

November 3, 2025

TO: ALL OFFERORS

FROM: ALEXANDER MODEAS
DIRECTOR OF POLICY AND PLANNING

SUBJECT: ADDENDUM TO INVITATION TO BID - CONTRACT NO. DSHA25001-
LANDREFORM TECHNICAL ASSISTANCE TO LOCAL GOVERNMENT

ADDENDUM #01

SUPPLEMENTAL INFORMATION

DSHA is pleased to report that nine local governments applied for the Zoning & Land Use Reform Program – eight municipalities and one county. On average, applicants selected six out of the eight strategies.

FAQ's

These questions are listed in the order that DSHA received them from prospective Technical Assistance providers.

QUESTION: “With the scope being open-ended, the overall budget unknown, and the number of jurisdictions to be selected unknown, can you provide some guidance on how proposers should develop a cost for services? Would it be acceptable to provide staff hourly rates or do you expect us to estimate hours for certain services?”

ANSWER: The RFP does not identify a total or maximum budget for Technical Assistance (TA) engagement. As outlined under *Proposal Format, Section D.4 (“Costs”)*, proposers are required to “list costs as requested above” and “include standard hourly rates of work.” In addition, *Proposal Requirements, Section C.2* calls for “a summary of pricing for the proposed services and products.”

Accordingly, it is acceptable for proposers to submit staff hourly rates and associated assumptions regarding the anticipated costs per municipality. Proposers may also choose to include estimated hours for major tasks if such information strengthens the clarity or transparency of their cost proposal. DSHA anticipates that proposals will

reflect the inherent variability of the program design and, therefore, will allow flexibility in how total project costs are structured.

QUESTION: Does DSHA have a maximum budget for this scope of services that could be shared?

ANSWER: The RFP does not disclose a maximum or not-to-exceed budget for the scope of services requested. Proposers should base their pricing on the estimated participation range of five to eight municipalities.

QUESTION: Related to the budget question, there is a lot of variability in the scope and required budget that is dependent on information that is not yet available. As a firm that is experienced in facilitating local housing policy discussions, and writing and supporting adoption of local development codes, we can tell you that it matters greatly how many communities will be participating, which communities they are, with what housing issues to address, with what local capacity, with what kind of local politics and elected boards/councils as well as appointed planning & zoning boards/commissions. In addition, we can also tell you that the need for political and public engagement might vary wildly depending on this missing information. How would you advise firms to propose a scope and budget when the number and identities of participating communities are not known?

ANSWER: The RFP does not disclose a maximum or not-to-exceed budget for the scope of services requested. As indicated under *Scope of Work, Section I (“1”)*, DSHA estimates that five to eight municipalities will participate in the pilot program. The RFP further specifies that: “Supplemental information will be posted in conjunction with this RFP following the closing of the application process for municipalities. The information will include the final number of participating municipalities, the reform(s) that each municipality has selected, and details about existing groundwork for the reforms, as applicable.”

QUESTION: May I submit as an individual interested in being included in a consultant team, and could a one-person consultant be considered, seeing as many DE jurisdictions are small and could be a 'one-person job' provided the one person has the range of skills, etc?

ANSWER: Yes, under *General Terms and Conditions, Section H (“Equal Opportunity”)*, the RFP specifies that: “All qualified persons, firms, and proposers will receive consideration without regard to age, color, disability, gender, national origin, race, religion, or sexual orientation. Minority Business Enterprises, Women-Owned Enterprises, and Veteran-Owned Business Enterprises are encouraged to apply.”

The RFP does not require a minimum team size or organizational structure. Therefore, an individual consultant or single-member firm that possess the requisite qualifications may submit a proposal independently or as a part of a consultant team.

QUESTION: What is the target budget or not-to-exceed range for this project, given that it is unknown how many municipalities the consultant would work with?

ANSWER: The RFP does not identify a total or maximum budget for Technical Assistance (TA) engagement. As outlined under *Proposal Format, Section D.4 (“Costs”)*, proposers are required to “list costs as requested above” and “include standard hourly rates of work. In addition, *Proposal Requirements, Section C.2* calls for “a summary of pricing for the proposed services and products.”

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So, proposers should base their pricing on the estimated participation range of five to eight municipalities and utilize flexibility to adjust once final participants are confirmed.

QUESTION: Will the list of participating municipalities and their selected land use reform strategies be shared with the selected consultant prior to project kickoff—or earlier for planning purposes?

ANSWER: As per the Scope of Work, Section I (“Additional Information”), DSHA will post supplemental information after the municipal application process closes. The notice will include “the final number of participating municipalities, the reform(s) that each municipality has selected, and details about existing groundwork for the reforms.” This information will be shared publicly before project initiation and after the municipal selection process.

QUESTION: The RFP references a “Signed Proposer Warranty” form under Applicant Information. Could the government please advise on how consultants can obtain this form for inclusion in our submission?

ANSWER: This was our error – the Signed Proposer Warranty form under Proposal Format, Section 3 (Applicant Information) is no longer required.

QUESTION: If fewer than five or more than eight municipalities participate, how will that affect scope, budget, and timeline expectations?

ANSWER: As per the Scope of Work, Section I (Additional Information), the RFP states: “DSHA estimates that 5-8 municipalities will participate in this program.” If fewer or more participate, the proposer should exercise flexibility to adjust once final participants are confirmed.

