REQUEST FOR PROPOSALS

Disposition of Municipal Property for the Development of Affordable Housing

NOVEMBER 1, 2019
WESTPORT AFFORDABLE HOUSING TRUST
Westport Town Hall, 816 Main Street, Westport, MA 02790
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1 INTRODUCTION

The Town of Westport established the Westport Affordable Housing Trust (The Trust) by the vote of the Westport Town Meeting on May 2009. The mission of the Trust is to provide for the preservation and creation of affordable housing in Westport for the benefit of low and moderate income households.

The Trust is soliciting proposals from qualified housing developers for the sale, development and construction of one or two-family homes for sale to low-income households on an unimproved parcel of land known as Sodom Road (the Property). See Appendix A, Locus Plan. The Property is being offered “As Is”. The property will be conveyed for $1,000.

The Trust is authorized, without requiring any additional action by Town Meeting, to convey the Property to the most advantageous proponent for the construction and sale of the home(s). Applicants must have experience constructing affordable housing and be familiar with M.G.L. c. 40B. The new housing units must be eligible for inclusion in the Town’s Subsidized Housing Inventory (SHI).

**RFP Schedule**

- RFP Available: Wednesday, November 6, 2019
- Briefing Session: Wednesday, November 20, 2019 at 10:00AM
  2nd floor of the Westport Town Hall located at 816 Main Rd, Westport, MA 02179
- Deadline for Questions: Tuesday, December 10, 2019
- Answers Provided: Wednesday, December 18, 2019
- Proposal Due date: Tuesday, January 14, 2020, 3:00PM
- Selection: 60 days after the due date

Proposals should be addressed and delivered to:

WESTPORT AFFORDABLE HOUSING TRUST FUND  
Attn: Liz Collins, Chair  
Leonardi Aray, AIA, Housing Specialist  
819 Main Rd, Westport, MA 02790

Non-profit corporations are encouraged to apply. Refer to Section 6, Submission Requirements.

Questions concerning this RFP must be submitted in writing via email to Leonardi Aray at leonardi@larayarchitects.com. Written responses will be emailed to all proposers on record as having picked up the RFP.

Neither the Town of Westport nor the Trust shall be liable for any costs incurred by the proposers in preparing, submitting or presenting proposals or in satisfying and demonstrating requirements.
2 PROPERTY DESCRIPTION

The Property is located on Sodom Road and is described more particularly in a deed recorded with the Bristol Register of Deeds in Book 12942, Page 285. See Appendix A, Locus Plan and Appendix A.1, Approval Not Required Plan of Land. The Property is being offered “As Is”.

The Trust acquired the Property on September 27, 2019. The Trust is authorized, without requiring any additional action by Town Meeting, to convey in fee or less than fee said parcel for the development of affordable housing.

The parcel is approximately 5.3 acres and is zoned for Residential use. Wastewater disposal and water supply have to be provided on site; utilities might be available near the property.

Percolation tests, engineering and site planning work has been performed, see Appendix “B”. Although the enclosed plans have been approved by the Board of Health and Conservation Commission, the design is for reference only. Proposed projects may deviate from the design illustrated in Appendix “B” and the developer is responsible for securing all permits and approvals. The information is provided for preliminary information purposes only and must be independently determined and verified by prospective applicants.

3 DEVELOPMENT GUIDELINES

Housing Goals. The proposed project should reflect housing needs as discussed in the 2018-22 Town of Westport Housing Production Plan. The developer should also provide a housing market study or evidence of ready-available buyers for the proposed development. Specifically, the Trust will favor proposals that create two affordable homeownership units. The Trust will entertain proposals for building an affordable single-family home.

The property will be conveyed for $1,000. The determination of the conveyance price in an amount less than the appraised value was made in furtherance of the goal of creating affordable housing.

Affordability. The new for sale housing units must be eligible for inclusion in the Town’s Subsidized Housing Inventory (SHI). The homes will be affordable to households earning up-to 80% of the Area Median Income (AMI). The units shall be subject to a regulatory agreement and affordable housing restriction satisfactory to the Department of Housing and Community Development (DHCD). The homes must be kept affordable in perpetuity or to the extent permitted by law.

Condominium. The developer will be responsible for preparing the pertinent documents to create a condominium association in compliance with MGL. Ch. 183A and local regulations, as it may apply. The Trust has set aside $2,500 to support the condominium reserve and expenses associated for the creation of it.

