

Harwich Affordable Housing Trust

Thursday, June 18, 2020 – 2:00 PM

Griffin Room, Town Hall, 732 Main Street, Harwich

This meeting will be held VIA REMOTE PARTICIPATION.

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- I. Call to Order** Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §20, and the Governor’s March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Harwich Affordable Housing Trust is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. A reminder that persons who would like to listen or view this meeting while in progress may do so by logging in or calling in as specified above on this agenda.

II. Public Meeting

- a. Public Comment & Announcements
- b. Approval of Minutes
 - i. May 21, 2020
- c. Sisson Road housing development
 - i. Discussion and possible vote on Request for Proposals (RFP) draft – presented by Laura Shufelt, Assistant Director Community Assistance, Massachusetts Housing Partnership
 - ii. Discuss Community Engagement strategies for the RFP – presented by Don Howell
- d. Discuss next steps regarding the Action Plan – presented by Don Howell
- e. Discussion and possible vote on Housing Assistance Corporation’s Workforce Relief Fund funding request – presented by Don Howell
- f. Update on Holy Trinity Church and expenses - presented by Larry Brophy
- g. Housing Coordinator Report – presented by Pelinda Deegan, Housing Coordinator
 - i. Update on Lower Cape Rental Assistance Working Group
 - ii. Monthly Lower Cape Coronavirus Housing Response Meetings
 - iii. April Report
- h. Member Reports and agenda building – July 2020

III. Other Business

IV. Next Meeting Date

V. Adjournment

** Per the Attorney General’s Office: The Board of Selectman may hold an open session for topics not reasonably anticipated by the Chair 48 hours in advance of the meeting following “New Business.” If you are deaf or hard of hearing or a person with a disability who requires an accommodation, contact the Selectmen’s Office at 508-430- 7513.*

Authorized Posting Officer:

Posted by:

Charleen Greenhalgh

Date:

Harwich Affordable Housing Trust
Thursday, May 21, 2020 – 2:00 PM
Griffin Room, Town Hall, 732 Main Street, Harwich
This meeting will be held VIA REMOTE PARTICIPATION.
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MINUTES

MEMBERS PRESENT: Chair, Don Howell, Vice Chair, Larry Brophy, Clerk, Brendan Lowney, Judith Underwood.

MEMBERS NOT PRESENT: Joe Powers, Acting Town Administrator.

OTHERS PRESENT: Charleen Greenhalgh, Town Planner, Andrea Aldana, Director of Housing Advocacy, Community Development Partnership (CDP), Pelinda Deegan, Housing Advocacy Program Manager, CDP, David Quinn, Director of Housing Development, Housing Assistance Corporation, Art Bodin, Chair of the Affordable Housing Committee, Laura Shufelt, Acting Director of Community Assistance, Massachusetts Housing Partnership (MHP), Katie Bosse, Program Assistant, MHP.

Meeting was called to order at 2:00 pm by Ms. Greenhalgh. Roll Call: Mr. Lowney – Present, Mr. Brophy – Present, Ms. Underwood – Present, Mr. Howell - Present.

Public Comment & Announcements:

None

Approval of Minutes:

- a. February 4, 2020 – Joint Meeting with Affordable Housing Committee
- b. February 13, 2020

Mr. Brophy moved to approve the minutes. Mr. Lowney seconded. Roll Call vote: Mr. Lowney – Here, Mr. Brophy – Yes, Ms. Underwood – Yes, Mr. Howell – Yes
The motion carried by a unanimous vote. (4-0-0)

Mr. Howell asked whether the vote was for both sets of minutes. The Trust membered confirmed that is was.

Discussion and possible vote on Sisson Road – Presented by Laura Shufelt, Acting Director Community Assistance, Massachusetts Housing Partnership

Mr. Howell introduced Ms. Shufelt. Ms. Shufelt, Acting Director Community Assistance introduced Ms. Bosse, Program Assistant at MHP and presented her PowerPoint on Sisson Road. She provided an overview of the due diligence work done by Bohler Engineering's site feasibility report. Mr. Howell reiterated the underlying Request For Proposals (RFP) and evaluation structure where bonus points could be granted for preferred features.

Ms. Shufelt proceeded with her presentation. She indicated that if the Trust is pursuing a Chapter 40B development, they are not required to comply with the historic district regulations but doing so could be counted as bonus points. The site plan from Bohler Engineering presents 16 units in 4 buildings which the Trust members have seen in a previous meeting. She explained that in order to get state funding, there is a 10% 3-bedroom requirement (2 units in this case).

Ms. Shufelt provided RFP guidelines. She recommended being clear and realistic with development goals that are financially feasible. Mr. Howell asked if two quads meet the threshold for funding. Ms. Shufelt confirmed that they do. At this time, Ms. Shufelt stopped her presentation to start a discussion with the Trust members about development goals to include in the RFP. Mr. Howell pointed out that Sisson Road had an existing RFP several years ago. He also added that the Harwich Junior Theater is supportive of this project.

Mr. Brophy indicated the importance of affordability and express a concern about more units than necessary. He also added his interest in expediting this project. Ms. Underwood stated that affordability is key. She is interested in having 3-bedroom units as well as speed in this project. Mr. Lowney asked about the square footage of each unit. Ms. Shufelt answered 700 square feet. He added that getting input from the historic district is very important as well as affordability. Ms. Greenhalgh asked Ms. Shufelt if the historic district compliance would be a requirement or bonus points. Ms. Howell stated that he does not want this project to slow down in working with the Historic District Commission and prefers it to be bonus points. Ms. Greenhalgh added that other boards and committees will have the opportunity to review and provide comments. Ms. Shufelt said that she will add a narrative to reflect language regarding the historic district commission.

Mr. Howell asked about the timeline of the RFP. Ms. Shufelt indicated that they will provide a first draft by the next meeting on June 18th for review and edits. Once the maximum number of units is finalized, Bohler can draft a conceptual plan. She can finalize the RFP by the July meeting and submit in August. There will be 60 days for responses. Ms. Shufelt stated that theoretically, the Trust can have a developer on board by the end of the year. Ms. Shufelt said that she would add a timeline in the RFP.

