

**The Manchester Housing Authority
and
The Manchester Affordable Housing Trust
Manchester by the Sea, MA**

REQUEST FOR PROPOSALS

The Manchester Housing Authority (the “MHA”) and the Manchester Affordable Housing Trust (the “MAHT” or the “Trust”) are issuing this Request for Proposals (“RFP”) to solicit proposals from potential developers for the sale/lease and redevelopment of the MHA’s state-aided mixed-income public housing developments located at and known as the Newport Park, The Plains, Loading Place Road, and the parcel of Town-owned land on Pleasant Street located in the Town of Manchester-by-the-Sea, Massachusetts. This will be a single scattered site project, although the plan may proceed on multiple schedules as described below. All the sites will be sold or leased to a single developer.

IMPORTANT DATES

Pre-Proposal Meeting: September 21, 2022, 11 AM to 12 Noon

Proposal Submission Deadline: October 24, 2022, 4 PM

Developer Selection: by November 10, 2022

I. Invitation to submit proposals

The MHA and the MAHT (together, the “Issuing Authorities”) are seeking proposals from qualified developers to:

- a) Work with the Issuing Authorities to prepare and implement a comprehensive local planning process and to develop a plan (the “Plan”) for the redevelopment of the mixed-income state-aided MHA’s public housing developments at Newport Park, The Plains, and Loading Place Road and for potential development of new units at the Town’s property on Pleasant Street (collectively, the “Sites”); and
- b) Acquire, through a to-be-formed ownership entity or entities, the fee to or a long-term lease in the Sites for the purpose of carrying out the Redevelopment Project, as more particularly described below.

The Plan will involve the development of new units at the Sites, as well as the replacement of or rehabilitation and preservation of all existing public housing units at the MHA properties (the “Redevelopment Project”). A “proof of concept” feasibility analysis was prepared by the

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consulting firm of Peregrine Associates, attached hereto as Exhibit A and incorporated herein, which outlines the development potential for the Sites. Furthermore, in preparation for the RFP, the Issuing Authorities, at November 2021 Town Meeting, received non-binding support for selling or leasing the Pleasant Street Site to a future developer at a price or at a rent value that is lower than the fair market value / fair market rent of the Pleasant Street property in order to reduce the acquisition costs of the Sites and, thereby, the total development costs, in order to promote affordable housing.

Proposers are advised that while the Pleasant Street DPW site is included in the RFP, Town Meeting has not yet authorized the sale or lease of this Site. However, as indicated by the recent Town Master Plan process and a nonbinding, but significant, vote at the November 2021 Town Meeting, Town Meeting expressed its support for the overall plan and the potential development of affordable housing at the Pleasant Street Site. If a plan for the development of Pleasant Street is determined to be feasible and supports the overall redevelopment plan at the MHA sites, the Issuing Authorities, with support from the developer, will pursue formal approval of the disposition of the Pleasant Street property for housing purposes at a future Town Meeting. The award of the sale or lease of the Pleasant Street property is subject to subject to Town Meeting approval.

With the foregoing in mind, it is possible that the Sites could be developed on different schedules, with development of the MHA properties moving forward separate from the Pleasant Street property. Fundamentally, regardless of timing, it is anticipated that development of the Pleasant Street Site will proceed in a manner that could, at some point, financially support the development and preservation of units on the MHA properties. The RFP, accordingly, refers to all of the Sites when appropriate, but also has provisions and requirements specific to the MHA properties and the Town property on Pleasant Street.

The successful respondent will join the MHA as a Co-Applicant in submitting a plan to the Massachusetts Department of Housing and Community Development's ("DHCD") for project approval and potential funding. The successful respondent or an entity to be formed by the successful respondent will lease and/or purchase the Sites.

The Sites consist of four properties located in different Town neighborhoods:

- Newport Park: Less than a mile from the center of the Town, this Site includes 32 one-bedroom rental units within five buildings, built in 1964, and restricted to elderly and younger disabled households. The Site contains 3 acres, of which just under half is currently undeveloped and separated from the developed portion by what appears to be an intermittent stream. The Site is served by public water and sewer. The assessed value of buildings on this Site is \$2,086,000 and the total assessed value of the Site is \$3,075,700.

- The Plains off Old Essex Road: Just over a mile from the center of the Town, the Plains includes 48 one-bedroom rental units within five buildings, built in 1975, and restricted to elderly and younger disabled households. A sixth building on the Site includes offices and a community room. The Site contains 3.3 acres of land and is served by public water and sewer. The assessed building value is \$2,968,700 and the total assessed value of this Site is \$3,743,400.
- Loading Place Road: About a mile and a half from the center of Town, but less than a mile to the Interstate 128 interchange, this Site includes two (2) two-family, three-bedroom rental units, for a total of four (4) units reserved for families with children. The buildings were built in 1988 on the 3.2-acre site. The buildings occupy a small portion of the Site, which is served by public water but a private septic system. The assessed building value is \$615,400 and the total assessed value of this Site is \$1,119,400.
- Pleasant Street: This is the Town-owned Site, currently serving as a Public Works (DPW) maintenance facility. The property is a 7-acre roughly rectangular lot with frontage on Pleasant Street. The southeast half of the Site is occupied by the DPW and contains several structures that house DPW operations and equipment. This developed area is flat and has a single vehicular access from Pleasant Street and an extensive paved area used for vehicular circulation and parking. The undeveloped area is wooded with wetlands and consists of about three acres with one acre permanently protected. Part of this area also has steep slopes ranging from 14% to 50%, making this portion of the Site essentially unbuildable. Soil testing is recommended to determine if there is contamination from DPW operations. The Pleasant Street Site is served by utilities and has sanitary and storm water connections to mains on Pleasant Street.

