

Affordable Housing Trust
Thursday, February 13, 2020 – 2:00 PM
Donn B. Griffin Room, Harwich Town Hall
732 Main Street, Harwich
AGENDA

**As required by Open Meeting Law, you are hereby informed that the Town will video and audio taping as well as live broadcasting this public meeting. In addition, anyone who plans to video or audio tape this meeting must notify the Chairman, prior to the meeting.*

- I. Call to Order**
- II. Public Meeting**
 - a. Public Comment & Announcements
 - b. Approval of Minutes – January 17, 2019
 - c. Housing 101 presentation by Jennifer Goldson, JM Goldson Community Preservation + Planning
 - d. Action Plan discussion and possible vote
 - e. Discussion and possible vote regarding Sisson Road Request for Proposals
 - i. Junior Harwich Theatre support email
 - f. Discussion and possible vote to empower the Chair to expend Trust funds to determine cost to move Holy Trinity Church and cost of home inspection
 - g. Update on joint meeting of the Affordable Housing Trust and Affordable Housing Committee
 - h. Member Reports
 - i. Housing Coordinator Report – presented by Pelinda Deegan
 - i. Trust Funds Report
 - ii. January Monthly Report
 - j. Agenda building – March 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:

Charleen Greenhalgh

Posted by: _____

Date:

Affordable Housing Trust
Friday, January 17th, 2020 – 1:00 PM
Donn B. Griffin Room, Harwich Town Hall
732 Main Street, Harwich
MINUTES

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

MEMBERS NOT PRESENT: Joe Powers, Interim Town Administrator

OTHERS PRESENT: Director of Housing Advocacy, Community Development Partnership, Andrea Aldana, Town Planner, Charleen Greenhalgh, Managing Director, JM Goldson Community + Planning, Jennifer Goldson, Planning Assistant, JM Goldson Community + Planning, Avery Wolfe, Assistant Director, Community Assistance, MA Housing Partnership, Laura Shufelt, Bohler Engineering, Mark Wixted, Mid-Cape Church Homes, Al Eaton, and Art Bodin, Chair of the Affordable Housing Committee.

Meeting was called to order at 1:00 PM by Mr. Howell.

Public Comment & Announcements:

None

Approval of Minutes: December 5, 2019

Ms. Underwood moved to approve the minutes. Mr. Lowney seconded, carried by a unanimous vote. (4-0-0)

Discussion with Jennifer Goldson of JM Goldson Preservation + Planning, and possible vote regarding the Action Plan

Ms. Aldana introduced Jennifer Goldson and Avery Wolfe from JM Goldson Preservation + Planning. They responded to a solicitation by the Affordable Housing Trust to develop an Action Plan for the Trust which is a planning document that would provide strategic guidance regarding the Trust's housing initiatives.

Mr. Howell emphasized the importance of an Action Plan and that the public understand the process. He added that the Community Preservation Committee approved half of what the Trust applied for in part due to the Trust not having a plan. The Action Plan timeline projects a completed document by summer of 2020.

Ms. Goldson provided a brief background about her firm JM Goldson. Ms. Goldson has been active in the development community on Cape Cod, most recently in Eastham and Provincetown, for 13 years. Prior to starting JM Goldson, she was a Planner for the Town of Brookline and the city of Newton. She also managed the Community Preservation Act (CPA) program in the city of

Newton. She stated that this experience allows her to look at Trusts and their relationship with Community Preservation Committees and understand the mechanisms of CPA funds. Ms. Goldson indicated that through the Action Plan, the Trust will gain a flexible plan that will provide guidance for the Trust's priorities and how to fund those priorities.

Ms. Wolfe requested that Trust members introduce themselves. After introductions, Ms. Wolfe provided an explanation of the proposed scope and schedule for the Action Plan planning process. Over the next few weeks, Ms. Wolfe will be reviewing previous projects and other planning documents that identify Harwich housing goals. For the February Trust meeting, she will bring a draft summary of her findings to help start the discussion on priorities and goals. In March, Ms. Wolfe stated that they will begin to conduct visionary interviews involving key stakeholders. Community engagement sessions are slated for the month of April which will include focus groups and workshops with key stakeholders. These community engagements will result in strategies to support priorities which will then help to develop an outline of the Action Plan. For the month of May, the plan is to discuss the outline of the Action Plan and provide opportunities for in-depth discussion and revisions. The Action Plan will also include a corresponding five-year budget.

Mr. Howell stated that the public will want to understand how outreach will be done and how stakeholders and priorities will be identified. Ms. Goldson replied by explaining the objectives of each of the scheduled tasks. The project timeline will be included in the January meeting minutes. She suggested engaging with CPC members and other key stakeholders to receive diverse feedback.

Ms. Avery asked the Trust members what their hopes are and what they would like to see in this planning process. Ms. Underwood stated the importance of including community members that may have difficulty attending meetings. She suggested the possibility of an electronic dialogue. Mr. Lowney mentioned the importance of the actual planning process itself, so that when opportunities come up for the Trust, the Trust has the capacity to look at different criteria and make decisions. Mr. Brophy would like to see a variety of housing programs. Mr. Howell is interested in seeing what the community absolutely needs which is affordable and workforce housing. He feels that it is very important to have transparency and input from the community so that the community has ownership of the Action Plan.

Ms. Goldson stated that at the next meeting in February, they will do a Housing 101 presentation to ensure that all members have a baseline understanding of housing initiatives. Ms. Underwood inquired about a policy or a mechanism in which towns limit "mcmansion" developments. Ms. Goldson recommended looking at how zoning regulates dimensional requirements and other zoning mechanisms.

Mr. Howell emphasized the importance of collaboration between other committees such as the Planning Board, the Affordable Housing Committee and the Zoning Board of Appeals.

Presentation from Bohler Engineering and Laura Shufelt, Mass Housing Partnership, on engineering results of Sisson Road

Laura Shufelt, Assistant Director of Community Assistance at Mass Housing Partnership, introduced Mr. Mark Wixted from Bohler Engineering. Ms. Shufelt provided a procedural background on the 265 Sisson Road site, a parcel under the Trust's jurisdiction and being considered for affordable housing. Ms. Shufelt stated that there are existing site plans and an old proposal for this parcel that never progressed. This existing plan included 16 units. She added that the Harwich Junior Theater is to remain as it is and the previous site plan required that the theater have their own parking. Using this existing site plan as a starting point, Bohler Engineering conducted due diligence. Ms. Shufelt emphasized that the 16 units are not finalized number but just a starting point.

Mr. Wixted presented details of the due diligence memo which will be included in the January meeting minutes. There is a zoning summary in the documents he provided. They evaluated resource areas and water protection areas prior to looking at the septic system. There is a wetland 300 feet from the site which does not impact development. They looked at utilities and did not find any issues. Mr. Wixted indicated that the existing septic system for the Harwich Junior Theatre was installed in 1990 and confirmed that it predates Title V. Mr. Howell inquired about the need to meet Title V criteria. Mr. Wixted said it was not necessarily required and provided two scenarios. One is a separate septic option for the theater or a combined septic system which would depend on the lease requirements and the condition of the existing system.

Mr. Wixted referred back to the 16 units and stated that it would have a flow of 1760 gallons per day. The total for the entire site would be over 2000 gallons per day. Mr. Wixted mentioned installing a filtration system for storm water to ensure proper setbacks from the septic and abutting properties. Bohler Engineering was also able to pull records from the septic system that was installed in 1990 and looked at soil and ground water information. Mr. Wixted concluded that the report indicated that there was no ground water within 12 feet of the surface.

Ms. Shufelt indicated that based on the engineering report, the Trust is able to discuss how to move forward with drafting a Request for Proposals, goals for the site, financing and other conceptual considerations. Mr. Howell reiterated that a different previous plan consisted of having two quads as an option. A discussion ensued on parking for the Harwich Junior Theater and the site.

The discussion continued on the financing prospects related to the number of units being considered. Ms. Shufelt added that there are other considerations such as who will own the development and who will manage the development, which could trigger procurement laws and prevailing wages depending on the course of action.

Discussion regarding Chloe's Path – presented by Don Howell

Mr. Howell provided a brief background on the privately-owned lot known as Chloe's Path. He explained that as the Trust embarks on the Action Plan process, any engagement with Chloe's Path would be premature. Without the Action Plan, there is no mechanism to guide the Trust about how to assess projects and disperse funds.

Update and possible vote on Holy Trinity Church – presented by Don Howell

Mr. Lowney recused himself. Mr. Howell provided an update on the Holy Trinity Church. The Trust submitted letters as approved in last month's meeting and the church is on a demolition delay. Mr. Howell explained that the concern at this time is to assess the viability of the building. The vote would be to authorize the Chair to expend funds to conduct an inspection and request information from house lifting companies. Since the Trust was unable to vote, this agenda was postponed until the next meeting.

Member Updates

None

Housing Coordinator Report

Ms. Aldana confirmed that Mr. Howell continues to establish a formal process with the Finance Director to receive Trust fund reports on a monthly basis. The Finance Director is currently meeting with the Interim Town Administrator, Mr. Joseph Powers, and going over the budget.

According to their charter, the Trust must meet with the Affordable Housing Committee (AHC) on an annual basis. Mr. Bodin, Chair of the AHC, provided possible dates for the meeting to discuss delineation of roles. Mr. Howell confirmed that the first two Tuesdays in February after 6 pm is best and that an invitation would be sent out.

Ms. Aldana stated that the Pine Oaks Village video was revised and since Mr. Caleb Ladue, the Town's Information Technology Coordinator was not at the meeting, it was not uploaded. Mr. Howell also clarified the regulatory procedure of "tabling an agenda item" which requires a vote. Mr. Howell agreed to postpone video review to next month.

Ms. Aldana provided a brief overview of the recent training "Zoning to Protect Open Space" that was presented by Judi Barrett in Harwich. Ms. Aldana recognized Mr. Bodin's attendance at the training. Ms. Aldana offered the presentation slides if the Trust is interested. Mr. Howell commented about a previous discussion related to developing an undeveloped parcel, specifically on Earle Road. He added that people may confuse a stand of trees on a lot with open-space. Mr. Howell emphasized that there should be a better case for protecting space that needs protection and build on land that you can build on.

Ms. Aldana provided a rescheduled date for the Post-Institute Wrap-Up for the Town of Harwich, a program provided through the Lower Cape Housing Institute. She provided examples of what other towns focused on. Ms. Aldana also provided an update related to the Town's

Subsidized Housing Inventory (SHI). The task this month was to submit documents to the Department of Housing and Community Development to preserve Pine Oaks Village II due to the affordability expiring. Ms. Aldana and Ms. Greenhalgh provided a brief explanation of how units get added to the SHI. Mr. Eaton of Mid Cape Church Homes commented and provided information on the renewal contract and expiration dates on Pine Oaks Village I, II, and III.

Other Business:

None

Next Meeting Date:

February 13th at 2:00 pm

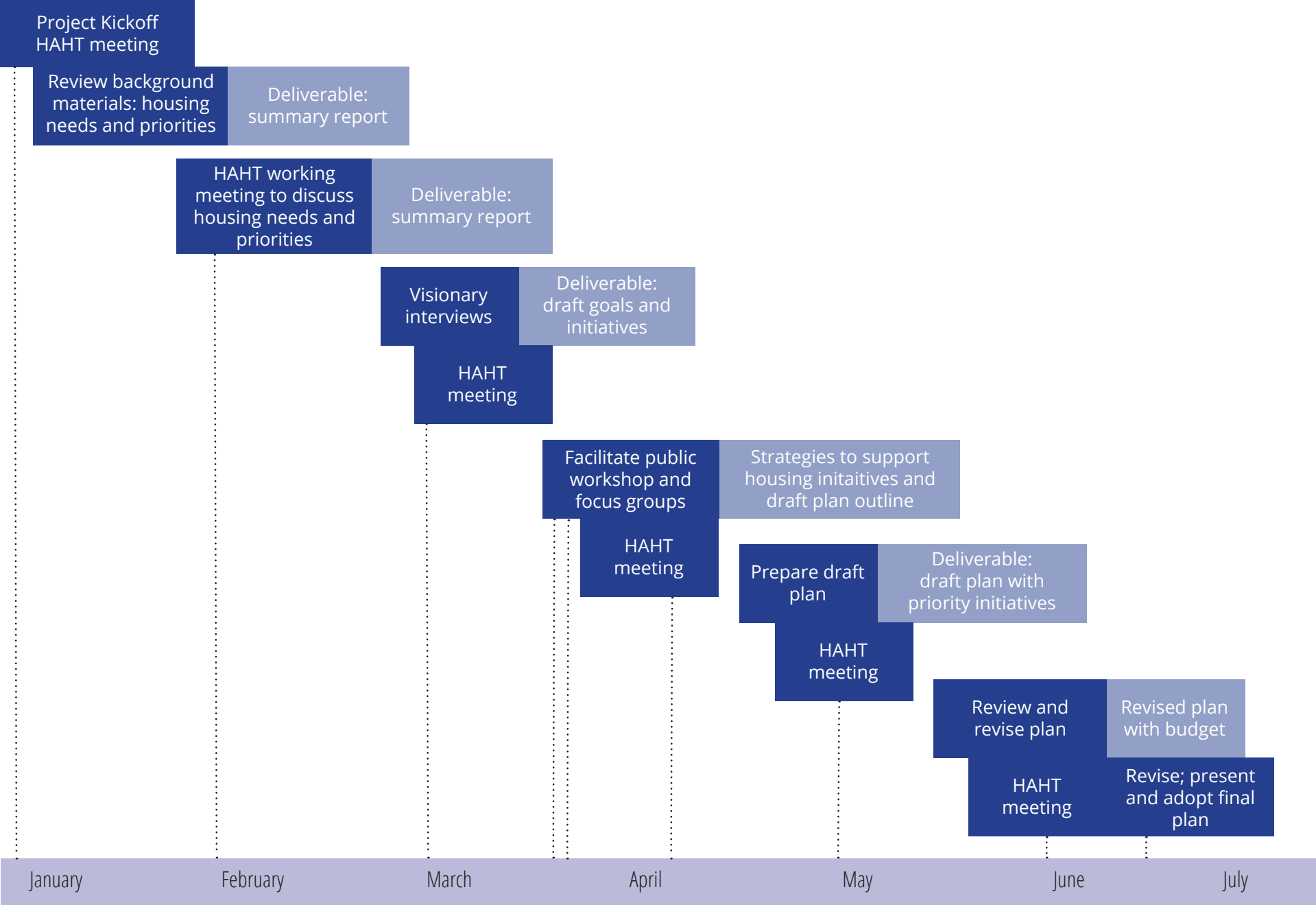
Meeting adjourned at 2:37 pm.