Mr. Bodin commented that the Trust is heading in the right direction. He agrees with the Trusts' development goals. He also added that he personally knows the closest abutter and thinks she will be in favor of this project. Ms. Aldana asked Ms. Shufelt if conducting community engagement will affect the timeline. Ms. Shufelt provided examples of community engagement from the towns of Brewster, Wellfleet and Provincetown. She added that the focus for Sisson Road will be affordability and design. Mr. Howell added that there will be a potential discussion around the Action Plan in the next meeting. Mr. Howell asked the Trust members for feedback on the configuration the units and affordability. Ms. Shufelt will provide options for the Trust to review at the next meeting.

Update Housing Coordinator contract

Mr. Howell stated that he is planning on having a discussion with Jay Coburn, CEO of Community Development Partnership, regarding the Housing Coordinator consultant contract which ends on June 30, 2020.

Discussion and possible vote on Housing Assistance Corporation (HAC) request for Rental Assistance

Mr. Quinn provided an overview of Housing Assistance Corporation's Workforce Housing Relief Fund which was designed to respond to COVID-19. Mr. Quinn stated that the goal is to raise \$1.5 million to assist 300 families over several months. They are set up with an intake process which includes a counselor. The fund supports residents who are above 50% of Area Median Income (AMI). Mr. Quinn requested that the Town of Harwich contribute to the fund and stated that each town can customize the program based on the town's need. He added that this will be critical when government relief ends at the end of the summer.

Mr. Howell stated that the Trust is not in a position to be involved. He opened up a discussion with the Trust members. Ms. Greenhalgh said that she understands the need for rental assistance program. Mr. Lowney agrees with Mr. Howell's point about prioritizing a long-term solution and sees value in a rental assistance program as well. Mr. Brophy stated that he understands what HAC is trying to accomplish and the need considering the public health crisis. Mr. Brophy recommended having further discussion at the next meeting and to have a better assessment of the need.

Discussion and possible vote to authorize the Chair to expend Trust funds to determine cost to move Holy Trinity Church and cost of home inspection

Mr. Lowney recused himself from this discussion. Mr. Brophy moved to authorize the Chair to expend up to \$5,000 to determine the cost to move the Holy Trinity Church and the cost of a home inspection. Ms. Underwood seconded the motion. Roll Call: Mr. Lowney – Abstention, Mr. Brophy – Yes, Ms. Underwood – Yes, Mr. Howell – Yes. The motion passed (3-1-0).

Housing Coordinator Report

Ms. Aldana provided an invitation to the Community Development Partnership's monthly Lower Cape Coronavirus Housing Response Meeting scheduled for May 22nd. She also provided an update on the Lower Cape Rental Assistance Working Group that Ms. Greenhalgh is a member of. The group is meeting weekly to develop a set of regional standards for an emergency rental assistance program.

Ms. Deegan reported that the Trust balance is \$872,018. Mr. Howell will be coordinating with Carol Coppola, Finance Director for the Town of Harwich, to confirm the Trust's financial information with regard to the Housing Coordinator contract.

Member Updates

Mr. Brophy said that he is pleased with the Trust's progress on the RFP. Ms. Underwood inquired about the Housing Coordinator looking into examples of community engagement. Mr. Howell indicated that there have been previous conversations regarding community engagement and stated the challenges of having several participants in a virtual community engagement.

Other Business:

None.

Next Meeting Date:

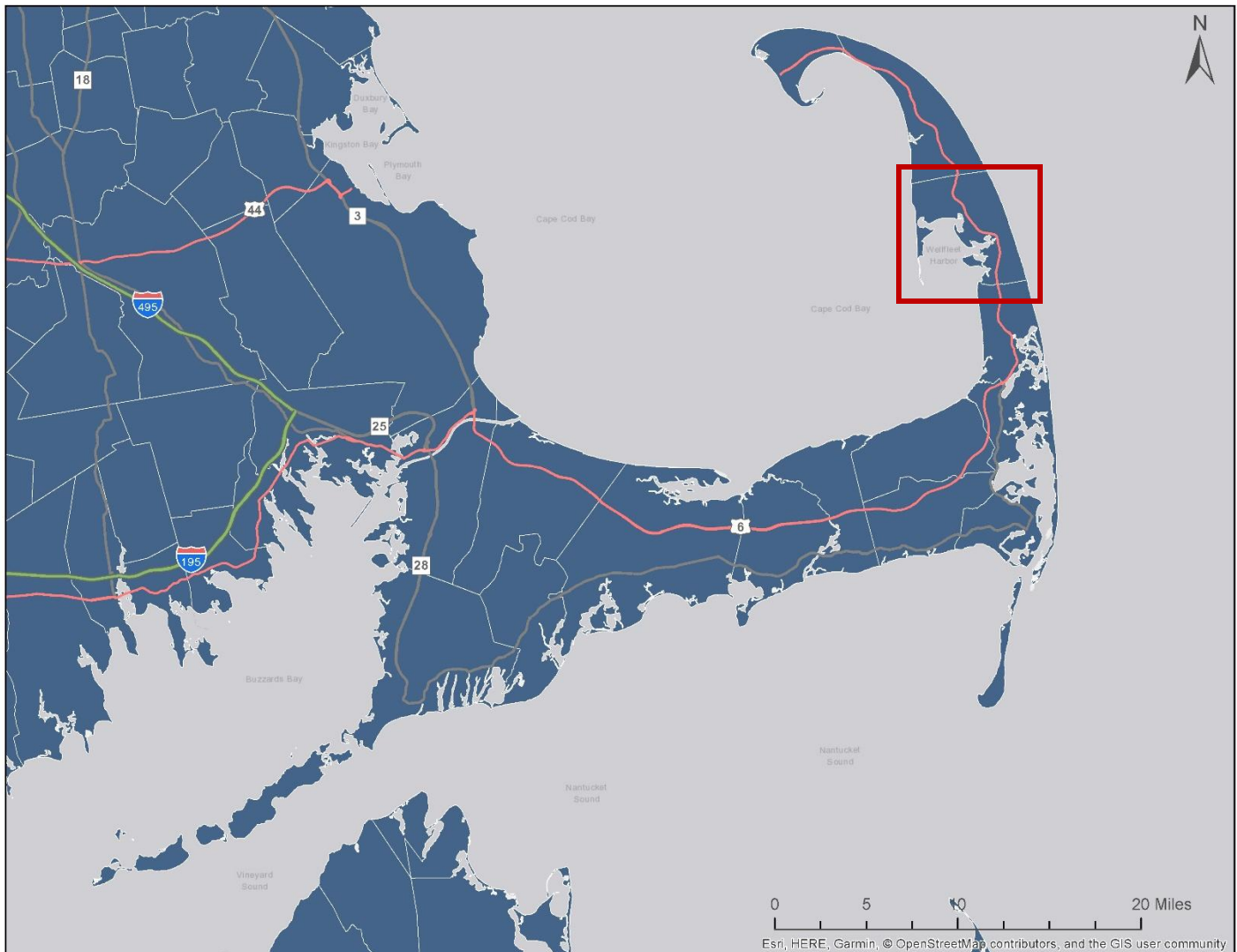
June 18th at 2 pm

Mr. Brophy moved to adjourn at 3:13 pm. Roll Call: Mr. Lowney – Yes, Mr. Brophy – Yes, Ms. Underwood – Yes, Mr. Howell – Yes. Motion carried by a unanimous vote.