A locus plan is attached as Attachment B and copies of the deed(s) or other instruments evidencing the MHA's ownership of the Site are attached as Attachment C.

The MHA and MAHT intend to enter into a Land Development Agreement (LDA) to be negotiated with the selected developer. The LDA will provide a summary of the proposed roles and responsibilities of the MHA, the MAHT, the Developer, and any other principal team members; describe the proposed ownership structure of any owner entity(ies) that will own and operate one or more housing developments as part of the Redevelopment Project, and the anticipated decision-making authority of team members in each such entity. It will also describe potential funding by the MAHT.

The Redevelopment Plan must be approved by DHCD, which regulates public housing and, per MGL 121B, DHCD must approve any disposition of an interest in state public housing real property. Should the application submitted by the MHA, MAHT and the selected Developer be approved by DHCD, a condition of DHCD funding will require that MHA and Developer enter into one or more legal agreements detailing specific roles and responsibilities consistent with the LDA. Each party must commit to negotiating such agreements in a manner consistent with

the LDA and the requirements of DHCD. The final Lease and/or Disposition/Development Agreement will be subject to DHCD review and approval. Furthermore, it is expected that the developer will apply to DHCD's Housing Development division to support the development of new production housing units.

The purpose of this RFP is to:

- (1) Select a single developer with demonstrated experience and capacity to carry out a Redevelopment Project that best addresses the needs and goals of the community as described in this RFP, and
- (2) Serve as notice of the MHA's intent that all or a portion of the Sites be sold or leased to an entity, contingent on approval from DHCD and compliance with all requirements of law governing disposition of real property by the local housing authority and by the Town with regard to the Pleasant Street property. Disposition of any portion of the Sites to be operated as multifamily rental housing will be by means of a fee simple or long-term lease arrangement. The most advantageous proposal from a responsive and responsible proposer taking into consideration all evaluation criteria set forth in this RFP will be selected.

The MHA and MAHT make 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. The MHA and MAHT reserve the right to reject any or all proposals.

II. Proposal Submission and Selection Process

The selection of a developer and the sale or long-term lease of the Sites are 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 MHA and MAHT shall comply with all requirements relating to disposition of real property pursuant to M.G.L. c. 30B, Section 16. Without limiting the generality of the foregoing, in connection with the disposition of the Sites, the MHA and MAHT hereby declare that:

- 1) The MHA-owned Sites are available for disposition subject to DHCD approval.
 - a) The number of state-aided public housing units currently located on the MHA properties must be maintained as part of the Redevelopment Project. Such state-aided public housing units shall remain subject to the requirements of M.G.L. c. 121B and any applicable regulations or administrative guidance issued by DHCD and shall serve households of comparable sizes and income levels.

- b) The selected developer must be willing to work with the MHA satisfactory to DHCD and any other governmental agencies having jurisdiction over the MHA properties and which meets the requirements of M.G.L. c. 121B and any applicable regulations or administrative guidance issued by DHCD regarding the ownership and operation of state-aided public housing units.
 - c) The disposition of the Town-owned property on Peasant Street is contingent on the relocation of the DPW operations and a future Town Meeting vote.
 - d) A portion of the proceeds from capital funding and from ongoing revenues from the Redevelopment Project may be used to support the cost of capital improvements to, and/or the operating costs of the state-aided public housing units at the MHA properties. However, neither state public housing capital funds nor any operating revenues from the state-aided public housing units can be used to support the development or operation of any other units at the MHA properties
 - e) The project must obtain all applicable permits and approvals, including any site plan review, special permit, or variances that may be required.
 - f) For purposes of M.G.L. c. 30B, the MHA and MAHT have made a preliminary determination that the value of the MHA properties and Pleasant Street site exceeds \$35,000, and therefore the disposition of the Site is subject to the provisions of M.G.L. c. 30B, §16(c).
- 2) The MAHT may provide financial assistance to the Redevelopment Project from local sources. The use of these funds must comply with the policies and mission of the MAHT as well as requirements of the Community Preservation Program (CPA). CPA funds are envisioned for use supporting the new construction elements of the plan.
 - 3) The successful proposer shall, at least 180 days prior to disposition of the Site by the MHA and MAHT, furnish an appraisal of the Sites undertaken by an accredited professional appraiser based on procedures customarily accepted by the appraising profession as valid, taking into account any restrictions on the use of the Sites imposed by the MHA and MAHT or any other governmental agency.
 - 4) The lease of the MHA Sites will be subject to review and approval by DHCD.
 - 5) The Manchester Housing Authority seeks to lease the MHA Sites and the Town or MAHT may seek to sell and/or lease the Pleasant Street property at a price and/or for rent that is equal to the fair market value and/or the fair rental value of the Sites. However, the Issuing Authorities have not established a minimum sales price or rent, so that proposers have the maximum flexibility to decide what price/rent will both fairly compensate the MHA and the Town for the Sites and maximize the affordability of the

Rehabilitation Project. The MHA and MAHT reserve the right to dispose of the MHA properties and Pleasant Street Site for less than fair market value in order to promote the redevelopment of state-aided public housing and to maximize the affordable housing units at the Sites. If the MHA and/or the MAHT decide to dispose of the Sites or any of them for less than the fair market value/fair market rent, the MHA and/or the MAHT shall, as appropriate, publish the reason for such a decision in the State Central Register, as required by M.G.L. c. 30B, §16(g).