Harwich Affordable Housing Trust | 2020 Action Plan

Project Kickoff Meeting

Friday January 17, 2020

- Welcome and Intros
- Review of project schedule (draft)
- Hopes and Challenges Group Discussion



DUE DILIGENCE MEMORANDUM

TO: Massachusetts Housing Partnership
Attn: Laura F. Shufelt, Assistant Director, Community Assistance
160 Federal Street
Boston, MA 02110

FROM: Zachary L. Richards, P.E
Mark M. Wixted, P.E

DATE: January 15, 2020

RE: Due Diligence & Utility Concepts
265 Sisson Road, Harwich, MA

1.0 INTRODUCTION

This memorandum summarizes due diligence findings for the subject property identified as 265 Sisson Road in Harwich, Massachusetts for a potential affordable housing development. This summary is based on available GIS information, previous concept plans provided to Bohler Engineering, limited soil information, as well as field observations at the time of this report.

Massachusetts Housing Partnership, in conjunction with the Town of Harwich, is reviewing the feasibility of an affordable housing development located at 265 Sisson Road. The subject parcel is identified on the Town's GIS as Map 40 Parcel Z5 (the "Site") and totals approximately 1.1 acres of land. The previously prepared concepts propose approximately 16 residential units across multiple buildings on site. There is an existing community building on the property which is to remain. The proposed plan will need to provide parking for the new residential use in addition to the existing community building. This section of the Town of Harwich does not have public sewer, so the proposed development will require a septic system, as further described in the sewer section of this memo. Water and electric utilities have been identified through field observations and available GIS information for the Site and surrounding roadways. It is anticipated that stormwater would be managed onsite through various stormwater management and infiltration features. The Site is currently zoned as "Multifamily Residential - Low" (MR-L) and is a part of the Harwich Center Historic District. The due diligence findings are discussed in further detail in the following sections.

2.0 SITE DESCRIPTION

The Site consists of the property identified on Map 40 Parcel Z5 in the Town of Harwich. The property encompasses approximately 1.1 acres. The Site parcel is depicted in Exhibit A, which shows an aerial map of the property and the surrounding parcels. 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 community art/theater space (to remain) as well as the associated asphalt parking area. There are two existing curb cuts providing access from Sisson Road. The remainder of the site consists of grassed and wooded areas. The Site has a minimal grade change across the site east to west, ranging from an approximate elevation of 50 in the roadway on Sisson Road to an approximate elevation of 44 in the rear eastern corner of the property.

Based on the USDA Natural Resources Conservation Service's Soil Survey, soil identified on the property is entirely Carver Coarse Sand (Hydrologic Soil Group A). The NRCS Web Soil Survey report has been included as Attachment B for reference. Based on the mapped soil survey, the infiltration rate is anticipated to be adequate for onsite stormwater management, and septic systems. A percolation test witnessed by the Town's Board of Health will be required for the final stormwater and septic design.

3.0 ZONING

It is our understanding that the project may proceed under Massachusetts state statute Chapter 40B, which would provide zoning relief. The Chapter 40B state statute was developed to enable local Zoning Boards of Appeals to approve affordable housing developments under flexible rules if at least 20-25% of the units are set to have long-term affordability restrictions. We have provided a zoning analysis herein to give context of typical dimensional requirements.

The subject parcel is zoned as Multi-Family Residential - Low (MR-L) based on the Town of Harwich Zoning Map, last revised August 2007. Based on a review of the zoning ordinance, the Site also falls within the Harwich Center Historic District.

Per the Town of Harwich Zoning Ordinance, 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.

The Harwich Zoning Ordinance requires 1.5 spaces per dwelling unit for multi-family dwellings. Existing buildings that are not being expanded, such as the community building to remain, do not need to comply with the parking requirements; however, the existing number of spaces should be maintained.

Table 1, below, outlines specific dimensional and geometrical requirements in the MR-L District. The applicable tables from the Zoning Ordinance are also included in Attachment C.

Table 1: Multi-Family Residential - Low District Dimensional Requirements	
	Required
Minimum Lot Area	10 Acres for Multi-Family Residential uses 40,000 SF for other permitted uses
Maximum Density	8 bedrooms per 1.0 acre
Minimum Lot Frontage	150 Ft
Minimum Front Yard Setback	50 Ft
Minimum Side Yard Setbacks	50 Ft
Minimum Rear Yard Setbacks	50 Ft
Maximum Building Height	40 Ft (2.5 stories)
Maximum Building Coverage of Lot	15% (Multi-family)
Maximum Site Coverage	50%
Parking Spaces	1.5 spaces/unit (multi-family) 1 space/seat plus 1 space/ office or classroom (place of public or semi-public gathering)

Based on this zoning review, if the project were not pursued as under Chapter 40B, it is anticipated that a special permit, zoning variances, and historic commission review will be required for this proposed development. While the property is zoned in a Multi-family zoning district, it is classified as low density and requires significant amount of land for minimum lot area, required setbacks, and maximum building and site coverages. Additionally, the parcel falls

within the the Harwich Center Historic District which requires review and approval by the Harwich Historic Commission. The Commission has jurisdiction over pavement surfaces and various other features and site layout. This review is required in addition to necessary Planning Board site plan reviews.

4.0 RESOURCE AREAS

4.1 Resource Area Evaluation

A resource area map, shown in Exhibit B, was taken from the MassGIS system to show the Site location and the absence of any resource areas on the Site or in the immediate surrounding area. The GIS shows mapped wetlands and priority habitat areas approximately 300 feet east of the property. As such, based on GIS mapping, the development of the Site will not be constrained by resource areas.

5.0 UTILITY INFRASTRUCTURE

5.1 Sewer System

5.1.1 Existing Sewer System

The Town of Harwich does not have any sanitary sewer mains in the vicinity of the Project Site. There is an existing building on site, which has an existing septic system consisting of a 1000-gallon septic tank, distribution box, and leaching drywell. The record plans indicate the system was installed in 1990 and was updated with an additional service lateral from the building in 2013. The Town of Harwich Water and Sewer Department has a database of as-built sewer septic systems, and the associated record plans are included as Attachment D.

5.1.2 Proposed Sanitary Sewer & Septic System

The proposed development will require the construction of a new sewer septic system to manage the new sewer flows associated with the residential development. Alternatively, the new septic system could also be sized to manage the sewer flows from both the existing and proposed buildings, in order to abandon or remove the older existing system from 1990. It is anticipated the proposed sewer system will consist of a series of sewer laterals which connect to a septic tank, pump chamber, and leach field. Given the existing septic system on site, Bohler anticipates the Site will meet the soil requirements for a septic system; however, a percolation test will need to be performed by a certified soil investigator in conjunction with the Town's Department of Health. The soil testing and percolation test will be utilized in the septic system design and sizing.

The size of the proposed sewer system is based on the soil conditions and the proposed flows being treated by the system. Based on local knowledge and soil conditions in the area, the soil has been assumed to have a percolation rate of 2 minutes per inch and a long-term acceptance rate of 0.74 gallons per day (GPD) per square foot (SF). Additionally, the proposed sewer flows have been calculated using the "Title V" sewer flow table, and anticipated project density based on previously prepared concepts provided to Bohler. The original design plans for the existing building classified the use as a place of worship; however, the building is currently used for theater classes and small-scale performances. For the purposes of this conceptual analysis, this building has been classified as an "office" use to calculate sewer flow generation.

Table 2: Title V – Anticipated Proposed Sewer Flows		
Type	Flow Criteria	Proposed Flows
Multi-Family Dwelling	110 GPD/Bedroom	16 Bedrooms x 110 GPD/Bedroom = 1,760 GPD
Office	75 GPD/1,000 SF	5,000SF x 75GPD/1,000SF = 375 GPD
Total		2,135 GPD

Based on the above anticipated flows, a conceptual septic system size and layout was created based on the previously prepared “Conceptual Architectural Site Plan” provided to Bohler. The approximate conceptual septic system size and layouts are provided as Attachment A and appears to be feasible for the Site. Concept A assumes the existing septic system is to remain and the new system is only for the proposed residential use, and Concept B assumes a new septic system will be installed for the total combined sewer flows. These are preliminary concepts based on the outlined assumptions and have been provided for feasibility review only. Further investigations, calculations, and a final concept are needed before the septic design can be finalized.

5.2 Water System

5.2.1 Existing Water Service

The Town of Harwich owns, operates, and maintains the water distribution systems in the vicinity of the Project Site. Per GIS investigation on the Town’s Water Department website, there are existing water mains in each of the three streets adjacent to the Site. In Sisson Road, there is an existing 8-inch water main, which serves the existing building on the property. There is also an existing fire hydrant along the Site frontage on Sisson Road. There is also an existing 6-inch main in Parallel Street and an existing 12-inch main in Forest Street.

5.2.2 Proposed Water Service

The proposed water service for the project would connect to the existing 8-inch water main in Sisson Road. The capacity and condition of the water main has not been evaluated at this time, and Bohler recommends further discussions with the Town’s Water Department to confirm. The Proponent will need to coordinate with the Town of Harwich Water Department and Fire Department to ensure the proposed water system meets their needs and requirements, including the requirement of any private fire hydrants installed on the Site. Bohler expects that the hydrant location on Sisson Road will be sufficient for the development, but this will need to be confirmed with the Town during design and permitting. Bohler also recommends that fire hydrant testing be performed in advance of design to ensure sufficient water pressure to serve the proposed development.

5.3 Storm Drainage System

5.3.1 Existing Storm Drainage System

The Town of Harwich does not appear to operate storm drainage infrastructure in the vicinity of the Project Site. Per field observation, stormwater runoff flows overland prior to infiltrating into the sandy soils with expected high infiltration rates.

5.3.2 Proposed Storm Drainage System

The proposed project will require a new storm drainage system on-site to serve the development and will need to meet the MassDEP Stormwater Management Standards as well

as the requirements stated in the Harwich Comprehensive Stormwater and Illicit Discharge Regulations. The proposed system is anticipated to consist of a series of catch basins, water quality treatment units and an infiltration system to collect, treat and manage stormwater runoff from the buildings, parking areas, and other impervious surfaces associated with the development. Since the contemplated development will likely result in an increase in impervious area, it will require a stormwater management system to retain and infiltrate stormwater in order to match or reduce peak rates of runoff compared to that of pre-existing conditions. Per the Comprehensive Stormwater and Illicit Discharge Regulations of the Town of Harwich, the stormwater management system will need to be designed to retain the first eight-tenths of an inch (0.8 inches) of runoff from all impervious cover on-site in order to meet the post-development criteria. The stormwater drainage system will need to be further refined as the conceptual planning process moves forward for this project. In addition, soil testing will need to be performed in areas identified for stormwater management to confirm soil conditions, depth to groundwater, and other soil properties.