Harwich Municipal Affordable Housing Trust
732 Main Street
Harwich MA, 02645

Request for Proposals

To select a developer to construct and manage no more than 8 units of affordable rental units on 1.11 acre of land at 265 Sisson Road.



Important Dates

Pre-Proposal Meeting/Site Tour:
xx-xx-xxxx at xx:xx a.m.

Proposal Submission Deadline:
xx-xx-xxxx at xx:xx a.m.

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IX.	Post Selection
X.	Attachments

I. Invitation to Bid

The Harwich Municipal Affordable Housing Trust ("MAHT"), through Harwich's Chief Procurement Officer, is seeking proposals from qualified developers for the development of not more than 8 units of affordable rental housing on approximately 1.11 acre parcel of public land owned by the Town.

The MAHT acquired the land through (See **Attachment _** for deed and warrant article)

The MAHT intends to enter into a Land Disposition Agreement with the selected developer and convey the 1.11 acre property through a 99 year ground lease to the developer, with affordability restrictions.

The purpose of this RFP is to select a developer with demonstrated experience and capacity to carry out a development project that best addresses the needs and goals of the community as described in this RFP. The most advantageous proposal, from a responsive and responsible proposer, taking into consideration all evaluation criteria set forth in the RFP, will be selected.

II. Proposal Submission and Selection Process

The MAHT has determined that the award of this contract is subject to Uniform Procurement Act. M.G.L c. 30B. Therefore, the provisions of M.G.L c. 30B are incorporated herein by reference. Applicants shall submit proposals on or before **_____ p.m., _____ 2020**, a clearly marked original proposal plus seven copies, including an electronic copy on a flash drive, to:

Harwich Municipal Affordable Housing Trust
732 Main Street
Harwich MA, 02645

Proposals submitted after this time will not be accepted. In order to be considered a complete submission, proposals should be marked **"Sisson Road Housing Proposal"** and must include all required documents completed and signed by a duly authorized signatory, including the following:

1. Cover page labeled Sisson Road Housing Proposal to Harwich Municipal Affordable Housing Trust for the development of rental family housing, specifying: (1) the development entity, (2) primary contact person, and (3) all contact information.
2. One clearly marked original, in a three-ring binder, and 7 copies of the proposal with required attachments.
3. An electronic version of the complete proposal submission on a flash drive.

The MAHT reserves the right to reject any or all proposals or to cancel this Request for Proposals if that is deemed to be in the best interest of the Town of Harwich.

Inquiries on RFP

All inquiries should be made via e-mail and directed to: [REDACTED] at [email](#) no later than [REDACTED], 2020. Inquiries should have a subject line entitled: *Sisson Road Housing RFP Inquiry*. Any inquiries after such date will not be accepted. All inquiries for which a response is provided, together with the responses, will be shared with all proposers.

Proposers' Responsibility for due diligence

Proposers should undertake their own reviews and analyses concerning physical conditions, environmental conditions, applicable zoning, required permits and approvals, and other development and legal considerations.

Additional Notes

Proposals will be opened publicly at [REDACTED] a.m. on [REDACTED], 2020. A Proposer may correct, modify or withdraw a proposal by written notice received prior to the time set for opening of proposals. After the opening, a Proposer may not change any provision of the proposal. Each responsive proposal will be evaluated first for compliance with the threshold criteria and, if it meets those criteria, then evaluated according to the criteria set forth in Attachment ___ 'Comparative Evaluation Criteria'.

The MAHT makes no representations or warranties, express or implied, as to the accuracy and/or completeness of the information provided in this RFP. This RFP, including all attachments and supplements, is made subject to errors, omissions, prior sale, lease or financing and withdrawal without prior notice, and changes to, additional, and different interpretations of laws and regulations.

III. Site Tour and Briefing

Interested Proposers are encouraged to attend a voluntary on-site briefing session at [REDACTED] a.m. on [REDACTED], 2020, at 265 Sisson Road.

IV. Development Objectives

The MAHT is seeking a developer to build no more than 8 community rental housing units on the site. The development should be designed for a variety of households (individuals of all ages, families with children, persons with disabilities) and reflect a mix of affordability levels. The Town of Harwich Housing Production Plan that was approved in December 2016 can be found on the Town of Wellfleet website at the following address: https://www.harwich-ma.gov/sites/harwichma/files/file/file/harwich_housing_production_plan_final.pdf

The MAHT would like to see the residential buildings separated into quads. The bedroom mix should be based on the site's capacity, good site planning and landscaping considerations, and the market and financial feasibility of an affordable rental project at this location.

Ideally, the MAHT would like site access from Sisson Road. (more to come later)

The development will be subject to a 99 year Ground Lease and a Land Development Agreement (See examples of each in Attachment __) in forms that are acceptable to the MAHT.

Affordability

At a minimum, there shall be at least 50% of the units affordable to households at or below ___% AMI.

The proposer should include a clear analysis as to the levels of affordability proposed and the reasoning behind the proposed unit and income mix. The MAHT is seeking affordability by design (i.e. utilities and maintenance) in addition to affordability by restriction.

Unit Types

The development should reflect the needs of Harwich and provide housing for a range of household sizes as noted in the Harwich Housing Production Plan, Attachment _____. The MAHT is interested in quad residential building types as well as “universally accessible” design. At least 10% of the units shall contain three or more bedrooms to satisfy the State’s family housing policy. Unit layouts should emphasize efficiency. Kitchens should be sized based on the bedroom composition of the unit.