Applicants shall submit on or before 4:00 pm on October 24, 2022, three (3) clearly marked original copies of the proposal plus an electronic copy on a flash drive, to:

Mixed Income Housing Proposal
Manchester Housing Authority
Manchester Affordable Housing Trust
Attention: Sue Brown, Town Planner
Town Hall
10 Central Street
Manchester, MA 01944

All information contained in the RFP is public. All proposals submitted by the deadline will be opened in public and logged in. Proposals submitted after this deadline will not be accepted. Proposals should be marked "Mixed Income 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:

- a) Cover page labeled "Mixed Income Housing Proposal to MHA and MAHT", and listing the development entity; contact person, and all contact information (this should be for the person who will serve as the primary contact);
- b) The submission must include at a minimum three (3) clearly marked original copies, each, in a three-ring binder, and an electronic version of the proposal with required attachments.
- c) See Section VII for proposal requirements
- d) Price Proposal - This RFP does not require proposers to submit a separate price proposal, but are required to provide a Project Budget and Pro Forma that sets forth with particularity the proposed rent for the MHA Sites and the proposed purchase price or rent for the Pleasant Street Site. The acquisition price and terms of the property disposition for the MHA properties must be approved by DHCD.

The MHA and MAHT reserve the right to reject any or all proposals or to cancel this RFP if it is in the best interest of the MHA and MAHT.

All inquiries regarding this RFP should be made via e-mail and directed to: **Sue Brown, Town Planner, no later than 5:00 pm on Monday, October 17, 2022.** Inquiries should have a subject Request for Proposals

line entitled: “Mixed Income Housing RFP Inquiry”. Any inquiries after such date will not be accepted.

Proposals will be opened publicly at 4:00 p.m. on October 24, 2022. 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 based on the information provided in the Proposer’s submission in accordance with the submission requirements of this RFP and any interviews, references and additional information requested by MHA and MAHT. Each responsive proposal will be evaluated first for compliance with the Minimum Threshold Criteria, and, if it meets those criteria, then according to Comparative Evaluation Criteria.

Proposers’ Responsibility for Due Diligence: Proposers should undertake their own review and analyses concerning physical conditions, environmental conditions, applicable zoning, required permits and approvals, procurement requirements, and other development and legal considerations.

All proposals must remain open and firm for a period of 150 days from the date of the opening of the proposals.

III. Site Tour and Briefing

Interested Proposers are encouraged to attend a voluntary briefing session on Wednesday, September 21, 2022, from 11 to noon via Zoom. Registration to attend the briefing is required no later than the close of business on Monday, September 19. To register, or for additional information, contact the MHA through **Sue Brown** at browns@manchester.ma.us.

IV. Development Objectives

The MHA and MAHT are seeking a developer to submit a Plan that will achieve the following objectives, taking into account each Site’s capacity, good site planning and landscaping considerations, the market and financial feasibility of the proposed Redevelopment Project:

- **Affordability**

The completed Redevelopment Project must maintain the same number of state public housing units, affordable *in perpetuity*, as currently exist on the MHA properties, serve households of comparable sizes, age restrictions and income levels, and those units must remain subject to M.G.L. c. 121B and the state public housing regulations at 760 CMR 4.00 *et seq.* The extent of affordability at any additional units to be provided will be considered as a benefit. Affordability at the Pleasant Street site could include a mix of income restrictions with a preference for

maximizing community affordable housing units serving households with incomes not exceeding 80% of the Area Median Income.

- **Maximizing Cross-Subsidy; Reducing Reliance on Public Resources**

Any additional units created may serve households of any income, but given the goal of this program to use units to cross-subsidize the capital and/or operating funding needs of the public housing units, it is expected that proposers will seek to maximize the resources generated by additional units and reduce reliance on competitive state affordable housing capital and operating subsidies for redeveloping the public housing units and for new housing at the Pleasant Street site. Development of the MHA properties may include Section 8 Housing Choice Program or MRVP rental vouchers to supplement the state public housing subsidy for these additional housing units. Other public resources may be included if they will add to the number of affordable units to be included in the redevelopment project.

- **Tenancy Type**

The units on the MHA Sites must be rental housing, while the Pleasant Street Site may include rental and home-ownership units.

- **Unit Types**

The development's unit types should reflect documented community or regional housing needs as well as be consistent with the Commonwealth's Sustainable Development Principles and DHCD's Fair Housing Principles.

- **Team Diversity**

Applications should promote equity and inclusion in the development team and note the strategy for outreach and recruitment of diverse business enterprises including Minority-Owned and Women-Owned Business Enterprises (M/WBE) through design and construction.

- **Building Design and Aesthetics**

The façade and interiors of the buildings should reflect the local design vernacular and be an example of superior design.

Proposers are encouraged to use their creativity and experience in describing how they will choose materials and methods of construction so as to minimize regular maintenance costs, extend the useful life of the state-aided public housing, improve operational efficiency and cost-effectiveness, afford opportunities for replicability, and achieve energy efficiency while reflecting the design standards of the surrounding community.

- **Energy Efficiency and Climate Resiliency**

Proposals must rely on building and site designs that exceed code requirements for energy efficiency and increase the tenants' energy and water savings, limit the project's environmental impact, while also assessing and addressing the Redevelopment Project's vulnerability to the effects of climate change. Details regarding the Proposer's approach to including sustainable

and resilient design features should be incorporated into the project description. Plans will be scored higher that include LEED design principles and carbon neutral buildings and should include a comprehensive narrative on how carbon neutrality will be achieved.

V. Additional Site Information

Please see:

Attachment A: Feasibility Report

Attachment B: Locus Maps and Site Plans

Attachment C: Recorded Quitclaim Deed(s) for the Public Housing Properties

Zoning: The Sites are currently zoned Residential B and Residential C. This allows as of right a single dwelling having not more than one unit. Multi-family housing will require a Comprehensive Permit under MGL Chapter 40B or a change in Zoning.

Utilities:

- Water Public water all sites
- Wastewater Public sewer Newport Park, The Plains, Pleasant Street
 Septic Loading Place Road
- Electric National Grid
- Gas National Grid

VI. Project Permitting

Proposals should include a description of the permitting process that the developer plans to use.