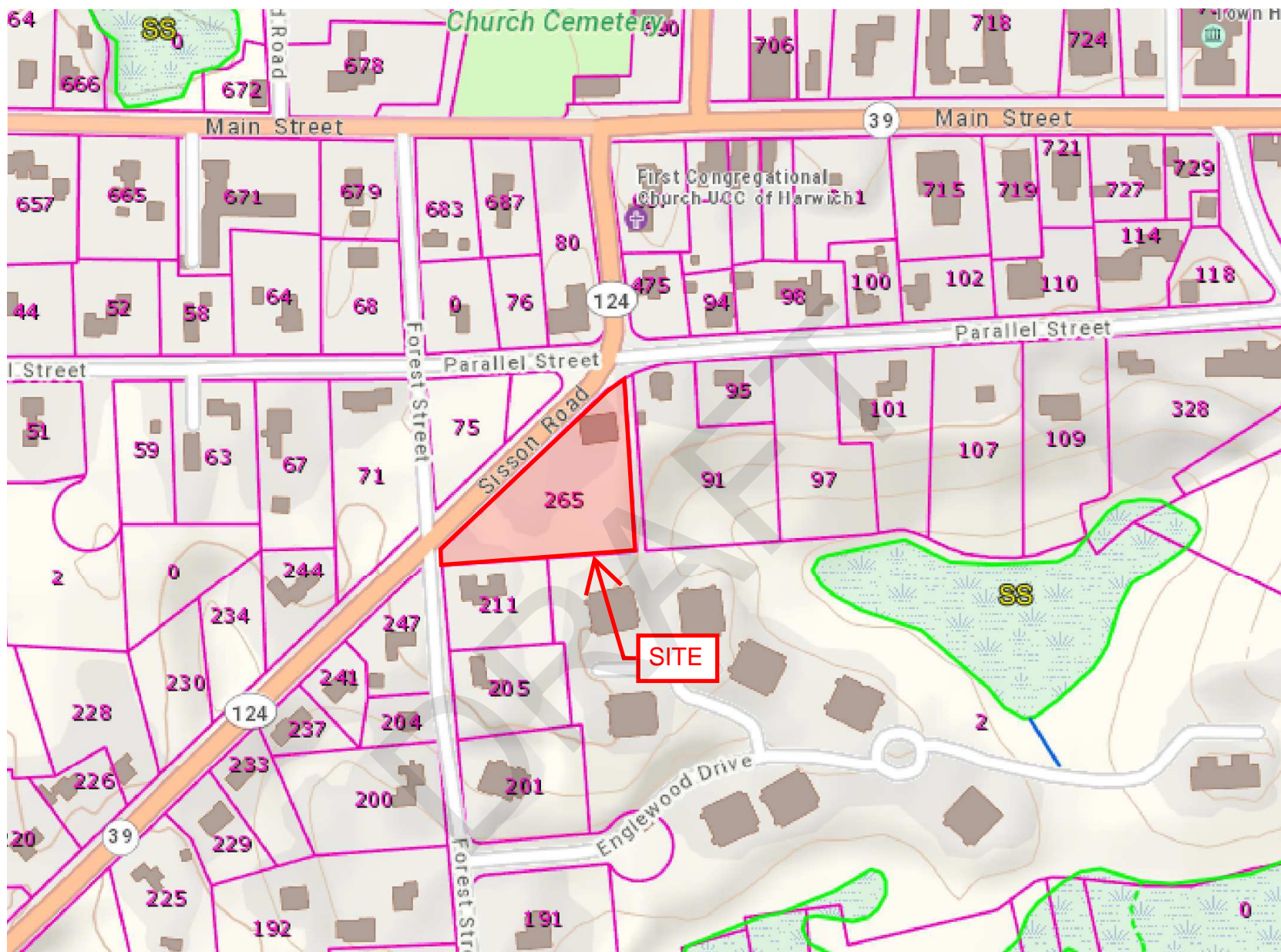
Due to the anticipated disturbance of 1.1-acre or more, a Local Stormwater Permit will be required by the Harwich Stormwater Authority. The application will consist of stormwater calculations, plans, and reports. Approval must be granted by the Stormwater Authority prior to the issuance of any special permit or site plan review approval. This application process is triggered by the anticipated land disturbance. The stormwater permit process is not applicable to activities that disturb less than the 1.1-acre threshold. In addition, the project will require preparation of a Stormwater Pollution Prevention Plan (SWPPP) for permitting through the Environmental Protection Agency's (EPA) National Pollutant Discharge Elimination System (NPDES) permit program. A SWPPP is required for greater than 1.0-acre of land disturbance per the EPA's Construction General Permit (CGP), in addition to frequent on-site inspections for signs of erosion and any required maintenance.

5.4 Electrical and Telecommunication Services

Based on available aerial data and field observations, there are existing utility poles along the south side of Sisson Road. It is anticipated that electrical and telecommunication services can be provided from the existing poles to serve the project needs. The development will need to be reviewed with the private utility providers to confirm that available services are adequate, or if any required infrastructure and related cost will be required to serve the project.

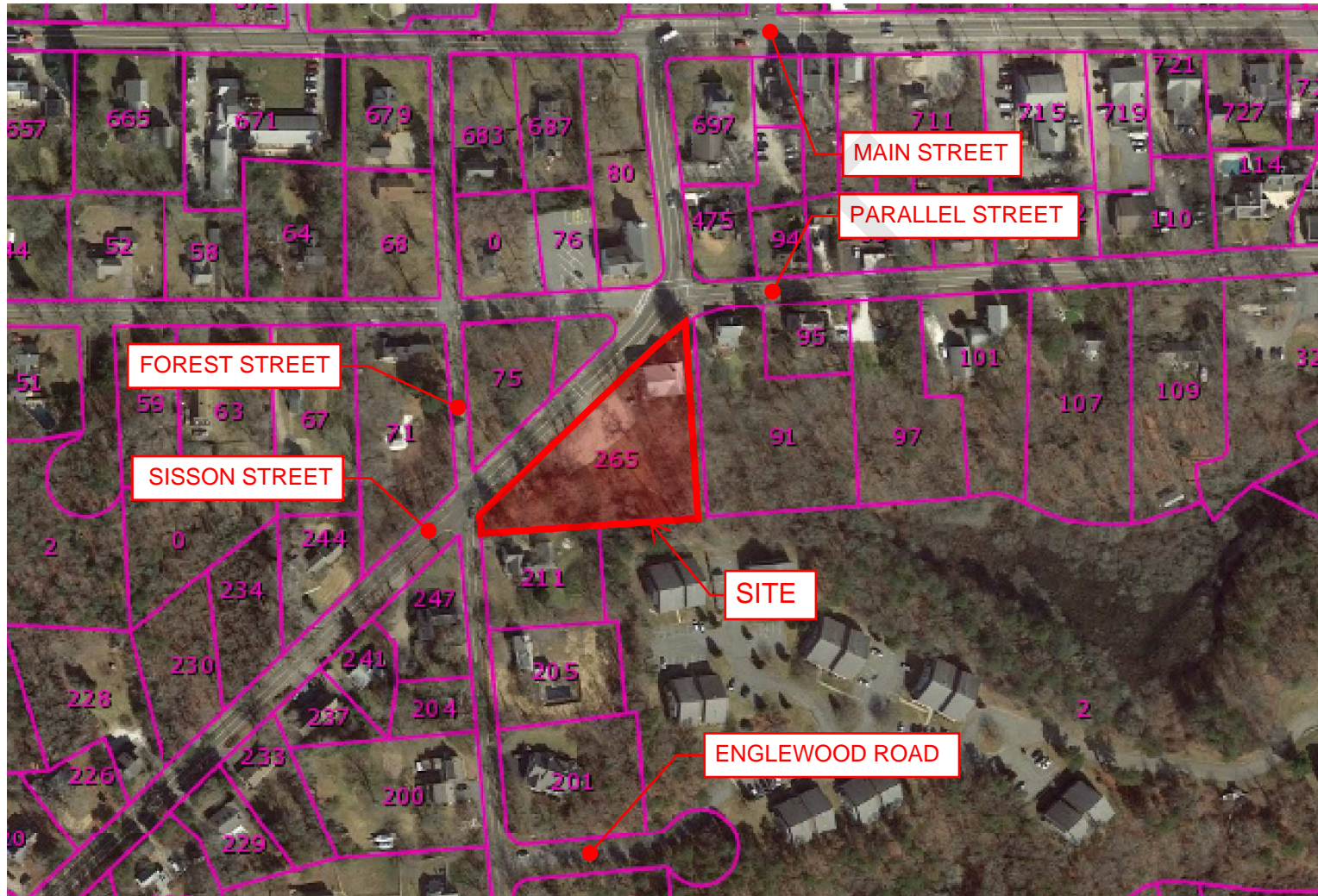
6.0 CONCLUSION

The initial due diligence for the Site has identified that the zoning requirements and historic overlay district will be the biggest challenges for the development, should Chapter 40B zoning relief not be pursued for this project. If this project were to be a Chapter 40B development, the project's feasibility increases significantly. It is anticipated that the Site will not be constrained due to wetland regulations or availability of utilities. The previously prepared concept will require 24 parking spaces per zoning in addition to the existing spaces for the community building. Without Chapter 40B relief, special permits and variances would be required for this concept for lot area, density, setbacks, and potentially building and lot coverage. Permitting requirements for a project of this size would include a Site Plan Review administered by the Planning Board and a Stormwater Permit granted by the Stormwater Authority. Additional permitting would also include review by the Historic Commission based on the Harwich Center Historic District and review by the Board of Health for the septic design. Based on the initial concept plan provided, as well as some preliminary calculations and assumptions as outlined above, there appears to be enough room for the septic and drain systems required for the project. Aside from the potential permitting requirements outlined above, the Site appears to be a feasible location for the contemplated development.



Resource Area Map

265 Sisson Road | Harwich, MA



265 Sisson Road | Harwich, MA

BOHLER //

ATTACHMENT A
CONCEPTUAL SEPTIC SYSTEM
SIZING AND LAYOUT

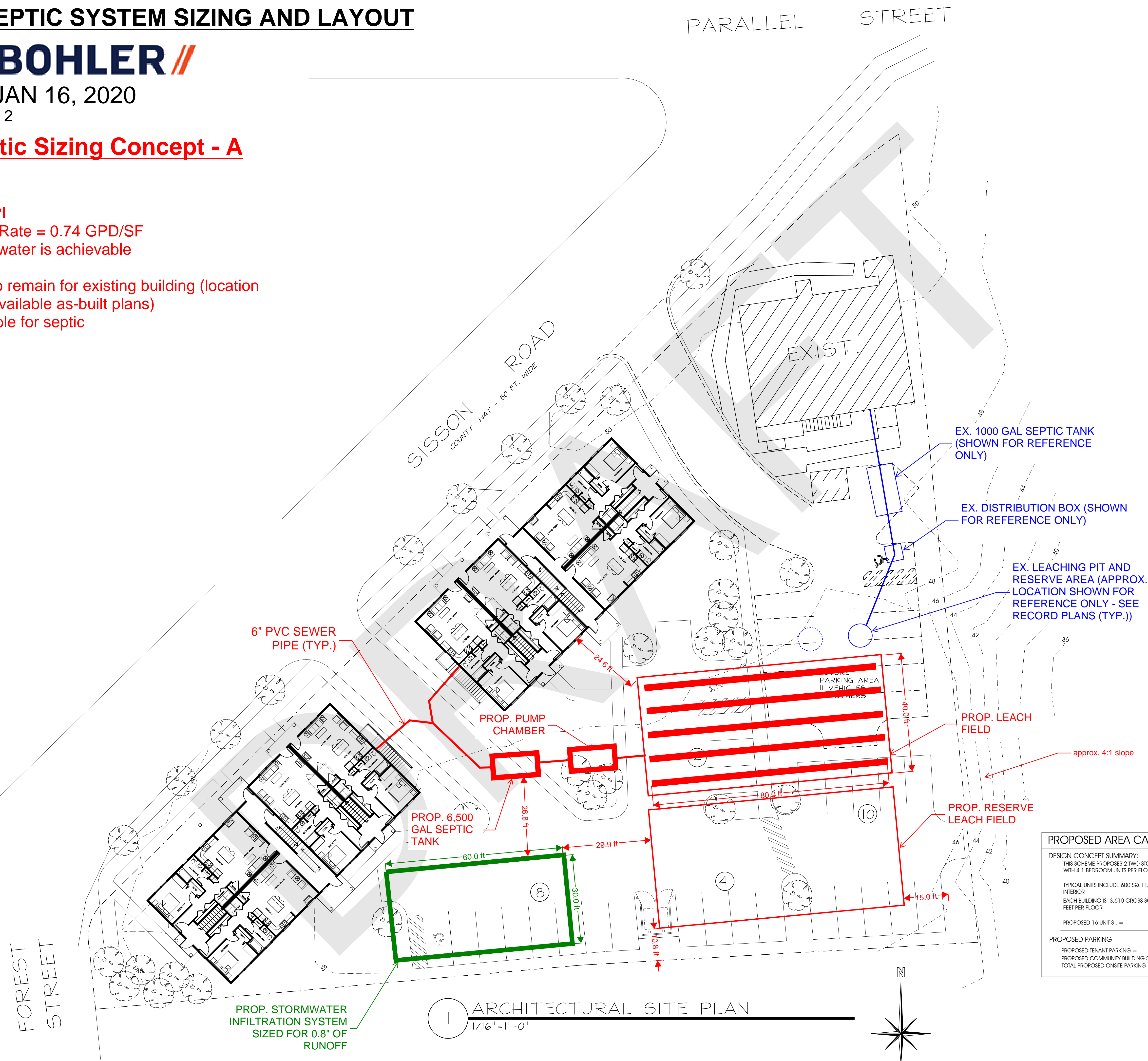
DRAFT

DATE: JAN 16, 2020
PAGE 1 OF 2

Preliminary Septic Sizing Concept - A

Assumptions:

- Percolation Rate = 2 MPI
- Long-Term Acceptance Rate = 0.74 GPD/SF
- 5' Separation to Groundwater is achievable
- 16 Proposed Bedrooms
- Existing septic system to remain for existing building (location approximated based on available as-built plans)
- Soil Conditions acceptable for septic



PROPOSED AREA CALCULATIONS:

DESIGN CONCEPT SUMMARY:
THIS SCHEME PROPOSES 2 TWO STORY BUILDINGS
WITH 4 1 BEDROOM UNITS PER FLOOR

TYPICAL UNITS INCLUDE 600 SQ. FT. NET INTERIOR
EACH BUILDING IS 3,610 GROSS SQUARE FEET PER FLOOR

PROPOSED 16 UNIT S. = 14,440 GROSS SQ. FT.