Building Design and Aesthetics

The town has provided design guidelines (Attachment _____). The development’s architecture should reflect and be compatible with the existing architecture and style of the Harwich community. The site is located in the Harwich Center Historical District and the proposal should comply with the requirements of the district. The goal is for the development to look like it belongs in Harwich and the Harwich Center Historical District. The MAHT encourages the following:

- Quads
- Landscaping in keeping with Harwich’s character
- Outdoor common and recreation areas
- Areas for outdoor trash and recycling receptacles
- Sensitivity to neighborhood and adjacent properties
- Cohesiveness with existing building?

Energy Efficiency

(To be discussed)

Site

The site has Town water and will need septic. The Town of Harwich does not have any sanitary sewer mains in the vicinity of the site. The proposed development will require the construction of a new sewer septic system to manage the flow from the residential development. The new septic system could be sized to manage the server flows from both the existing and proposed building, as a replacement for the existing building’s system from 1990.

Access points?

Preferred placement of buildings?

Project Permitting

Proposals should include a description of the permitting process that the developer plans to use. Due to the existing zoning, the MAHT anticipates permitting will be through M.G.L Chapter 40B.

Rental Management

The successful respondent’s development team must include a qualified and experienced property management firm, or, if not identified at the time of submission, a description of the process for procuring such

a firm and the performance standards to be met by the property management firm. It is expected that there will be on-site management and 24-hour emergency maintenance service.

V. Property Description

The Site is bordered by Sisson Road to the north-west, and the intersections with Parallel Street to the north and Forest Street to the west. There are single family residences to both the east and south, and a multi-family development to the south-east.

The site currently consists of an existing building which is used as a theatre and community building, along with an associated asphalt parking area. The remainder of the site is grass and wooded areas. The site has a minimal grade change across the site east to west. There is no resource areas on the site or in the immediate surrounding area.

Deed

Please see Attachment [redacted] for the [redacted] Deed

Zoning

The property is currently zoned as Multi-Family Residential – Low (MR—L). Per the Town of Harwich Zoning Bylaw, last updated March 4, 2019, the Multi-Family Residential - Low District allows single-family dwellings by right, and two-family and multi-family dwellings by special permit. Therefore, it is expected that the development will be permitted through Chapter 40B.

Utilities

- Water: Public
- Wastewater: Private
- Electric: [redacted]

VI. Proposal Submission Requirements

The Development Team

The proposal must include a description of the development team, the individuals and organizations to be involved in the development, **including the project manager**, and the experience of these parties. The development team may include, without limitation, the developer, property manager, architect, contractor, engineers, consultants, lenders and investors. Proposals must include:

- The name, address, e-mail address, and telephone number of the proposer; the name of any representative authorized to act on his/her behalf, and the name, title and contact information for the individual designated by the developer to receive all correspondence from the town and its agents.
- The names and primary responsibilities of each individual and their organization on the development team.

- If the proposer is not an individual doing business under their own name, a description of the firm and legal form and status of the organization (e.g. whether a for-profit, not-for-profit, a general or limited partnership, a corporation, LLC, LLP) and the jurisdictions in which it is registered to do business. If the proposer is a non-profit entity, please include a list of the organization's Board of Directors and areas of expertise they represent.
- The ownership structure of the entity to enter into the ground lease and development agreement with the town and its relationship to any investors, lenders and guarantors of debt, if any.
- Identification of all principals, partners, co-ventures or sub-developers participating in the transaction, and the nature and share of participants' ownership in the project.
- Identification of the person designated to be the property manager if the property developer will also be the property manager. If this is not the case, state the legal and financial relationship between the entities and describe the process for securing property management services and criteria and minimal qualifications it will use in selecting the property management firm.
- Identification of the development team, such as architects, engineers, landscape designers, contractor, and development consultants. In addition, provide background information, including firm qualifications and resumes for principals and employees expected to be assigned to the project.
- A summary of the developer's and the development team's experience, both collectively and individually, with similar projects. Particular attention should be given to demonstrate experience with **projects of a similar scale and complexity, site conditions, permitting issues, design and financing**, as well as location. Proposers should demonstrate the ability to perform as proposed and to complete the project in a competent and timely manner, including the ability to pursue and carry out design, permitting, financing, construction, and marketing/unit absorption.
- A list of all projects in progress or planned with details of their current status.

Format

Proposers should use the following format to submit the information required (above):

- For referenced projects: project name, location, project type, number of residential units, project scope, start date, projected and actual completion date, total development costs, development team, key personnel, and current status.
- Narrative on why your experience is relevant to the Sisson Road housing project
- Description of the organizational structure of the development team and a plan for the maintenance of effective communications between the Town and the development team during all phases of the project.
- Information regarding any legal or administrative actions past, pending or threatened that could relate to the conduct of the Proposer, its principals or any affiliates.
- Confirmation that no local, state or federal taxes are due and outstanding for the development team or any constituent thereof.
- **Provision of third-party references for 3 completed projects including one affordable housing project.** Provide contact names, title and current telephone numbers, who can provide information to the Town concerning the Proposer's experience with similar projects.

Development Concept

The proposal must include a detailed description of the development concept for the property and its improvements, including but not limited to:

- Number and size of units (square footage and number of bedrooms) and affordability levels. Include narrative as to why/how the mix of bedroom sizes and affordability was determined to ensure project financial feasibility and appropriateness for the marketplace.
- Preliminary site design.
- Discussion of the physical plan and architectural character of the project and the various programmatic and physical elements of the development, including energy savings and green design elements of the buildings and site design.
- Construction staging plan and discussion of construction impacts how the project will be managed to limit impact on neighbors, in particular with respect to noise and traffic during the construction period.
- Project financing – provide a sources and uses pro forma (see comparative evaluation criteria), and describe previous experience in securing such funding. Describe in detail what, if any, local, state or federal subsidy money will be sought to create affordability and the timeline for securing those sources.
- Projected 10 year operating budget
- Letters of interest from both construction and permanent lenders (mentioned in the comparative evaluation criteria)

Conceptual Design Drawings

The proposal must include 11 x 17 plans including:

- Site plan that describes parking layout and numbers of parking spaces and building footprints
- Landscape plan with sufficient detail on how the plan addresses limiting the project impact on surrounding areas and the users of those areas
- Floor plans
- Elevations with material indications
- Typical unit plans
- Color Rendering

Management Plan

Please provide a management plan that includes the following:

- Description of the target market (e.g. pricing and the strategy for marketing and lottery process).
- In addition, if the Proposer is including a property manager as part of the team, all relevant information as outlined under 'The Development Team', above, including details of any projects where the Proposer and Manager have previously worked together.
- Lottery for affordable units: To ensure a fair and equitable selection process for the affordable units, a lottery shall be conducted for all of the affordable units. Proposals may include a lottery agent as part of the development team. A marketing/lottery plan shall be required as part of the approval of the units for inclusion on the Subsidized Housing Inventory prior to issuance of a building permit. For the proposal, the Proposer shall indicate any other lotteries they have been involved in, their role and the outcomes.
- Experience with Low Income Housing Tax Credits if proposed as a funding source
- Experience with project-based rental assistance, Section 8, 811, and/or MRVP if proposing such subsidies.