VII. Proposal Submission Requirements

All documents outlined in the Checklist and Appendices are needed for a complete proposal. Submitting these documents in the order outlined in the checklist will facilitate the MHA's and MAHT's ability to determine if your application is complete and eligible for further review. Incomplete proposals may be rejected.

Proposal Summary

The following information should be included in the proposal. This is an opportunity for the Proposer to convey to the Evaluation Team, in their own words and with backup documentation and material, how the proposed Redevelopment Plan will address the RFP. Omission of any of the required information may lead to a determination that the proposal is non-responsive.

A. Qualifications of the Proposer

- i. A narrative introduction to the Proposer and proposal that includes a statement of the Proposer's interest in Redevelopment Project, and overview of the proposal.
- ii. A description of the organizational structure of the Proposer, including a list of qualified representatives and key personnel and the roles and responsibilities of each

party. 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, please include a list of the organization's Board of Directors and areas of expertise they represent.

- iii. Identification of all principals, partners, co-venturers or sub-developers participating in the transaction, the proposed nature and share of participants' proposed ownership and control of the project, and the proposed legal and financial relationship with the MHA, including any proposed ownership interest of the MHA in the owner entity.
- iv. A narrative supported by relevant data regarding qualifications and past experience with similar projects. Proposers must provide a description of previous relevant work completed and the results or outcome of that work. Each Proposer shall also furnish three current references including names, addresses, e-mail addresses, phone numbers, and principal contacts.
- v. Resumes of development team members.
- vi. Three years of audited or CPA-prepared financial statements, or equivalent demonstration of the Proposer's financial strength and ability to honor all financial guarantees, should the need arise.
- vii. Proposers are expected to provide a general contractor cost estimate at the point of application. The selected Proposer will be expected to procure three (3) general contractor bids to establish final construction costs prior to closing. **The Proposer should not assume any exemption from prevailing wage requirements and should assume that prevailing wage will apply to all the Sites, including the construction of any additional housing.**
- viii. A description of any lawsuits brought against the Proposer or principals in courts situated within Massachusetts within the past five years.

B. Development Plan

- i. An explanation of the Redevelopment Plan and how it addresses the Project Requirements and the vision for the Sites outlined in this RFP. Also, the Proposer must provide a credible plan for accomplishing its stated goals and/or objectives.
- ii. A preliminary narrative description of a design concept for the Sites and their improvements. The Proposer should submit basic information regarding its development concept, including:
 - a. Number and size of units (square footage and number of bedrooms) and affordability levels within each unit size category. Public housing and any other additional units must be integrated within the Redevelopment Project.

Replacement Public Housing units must have a similar or larger size and bedroom mix as existing public housing units

- b. Narrative as to why/how the mix of bedroom sizes and affordability will address project financial feasibility and maximum cross-subsidy, and appropriateness for the marketplace.
- iii. Sewer/Septic analysis and plan strategy: If a septic system would be required to serve any of the Sites, the Proposer should provide a brief narrative explanation of how the design and location of the required system would impact decisions as to unit mix and site design and describe proposed plan for developing analysis and plan.
- iv. Project financing: Provide preliminary pro forma development and 20-year operating budget (One Stop Application Development Budget format preferred) indicating the anticipated operating income and costs given the projected unit mix, all sources of capital funding, including projected equity investment and debt, any operating subsidies and the assumptions underlying the numbers. The project budget must set forth the proposed rent and/or the proposed price of the Sites and how the Proposer intends to finance the acquisition costs.
- v. A narrative describing the Proposer's previous success in securing comparable funding. If any local, state or federal subsidy money would be sought to create new affordable units beyond the state-aided replacement public housing units, the Proposer should also describe the type and amounts of subsidies and the timeline for securing those sources. The Proposer should also provide a description supported by the preliminary budgets, of debt and/or equity for the project including the preservation and ongoing operations of the public housing and how the proposal allows for pay-back of any public investment from the project's net cash flow or proceeds upon a future capital event, noting the benefit to the MHA's public housing portfolio.
- vi. Potential sources of funding including a financing letter of interest from an established financial institution, and letters of interest from equity providers.
- vii. 11 x 17 conceptual drawings or sketches including:
 - One or more site plans showing a schematic layout of existing and proposed buildings on the Sites; and
 - Elevations showing the suggested design of buildings or an example of the building type.
 - One or more sketches showing the layout and massing of the buildings in relation to other site features.
- viii. A description of Green Building elements, LEED for Homes checklist, HERS index and plan to achieve carbon neutral status.

ix. If including an economic mobility/resident services component, the proposal must include:

- a. A preliminary narrative description of the Proposer's plan for future resident involvement during the construction process, as well as the type(s) of ongoing service provision at the Redevelopment Project.
- b. A description of the Proposer's experience in achieving resident job and job training opportunities during construction, including the number of residents trained under apprenticeships or hired as a result of past projects, both on a part-time and permanent basis, and other relevant data.
- c. A letter of interest from a service provider(s) describing the nature of, and its experience in implementing, the proposed ongoing service program(s) including quantitative outcomes, and other relevant data.

x. Diversity and Inclusion Plan

All applicants will need to design and propose a comprehensive program for achieving diversity and inclusion in the proposed project, including the development team members and construction trades.