PROPOSED PARKING

PROPOSED TENANT PARKING =	26 SPACES
PROPOSED COMMUNITY BUILDING STAFF PARKING =	11 SPACES
TOTAL PROPOSED ONSITE PARKING =	37 SPACES

AMP:



PROPOSAL FOR:
HOUSING ASSISTANCE CORPORATION
TOWN OF HARWICH

265 SISSON ROAD
HARWICH, MA

FILE:

CONCEPTUAL ARCHITECTURAL SITE PLAN

DATE ISSUED: JULY 21, 2008

REVISIONS:

DRAWN BY: CLS

PROJECT #:	PROJECT NO.
------------	-------------

DRAWING NO.:

AS1.1

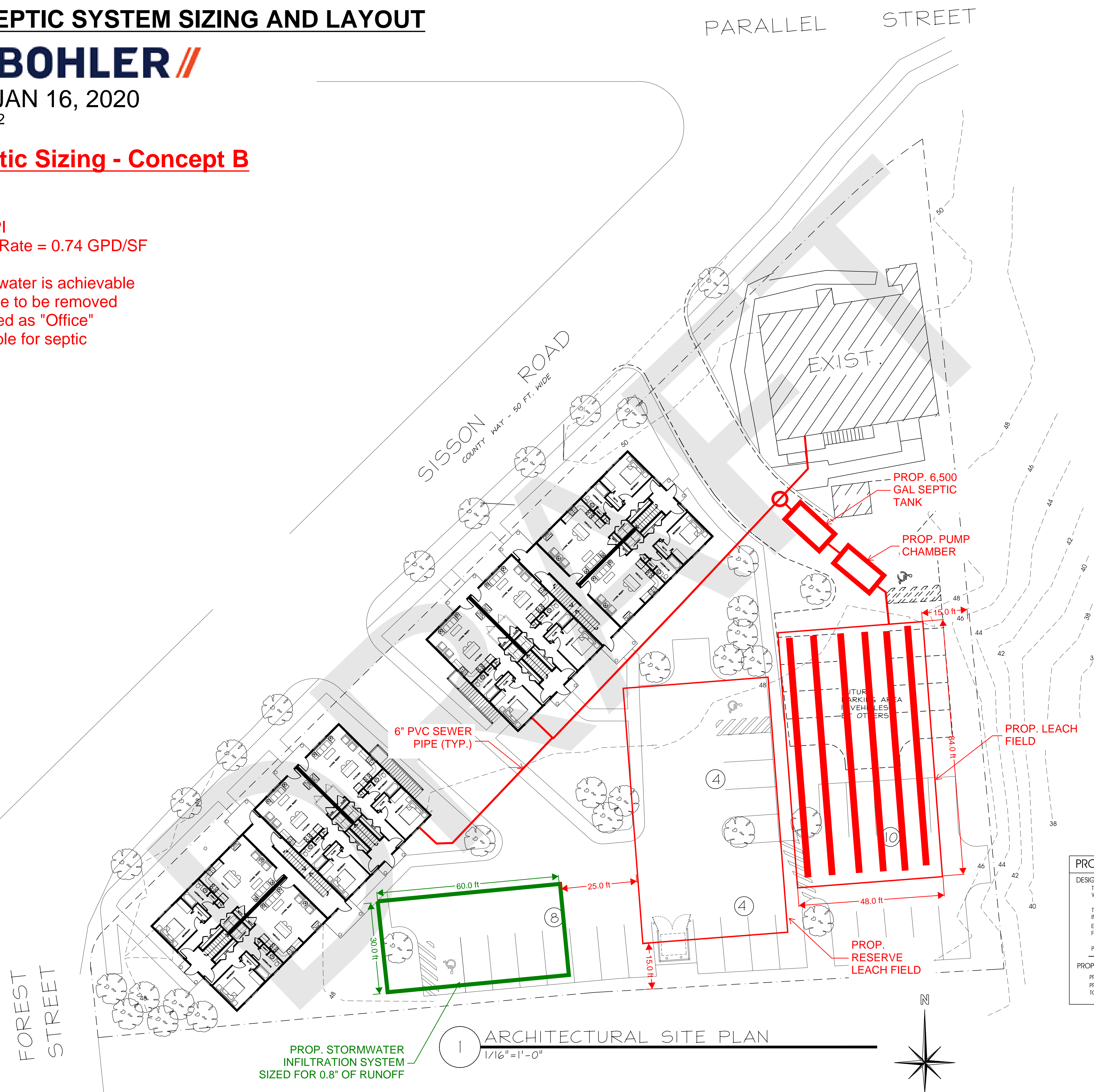
CONCEPTUAL SEPTIC SYSTEM SIZING AND LAYOUT

PREPARED BY: BOHLER //

DATE: JAN 16, 2020
PAGE 2 OF 2

Preliminary Septic Sizing - Concept B

- Assumptions:
- Percolation Rate = 2 MPI
 - Long-Term Acceptance Rate = 0.74 GPD/SF
 - 16 Proposed Bedrooms
 - 5' Separation to Groundwater is achievable
 - Ex. Septic System on site to be removed
 - Existing building classified as "Office"
 - Soil Conditions acceptable for septic



PROPOSED AREA CALCULATIONS:	
DESIGN CONCEPT SUMMARY: THIS SCHEME PROPOSES 2 TWO STORY BUILDINGS WITH 4 1 BEDROOM UNITS PER FLOOR TYPICAL UNITS INCLUDE 600 SQ. FT. NET INTERIOR EACH BUILDING IS 3,610 GROSS SQUARE FEET PER FLOOR	
PROPOSED 16 UNIT S. =	14,440 GROSS SQ. FT.
PROPOSED PARKING	
PROPOSED TENANT PARKING =	26 SPACES
PROPOSED COMMUNITY BUILDING STAFF PARKING =	11 SPACES
TOTAL PROPOSED ONSITE PARKING =	37 SPACES

STAMP:

BROWN LINDQUIST FENUCCIO & RABER
ARCHITECTS, INC.
203 WILLOW STREET, SUITE A
YARMOUTHPORT, MA 02675
PH 508-362-8382
FAX 508-362-2828
WWW.BROWNARCHITECT.COM

PROPOSAL FOR:

HOUSING ASSISTANCE CORPORATION
TOWN OF HARWICH

265 SISSON ROAD
HARWICH, MA

TITLE:

CONCEPTUAL
ARCHITECTURAL
SITE PLAN

DATE ISSUED:

JULY 21, 2008

REVISIONS:

DRAWN BY:

CLS

PROJECT #:

PROJECT NO.

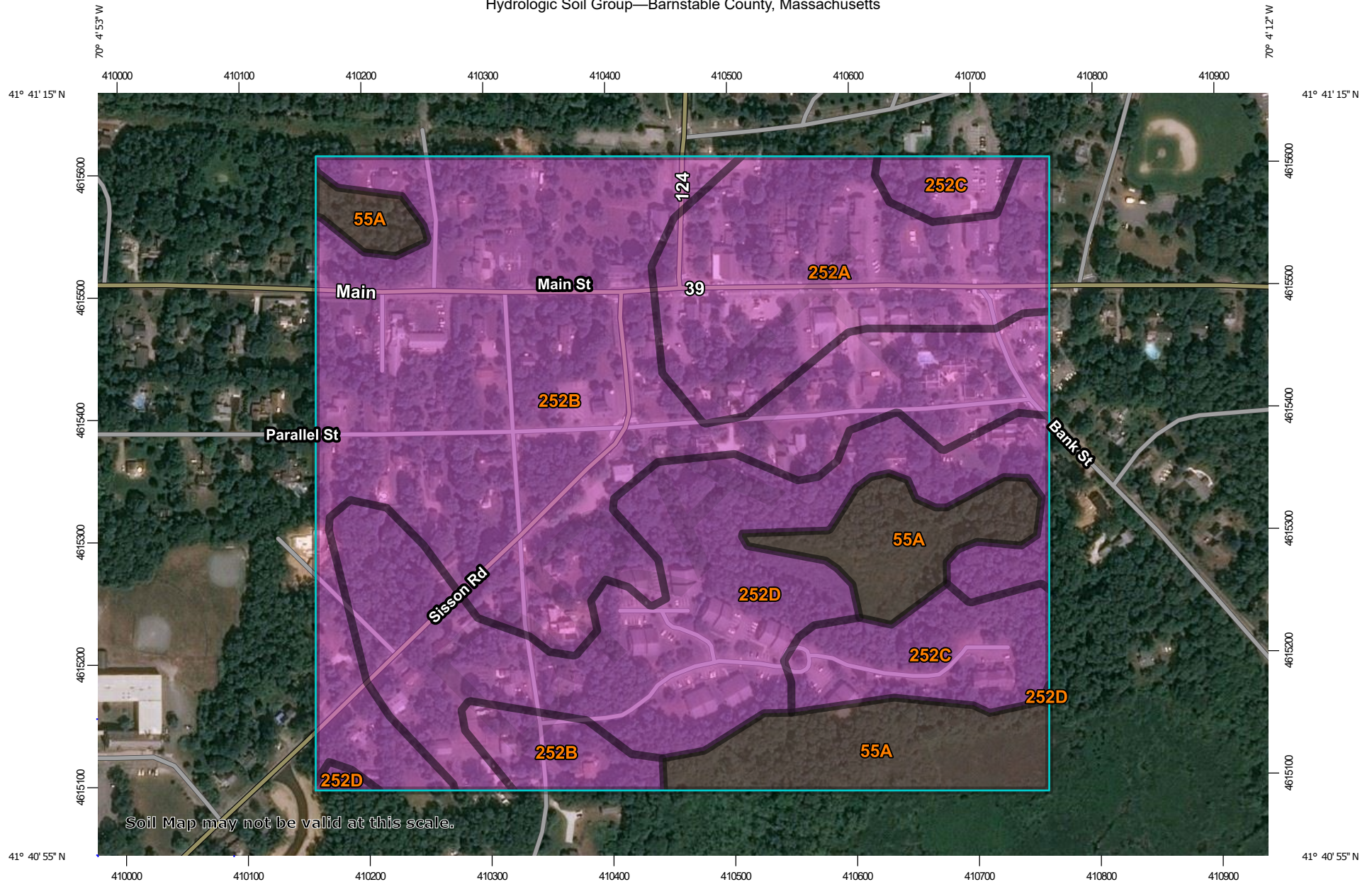
DRAWING NO.:

AS1.1

ATTACHMENT B
NRCS WEB SOIL SURVEY

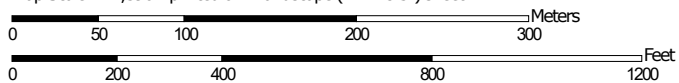
DRAFT

Hydrologic Soil Group—Barnstable County, Massachusetts



Soil Map may not be valid at this scale.

Map Scale: 1:4,390 if printed on A landscape (11" x 8.5") sheet.



Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 19N WGS84



Natural Resources
Conservation Service

Web Soil Survey
National Cooperative Soil Survey

12/26/2019
Page 1 of 4

MAP LEGEND

Area of Interest (AOI)









 Area of Interest (AOI)

Soils

Soil Rating Polygons

 A
 A/D
 B
 B/D
 C
 C/D
 D
 Not rated or not available

Soil Rating Lines

 A
 A/D
 B
 B/D
 C
 C/D
 D
 Not rated or not available

Soil Rating Points






 A
 A/D
 B
 B/D

 C
 C/D
 D
 Not rated or not available


Water Features

 Streams and Canals

Transportation

 Rails
 Interstate Highways
 US Routes
 Major Roads
 Local Roads

Background

 Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:25,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
 Web Soil Survey URL:
 Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Barnstable County, Massachusetts
 Survey Area Data: Version 16, Sep 12, 2019

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jul 10, 2018—Nov 17, 2018

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Hydrologic Soil Group

Map unit symbol	Map unit name	Rating	Acres in AOI	Percent of AOI
55A	Freetown coarse sand, 0 to 3 percent slopes, sanded surface	B/D	9.1	11.8%
252A	Carver coarse sand, 0 to 3 percent slopes	A	11.3	14.6%
252B	Carver coarse sand, 3 to 8 percent slopes	A	33.5	43.3%
252C	Carver coarse sand, 8 to 15 percent slopes	A	5.4	7.0%
252D	Carver coarse sand, 15 to 35 percent slopes	A	18.1	23.4%
Totals for Area of Interest			77.4	100.0%

Description

Hydrologic soil groups are based on estimates of runoff potential. Soils are assigned to one of four groups according to the rate of water infiltration when the soils are not protected by vegetation, are thoroughly wet, and receive precipitation from long-duration storms.