Building Permit. It is expected that a two-family structure can be built as-of-right, see Appendix “C”. The Trust is prepared to work with the selected developer through the permitting process.
Passive House. The Trust’s goal is that the new homes will be certified as meeting Passive House Principles. The Trust will work with the developer in achieving this goal.

https://www.phius.org/home-page
https://phmass.org/

Trust Funding. The Trust may provide funds to support infrastructure costs and to help leveraging other sources of funding. The Trust may work with the selected developer to submit an application for funding to other funding sources, if necessary. In any event, trust funding for the development will not exceed $200,000. The developer has to provide detailed cost estimates, proforma, evidence of diligent good-faith efforts seeking and securing other sources of funding, and demonstrate cost-benefits of the proposed design before any Trust funds are committed.

Community Outreach and Engagement. The developer shall be prepared to work with the Trust, Town residents, boards and departments from permitting through the occupancy of the development. The developer will engage individuals, private organizations, community groups, institutions and other organizations to support and fund the development. At least three (3) community meetings should be held to discuss the project. One of the meetings should take place 90 days after the Trust selects a developer.

It is understood that the proposed development will change throughout the pre-development process. It will be influenced and adjusted based on site conditions, available project financing, abutter concerns, town boards and residents’ feedback. The development concept is a starting point, not a finished product.

4 EVALUATION CRITERIA

The following criteria will be used to evaluate the merits of the qualifying proposals:

Team experience

*Most Advantageous:* Applicant is a non-profit corporation and demonstrates that they have completed four or more similar projects. Applicant has experience working with a comparable community.

*Advantageous:* Applicant demonstrates that they have completed one to three similar projects.

*Not Acceptable:* Applicant does not demonstrate that they have completed a similar project.

Quality of References

*Most Advantageous:* At least two references rate positively the applicant’s special skills and abilities as demonstrated on similar developments.

*Advantageous:* Only one reference rates positively the applicant’s special skills and abilities as demonstrated on similar developments.

*Not Acceptable:* None of the references rate positively the applicant’s special skills and abilities on similar developments.
Project Funding

*Most Advantageous*: Applicant demonstrates experience securing funding for affordable housing, providing financial housing assistance, identifying and assisting eligible homebuyers through closing.

*Advantageous*: Applicant demonstrates experience securing funding for affordable housing and identifying eligible homebuyers.

*Not Acceptable*: Applicant cannot demonstrate experience securing sources of funding and identifying eligible homebuyers.

Development Guidelines (Refer to Section 3)

*Most Advantageous*: The proposed project meets the intent of the guidelines as applicable as possible.

*Advantageous*: The proposed project does not meet some of the guidelines.

*Not Acceptable*: The proposed project substantially deviates from the guidelines.

## 5 Rule of Award

The Trust will review and evaluate proposals promptly after the submission deadline. The Trust may or may not contact proponents for further clarification or interviews. The Trust will interview the two most qualified respondents.

The most advantageous proposal will be determined and selected by a majority vote of the Trust. The Trust reserves the right to waive portions of the Request for Proposals for all proponents, to excuse minor informalities or to reject all proposals, if deemed in the best interest of the Trust or the Town of Westport.

The selected developer and the Trust will enter into a Land Development Agreement (LDA), which shall be recorded simultaneously with the Deed to the developer and prior to the recording of any mortgages. The LDA shall govern the development of the Property, which include construction of the deed restricted housing, the sale of the homes to selected qualified households and securing all required permits, construction funds, financing and any other regulatory approvals. The LDA shall be negotiated at the same time the parties negotiate the Purchase and Sale Agreement (P&S), and the LDA will be attached to the P&S as an exhibit. Should the Trust be unable to execute a satisfactory agreement with a selected developer, then the next most advantageous proponent will be selected and the process repeated.
6 Submission Requirements

All proposals shall include the following:

1. A cover letter signed by an authorized principal of the entity indicating the proposer’s interest in the project and identifying any sub-consultants or contractors to be engaged in completion of the work.

2. Complete all forms and required information included in Appendix “D”
   - Form A. Applicant Information & Qualifications
   - Form B. Unit Distribution & Preliminary Development Costs
   - Form C. Project Narrative and Illustrations
   - Form D. Project Elements
   - Form E. Certificate of Non-Collusion
   - Form F. Tax Compliance Certificate
   - Form G. Certificate of Authority

3. Complete proposals must contain six copies, one (1) electronic copy on PDF format via a readable CD or flash drive, and be sealed in an enveloped marked “Request for Proposals: Sodom Road Parcel”.