The Proposer and/or their property manager must demonstrate:

- A clear understanding of fair housing requirements/laws
- A clear understanding of the local preference opportunities and requirements, and how the lottery will address local preference.

- Ability and commitment to utilize appropriate stated standards to determine program and unit eligibility – i.e. qualified tenants.
- Clear criteria for tenant selection and a fair and unbiased selection process.
- Competency for selecting properly qualified tenants.
- Ability and commitment to maintain all necessary reports and certifications required under state and federal law.

Implementation Plan and Timeline

The proposed development should be completed within 3 years of the execution of the Land Development Agreement. Extensions may be granted at the discretion of the Select Board. The proposal must include a description of how the development concept will be implemented, including, but not limited to:

- Detailed development schedule for all elements of the plan including key milestones, financing benchmarks, zoning approvals and compliance, and projected completion/occupancy timeframes.
- Outline of the required land use, environmental, operation, and other governmental or regulatory approvals, including zoning, development and environmental permits. The proposer should provide a schedule for securing approvals as part of the proposal. The proposer should note what zoning variances, special permits or modifications, if any, are required as part of the development plan.

VII. Developer Selection Criteria

All proposals submitted by the due date will be evaluated for conformance with the below stated minimum criteria. Those proposals that meet the minimum criteria will then be evaluated by the comparative criteria described below. Proposers may be invited to present their proposal to the review committee. The presentation will not be scored.

Minimum threshold criteria

The following are minimum criteria for Proposal consideration. Proposals that do not clearly and fully convey compliance with these minimum criteria will not be considered.

- Complete conformance with all Submission Requirements (Sec. VI)
- Proposer must have a minimum of 5 years' experience in housing development
- A successful track record of similar projects with at least 3 references
- Availability to begin work towards permitting within 60 Days of executing the Land Disposition Agreement and show sufficient staff resources and availability to perform required services
- Complete required forms found in Attachments: Certificate of non-collusion, tax compliance, disclosure of beneficial interests form as required by M.G.L c. 7C, section 38 (formerly c. 7, section 40J)

Comparative Evaluation Criteria

Projects meeting the minimum threshold criteria above will then be judged and scored based on the Comparative Evaluation Criteria further explained and outlined in Attachment **1**.

VIII. Selection Process

The evaluation committee will review and evaluate all proposals that have been received by the submission deadline based on the criteria outlined herein. Evaluation of the proposals will be based on the information provided in the proposers' submissions in accordance with the submission requirements of this RFP and any interviews, references, and additional information requested and/or gathered by the MAHT. The MAHT or its designee(s) will select the developer it determines has presented the most advantageous proposal. ***The MAHT reserves the right to select the proposal that best meets the needs of the community and that may not be the proposal that achieves the highest score.***

The MAHT will notify all proposers in writing of its decision.

The MAHT reserves the right to reject any or all proposals or to cancel this Request for Proposals at any time if it in the best interest of the Town.

IX. Post Selection

Land Disposition Agreement

It is the intent of the MAHT to enter into a Land Disposition Agreement with the selected proposer within 90 days of selection and then to lease the land with deed restrictions after certain benchmarks have been met.

The Land Disposition Agreement will be finalized after the selection process. A draft Land Disposition Agreement can be found at Attachment [\[1\]](#).

Chapter 30B Real Property Dispositions to Promote Public Purpose Requirements

The name of the selected proposer and the amount of the transaction will be submitted for publication in the state's *Central Register*.

If the MAHT determines that the public purpose of the project is best met by disposing of the property for less than fair market value, the MAHT will post a notice in the state's Central Register explaining the reasons for this decision and disclosing the difference between the property value and the price to be received. This notice will be published before the MAHT enters into any agreement with the selected developer.

- X. Attachments**
 - A. Comparative Evaluation Criteria**
 - B. Locus Map**
 - C. Treasurer's Deed & Town Meeting Votes**
 - D. Design Guidelines**
 - E. Executive Summary of Housing Needs Assessment and Action Plan**
 - F. Preliminary Site Feasibility report**
 - G. Draft Land Disposition Agreement**
 - H. Certificate of Non-Collusion**
 - I. Tax Compliance Certificate**
 - J. Disclosure of Beneficial Interest**

ATTACHMENT A
Comparative Evaluation Criteria: Example

	Unacceptable	Advantageous	Highly Advantageous
Developer Experience & Capacity (Team)			
<ul style="list-style-type: none"> • Demonstrated experience in and capability for designing, permitting, developing and managing similar residential projects. • Outcome of comparable projects • Experience with site septic system issues • Property management experience with similar projects • The quality of the team's reputation and references, particularly in terms of its regulatory track record and ability to complete projects as proposed • Success in marketing approach, including affirmative fair housing marketing plans and lottery, meeting State requirements 	Development team members have only minimal experience in the development of projects with similar scope – including legal, design, development, financing, and management experience with rental housing.	Development team Members have significant experience in the development of projects of similar scope – including legal, design, financing, affordable housing management. Significant experience (2 or more projects) including with private septic. Energy efficient buildings part of standard approach.	Development team Members have significant experience in the development of projects of similar scope – including legal, design, financing, affordable housing management. Extensive experience (4 or more projects) including with private septic. Energy efficient design is their standard approach to design and development.
Affordability			
Proposal meets a range of incomes. At a minimum 50% units must be restricted to households at or below 80% AMI	Less than 50% affordable to 80% AMI.	At least 70% affordable to 80% AMI with some targeted at or below 50%.	At least 85% affordable to 80% AMI or below with the affordability ranging from 30% to 120% AMI.
Site Design			