QUESTION: If multiple consultants are awarded contracts, will they be expected to work collaboratively or operate independently?

ANSWER: According to the RFP, “DSHA reserves the right to award one contract or multiple contracts for various portions of the scope of services.” The RFP doesn’t include collaboration requirements, but it infers consultants may work on portions independently. However, DSHA may determine that collaboration is necessary depending on TA applicants and participating municipalities.

QUESTION: Could you clarify the difference between “Qualifications Projects” and “Applicant Information Samples” as referenced in the RFP?

ANSWER: Qualification Projects include detailed information regarding past projects demonstrating experience and results. Application Information Samples include information such as the firm’s background, resumes, and samples of work completed over the last three years.

QUESTION: Should consultants develop the cost proposal on a per municipality basis base cost estimates on serving one municipality, or should assumptions be made for multiple municipalities?

ANSWER: The project will include at least five municipalities. Applicants should structure proposed pricing per municipality or provide flat-rate-based pricing projections per project.

QUESTION: How many consultants will be selected through this RFP? If more than one is selected, how will jurisdictions be assigned to each consultant?

ANSWER: This information is specified in *General Terms and Conditions, Section F*: “DSHA will make the final selection and award and reserves the right to reject any or all responses. Additionally, DSHA reserves the right to award one contract for the proposed scope of services and multiple contracts for various portions of the scope of services based on the strength of each proposer’s response.

QUESTION: What is the expected budget range for this project? The RFP indicates this opportunity will be a contract. Could you confirm the specific contract type (e.g., cost-plus-fixed-fee, firm-fixed-price, time and materials)?Are there any budget caps, limits, or indirect cost restrictions?

ANSWER: No budget range or indirect cost limitation is provided in the RFP. Under *Contract Terms, Section C*: “DSHA will negotiate contract terms upon selection. A project will be awarded upon signing an agreement or contract outlining terms, scope, budget, and other necessary items. The successful bidder will be required to enter into DSHA’s standard form contract, inclusive of the agreed-upon scope of services.”

QUESTION: Could you provide more details on the expected TA engagement model for municipalities, including:

- Frequency and format of touchpoints (in-person, virtual, or hybrid)
- Level of support anticipated for low-capacity versus higher-capacity grantees
- Key milestones or deliverables you expect each municipality to achieve

ANSWER: The RFP does not mandate a specific frequency or format of meetings (in-person, virtual, or hybrid), allowing proposers to recommend an appropriate engagement model consistent with the project timeline of 9-12 months (*Timeline, Section B*).

The RFP defines the TA engagement framework within *Scope of Work, Sections A-H*. Consultants are expected to coordinate directly with each municipality in developing, adopting, and implementing selected reforms. Required deliverables include: zoning and regulatory framework analysis, identification of barriers and opportunities, draft ordinances or regulatory changes, public presentation materials, and monthly progress updates to the Housing Reform Committee.

QUESTION: Will responses to these questions be shared via email to individual respondents, or will they be posted publicly (e.g., as an FAQ or RFP amendment)?

ANSWER: The responses will be posted publicly in a FAQ style format.

QUESTION: Under *Scope of Work: Deliverables, A.3*. Create pre-reviewed design plans for “missing middle” housing types, if licensed design services are required, please specify which disciplines are requested by the proposer (i.e. civil, architectural).

ANSWER: The RFP does not specify required design disciplines (e.g., architectural, civil, etc.) under *Scope of Work: Deliverables A.3*. The RFP instead leaves the methodology and staffing to the proposer’s discretion: “The goal is to solicit proposals from the qualified consultants to propose a methodology, timeline, budget, and other necessary steps to deliver the outlined *Scope of Work*.” Therefore, firms should identify and justify the disciplines and qualifications they believe are necessary to meet that deliverable, consistent with the requirement to demonstrate “technical expertise in the fields of planning, zoning, land use, affordable housing, and municipal government.”

QUESTION: When will DSHA share more summary information about the approved pilot program participants and their chosen projects with the potential respondents?

ANSWER: The RFP states that additional information will be shared after the municipal application process concludes (October 31, 2025 at 5pm) “Supplemental information will be posted in conjunction with this RFP following the closing of the application process for municipalities. The information will include the final number of participating

municipalities, the reform(s) that each municipality has selected, and details about the existing framework for the reforms, as applicable.”

QUESTION: Community Engagement Scope: What level of community engagement is expected, and are there guidelines for facilitation?

ANSWER: The RFP provides general expectations for community engagement but does not prescribe a fixed level or facilitation method. It outlines the following requirements under the *Scope of Work, F*: “In coordination with municipal officials and Housing Reform Committee, conduct public participation and outreach efforts in a go-to-them and meaningful manner . . . Material efforts should be compelling, written for all audiences, and distributed in a manner to reach a broad range of audiences to show how the proposed changes will benefit the community, including impacts to housing supply . . . Any public outreach should include people who have unaddressed housing needs and are most likely to benefit from the proposed changes, so they can authentically participate in the planning process.”

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All other terms and conditions remain the same.

If you have any questions, please contact me at INSERT PHONE NUMBER AND EMAIL ADDRESS.