Proposals should be addressed and delivered to:

Westport Affordable Housing Trust Fund

Attn: Liz Collins, Chair

Leonardi Aray, Housing Specialist

819 Main Rd, Westport, MA 02790

Late proposals will not be accepted.
APPENDIX “A.1”

ANR Plan of Land
APPENDIX “B”
**Sodom Road**

**Preliminary zoning analysis**  
**Residence/ Agriculture District**

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<table>
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| 4.0 | Permitted Uses:  
Residential, and uses in connection with the owner’s trade as permitted  
Accessory apartment not to exceed 900 SF, no more than 2-persons. Detached accessory  
apartments, no more than 750 SF, are subject to a Special Permit by the ZBA.  
Uses which may be permitted by the ZBA:  
Conversion of an existing one-family into a two-family dwelling; Bed & Breakfast |

<table>
<thead>
<tr>
<th></th>
<th>Existing</th>
<th>Requirement</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.0</td>
<td>Lot size single-family</td>
<td>230,495 SF, 5.3 Acres (71,710 SF upland)</td>
<td>60,000 SF (30,000 SF upland) MIN.</td>
</tr>
<tr>
<td>7.2</td>
<td>Lot size 2-family</td>
<td></td>
<td>80,000 SF (45,000 SF upland)</td>
</tr>
</tbody>
</table>
| 7.0 7.2 | Frontage | +/- 277 FT | 150 FT (Single-family)  
200 FT (2-family) | Same |
| 7.1 | Height | - | 2-1/2 stories or 40 FT | No to exceed |
| 7.3 | Lot coverage | - | 50% Max | Less |
| 7.6.1 | Front Yards | - | 25 FT | 25 FT or more |
| 7.6.2 | Side Yards | - | 10 FT Min. | 10 FT or more |
| 7.6.3 | Rear Yards | - | 25 FT Min. | More |
APPENDIX “D”

SUBMISSION REQUIREMENTS AND FORMS
Form A. Applicant Information & Qualifications

<table>
<thead>
<tr>
<th>Applicant/ Organization</th>
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<table>
<thead>
<tr>
<th>Contact Person Name, Title</th>
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<table>
<thead>
<tr>
<th>Phone Number</th>
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<table>
<thead>
<tr>
<th>E-mail address</th>
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<table>
<thead>
<tr>
<th>Mailing address</th>
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Provide the following information (Use up to 3 pages):

1. Applicant Background. Provide a brief description of the applicant. List key staff members to be assigned to this project and attach resumes with their qualifications.
2. Project Owners and Investors. Provide a list of all persons and parties with an interest in the entity or the project.
3. Related Experience. Describe similar projects including budget, and year work was completed. Describe your experience in the construction of affordable housing for sale or rent. Describe your background in affordable housing development, funding and administration. Describe your experience with affordable housing marketing, lotteries and tenant/buyer selection.
4. Three (3) References. The name, title, address, telephone numbers and e-mail addresses of client contacts of projects outlined in Related Experience (Only three references will be contacted).

Enclose Financial Qualifications. Include financial statements and other documents to describe applicant’s financial stability and qualifications to perform similar projects.
## Anticipated Affordability Mix and Bedroom Distribution

<table>
<thead>
<tr>
<th>Number of Bedrooms (BR)</th>
<th>Area Median Income (AMI)</th>
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<tbody>
<tr>
<td></td>
<td>Up-to 60%</td>
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<tr>
<td>1-BR</td>
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<td>2-BR</td>
<td></td>
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<tr>
<td>3-BR</td>
<td></td>
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<tr>
<td>4-BR or more</td>
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<tr>
<td>TOTAL</td>
<td></td>
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</table>

## Preliminary Development Costs

<table>
<thead>
<tr>
<th>Development Items</th>
<th>Cost ($)</th>
<th>Preliminary Development Costs</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Amount ($)</td>
</tr>
<tr>
<td>1. Soft Cost, Development fees</td>
<td></td>
<td></td>
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<tr>
<td>2. Acquisition</td>
<td></td>
<td></td>
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<td>3. Design Services</td>
<td></td>
<td></td>
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<tr>
<td>4. Site work</td>
<td></td>
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<td>5. Construction</td>
<td></td>
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<td>6. Developer’s Fee and Overhead</td>
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<tr>
<td>TOTAL</td>
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Form C. Project Narrative and Illustrations

The following information shall be provided in a concise manner:

1. Narrative description of the proposed project.
2. Describe how the respondent will successfully create and permit the new units, finance the project and ensure the units will be added to the Town’s Subsidized Housing Inventory (SHI).
3. Indicate tentative project timeline.
4. Describe community outreach efforts for the proposed development.
5. A detailed description of the proposed buyer selection process including the following:
   a. How the Trust and the Town of Westport will be involved in the process
   b. Outreach efforts to inform eligible families of the housing opportunity
   c. Written criteria for the selection of eligible homebuyers to show compliance with DHCD requirements

Provide project Illustrations. Include graphic illustrations to convey site dimensions, building(s) dimensions, unit layout, zoning, parking and other features relevant to the development. Preliminary Design Concepts, plans and other products are acceptable.
# Form D. Project Elements

Check “YES” or “NO” for each one of the following elements. Please indicate “NO” for elements that do not apply to the proposed project.