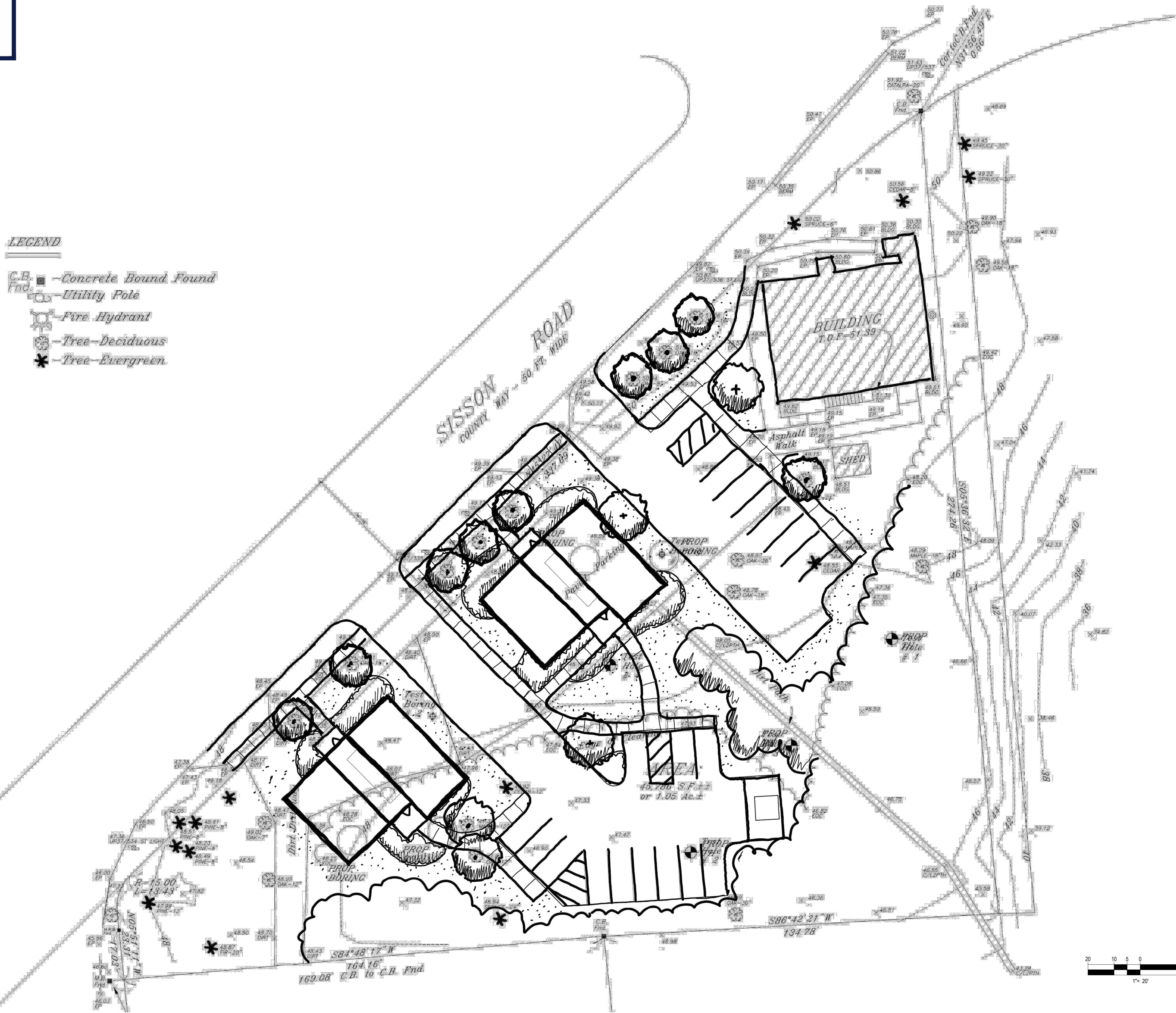
<ul style="list-style-type: none"> • Thoughtful and efficient site design using the natural topography of the site as much as feasible • Efficient, safe internal traffic flow • Underground utilities • Exterior lighting – minimal impact to neighbors and night sky • Landscape plan including within parking area includes native plantings and, when feasible, enhances rather than replaces existing vegetation • Designated area for snow • Adequate parking for residents and visitors • Respects adjacent properties • Provides outdoor community gathering space 	Proposal fails to meet the majority of the RFP criteria for site design.	The proposal meets some or all of the RFP site design criteria with thoughtful building siting, safe, efficient traffic flow, and natural buffers to surrounding neighborhoods.	Proposal meets or exceeds all of criteria
Infrastructure and Green Design <hr/> <ul style="list-style-type: none"> • Underground utilities • Storm water management uses standards of low impact development 	Proposal fails to meet the majority of the RFP criteria for infrastructure and green design	The proposal meets some or all of the RFP infrastructure and green design criteria	Proposal meets or exceeds all of criteria
Building Design <hr/> <ul style="list-style-type: none"> • Reflects the design guidelines in Attachment Y • Exterior is of high quality, while remaining compatible with local architectural design • Creative design that is cost effective and high quality • Interior design and layouts meet a variety of household sizes and mobility needs • Finishes support durability and low-maintenance for tenant • Construction maximizes soundproofing between units • Provides community space for residents, preferably with kitchen facilities • Includes office space for management • Provides storage space, either in basements or sheds • Prefer individual exterior space (patios or balconies) 	Design appears incongruous with local designs, interior layout does not meet a variety of household types and mobility needs, and does not comply with a majority of the RFP criteria	Design reflects or complements local designs, layout provides for a variety of household types and mobility needs, Complies with a majority of the RFP criteria and preferences	Design proposal articulates a creative development vision that is a cost-effective, energy efficient, attractive design that reflects and/or complements the local vernacular, and provides a variety of household types and mobility needs. Complies with all of the RFP criteria and preferences
Financial Feasibility <hr/> <ul style="list-style-type: none"> • Adequacy of proposed budgets (development and operating) 	Proposals does not demonstrate an	Proposal contains	Proposal contains

<ul style="list-style-type: none"> • Appropriateness of rents in relation to the market • Track record of securing proposed financing 	<p>understanding of development costs and operating budgets for affordable housing and/or does not have a successful record of securing financing.</p>	<p>realistic development and operating budgets and evidence of success in securing necessary financing.</p>	<p>realistic development and operating budgets and evidence of a high degree of success in securing necessary financing and other sources of funding.</p>
References, Site Visits, and Interviews			
<ul style="list-style-type: none"> • A minimum of three references including references from all projects undertaken in the last 10 years • The evaluation committee may choose to visit proposers' completed projects • The evaluation committee may choose to have proposers present their proposals. Presentations will not be scored. 	<p>Did not provide minimum of 3 references not met, or references were poor and/or inadequate. Properties visited were in poor condition. Residents were not pleased.</p>	<p>Strong references reflecting projects came in on time and within budget, good property management structure. Properties visited were in good condition, site layout was efficient, buildings were well designed, residents were mostly happy.</p>	<p>Strong references reflecting timely completion, excellent budget control, excellent property management structure and professionalism of developer. Properties visited were in great condition, site layout building design, and landscaping excellent, and use of energy efficient and durable materials. Residents were happy.</p>



