

ADU Incentive Program

Answers to Submitted Questions about MHP's Request for Qualifications

1. Approximately how many Feasibility Study Providers does MHP anticipate hiring?

We do not have a set number and anticipate contracting with several dozen providers statewide.

2. Will FSPs be assigned properties “close” to their base location or will properties be randomly assigned?

MHP will not assign properties to Feasibility Study Providers. Rather, a list of approved Feasibility Study Providers will be posted on our website, along with the geographic area(s) that they serve. Property owners will have the opportunity to review the list and select a Feasibility Study Provider of their choice.

3. RFP includes “proof of required professional licenses.” What licenses are required and what proof is required? Registration number? Photo?

No specific professional license or registration is required to perform the work. However, proof of any professional licenses or registrations (e.g., Construction Supervisor’s License (CSL) and/or Home Improvement Contractor (HIC)) may strengthen an applicant’s qualifications.

If providing proof of a CSL, please include a copy and/or image of the license itself.

If providing proof of a Massachusetts HIC registration, please include a copy/image of your registration card, including number, business name, and the expiration date.

4. What is the expected FSP contract duration?

The initial contract term is anticipated to span 18-24 months. Opportunities for extension may be considered based on the program’s effectiveness, ongoing demand, and the availability of continued funding.

5. The RFP states that FSPs will be compensated with \$300 for each complete and approved study. Given the comprehensive list of components required for each study, including a site visit, several layout concepts, utilities assessment, etc., \$300 seems quite low (say hourly rate is \$105 to \$175). How was \$300 arrived at? Will MHP revise this to accurately reflect the level of effort needed to prepare and get approval of a feasibility study?

Upon further consideration, MHP will compensate Feasibility Study Providers with \$500 for each complete and approved study.

6. We noticed that the fee charged to the property owner is capped at \$300. Is that amount absolute or might there be room for a programmatic change to allow for FSPs to charge property owners a higher amount to better align with their business model?

MHP will amend this program guideline to increase the amount that a Feasibility Study Provider is allowed to charge a property owner from \$300 to \$500. Accordingly, the structured compensation model for the ADU Incentive Program will now provide a \$500 payment from MHP to the Feasibility Study Provider for each study that is completed and approved, in addition to allowing Feasibility Study Providers to charge property owners up to \$500. Feasibility Study Providers are required to disclose the fee that they intend to charge to property owners to MHP in advance, and the amount of the fee will be disclosed on the approved list of Feasibility Study Providers that is provided to interested property owners.