<table>
<thead>
<tr>
<th></th>
<th>Housing Typology and Target Population</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>1</td>
<td>HOMEOWNERSHIP units affordable to low-income households</td>
<td></td>
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<td></td>
<td>Housing for individuals with disabilities beyond the minimum requirement by the Massachusetts Access Board and other applicable regulations</td>
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<td></td>
<td>Housing options for seniors</td>
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<td></td>
<td>All the Affordable housing units will be included in the Town’s Subsidized Housing Inventory (SHI). The proponent will be responsible for submitting any and all applications to DHCD and taking any and all measures to ensure all the Affordable Units are so counted in the SHI</td>
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<td></td>
<td>The Affordable units will be subject to an affordability restriction in perpetuity or for the longest period permitted by law</td>
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<td></td>
<td>Proposal responds to housing needs as discussed in the 2017 Town of Westport Housing Production Plan</td>
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<td></td>
<td>Other, please explain:</td>
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## Environmental Considerations

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<tr>
<th></th>
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<th>YES</th>
<th>NO</th>
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<tr>
<td>2</td>
<td>Sensitive land will be protected</td>
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<td>Recycled and non-low-toxic materials will be used</td>
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<td></td>
<td>A policy for waste reduction and conservation of resources will be adopted prior to building occupancy</td>
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<td></td>
<td>Alternative technologies for wastewater treatment systems that result in land or water preservation will be used</td>
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<td></td>
<td>Low Impact Development (LID) or other comparable approach for stormwater management will be implemented</td>
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</table>
### Project will seek to meet Passive House Principles

**YES** | **NO**
---|---

Other, please explain:

### 3 Community Planning and Development

- The project will involve a concerted public participation effort (beyond the minimally required public hearings), including the involvement of community members and key stakeholders in the planning and design of the project

- Public open space, passive recreational facilities or other amenities for public use are provided on site (Optional)

- Elements of the Town of Westport 2016 Master Plan are incorporated

- The project expands the local tax base

Other, please explain:

### 4 Concept Site Plan and Building Design

- Design is compact or clustered so as to preserve undeveloped land

- Density is in general compatible to the surrounding neighborhood

- Building design is in general compatible with the scale and proportions of rural New England housing, either contemporary or not

- “Visitability” and other level of accessibility above the minimum requirements by applicable laws and regulations is provided

- Parking is located where it does not visually dominate the site and allows easy and safe pedestrian access to buildings

- A community center, central mail room, playground or other amenities for the residents are provided on site (Optional)
<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tr>
<td>The project meets or exceeds EPA’s Energy Star guidelines or other similar system that promotes sustainable design and energy-savings measures.</td>
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<tr>
<td>Project will seek to meet Passive House Principles</td>
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<tr>
<td>The project includes at least one of the following initiatives: use of renewable energy source(s); energy efficiency provisions exceed the state building code requirements; site plan or buildings are configured to optimize solar access.</td>
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<td>Other, please explain:</td>
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### 5 Permitting

<table>
<thead>
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<th>YES</th>
<th>NO</th>
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<tr>
<td>Project will be subject to a Comprehensive Permit Application as defined by M.G.L. Chapter 40B</td>
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<tr>
<td>Project will be subject to a Special Permit Application</td>
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<tr>
<td>Project is expected to be built as-of-right</td>
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<tr>
<td>Other, please explain:</td>
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Form E. Certificate of Non-Collusion

Certificate of Non-Collusion
The undersigned certifies under penalties of perjury that this proposal for funding 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.

___________________________________________
Signature of individual submitting proposal

___________________________________________
Name of business
Form F. Tax Compliance Certificate

Tax Compliance Certification
Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

___________________________________________
Signature of person submitting proposal

___________________________________________
Name of business
At a meeting of the Directors of the ____________________ duly called
(Corporation)
and held at __________________________ on the ________ day of
______________, in the ______ year at which a quorum was present and acting, it was
voted, that __________________ the _________ of this Corporation
(name) (title/position)
is hereby authorized and empowered to make, enter into, sign, seal and deliver, on
behalf of this Corporation a Contract for ____________________________
(brief description)
with the Town of Westport, and performance and payment bonds (each in the amount of
the Contract) in connection with such Contract.

I hereby certify that the above is a true and correct copy of the record, that said vote has not
been amended or repealed and is in full force and effect as of this date, and that
____________________ is duly elected __________________ of
this Corporation.

_________________________________
Clerk or Secretary of the Corporation