1. The Diversity and Inclusion Plan should ensure that maximum opportunities are afforded to local, small and historically disadvantaged businesses, as well as people of color and women, in the areas of job creation and training, business development, and the procurement of goods and services.
2. The Diversity and Inclusion Plan must prescribe procedures to establish and oversee a minority outreach program to ensure the inclusion, to the maximum extent possible, of opportunities for people of color and women, and entities owned by people of color and women, in the development of the proposed project.
3. The Diversity and Inclusion Plan should reflect the extent to which the applicant plans to include meaningful participation of MWBEs and/or individuals of color in the following activity areas: Construction, Design, Development, Financing, Operations, Management, and Ownership.

xi Operations/Management Plan

- i. A summary of the operation and management of the buildings once development is complete. Include the Operating Budget as outlined in the development budget.
- ii. Narrative outlining relevant experience managing public housing properties.

- iii. If the Proposer is including a property management company as part of its initial team, all relevant information as outlined under 'Developer' above should be included with respect to the property manager, as well as details of any projects where the Proposer and the property manager have worked together before.

Additional Data

xii Implementation Plan and Timetable

- Preliminary development schedule for all elements of the Plan, including key milestones, financing benchmarks, zoning, relocation, construction start, marketing, and projected completion/occupancy timeframes.
- Outline of the anticipated, zoning, development, environmental, operational and other governmental permits or regulatory approvals that may be required to carry out the Redevelopment Project. The Proposer should provide a preliminary schedule for securing all governmental permits and regulatory approvals as part of the proposal. The Proposer should note what zoning variances, special permits or modifications are required.

Any other relevant information the Proposer believes is essential to the evaluation of the proposal (i.e., aesthetic designs, environmental sustainability goals, property management plans, ideas for selection of subcontractors, methods of community engagement, etc.).

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 will be invited for an interview and will be scored by the review committee.

Minimum Threshold Criteria

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

1. Conformance with all submission requirements including a complete application with all required narratives, forms, budgets and other items outlined in the RFP
2. Proposer must have a minimum of 10 years' experience in development of housing utilizing multiple financing sources and have developed and managed at least two mixed-income housing development projects, of at least one hundred units combined.

3. Proposer must be willing to act as a Co-Applicant with the MHA in responding to all applicable DHCD funding round or Notices of Fund Availability.
4. Proposal preserves 100% of the state-aided public housing units for occupancy by eligible households at rents compliant with M.G.L. c. 121B and DHCD's public housing regulations.
5. Developer availability to commence work within 14 days of selection; show sufficient staff resources and availability to perform required services.
6. Completed required forms of Attachments E, F and G:
 - Certificate of non-collusion
 - Tax compliance
 - Disclosure of beneficial interests form as required by M.G.L. c. 7, section 40J

Comparative Evaluation Criteria

- i. **Development Plan.** This Criterion is an evaluation of the Proposer's development plan relative to the Development Guidelines & Objectives set out in Development Guidelines and Objectives section of this RFP. Proposals that better fulfill the Development Guidelines relative to other proposals will be considered to be more advantageous. Proposals that do not meet the objectives specified in the Development Guidelines will be considered less advantageous.
 - *Highly Advantageous:* The Proposer's development plan is highly compatible with the Development Guidelines and Objectives and meets more of the identified objectives than competing proposals.
 - *Advantageous:* The Proposer's development plan is compatible with most, but not all Development Guidelines and Objectives, meeting fewer of the identified objectives than competing proposals.
 - *Not Advantageous:* The Proposer's development plan is not compatible with many of the Development Guidelines and Objectives.
- ii. **Design Concept.** This criterion is an evaluation of the Proposer's development plan relative to the Design Considerations. Proposals that better fulfill the Design Considerations relative to other proposals will be considered to be more advantageous. Proposals that do not meet the objectives specified in the Design Considerations will be considered less advantageous.
 - *Highly Advantageous:* The Proposer's development plan is creative, highly compatible with the Design Considerations and Objectives and meets more of the identified objectives than competing proposals.
 - *Advantageous:* The Proposer's development plan is compatible with most, but not all Design Considerations and Objectives, meeting fewer of the identified objectives than competing proposals.
 - *Not Advantageous:* The Proposer's development plan is not compatible with many of the Design Considerations and Objectives.
- iii. **Developer Experience and Capacity.** This Criterion is an evaluation of the Proposer's experience and capacity to undertake the proposed project. This will be evaluated based on the Proposer's experience relative to that of other Proposers. Development teams

with the greatest experience will be considered to be more advantageous than development teams with less experience.

- Highly Advantageous: A development team that has more than 15 years' experience in housing utilizing multiple financing sources and/or has developed and managed more than two mixed-income housing development projects, of at least one hundred units combined, which have a significant proportion of market-rate units.
- Advantageous: A development team that has at least 10 years' experience in housing utilizing multiple financing sources and has developed and managed at least two mixed-income housing development projects, of at least one hundred units combined, which have a significant proportion of market-rate units.
- Not Advantageous: A development team that has limited experience in housing and utilizing multiple financing sources and has not developed and managed at least two mixed-income housing development projects, of at least one hundred units combined, which have a significant proportion of market-rate units.

iv. Developer's Financial Capacity. This Criterion evaluates the relative strength of the Proposer's financing plan relative to other proposals. Proposals that can show that they have confirmed financing offers to generate enough capital to fund the acquisition price, rent to be paid to the MHA and/or the MAHT and most or all of their Development Budget will be considered to be more advantageous. Proposals that do not have confirmed financing sources or have confirmed financing for only part of the Development Budget will be considered less advantageous.

- Highly Advantageous: The Proposer is able to provide documentation of necessary cash on hand, lines of credit or other liquid equity and strong bank letters of interest for construction financing to fully satisfy the preliminary development budget as presented.
- Advantageous: The Proposer is able to provide evidence of a credible fund-raising program or capital campaign program underway to raise sufficient funds in a reasonable time frame in order to fully satisfy their Preliminary Development Budget. The Proposer must be able to demonstrate experience in successfully raising funds in this manner for another significant project.
- Not Advantageous: The Proposer does not provide evidence of or documentation for any financing, funding sources or equity to satisfy the development budget; or the documentation or evidence is insufficient or outdated.

v. Development Cost Feasibility. This Criterion evaluates the relative strength and completeness of the Proposer's Development Budget relative to other proposals. Proposals that most completely specify all anticipated costs and contingencies and are in line with current industry standards will be considered to be more advantageous. Proposals that have incomplete development budgets or have costs that are not consistent with industry standards will be considered less advantageous.