LEGEND

- Concrete Bound Found
Utility Pole
Fire Hydrant
Tree-Deciduous
Tree-Evergreen



CONCEPT A DETAILS:

- SEPARATE CURB CUTS AND PARKING FOR APARTMENTS AND PLAYHOUSE
- 8 APARTMENT UNITS
(4-ONE BEDROOM UNITS AT 650 SF,
4-TWO BEDROOM UNITS AT 850 SF)
- 12 PARKING SPACES FOR APARTMENTS
(1.5 SPACES PER UNIT)
- 9 SPACES FOR THE PLAYHOUSE

OWNER MAINTENANCE RESPONSIBILITIES

UPON OWNERS (OR OWNER CONTRACTORS) COMPLETION OF LANDSCAPING WORK, THE OWNER IS FULLY RESPONSIBLE FOR ALL FUTURE MAINTENANCE, CARE, UPRKEEP, WATERING, AND TRIMMING OF ALL INSTALLED VEGETATION, PLANTS, TREE, BUSHES, SHRUBS, GRASSES, GRASS, ORNAMENTAL PLANTS AND FLOWERS, FLOWERS, GROUND COVER, AND LANDSCAPING, INCLUDING ALL LANDSCAPE ISLANDS AND AREAS ADJACENT OR PART OF THE LANDSCAPED AREAS. THIS RESPONSIBILITY INCLUDES, BUT IS NOT LIMITED TO, THE FOLLOWING:

- TREES ADJACENT TO WALKWAYS AND AREAS OF PEDESTRIAN TRAFFIC MUST BE MAINTAINED TO ASSURE THAT ANY BRANCHES MUST BE LIMBED UP TO A CLEARANCE HEIGHT OF 7 FT. (FROM ALL PEDESTRIAN SURFACES) OR PRUNED BACK TO AVOID ANY INTERFERENCE WITH THE TYPICAL PATH OF TRAVEL.
- TREES WITHIN VEHICULAR SIGHT LINES, AS ILLUSTRATED ON THE LANDSCAPE PLAN, ARE TO BE TRIMMED TO A CLEARANCE HEIGHT OF 7 FT. (FROM ALL PAVED, TRAVELED SURFACES), OR AS OTHERWISE INDICATED ON THE PLANS.
- VEGETATIVE GROUND COVER, SHRUBS AND ORNAMENTAL PLANTS AND GRASSES MUST BE TRIMMED SO THAT NO PORTION OF THE PLANT EXCEEDS 30 INCHES ABOVE GRADE (OF ALL PAVED, TRAVEL SURFACES) ALONG AND WITHIN THE SIGHT LINES OF PARKING LOTS AND WALKWAYS.
- FALLEN PLANT FLOWERS, FRUIT, SEEDS AND DEBRIS DROPPINGS ARE TO BE REMOVED IMMEDIATELY FROM VEHICULAR AND PEDESTRIAN TRAFFIC AREAS TO PREVENT TRIPPING, SLIPPING OR ANY OTHER HAZARDS.

THESE REQUIREMENTS DO NOT AFFECT THE PLANT LIFE GUARANTEES THE LANDSCAPE CONTRACTOR IS REQUIRED TO PROVIDE.

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SITE CIVIL AND CONSULTING ENGINEERING
PROGRAM MANAGEMENT
LANDSCAPE ARCHITECTURE
SUSTAINABLE DESIGN
PERMITTING SERVICES
TRANSPORTATION SERVICES

REVISIONS

REV	DATE	COMMENT	DRAWN BY
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3			
4			
5			



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PROJECT No.: M191055
DRAWN BY: PT
CHECKED BY: MMJE
DATE: 08/11/2020
CAD ID: M191055680

PROJECT:

PROPOSED SITE PLAN DOCUMENTS

FOR

HOUSING ASSISTANCE CORPORATION

PROPOSED RESIDENTIAL DEVELOPMENT

265 SISSON ROAD
TOWN OF HARWICH
BARNSTABLE COUNTY, MA



45 FRANKLIN STREET, 5th FLOOR
BOSTON, MA 02110
Phone: (617) 849-8040

www.BohlerEngineering.com

M.J. MRVA

REGISTERED LANDSCAPE ARCHITECT
MASSACHUSETTS No. 1217
RHODE ISLAND No. 419
NEW YORK No. 002059
NEW HAMPSHIRE No. 109
CONNECTICUT No. 1398
"NAME SOURCE"

SHEET TITLE:

CONCEPT A

SHEET NUMBER:

L-1

REVISION 5 -

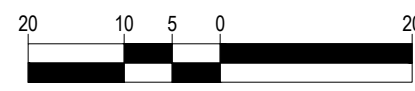
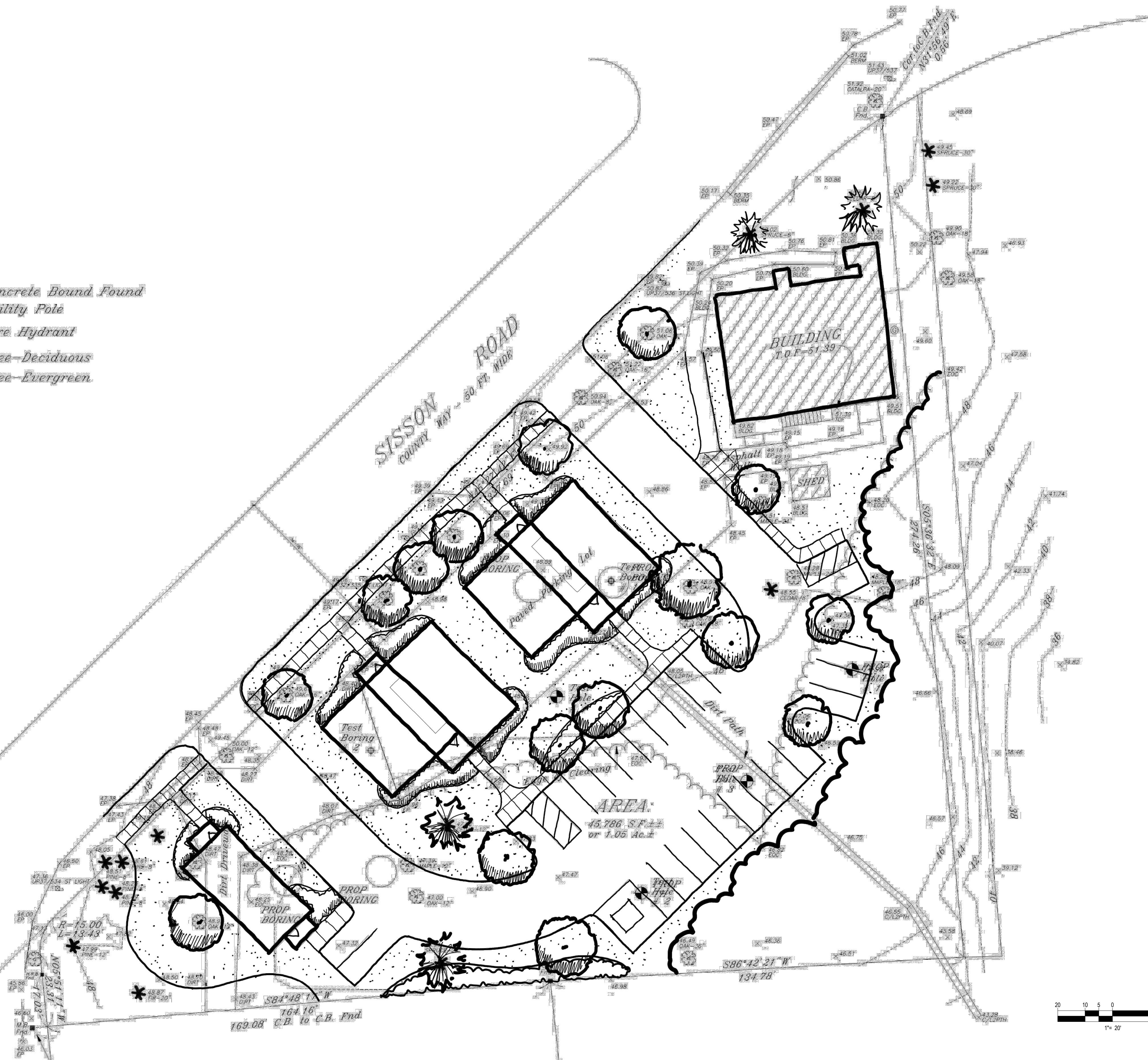


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LEGEND

- Concrete Bound Found
Utility Pole
Fire Hydrant
Tree-Deciduous
Tree-Evergreen



CONCEPT B DETAILS:

- LOOP DRIVEWAY AND SHARED PARKING FOR APARTMENTS AND PLAYHOUSE
- 9 APARTMENT UNITS
(4-ONE BEDROOM UNITS AT 650 SF,
1-TWO BEDROOM UNIT AT 850 SF,
1-TWO BEDROOM TOWNHOUSE)
- 25 PARKING SPACES FOR APARTMENTS AND PLAYHOUSE
(1.5 SPACES PER UNIT). 22 REQUIRED

OWNER MAINTENANCE RESPONSIBILITIES

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- VEGETATIVE GROUND COVER, SHRUBS AND ORNAMENTAL PLANTS AND GRASSES MUST BE TRIMMED SO THAT NO PORTION OF THE PLANT EXCEEDS 30 INCHES ABOVE GRADE (OF ALL PAVED, TRAVEL SURFACES) ALONG AND WITHIN THE SIGHT LINES OF PARKING LOTS AND INGRESS/EGRESS WAYS.
- FALLEN PLANT FLOWERS, FRUIT, SEEDS AND DEBRIS DROPPINGS ARE TO BE REMOVED IMMEDIATELY FROM VEHICULAR AND PEDESTRIAN TRAFFIC AREAS TO PREVENT TRIPPING, SLIPPING OR ANY OTHER HAZARDS.

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PROPOSED SITE PLAN DOCUMENTS

FOR

HOUSING ASSISTANCE CORPORATION
PROPOSED RESIDENTIAL DEVELOPMENT

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NEW YORK No. 002059
NEW HAMPSHIRE No. 109
CONNECTICUT No. 1398
"PAVE SQUARE"

SHEET TITLE:

CONCEPT B

SHEET NUMBER:

L-1

REVISION 5 -



community development partnership

Town of Harwich May 2020 Monthly Report

1. Virtual Office Hours

- a. Held virtual office hours on April 2nd, April 9th, April 16th, April 23rd and April 30th at 8:30 am – 4:00 pm.
- b. Bi-weekly virtual meetings with Trust Chair as needed: May 7th

2. Provide support to Town housing-related committees as directed by Town Administration

- a. Provide staff support to Affordable Housing Trust(AHT)
 - 5/6/20: Completed draft of agenda for AHT May 21st meeting
 - 5/7/20: Submitted May 21st agenda packet
 - 5/11/20: Email correspondence with David Quinn, Housing Assistance Corporation to join and send materials for the AHT May 21st meeting
 - 5/20/20: Completed draft of June 19th meeting agenda
 - 5/28/20: Completed May 21st meeting minutes
 - 5/29/30: Conducted follow-up tasks in preparation of the Trust meeting scheduled on June 19th: correspondence with Joe Powers, Acting Town Administrator and Town Clerk Office to coordinate meeting logistics.
 - Sent a calendar invitation to the Trust for the May 21st meeting.
- b. Pre-development tasks
 - 5/7/20: Correspondence with Laura Shufelt, Acting Director of Community Assistance, MHP, regarding moving forward with the Request for Proposal and design components.

3. Monitor existing units on Town's Subsidized Housing Inventory (SHI)

- 5/7/20: Research on expiration dates on town's SHI (all units).
- 5/22/20: Ongoing correspondence with Beth Wade, Director of Land Acquisition & Project Development, Habitat for Humanity of Cape Cod Inc. to discuss 2 Gomes Way SHI unit regarding refinancing

4. Building relationships and gathering information

- 5/30/20: Call with Tracy Cannon, Harwich Housing Authority to discuss resident updates for May.

5. Community Outreach & Response