The soils in the United States are assigned to four groups (A, B, C, and D) and three dual classes (A/D, B/D, and C/D). The groups are defined as follows:

Group A. Soils having a high infiltration rate (low runoff potential) when thoroughly wet. These consist mainly of deep, well drained to excessively drained sands or gravelly sands. These soils have a high rate of water transmission.

Group B. Soils having a moderate infiltration rate when thoroughly wet. These consist chiefly of moderately deep or deep, moderately well drained or well drained soils that have moderately fine texture to moderately coarse texture. These soils have a moderate rate of water transmission.

Group C. Soils having a slow infiltration rate when thoroughly wet. These consist chiefly of soils having a layer that impedes the downward movement of water or soils of moderately fine texture or fine texture. These soils have a slow rate of water transmission.

Group D. Soils having a very slow infiltration rate (high runoff potential) when thoroughly wet. These consist chiefly of clays that have a high shrink-swell potential, soils that have a high water table, soils that have a claypan or clay layer at or near the surface, and soils that are shallow over nearly impervious material. These soils have a very slow rate of water transmission.

If a soil is assigned to a dual hydrologic group (A/D, B/D, or C/D), the first letter is for drained areas and the second is for undrained areas. Only the soils that in their natural condition are in group D are assigned to dual classes.

Rating Options

Aggregation Method: Dominant Condition

Component Percent Cutoff: None Specified

Tie-break Rule: Higher

ATTACHMENT C
APPLICABLE ZONING BY-LAW
TABLES

DRAFT

ZONING

325 Attachment 1

Town of Harwich

Table 1, Use Regulations

[Amended 5-3-2011 STM by Art. 23; 5-7-2013 STM by Art. 12; 5-2-2016 ATM by Art. 47; 5-7-2018 ATM by Art. 33]

Note: Uses followed by parentheses designate uses with further requirements. The number referenced is a section(s) of the Zoning Bylaw.

Use		RR	RL	RM	RH-1	RH-2	RH-3	CV	CH-1	CH-2	IL	MRL	MRL-1	WR
Paragraph I – Residential Uses														
1a	Accessory building, residential – without bedrooms	P	P	P	P	P	P	P	P	—	—	P	P	P
1b	Accessory building, residential – with bedrooms	S	S	S	S	S	S	S	S	—	—	S	S	S
2	Mixed-use development (§ 325-51M)	—	—	—	—	—	—	S	S	S	—	—	—	S
3	Bed-and-breakfast	S	S	S	S	S	S	S	S	—	—	S	S	S
4	Cluster development, single-family dwellings (§ 325-51E)	S	S	S	—	—	—	—	—	—	—	—	S	P
5	(Reserved)													
6	Home occupation (Article VIII)	P	P	P	P	P	P	P	P	P	P	P	P	P
7	Lodging house	—	—	—	—	—	—	—	S	—	—	—	—	—
8	Multifamily dwelling	—	—	—	—	S	S	—	—	—	—	S	S	S
9	Single-family dwelling	P	P	P	P	P	P	P	P	—	—	P	P	P
10	Single-family dwelling with accessory apartment (§ 325-51H)	S	S	S	S	—	—	S	S	—	—	S	S	S
11	Shared elderly housing	S	—	S	—	—	—	S	S	—	—	—	—	—
12	Trailer, houseboat or other boat storage (§ 325-14A)	P	P	P	P	P	P	P	P	—	P	P	P	P
13	Two-family dwelling (§ 325-51N)	S	S	S	S	S	S	S	S	S	—	S	S	S

HARWICH CODE

District	Use	Minimum Required				
		Lot Area (square feet)	Lot Frontage (contiguous feet)	Front (feet)	Side (feet)	Rear (feet)
	Any other permitted use	40,000	150	25	20	20
CV	Shared elderly housing	40,000	150	25	20	20
	Single-family dwelling	40,000	150	25	20	20
	Dwelling, single-family, with accessory apartment	40,000	150	25	20	20
	Any other permitted use	40,000	150	25	20	20
CH-1	Shared elderly housing	40,000	150	25	20	20
	Single-family dwelling	40,000	150	25	20	20
	Dwelling, single-family, with accessory apartment	40,000	150	25	20	20
	Two-family dwelling	40,000	150	25	20	20
	Adult entertainment	50,000	150	50	50	100
	Any other permitted use	20,000	100	25	10	10
CH-2	Any permitted use	50,000	150	50	25	25
	Adult entertainment	50,000	150	50	50	100
IL	Any permitted use	20,000	100	25	25	50
MRL	Multifamily residential	10 contiguous acres minimum, 25 contiguous acres maximum; maximum density 8 bedrooms per acre	150	50	50	50
	Any other permitted use	40,000	150	25	20	20
MRL-1	Multifamily residential	8 contiguous acres minimum; maximum density 4 bedrooms per acre, provided Planning Board may give a density bonus as elsewhere provided in this bylaw	150	50	50	50

ZONING

325 Attachment 3

Town of Harwich

Table 3, Height and Bulk Regulations

District	Maximum Permitted Height (feet)	Maximum Permitted Height (Stories)	Maximum Building Coverage of Lot (covered area as % of total lot area)	Maximum Site Coverage as % of Total Site Area	Minimum Residential Net Floor Area (square feet)
RR	30	2 1/2	15	25	None
RL	30	2 1/2	15	30	None
RM	30	2 1/2	20	35	None
RH-1	30	2 1/2	30	35	None
RH-2	30	2 1/2	30	35	None
RH-3	50	4	15	35	364 (see Article VI, § 325-18K)
CV	30	2 1/2	50	80	None
CH-1	30	2 1/2	30	70	None
CH-2	30	2 1/2	30	70	None
IL	40	2 1/2	40	70	Not permitted
MRL	40	2 1/2	15	50	Studio or efficiency unit: 250; bedroom unit: 550; 2-bedroom unit: 940
MRL-1	40	2 1/2	15	50	Studio or efficiency unit: 250; bedroom unit: 550; 2-bedroom unit: 940
Cluster Development RR and RL	30	2 1/2	15	Lot area 10,000 to 20,000 square feet: 30	None
				Lot area 20,001 to 40,000 square feet: 30	
				Lot area over 40,000 square feet: 25	

ATTACHMENT D
SEPTIC SYSTEM AS-BUILTS AND
RECORD PLANS

DRAFT

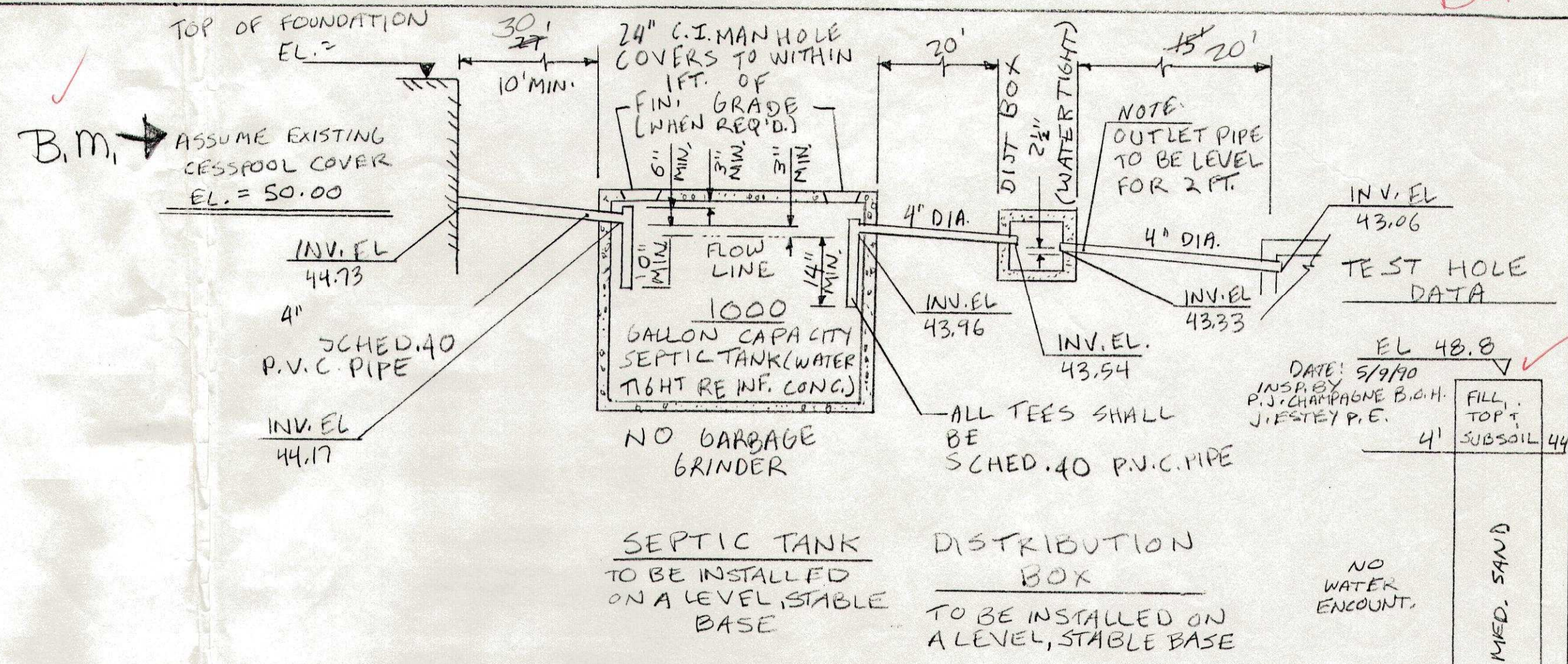
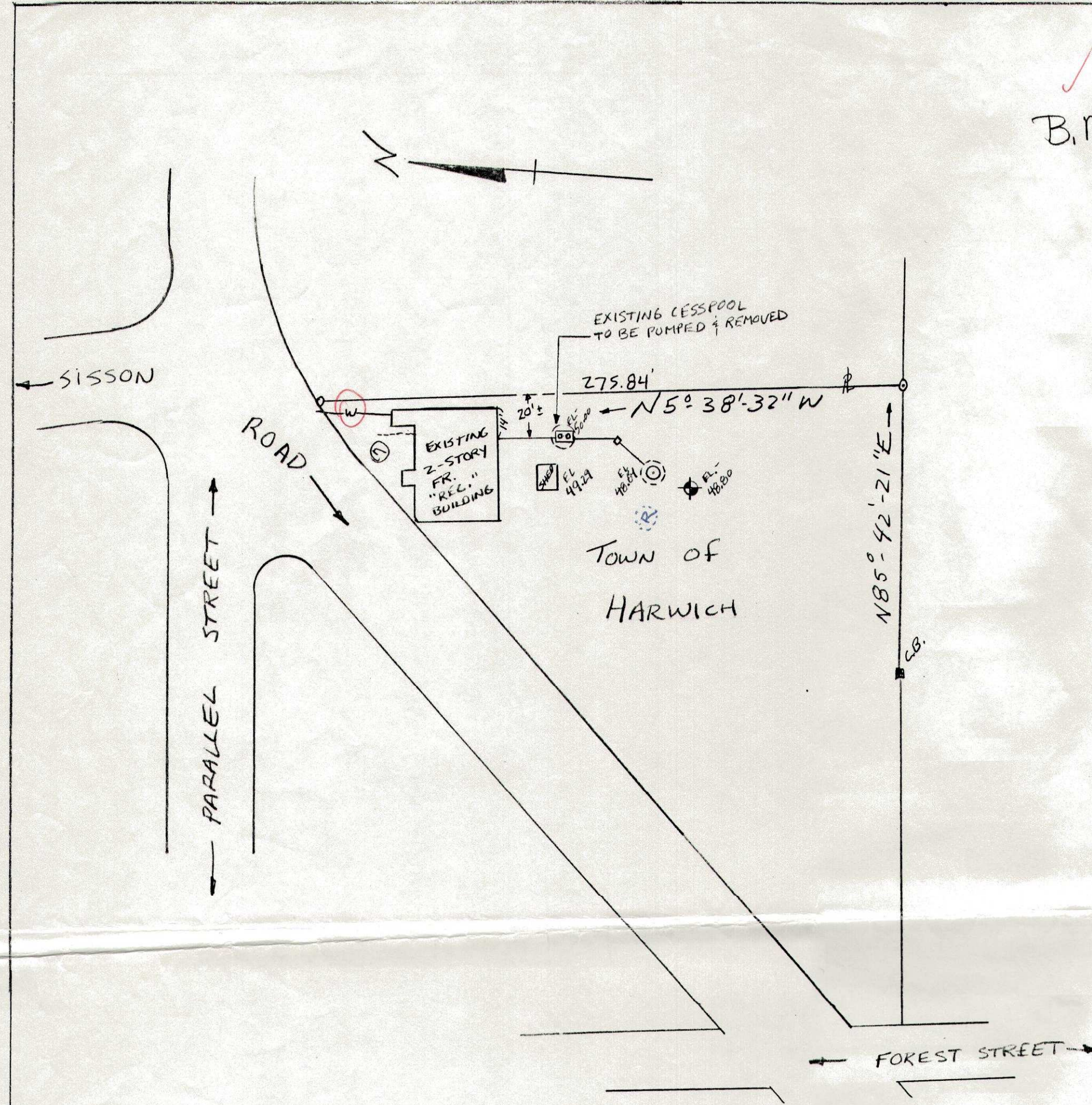
SOIL LOG

