more communities (either through the Regional Strategic Framework Plan Initiative or a comparable regional growth plan) as appropriate locations for new growth and development.

## MRPC DLTA Application

All municipal applicants must submit a cover letter identifying and summarizing the request for DLTA services to the MRPC. In addition, questions from the applicable section below must be addressed in full for the proposal to be considered.

### Submitting Proposals to the MRPC for Consideration

Communities interested in submitting proposals requesting DLTA program planning services from the MRPC must do so in accordance with the following:

1. Proposals submitted by communities must include requests for MRPC DLTA planning assistance within the scope of work of the aforementioned DHCD-MRPC Scope of Work for the DLTA program.
2. Proposals must respond to the following questions, in writing, no later than the submittal deadlines identified below (“Schedule and Deadlines”).
3. Communities submitting proposals must respond to all of the following applicable questions, below (pages 6-8).

### Schedule and Deadlines

MRPC is required to provide a minimum of two solicitations for DLTA project requests from its communities: Two such solicitations will be completed in accordance with the following schedule.

|          | RSD Issuance Dates | Proposal Due Dates *    | Proposal Award Dates ** |
|----------|--------------------|-------------------------|-------------------------|
| Round #1 | January 10, 2012   | Noon, January 27, 2012  | January 31, 2012        |
| Round #2 | February 3, 2012   | Noon, February 22, 2012 | February 28, 2012       |

\* Proposal due dates have been staggered to allow communities to submit town-meeting-related project requests to be filed in advance of the “spring town meeting season” and “fall town meeting season.”

\*\* Awards will be made at the Planning Commission’s meetings held in January 2012 and February 2012.

Answer the questions below that are applicable to your request for DLTA services from the MRPC.

**Proposal Questions Concerning Bylaw/Ordinance Preparation and Implementation**

The following questions must be answered in the lead community's submission requesting DLTA resources, from the MRPC, **for Bylaw/Ordinance Preparation and Implementation.**

1. What type of **bylaw/ordinance** is being proposed or considered?
2. What are the proposed benefits to the lead community and all other participating municipalities? Identify all relevant communities and document their intent to participate.
3. When will the **bylaw/ordinance** be proposed for adoption in each community?

**Proposal Questions Concerning Preparation of Permitting Procedures**

1. What type of **permitting procedures** are being proposed or considered?
2. What are the proposed benefits to the lead community and all other participating municipalities? Identify all relevant communities and document their intent to participate.
3. When will the **permitting procedures** be proposed for adoption in each community?

**Proposal Questions Concerning Priority Development Areas and Priority Preservation Areas**

1. What type of **Priority Development Areas and Priority Preservation Areas** are being proposed or considered?
2. What are the benefits to the community?

**Proposal Questions Concerning Shared Municipal Services**

The following questions must be answered in the lead community's submission requesting DLTA resources, from the MRPC, **for Shared Municipal services.**

1. Which municipal service(s) does the lead community want to have analyzed by the MRPC?
2. Why does the lead applicant (community) want to share the above-identified service(s)?

3. If there is a need to increase efficiencies, productivity, and/or save resources (i.e. funds), what analysis/analyses has/have the community/communities completed to prove that cost savings and/or improved services will be achieved?
4. Specifically, what is the lead applicant (and its co-applicant[s], if applicable) seeking to achieve, upon the completion of the analysis of “**shared municipal services**”, from the MRPC?

**Proposal Questions Concerning Cooperative Agreements**

The following questions must be answered in the lead community’s submission requesting DLTA resources, from the MRPC, **for Cooperative Agreement services**.

1. For what municipal service would the lead community choose to execute a cooperative agreement?
2. Identify the other communities that the lead community has held relevant discussions with in the past and intends to include in future negotiations concerning executing cooperative agreements?
3. For what quantity of time (months or years) has the community been having a productive discussion concerning the proposed cooperative agreement with the other aforementioned community(ies)?
4. Specifically, what is the lead applicant (and its co-applicant[s], if applicable) seeking to achieve, upon the completion of the analysis of “**cooperative agreements**”, from the MRPC?

**Proposal Questions Concerning Collective Purchasing**

The following questions must be answered in the lead community’s submission requesting DLTA resources, from the MRPC, **for Collective Purchasing services**.

1. What goods and/or services does the community wish to purchase collectively?
2. Document past research or practices completed by the lead applicant (community) in the purchasing of goods and/or services.
3. Is the community a part of any purchasing collaborative? If so, for what goods and services?
4. Is the school district or school department within the community a part of any purchasing collaborative? If so, which collaborative and for what goods and services?
5. What are the intended benefits to the community(ies) through collaborative purchasing?
6. Specifically, what is the lead applicant (and its co-applicant[s], if applicable) seeking to achieve, upon the completion of the analysis of “**collective purchasing**”, from the MRPC?

## ***Proposal Questions Concerning Cost Saving Measures***

1. Provide a list of possible cost saving measures that have been proposed by the community?
2. Over what period of time has the lead applicant (community) held productive discussions concerning implementing cost saving measures?
3. Specifically, what is the lead applicant (and its co-applicant[s], if applicable) seeking to achieve, upon the completion of the analysis of “**cost-saving measures**”, from the MRPC?

## **Evaluation Criteria listed below must be submitted with proposal**

- a. A signed letter from the chief elected officials(s) stating that the CEO(s) agree to the MRPC DLTA planning services request and that the subject was discussed and decided upon in a public meeting. The CEO(s) letter must be submitted with the proposal.
- b. Complete responses to all relevant questions on the previous pages.
- c. Submission of a proposal that maximizes benefits to as many communities as possible
- d. Projects that are eligible for non-DLTA funding will receive a lesser priority than those that are not eligible for non-DLTA funding
- e. All proposals received by MRPC will be forward to MA Department of Housing and Community Development for final approval.