- Highly Advantageous: The development budget is complete, thorough and appears accurate for the proposed project. The budget includes appropriate contingency expenses. The development cost appears to be highly feasible.
- Advantageous: The development budget is complete and thorough but deviates from projects similar to the one proposed. Some expenses in the budget appear inaccurate or atypical and there is no further justification or explanation for this apparent deviation. The development cost appears to be reasonably feasible.
- Not Advantageous: The development budget is incomplete, lacks detail and/or appears very inaccurate for the proposed project. The development cost appears to have a low likelihood of feasibility or to be infeasible.

vi. Diversity and Inclusion. This is an evaluation of the relative strength of the proposal for achieving diversity and inclusion in the proposed project. Proposals will be considered and rated based on the comprehensiveness of the Proposer’s planned approach to achieving minority participation, in the development team and construction trades, including specific strategies to achieve maximum participation of MWBES in non-traditional functions. The planned approach should be realistic and deliverable.

- Highly Advantageous: The Proposer provides a highly reasonable and justifiable Diversity & Inclusion Plan for a project of the type proposed that is clearly superior to that of all other Proposers.
- Advantageous: The Proposer provides a reasonable and justifiable Diversity & Inclusion Plan for a project of the type proposed that is equal to that of all other Proposers.
- Not Advantageous: The Proposer does not provide a credible or detailed enough Diversity & Inclusion Plan for a project of the type proposed, and/or the Plan is inferior to those of all other Proposers.

vii. Housing Affordability. This Criterion evaluates the relative strength and completeness of the Proposer’s Housing Affordability Plan. Proposals that prioritize housing affordability will be considered to be more advantageous. Proposals that are not responsive to these Goals and Actions, or proposals that include no affordability, will be considered less advantageous.

- Highly Advantageous: The development includes affordability in excess of that which would otherwise be required as outlined in the RFP.
- Advantageous: The development includes affordability equal to that which would otherwise be required as outlined in the RFP.
- Not Advantageous: The development includes affordability less than that which would otherwise meet the minimum affordability requirements as outlined in the RFP.

viii. Results of reference checks

VIII. Selection Process

The MHA and MAHT will organize an evaluation committee to be comprised from members of both organizations as well as other individuals selected by the MHA and MAHT. The review committee will review and evaluate all proposals that are 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' submission in accordance with the submission requirements of this RFP and any interviews, references, and additional information requested and/or gathered by the review committee. The review committee will subsequently prepare a report of its recommendations, which will be presented to the MHA Board for consideration for the MHA sites. Developer selection, including the MHA sites and Pleasant Street, will be based on the review committee evaluation of all applications against RFP Evaluation Criteria and its determination of the most advantageous and responsive proposal.

The MHA and the MAHT will notify all proposers in writing of its/their decision.

The MHA and MAHT reserves the right to reject any or all proposals or to cancel this Request for Proposals if it is in the best interest of the MHA.

IX. Post Selection

Disposition/Development Agreement

It is the intent of the MHA and the MAHT to enter into a Land Development Agreement (LDA) with the selected proposer within 30 days of selection and ultimately to lease the Sites to the successful proposer or an affiliated ownership entity formed by the successful proposer, subject to such restrictions as the MHA and/or the MAHT deem necessary to preserve the existing state-aided MHA units and promote new housing including community affordable units. Disposition of the Sites will only occur after compliance with all remaining applicable requirements of M.G.L. c. 30B and achievement of benchmarks to be identified in the LDA, including without limitation DHCD approval and the developer having secured all necessary financing and permits, including but not limited to the construction permit. The LDA will be finalized after the selection process. A draft LDA is attached as Attachment D.

X. Summary of Submission items

- Cover sheet with narrative introduction to the Applicant and Proposal,
- A description of the organizational structure of the Proposer, with qualifications,
- Identification of all principals, partners,
- 3 years of prepared financial statements,

- Contractor and discussion of the applicability of procurement requirements,
- A description of any lawsuits brought against the Proposer or principals in courts situated within Massachusetts within the past five years.
- Development Plan with explanation
- A description of a design concept:
 - Number and size of units (square footage and number of bedrooms) and affordability levels within each unit size category. Public housing and any other additional units must be integrated within the Redevelopment Project.
 - Narrative as to why/how the mix of bedroom sizes and affordability will address project financial feasibility and maximum cross-subsidy, and appropriateness for the marketplace.
- Sewer/Septic analysis and plan strategy
- Project financing:
 - A narrative describing the Proposer's previous success in securing comparable funding.
 - A financing letter of interest from an established financial institution, including letters of interest from equity providers.
- 11 x 17 conceptual drawings or sketches including:

A description of Green Building elements, LEED for Homes checklist, HERS index and plan to achieve carbon neutral status for new buildings and reduce carbon emissions as far as possible for rehabilitated buildings.