cesspool pipe
5 1/2 ft from
Surface
cesspool
1' 10" from
Surface
6 ft block

NOTES

____ WATER ENCOUNTERED

BOH



DESIGN DATA

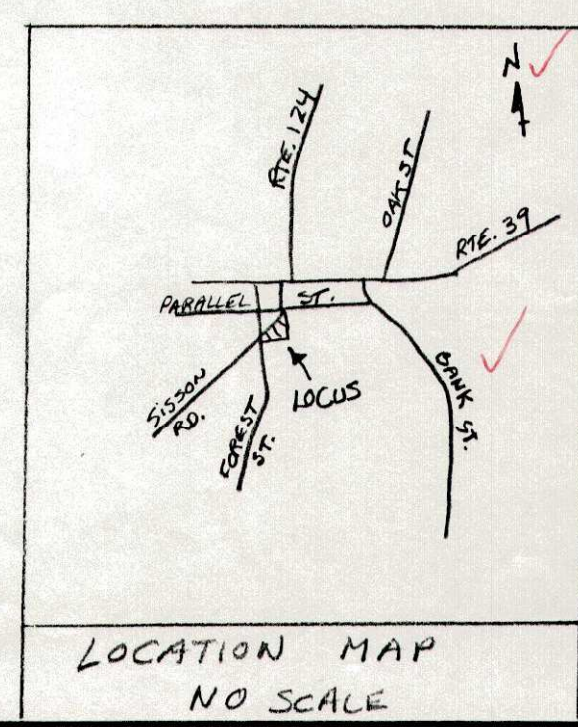
CAPACITY - 200
USING CHURCH/SEAT (3 G/D) :-
TOTAL LEACHING AREA
AS PROPOSED :-
SIDEWALL : 207.3 S.F.
BOTTOM : 95.0 S.F.
LEACHING CAPACITY
AS PROPOSED :-
SIDEWALL : 207.3 x 2.5 = 518.3
BOTTOM : 95.0 x 1.0 = 95.0
TOTAL : 613.3 G/D

GENERAL NOTES

1. SYSTEM IS DESIGNED IN ACCORDANCE WITH COMMONWEALTH OF MASSACHUSETTS, DEPT. OF ENVIRONMENTAL QUALITY ENGINEERING, THE STATE ENVIRONMENTAL CODE MINIMUM REQUIREMENTS FOR THE SUBSURFACE DISPOSAL OF SANITARY SEWAGE, 1977 TITLE V & THE TOWN OF HARWICH REGULATIONS.
2. NO WELLS OR WATER SUPPLIES ARE KNOWN TO EXIST WITHIN 100 FEET OF THE PROPOSED LEACHING SYSTEM.
3. PRIOR TO BACKFILLING COMPLETED SYSTEM, NOTIFY BOARD OF HEALTH FOR INSPECTION.
4. ANY CHANGES TO THIS PLAN MUST BE APPROVED BY THE BOARD OF HEALTH.
5. AREA SERVED BY TOWN WATER.
6. ENGINEER TO VERIFY SOIL TO ELEVATION 33.06' AT TIME OF INSTALLATION
7. A SEPERATE DISPOSAL SYSTEM SERVICING THE KITCHEN WAS IDENTIFIED BUT NOT LOCATED
8. INSTALLER RESPONSIBLE FOR DIB SAFE
9. NO GARBAGE DISPOSAL ALLOWED
10. SCHED. 40 P.V.C. TO BE USED THROUGHOUT - USE H2O LOAD LEACH PIT
11. DATA BASED ON ASSUMED ELEVATION.

LEGEND

- TEST HOLE LOCATION
- SEPTIC TANK
- DISTRIBUTION BOX
- 11' x 6' L. PIT
- C.B. CONCRETE BOUND
- W WATER SUPPLY



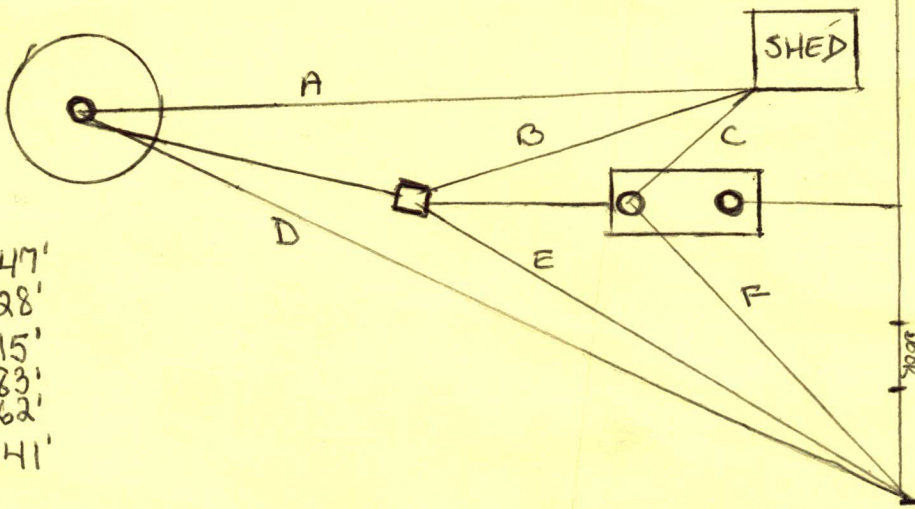
SITE PLAN - PROPOSED SEWAGE DISPOSAL SYSTEM - RECREATION BUILDING		
SCALE: AS SHOWN	APPROVED BY:	DRAWN BY:
DATE: 8/1/90		REVISED:
TOWN OF HARWICH - RECREATION		
HARWICH ENGINEERING DEPT.		DRAWING NUMBER P-1

TOWN OF HARWICH
Signature: [Signature]
Date: 10/31/90
FOR THE BOARD OF HEALTH

REFERENCE
ASSRS MAP 40 ~ PCL 2-5

SCALE: 1" = 50'

BACK OF Rec Building



- A 47'
- B 28'
- C 15'
- D 83'
- E 62'
- F 41'

Building Sewer Connection Plan

Prepared for

Harwich Junior Theater

265 Sisson Road, Harwich, MA

Scale 1" = 10' June 4, 2013

Prepared By

CLARK ENGINEERING LLC

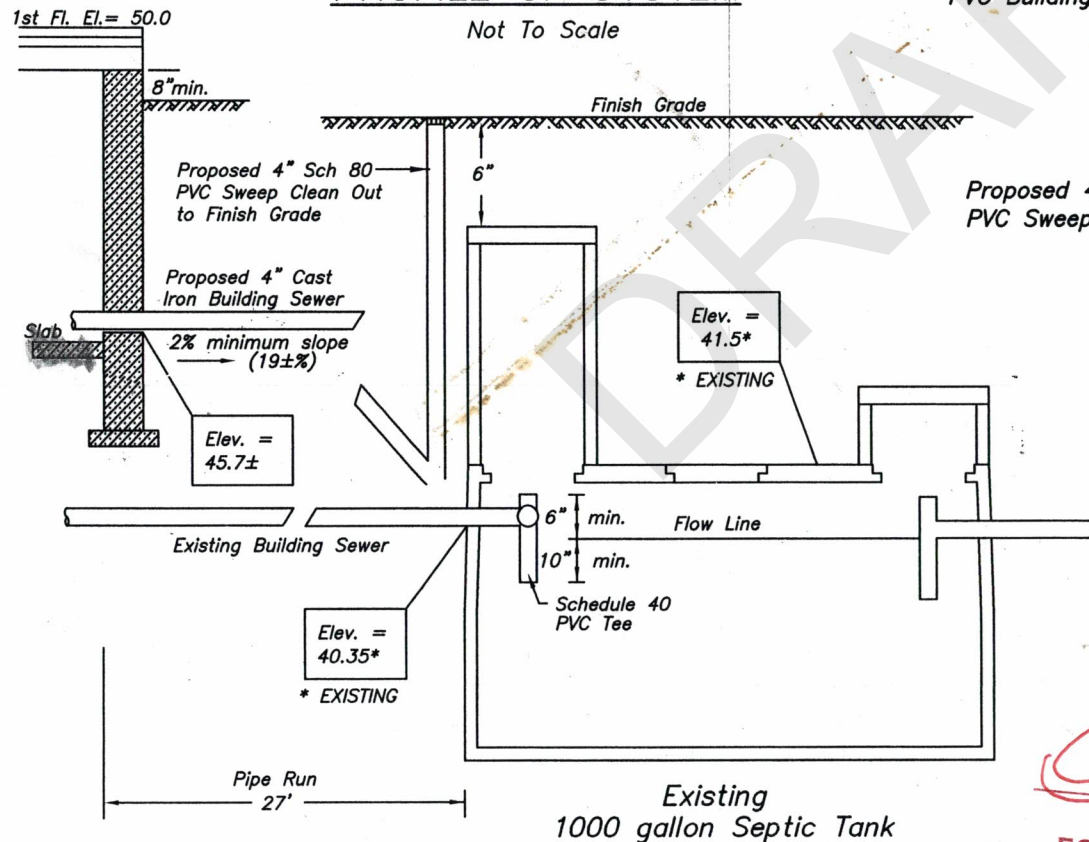
156 Crowell Rd., Suite B, Chatham, MA 02633

Telephone: (508) 945-5454

FAX: (508) 945-5458

PROFILE OF SYSTEM

Not To Scale



Existing Wood Frame Building
1st Fl. El. = 50.0 (Assumed)

Proposed 4" Cast Iron Building Sewer

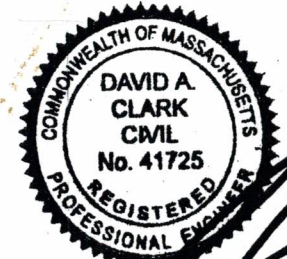
Proposed 4" Sch. 80 PVC Building Sewer

Proposed 4" Sch. 80 PVC Sweep Clean Out

Existing Building Sewer

NOTE: Tank Location Based Upon As Built Sketch Plan on File at Harwich BOH

Existing Septic Tank



TOWN OF HARWICH
Signature
FOR THE BOARD OF HEALTH

6/7/13
Date
Sheet 1
Drawing No.: 1085010A

Charleen Greenhalgh

From: Chris Powicki <chrisp@weeinfo.com>
Sent: January 27, 2020 10:20 AM
To: Charleen Greenhalgh
Subject: Re: [Harwich MA] 265 Sisson Road - planning process for housing (Sent by Chris Powicki, chrisp@weeinfo.com)

Thanks Charleen. When we agreed to lease the building back in the day, there were visions of working with the town to develop arts-oriented housing. Lots has changed since then, but not the interest in having a seat at the table as discussion proceeds. Have a good one, Chris

On 1/27/20 9:56 AM, "Charleen Greenhalgh" <cgreenhalgh@town.harwich.ma.us> wrote:

>Hi Chris,
>
>Thank you so much for your email. I will definitely share this with the
>Affordable Housing Trust and our Housing Consultants. We will
>definitely let you know how things are going and keep you in the loop.
>
>Best,
>Charleen
>
>Charleen Greenhalgh
>Town Planner
>Town of Harwich
>732 Main Street
>Harwich, MA 02645
>508-430-7511
>508-430-4703
>cgreenhalgh@town.harwich.ma.us
>
>Town Hall Hours - Monday - Friday: 8:30am-4:00pm
>
>-----Original Message-----
>From: cmsmailer@civicplus.com [mailto:cmsmailer@civicplus.com]
>Sent: January 27, 2020 9:10 AM
>To: Charleen Greenhalgh <cgreenhalgh@town.harwich.ma.us>
>Subject: [Harwich MA] 265 Sisson Road - planning process for housing
>(Sent by Chris Powicki, chrisp@weeinfo.com)
>
>Hello cgreenhalgh,
>
>Chris Powicki (chrisp@weeinfo.com) has sent you a message via your

>contact form (<https://www.harwich-ma.gov/users/cgreenhalgh/contact>) at
>Harwich MA.
>
>If you don't want to receive such e-mails, you can change your settings
>at <https://www.harwich-ma.gov/user/496/edit>.
>
>Message:
>
>Hi Charleen, hope you are well. On behalf of Cape Cod Theatre
>Company/Harwich Jr. Theatre, I'm writing to express strong support for
>development of affordable housing at 265 Sisson, as well as strong
>interest in being included in the process. Please let those involved
>know of our support and our interest - and that we would welcome
>opportunity for conversation.
>
>Best,
>Chris Powicki
>President, CCTC/HJT
>774-487-4614
>chrisp@weeinfo.com
>
>

Drafting a Request for Proposals (RFP) for Affordable Housing

Getting Started:

1. Develop goals
Use demographic information to determine the housing need in your community. You can also determine goals through community outreach and known site issues.
2. Declare Land Surplus
Authority is based on a community's Charter. Typically in a town, select board propose to Town Meeting, in a city Mayor/Town Manager proposes to City Council.
3. Initial Feasibility Assessment
Gather available site information such as survey, land capacity, wetlands delineation, and septic options. Analyze financial feasibility against goals proposed for target population and density.
4. Develop the program based on preliminary feasibility analysis and determined goals
Rental vs. homeownership, number and composition of units, design guidelines, amenities, access points, and energy efficiency
5. Get buy-in from stakeholders
Conduct public meetings, neighborhood meetings, engage public officials and host public forums as needed.

