

To: Interested Party
Subject: Request for Qualifications for Community Preservation Consultant
Date: March 13, 2014

The town of Middleborough Community Preservation Committee (CPC) seeks a qualified preservation consultant to provide professional community planning services concerning various Community Preservation Act (CPA) projects and proposals, as determined and as directed by the Town, such as:

- * Analyzing and reviewing projects under review or consideration for CPA funding
- * Providing information to the CPC and other town officials, boards and committees to assist with deliberations regarding the use of CPA funds
- * Identifying and seeking grant funding or other financial assistance to leverage the Town's CPA funding, including contacting State agencies, non-profit organizations and the like, on behalf of the Town
- * Project management, including serving as liaison to other contractors hired by the Town where needed

The Community Preservation Consultant will report directly to the Chair and Vice Chair of the CPC, will attend monthly CPC meetings and will work to enhance community housing, open space, historic preservation and recreation for the Town of Middleborough. The community Preservation Consultant will work in concert with the CPC and other associated boards/commissions as appropriate.

Minimum qualifications shall include a proven expertise in grant writing, 10 years experience in community preservation planning, 10 years experience as a Certified Planner by AICP, Masters Degree in Community Planning from an accredited school and a degree in historic preservation preferred. Please provide documentation for years of experience in implementing CPA in communities, years researching and writing grants, years presenting projects to communities, years creating community preservation plans and years experience as related to implementation of community affordable housing projects, historic preservation projects and open space acquisition projects.

It is anticipated that the Town will enter into a contract with a qualified preservation consultant based on an hourly rate for services, with a not to exceed amount of \$12,000.00 from the CPA fund. The Community Preservation consultant will be a consultant to and not an employee of the Town of Middleborough

Please send qualifications, experience, quoted hourly rate for services and estimated travel costs per meeting to: Jane Lopes at janelopes@comcast.net no later than April 10, 2014. If you have questions, please contact: Ted Eayrs at eayrs@aol.com.

Sincerely,