If including an economic mobility/resident services component, the proposal must include a Diversity and Inclusion Plan

- Operations/Management Plan
- Operation and management of the buildings once development is complete. Include the Operating Budget as outlined in the development budget.
- Narrative outlining relevant experience managing public housing properties.
- Property management company and qualifications
- Implementation Plan and Timetable
- Outline of the anticipated zoning, development, environmental, operational, and other governmental permits
- List of references with contact information

Attachment A

Feasibility Study



MAHT MHA

Summary Analysis with graphics_revised final_11_2_2021.pdf

Attachment B
Locus Map



Locus Map MBTS
four properties.pdf

Attachment C

Recorded Deed(s) to Site



MHA Deed
Newport Park.pdf



MHA Deed The
Plains.pdf



MHA Deed Loading
Place Road.pdf

Following: DPW Site Deeds, Pleasant Street

Access Parcel 1977 – Book 6360 Pg 621

FLF:AH 6/7/77 (1+2)

BK6360 PG621

QUITCLAIM DEED

KNOW ALL MEN BY THESE PRESENTS, that the INHABITANTS OF THE TOWN OF MANCHESTER, a municipal corporation, located in Essex County, Massachusetts, pursuant to the vote of the Town under Article 42 of the 1977 Annual Town Meeting and by every other power, for consideration of One (\$1.00) Dollar paid, grant to JOHN F. MARSHALL and ELIZABETH A. MARSHALL, husband and wife, as tenants by the entirety, both of 83 Pleasant Street, Manchester, Essex County, Massachusetts, with QUITCLAIM COVENANTS, a certain parcel of land situated off the northerly side of Pleasant Street in said Manchester, shown as Lot B on a plan entitled "Plan of Land in Manchester, Prepared For John F. and Elizabeth A. Marshall", dated May 23, 1977, Essex Survey Service, Inc., to be recorded herewith and which is bounded and described according to said plan as follows:

SOUTHERLY: by land of the grantees, 75.43 feet;
WESTERLY: by land of the Town of Manchester, 51.35 feet;
NORTHWESTERLY: by said land of the Town of Manchester on two courses, 30.00 feet and 68.29 feet, respectively;
NORTHEASTERLY: by land now or formerly of Aldrich, 53.08 feet;
SOUTHEASTERLY: by land of Bruneau, 38.71 feet; and
EASTERLY: by said land of Bruneau, 65.95 feet.

Said land contains 7,525 square feet of land, more or less, according to said plan.

Together with a 20-foot wide travel easement thereto from said Pleasant Street as is shown on said plan on the Westerly and Northwesterly sides of the granted premises and the Westerly side of other land of the grantees.

Grantor acknowledges that there has been full compliance with the provisions of General Laws, Chapter 44, Section 63A.

Witness the hand and seal of the Town of Manchester this
10TH day of JUNE, 1977.

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at less than \$200 allowed on any lot bordering on the Dorchester road
 2nd No mortgage valued at less than \$200 allowed on any lot. 3rd One bot-
 tage only to be placed on any one lot as numbered on plan of lots
 4th No stable will be allowed on any part of the premises except
 such portion as is allowed for stabling by plan. 5th All mortgages
 and premises will be protected from all nuisances by a sanitary
 committee, said committee to be appointed annually by owners of prop-
 erty. 6th No intoxicating liquors of any description shall be put on sale
 or served on any part of the grounds. To have and to hold the
 granted premises, with all the privileges and appurtenances thereto
 belonging, to the said Walter & Putnam and his heirs and assigns
 to their own use and behoof forever. And I hereby for myself and
 my heirs, executors and administrators covenant with the grantee and
 his heirs and assigns that I am lawfully seized in fee simple of
 the granted premises, that they are free from all incumbrances except
 a mortgage for \$100, which the grantee assumes as aforesaid, that
 I have good right to sell and convey the same as aforesaid, and that
 I will and my heirs, executors and administrators shall warrant
 and defend the same to the grantee and his heirs and assigns for-
 ever against the lawful claims and demands of all persons except
 as above. In witness whereof I the said Kate Perry (being unmarried)
 have hereunto set my hand and seal this twenty seventh day of
 May in the year one thousand eight hundred and eighty nine.
 Signed, sealed and delivered } Kate Perry seal
 in presence of Louis P. Lynn }
 A. A. Swiville. } as May 27, 1889 then personally appeared
 the above named Kate Perry and acknowledged the foregoing in-
 strument to be her free act and deed,
 before me, A. A. Swiville, Justice of the Peace.
 Charles O'Connell, Notary Public

A. A. Swiville, J. of the Peace
Town of Manchester

Know all men by these presents, that we, Alfred S. Jewett, George
 W. Jewett, and Oliver Jewett of Manchester, in the County of Essex and Com-
 monwealth of Massachusetts, Horace Jewett and Joanna B. Braham (wife
 of William B. Braham) of Boston, County of Suffolk and Commonwealth
 aforesaid, and Edgar W. Jewett of Portsmouth, County of Rockingham, State
 of New Hampshire in consideration of eight hundred dollars to us paid
 by the Selectmen of said Manchester, representing the inhabitants, the re-
 ceipt whereof is hereby acknowledged, do hereby give, grant, bargain,
 sell and convey unto the said inhabitants of the Town of Manchester
 their successors and assigns forever, a certain lot or parcel of land sit-
 uate on the Northern side of Pleasant Street in said Manchester containing