Writing the RFP:

1. Assemble RFP material
Site information including locus, topographical maps, zoning information, legal description, utility information and any feasibility studies done during initial feasibility. Provide documentation of any known barriers to the site such as wetlands, easements, or endangered species. Also photos of the site always make the RFP more attractive.
2. Develop evaluation criteria for selecting a developer
Think about capacity of development team, quality of the design approach, responsiveness of the proposal, affordability, financial feasibility, and any energy efficiency desired.
3. Design the Evaluation Process
Determine minimum threshold criteria, flesh out how proposals will meet thresholds and gain advantage in comparative criteria. This will help you objectively compare proposals against key elements of your goals.
4. Create a list of submission requirements needed to evaluate the proposals
MHP recommends communities require development team resumes and references, development concept narrative, site and building concept designs, developer bank references, implementation plan and timetable, and projects pro formas.
5. Advertise the RFP
Per M.G.L Chapter 30B, the disposition of real property must be advertised:
 - *In a newspaper at least twice*
 - *In the Central Register at least 30 days prior to submission deadline*
 - *Posted in Town*

Selecting a Proposal:

1. Review proposals
Evaluation committee must review all proposals that meet minimum threshold criteria and use the evaluation criteria to determine the proposal that best meets the development goals.
2. Select a developer
Use ranking based on evaluation criteria and recommend the proposal to the awarding authority.
3. Convey the land
Negotiate terms for the disposition and management of the process to conveyance through a land disposition agreement/developer agreement or a purchase and sales agreement.

RFP Outline

An RFP provides a formal process for soliciting information from prospective developers/owners and will enable the municipality to fairly compare submissions to ultimately choose a developer and dispose of the site. To issue an RFP, your municipality must have a Chief Procurement Officer (CPO) or a person with delegated authority to do so. Check with town officials to see who has this authority. Your community should also have a committee who will be charged with reading and evaluating the submissions and selecting the developer. RFPs and the selection process are governed by M.G.L. Ch. 30B.

The basic structure of an RFP should follow outline below with additional information contingent on the specific site or property being disposed:

I. Invitation to Bid

- A. overview of property being disposed
- B. goals for the disposition
- C. type of disposition (sale or lease)
- D. when/how the land was acquired
- E. contact information of chief procurement officer
- F. Submission deadline

II. Proposal Submission and Selection Process

- A. compliance with M.G.L c. 30B
- B. deadline for submission
- C. how to submit complete proposal
- D. how to submit inquiries on the site before the submission deadline
- E. Proposers' responsibility for due diligence

III. Site Tour and Briefing

- A. date and time
- B. contact information
- C. voluntary or mandatory?

IV. Development Objectives

- A. design guidelines and aesthetics
- B. affordability requirements
- C. desired bedroom configuration/unit types
- D. overview of regulatory constraints
- E. financing options, if any local funds are expected to be provided
- F. project permitting options

V. Property Description

- A. location and site information
- B. completed due diligence on the site (e.g., conceptual site designs)
- C. buildings and improvements on the site (if applicable)
- D. current zoning
- E. regulatory constraints
- F. utilities
- G. site constraints
- H. site photos (if desired)

VI. Proposal Submission Requirements

- A. development plan, including number and size of units, affordability levels

- B. Identification of development team
- C. implementation plan and project timeline
- D. development concept, including proposed uses, market, how proposal complies with development guidelines
- E. overview of property management plan
- F. development and operating pro formas
- G. proposer bank and financial references
- H. required forms, including certificate of tax compliance and non-collusion, disclosure of beneficial interest in real estate

VII. Developer Selection Criteria

- A. minimum threshold criteria
- B. comparative evaluation criteria: detailed rubric for each topic to be scored. Typically in 3 or 4 categories such as Unacceptable Acceptable, Advantageous, and Highly Advantageous.

VIII. Selection Process

- A. evaluation committee review process
- B. rejection of proposals
- C. how will all proposers be notified of the decision

IX. Post Selection

- A. Process after selection including land disposition agreement/developer agreement
- B. Posting in the [Central Register if being disposed for less than actual value of property](#)

X. Sample Attachment List

- A. comparative evaluation criteria
- B. locus map
- C. quitclaim deed and town meeting votes
- D. property survey
- E. preliminary site feasibility report
- F. draft land disposition agreement, lease, and/or P&S
- G. certificate of non-collusion
- H. tax compliance certificate
- I. disclosure of beneficial interest

RFP Writing guide

The RFP Guide is designed to assist Towns and LHAs with the process of writing the RFP by providing coaching text and then samples of what communities can use for each section.

This guide assumes that the 'getting started' work outlined above has already been completed. For assistance with determining need in your community or project feasibility please connect with MHP's Community Assistance team which can provide grants or guidance for this process, or visit our online resources:

- [Housing Toolbox](#)
- [Datatown](#)
- [TODex](#)

MHP's Community Assistance team
Laura Shufelt, Assistant Director of Community Assistance
Lshufelt@mhp.net , 857-317-8582

Town of _____

REQUEST FOR PROPOSALS

To select a developer to construct and manage new affordable, _____ housing units on approximately _____ acres at _____.

IMPORTANT DATES

Pre-Proposal Meeting/Site Tour: XXXX am/pm on XXX, XX, 20XX

Proposal Submission Deadline: XXXX am/pm on XXX, XX, 20XX

Section I. INVITATION TO BID

The invitation introduces the RFP and provides a brief overview of key information. Ideally, this information will be conveyed in a way that sparks interest from prospective developer/owners. Specifically, the invitation to bid should provide the following:

- Name the entity issuing the RFP.
- Identify and briefly describe the property concerned.
- Describe the disposition method (i.e., ground lease or sale), and identify key terms of the disposition.
- Highlight the purpose and goals for the disposition.

For example:

The Town of _____ ("Town"), through its Chief Procurement Officer, _____, is seeking proposals from qualified developers for the development of affordable rental housing on approximately 6 acres of land at 123 Main Street.

The Town acquired the land on _____. The town voted at the Fall Town Meeting (Article 5) to make the land available for affordable housing. The Town intends to enter into a Land Disposition Agreement with the selected developer and convey the property with a long-term ground lease to the developer, with affordability deed restrictions.

The purpose of this RFP is to select a developer with demonstrated experience and capacity to carry out a development project that best address 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 this RFP, will be selected.

Section II. Proposal Submission and selection Process

This section clearly outlines the process of submitting the proposal for the developer and summarizes important selection details. You'll want to include:

- Name of Chief Procurement Officer
- Number of copies needed; date, time, and place submission
- How the proposal submission should be marked
- What should be included in the submission, for example many Town's often want the original copy in a three-ring binder but also want an electronic version on a thumb drive
- State where developers send any inquiries on the RFP and the lasted date that an inquiry can be submitted. Also state the final time for modifications or withdrawals.
- Provide a realistic response period from the time of issuance of the RFP. You want the developer to submit quality proposals and a tight schedule could deter the developer from responding all together
- Clarify that proposals should be complete and signed and that late submissions will not be accepted. Reserve the right to reject any or all proposals or to cancel the RFP, if it is in the best interests of the issuing entity

For example:

The Town has determined that the award of this contract is subject to the uniform Procurement Act. M.G.L c. 30B. Therefore, the provisions of M.G.L c. 30B are incorporated herein by reference. The Town of ABC's Chief Procurement Officer is _____.

Applicants shall submit on or before 5:00 p.m., November 23, 2020, a clearly marked original proposal plus six copies, including an electronic copy on a thumb drive or CD, to:

**Town of ABC
1 Main Street
ABC, Massachusetts 01234**

*Proposals submitted after this time will not be accepted. Proposals should be marked "**123 Main Street Housing Proposal**" and must include all required documents, completed and signed by a duly authorized signatory, including the following to be considered a complete proposal:*

- 1. Cover Page labeled 123 Housing Proposal to Town of ABC*
- 2. One clearly marked original, in a three-ring binder, and 6 copies of the proposal with all required attachments*
- 3. An electronic version of the complete proposal on a thumb drive or CD*

The Town reserves the right to reject any or all proposals or to cancel this RFP if it is in the best interest of the Town.

*All inquiries should be made via email and directed to Ms. Smith **no later than September 25, 2019**. Inquiries should have a subject line entitled: ABC 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.*

*Proposals will be opened publicly at **11:00 a.m. on February 1, 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 provisions of the proposal. Each responsive proposal will be evaluated first for compliance with the threshold criteria, and then the criteria in Attachment A "Comparative Criteria" if it meets the threshold requirements.*

The Town makes no representations or warranties, expressed 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 law regulations.

Proposers' Responsibility for due diligence: *Proposers should undertake their own review and analyses concerning physical conditions, environmental conditions, applicable zoning, required permits and approvals, and other development and legal considerations.*

Section III. Site Tour and Briefing

We recommend you plan an on-site briefing session to give potential proposers an opportunity to walk through property and get questions answered. If one is planned, designate a time, place, and contact person for more information about this session. The site tour should be scheduled shortly after the RFP is posted to the Central Register to allow developers time to view the site before submitting their proposal.

Interested Proposers are encouraged to attend a voluntary on-site briefing session at the site, at 10:00 a.m. on December 5, 2020. To register, or for additional information, contact Ms. Smith at Smith@townofABC.com.

IV. Development Objectives

This section helps the proposer understand the goals the town would like to achieve with the land disposition. In this section, it is common for communities to highlight:

- **Affordability** - State the minimum affordability requirements for the site. Developers want to know what percent of the units must be affordable and at what area median income? Do you want the units to count for the Subsidized Housing Inventory (SHI)? Will your town require a deed restriction for this site? What kind of contract will be made between the developer and the town to ensure the units remain affordable?
- **Unit Types** - What kind of unit mix does the town desire for the site? Who is the target population and what is the need? Will this project require accessibility design features?

- **Building Design and Aesthetic** – Many municipalities ask the developer to maintain the local design vernacular of the town. Some towns state that they will be non-prescriptive regarding the design requirements to allow creative building design, site layout and landscaping. Other towns might have more preferences, such as Nantucket who favors certain colors and materials for the buildings. They attach a Historic District Commission handbook called “Building with Nantucket in Mind” for inspiration. This is also the place to list preferred amenities like bike path, community garden, etc.
- **Energy Efficiency** - Most RFPs will state something like “The town is looking for proposals that include building and site designs that increase tenants’ energy and water savings and limits the project’s environmental impact”. If desired, the town should request in this section details on sustainable design features.
- **Project Permitting** – Suggest the permitting process required for site. Do you expect this project will be allowed by-right or will special permitted be required? Does the town anticipate permitted via M.G.L Chapter 40B?

The Town is seeking a developer to build no more than _____ housing units on the site. Energy efficiency and maintainability of the building(s) are desirable features. 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 senior rental project.

Affordability

At a minimum, the affordability requirements for the property must align with the requirements applicable for inclusion of the units in the Town’s Subsidized Housing Inventory; i.e. 25% of the units must be deed-restricted to persons earning, at a maximum, 80% of area median income. The Town is interested in furthering the affordability, but not at the risk of the long-term feasibility of the project. 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 Town is seeking affordability by design in addition to affordability by deed restriction.

Unit Types

The development should reflect the _____ community and provide housing for low to moderate income _____. The Town is interested in the inclusion of units that are intentionally designed as ‘universally accessible,’ providing single-floor living, which could appeal to people for a variety of reasons.

Building Design and Aesthetics

The development’s architecture should reflect the local historical, design vernacular and be a stellar example of superior design; both interior and exterior. The Town has made a decision to be as non-prescriptive as possible regarding the design requirements so that Proposers will be creative with building design, site layout and landscaping. The Town of _____ is looking for creative use of the land and creative space design for the units.