by estimation seven acres or the same more or less, bounded and described as follows, to wit: Beginning at the Southern corner of said land in said Pleasant Street and by land of George W Morgan and running by said Morgans land Northwily as the wall now stands to land now or formerly of Hideron Stevens, thence running westerly and Northwily by said Stevens and others land formerly of Benjamin Foster deceased and by land formerly of William Fitz called Moose Hill, to land of Samuel Brewer, thence running Southwily by said Brewers land to land of John J Parsons thence running Easterly by land of said Parsons and John and Charles Andrews and heirs of Brock Brombie, deceased, to a corner, thence turning and running Southwily by said Brombie land to said Pleasant Street, thence Easterly on said Pleasant Street to the point began at, said land being inclosed by wall and fence and was conveyed to our father viz: W Jewett deceased, by Samuel B Brombie deceased, by deed dated September 10th 1765, to which deed reference may be had. Said deed being recorded with Essex deeds, South District, B. 756 L. 202. So have and do hold the granted premises with all the privileges and appurtenances thereto belonging, to the said Inhabitants of the town of Manchester and their successors and assigns, to their own use and behoof forever. And we do hereby for our selves and our heirs, executors and administrators covenant with the said grantee and their successors and assigns that we lawfully seized in fee simple of the granted premises, that they are free from all incumbrances that we have good right to sell and convey the same as aforesaid, and that we will and our heirs, executors, and administrators shall warrant and defend the same to the said grantee and their successors and assigns forever against the lawful claims and demands of all persons. And for the consideration aforesaid we Jane B Jewett wife of Alfred B Jewett, Emily B Jewett wife of George W Jewett, Ada B Jewett wife of Horace W Jewett, William M Graham husband of Joanna A Graham and Horace B Jewett wife of Edgar M Jewett do hereby release unto the said grantee and their successors and assigns all right of or to both down, entry and homestead in the granted premises. In witness whereof we the said Alfred B Jewett Jane B Jewett, George W Jewett, Emily B Jewett, Edwin W Jewett, Horace W Jewett, Ada B Jewett, Joanna A Graham, William M Graham, Edgar M Jewett and Horace B Jewett have hereunto set our hands and seals this twenty second day of April in the year one thousand eight hundred and eighty nine.

Signed, sealed and delivered in presence of Geo. T. Allen.	}	Edgar M Jewett:	seal
		William M Graham	seal
		Horace W Jewett	seal
		Edwin W Jewett,	seal

Commonwealth of Massachusetts Essex Co. May the second 1889, then personally appeared the above-named Alfred B. Jewett and acknowledged the foregoing instrument to be his free act and deed.

Alfred B. Jewett seal
Florence B. Jewett pr. 1
Joanna B. Abraham seal
Addie B. Jewett seal
George W. Jewett seal
Emily P. Jewett seal
Jane T. Jewett seal

before me, Geo. W. Allen, Justice of the Peace.
Witness my hand and seal of office this 27th day of June 1889 at 10 o'clock A.M. in and for the County of Essex by Chas. O. Good, Reg.

W. Roberts
Town of Manchester

Know all men by these presents, that I, Oliver Roberts of Manchester, in the County of Essex and Commonwealth of Massachusetts in consideration of one dollar and other valuable considerations to me paid by the Inhabitants of the said Town of Manchester by the hands of its Selectmen the receipt whereof is hereby acknowledged, do hereby give, grant, bargain, sell and convey unto the said Inhabitants of the Town of Manchester, and their successors forever, the right and privilege of laying, constructing and maintaining a pipe or covered drain or water course from Harbor Street, in said Manchester, through my land now used as a garden and barn lot, situate on the westerly side of said Harbor Street, said water course to be located as the pipe is now laid through my garden lot and continue by and near the southerly end of my barn to a small ditch by the wall on the eastern side of the land westerly of my barn the grantee by their lawful officers or agents, to have the further right and privilege of entering upon the described premises for the purpose of viewing, repairing and maintaining said drain or water course forever. It being understood and agreed as a part of this conveyance that the said drain or water course shall be laid a sufficient depth to allow the free cultivation of my said land. Also, that the said drain or water course shall be kept always in good repair, in default of the said agreement named as a part of this conveyance the said right and privilege to cease and this conveyance to be void. So have and to hold the granted premises, with all the rights and appurtenances thereto appertaining to the said Inhabitants of the Town of Manchester and their successors and assigns, to their own use and behoof forever. And I hereby for myself and my heirs, executors and administrators covenant with the grantee and their successors and assigns that I am lawfully seized in fee simple of the granted premises, that they are free from all incumbrances, that I have good right to sell and convey the same as aforesaid, and that I will and my heirs, executors and administrators shall warrant and defend the same to the grantee and their successors and assigns forever against the lawful claims and demands of

Attachment D

LAND DISPOSITION/DEVELOPMENT AGREEMENT

Template



Draft Land

Disposition Agreement template from DHCD 2015.pdf

Attachment E

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Individual or Corporate Name of Proposer

Date

Signature of Authorized Agent

Printed Name of Authorized Agent

Attachment F

Tax Compliance Certificate

Pursuant to M.G.L., Chapter 62C, sec. 49A, the individual executing this proposal certifies, under pains and penalties of perjury, that to the best of his/her knowledge and belief the Bidder has complied with all of the laws of the Commonwealth relating to taxes.

Name of Proposer: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Attachment G

[To be completed prior to sale]

Disclosure of Beneficial Interest

This form contains a disclosure of the names and addresses of all persons with a direct or indirect beneficial interest in the transaction described below. This form must be filed with the Division of Capital Asset Management, as required by M.G.L. c. 7, sec. 40J, prior to the conveyance of or execution of a lease for real property. Attach additional sheets if necessary.

1. Public agency involved in this transaction: _____ Housing Authority.
2. Complete legal description of the property
3. Type of Transaction:
4. Seller: _____
Buyer: _____
5. Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the property described above.

Name	Address
_____	_____
_____	_____
_____	_____

None of the persons listed in this section is an official elected to public office in the Commonwealth of Massachusetts except as noted below:

Name	Title or Position
_____	_____
_____	_____
_____	_____

6. This section must be signed by the individual(s) or organizations(s) entering into this real property transaction with the public agency named in item 1. If this form is signed on behalf of a corporation, it must be signed by a duly authorized officer of that corporation.

The undersigned swears under the pains and penalties of perjury that this form is completed and accurate in all respects.

Signature: _____

Printed Name: _____

Title: _____

Date: _____