The final appearance of the proposed development should be harmonious with existing norms for attached dwellings in the Town of _____. The development should look like it “belongs in”

_____. Proposers are encouraged to use their creativity and experience in the choice of materials and methods of construction so as to minimize regular maintenance costs and promote energy efficiency. The development should include community space and an office. The overall project design will be judged as part of the Comparative Analysis described in Attachment A.

Energy Efficiency

The Town is looking for proposals that include building and site designs that increase the tenants' energy and water savings and limit the project's environmental impact. Details regarding sustainable design features should be incorporated into the project description.

Project Permitting

Proposals should include a description of the permitting process that the developer plans to use. The Town anticipates permitting will be either through M.G.L. Chapter 40B.

V. Property Description

Provide proposers with initial context for the site. It is appropriate to add in photos of abutters or site maps in this section.

Deed

Please see Attachment X for the Recorded Quitclaim Deed

Zoning

The property is currently zoned _____.

Utilities

- Water: _____
- Sewer: _____
- Electric: _____

Section VI. Proposal Submission Requirements

This section should outline all the requirements for a successful proposal submission

1. **The Developer** – Ask for a full description of the development team and all the individuals and organization involved in the potential development. Who is the project manager, architect, contractor, engineers, consultants, lenders and investors? What are their experience? It is important to ask proposers what projects they have in the pipeline to give you an idea on how long it will take to complete the funding process for this site. Provide instructions on the format this information should be provided.

2. **Development Concept** – Require the proposer to outline the development concept that includes preliminary site design, unit layout, timelines, and regulatory approvals needed for their proposed development.
3. **Conceptual Design Drawings** – What size should the proposer submit the conceptual design drawings? How detailed do you want the drawings? We recommend keeping it relatively vague (floor plans, parking layout, elevations, and unit layout). Once the proposer is selected they will have time to refine the design and plan.
4. **Management Plan** – Proposers are often asked to list the property manager, if known, and specify their experience with affirmative fair housing marketing and lottery process, LIHTC, and project-based rental assistance, Section 8, or MRCP (if applicable).

1. The Developer

*The proposal must include a description of the development team, the individuals and organizations to be involved in the development, **in particular the project manager**, and their experience. 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, the name and contact information of the contact to which all correspondence should be addressed, and the names and primary responsibilities of each individual on the development team.*
- If the proposer is not an individual doing business under his/her name, a description of the firm and status of the organization (e.g. whether a for profit, not-for-profit or charitable institution, a general or limited partnership, a corporation, LLC, LLP, business association, or joint venture) 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 nature of the entity to enter into the sale of the Property and the borrower and guarantors of debt, if any.*
- Identification of all principals, partners, co-venturers or sub-developers participating in the transaction, and the nature and share of participants' ownership in the project.*
- Discussion of whether the Property developer will also be the property manager and if this is not the case, the legal and financial relationship between the entities. If the developer will not be the property manager, the proposer shall describe the process for securing property management services.*
- Identification of the development team, such as architects, engineers, landscape designers, contractor, development consultants. Background information, including firm qualifications and resumes for principals and employees expected to be assigned to the project, should be provided.*
- A summary of the developer's and the development team's experience, both collectively and individually, and with similar projects. Particular attention should be given to demonstrate experience with projects of a similar scale and complexity of **site conditions**,*

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.

The following format should be used to submit the information required.

- For all reference projects: Project name, location, project type, project scope, start date, projected completion date and actual date of completion, total development costs, key project people.
- Narrative on why your experience is relevant to the Erving Senior 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 references for 3 completed projects, with contact names, title and current telephone numbers, who can provide information to the Town concerning the Proposer's experience with similar projects

2. 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/ green design elements of the building and site designs.
- Construction staging plan and discussion of construction impacts, including but not limited to how the project will be managed to limit impact on neighbors, including the Senior Center, in particular with respect to noise and traffic during the construction period.
- Project financing – provide a sources and uses pro forma, development and 5-year operating budgets (see comparative evaluation criteria), and detail previous success 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.
- Lender letters of interest (mentioned in the comparative evaluation criteria)

3. 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*
- *floor plans*
- *elevations with material indications*
- *typical unit plans*

4. Management Plan

- *Description of the target market, e.g., pricing and the strategy for marketing and lottery process*
- *The proposal must include a plan for the ongoing management of the development. In addition, if the Proposer is including a property manager as part of its team, all relevant information as outlined under 'The Developer' above should be included as well as details of any projects where the Proposer and Manager have worked together before.*
- *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, and prior to building permit issuance. For the proposal, the Proposer shall indicate any other lotteries they have been involved in, their role and the outcomes.*

The Proposer and/or their property manager must demonstrate:

- *A clear understand 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.*
- *Establishment of clear criteria for tenant selection and a fair and unbiased selection process.*
- *Responsibility for selecting properly qualified tenants.*
- *Ability and commitment to maintain all necessary reports and certifications required under state and federal law.*

VII. Developer Selection Criteria

The purpose of the RFP process is to establish a fair and objective method for selecting a developer/owner for the property. Determine a set of minimum criteria that all proposals must meet. Any proposal that fails to meet these criteria should be rejected. Proposals must meet a set of comparative criteria that provide a relative measure of the strengths of each proposal. It

is important that submission requirements match all of the items outlined in these evaluation criteria. Both the submission requirements and the selection criteria should be as detailed as possible to ensure that first, you get a complete picture of the proposers, the development team, and the proposed development and second, the proposers understand what is required of them and how the information will be evaluated.

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.

- 1. Complete conformance with all submission requirements*
- 2. Proposer must have a minimum of __ years' experience in development of housing*
- 3. Proposer must show a successful track record of projects of similar scope with at least 3 references*
- 4. Developer availability to commence work within __ days of selection; show sufficient staff resources and availability to perform required services*
- 5. Completed required forms at Attachments H, I & J:*
 - 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 will then be judged and scored based on the Comparative Evaluation Criteria outlined in Attachment A.

VIII. Selection Process

Describe the process that will follow the disposition of the property. Include how and when the proposals will be reviewed. Municipalities do not need to open proposals publicly anymore. Identify the party responsible for reviewing the submissions, and state that all information contained in the proposals is public. MHP recommends that municipalities require presentations instead of interviews. This allows the developer to explain more about their proposal and allows for better questions at the end. However, presentations or interviews can only be done for every developer that meets minimum threshold criteria, not just the proposals that the municipality is interested in.

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 Town. The Town will select the developer it or its designee(s) determines has presented the most advantageous proposal. **The Town 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 Town will notify all proposers in writing of its decision.

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

IX. Post Selection

This section highlights how the land will be conveyed to the developer once a proposal is chosen. This section should also include how you will comply with Chapter 30B after the selection is made, by posting in the state's Central Register the name of the selected proposer and the amount of transaction.

Land Disposition Agreement

It is the intent of the Town 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 X.

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 Town determines that the public purpose of the project is best met by disposing of the property for less than fair market value, the Town 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 Town enters into any agreement with the selected developer.

X. Attachments

- A. Comparative Evaluation Criteria
- B. Locus map
- C. Quitclaim Deed & Town Meeting Votes
- D. Property Survey Plans
- E. Preliminary Site feasibility report
- F. Draft Land Disposition Agreement/Developer Agreement/Lease or P&S
- G. Certificate of Non-Collusion
- H. Tax Compliance Certificate
- I. Disclosure of Beneficial Interest

FAQs

Who needs to dispose of real estate through a Request For Proposal process?

Any public entity (Town or City, Municipal Affordable Housing Trust (MAHT), Local Housing Authority (LHA), etc.) is subject to M.G.L Chapter 30B §16.

When do public construction laws apply (according to M.G.L Chapter 30B)?

Public construction laws apply when the lease term is less than the useful life of the buildings. It will also apply if the public entity controls construction or management of the project. If a specific design is mandated public construction law will apply. For more information please review [The Chapter 30B Manual](#).

Can we use another community's RFP to write our own RFP?

Every site has its unique constraints, community goals, and parameters that make copying another community's RFP risky. It is best to outline your community's goals for the site, feasibility, and evaluation criteria in order to elicit appropriate proposals.

Once we select a proposal, can we provide the developer with input on the construction or management of the site?

Once a proposal has been selected and a developer is chosen, the Town, MAHT or LHA cannot provide construction or management oversight for the project. If they do it may be subject to public constructions laws.

Can a Town, MAHT or LHA mandate a design for the site?

A Town or LHA cannot mandate a design in the RFP, or it would be considered public construction. However, MHP encourages communities to list preferred design guidelines to help the developer understand what would best fit in the area and meet the community's goals for the site.

What is a realistic timeline?

- Once the property is declared surplus and a RFP committee is formed:
- 3-5 months to draft an RFP for release
- 2-3 months submission deadline
- 2-3 months to score & award to developer
- 1-2 months to negotiate LDA or P&S
- 3 months to begin permitting
- 6 months to permit
- Annual Application for State funding in February
- Typically 2 or more submissions before project is funded
- Funding awards in late June
- Construction financing closing September
- Lease up/sale of units within 6 months of construction completion

Average time from selecting proposal to occupancy (assuming no appeals) is 5 years

How specific should the goals and guidelines be?

Goals, such as number of units, tenure, minimum affordability, etc., can be prescriptive. Design may have guidelines and standards but cannot be prescriptive without crossing the line into a public project, subject to all of the Public Construction laws.

Do proposals have to be open in public?

No, however, all deliberations during the review are subject to Open Meeting laws. All materials in a proposal is public information.

Should we require interviews or presentations for proposals that meet minimum threshold criteria?

Both interviews and presentations can be required but must be for all proposals that meet minimum threshold. Reviewers cannot “tier” proposals and only interview top 3, for example.

DRAFT



community development partnership

January 2020 Monthly Report Town of Harwich

1. Office Hours

- a. Held weekly office hours on Thursdays, 8:30 am – 4:00 pm: January 2nd, January 9th, January 16th, January 23rd and January 30th
 - Standing bi-weekly meetings with Don Howell and Charleen Greenhalgh at designated date and time.

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

- a. Provide staff support to Affordable Housing Trust (AHT)
 - 1/9/20: AHT 12/5/19 meeting follow up tasks. Coordinate with January AHT meeting presenters. Began draft of AHT agenda for January meeting. Conducted follow-up tasks for Avery Wolfe, Planning Assistant, JM Goldson Community Preservation + Planning
 - 1/16/20: Prepared and completed agenda packet: 12/5 Minutes, December Monthly Report, letters drafted by Larry Brophy
 - 1/23/20: Prepared a Doodle Poll form to set a date for the AHT and AHC and joint meeting.
 - 1/28/20: Andrea Aldana held one on one meeting with Don Howell to discuss and prepare for the AHT February 13th meeting. Completed January monthly report.
 - 1/30/20: Completed January 17th AHT meeting minutes. Planned and generated Facebook posts.
- b. Pre-development tasks
 - 1/9/20: Ongoing correspondence with Laura Shufelt, Massachusetts Housing Partnership, for Oak Street and Sisson Road updates.
 - 1/16/20: Ongoing correspondence with Jennifer Goldson, JM Goldson Preservation + Planning, for Action Plan and attending January AHT meeting.
 - 1/28/20: Ongoing correspondence with Art Bodin regarding joint meeting.
 - 1/30/20: Worked on Land Inventory Tracker.

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

- 1/2/20: Conducted research to see if units completed under Home Rehabilitation program through HOME funds were eligible to be added to the SHI annual update.
- 1/9/20: Ongoing correspondence with Al Eaton, Board of Director, Mid Cape Church Homes regarding renewal contract for Pine Oaks Village II.
- 1/9/20: Ongoing correspondence with Margaux LeClair, Fair Housing Specialist, Department of Housing and Community Development to discuss SHI annual update.
- 1/17/20: Prepared a letter, current Pine Oaks Village II contract and submitted to MA Department of Housing and Community Development's (DHCD) for the annual SHI update and review.
- 1/30/20: Conducted title and deed research on Habitat for Humanity homes on town's SHI.

4. Building relationships and gathering information

- 1/16/20: Contacted Mary Waygan, Housing Coordinator in the Town of Yarmouth to discuss DHCD's annual SHI update.
- 1/16/20: Contacted Jill Scalise, Housing Coordinator in the Town of Brewster to discuss DHCD's annual SHI update.
- 1/16/20: Contacted Michelle Jarusiewicz, Housing Specialist in the Town of Provincetown to discuss DHCD's annual SHI update.
- 1/17/20: Ongoing correspondence with Margaux LeClair, Fair Housing Specialist, DHCD to gather information on Local Initiative Program and SHI eligibility.
- 1/30/20: Contacted Beth Wade, Director of Land Acquisition and Project Development to get information on Habitat for Humanity development in Harwich.

5. Community Outreach & Response

- 1/9/20: Ongoing correspondence with a Mashpee citizen applying for housing.
- 1/9/20: Held meeting with a housing coordinator from Housing Assistance Corporation to discuss applications for Mashpee citizen outreach.
- 1/30/20: Initial correspondence with a citizen living off Cape interested and coming back to Lower Cape Cod to raise her two kids.