



3/28/2018

# Request for Proposals

For funding to create new  
affordable housing units in  
Westport, MA

## **SEED HOUSING PROGRAM**



Westport Affordable Housing Trust Fund  
TOWN OF WESTPORT

## TABLE OF CONTENTS

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1	General Information & Submission Instructions.....	2
2	Program Description .....	3
3	Evaluation criteria .....	4
4	Funding Award.....	5
5	Submission Requirements.....	6

# Request for Proposals (RFP)

For funding to create new affordable housing units in Westport, MA

## 1 GENERAL INFORMATION & SUBMISSION INSTRUCTIONS

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The Town of Westport, in order to more effectively undertake locally-initiated affordable housing projects, established the Westport Affordable Housing Trust Fund (The Trust), per Massachusetts General Laws Chapter 44 Section 55C (MGL c.44 s.55C), through a 2/3 vote at the May 2009 Town Meeting. The mission of the Housing Trust is to provide for the creation and preservation of affordable housing in the Town for the benefit of low and moderate income households.

The Westport Affordable Housing Trust Fund created the SEED Housing Funding Program in order to seek applications for GRANTS from qualified project proponents to create multiple new affordable housing units in Westport, Massachusetts. The Trust will select the most responsive and responsible proponent(s) submitting the most advantageous proposal as set forth in this RFP. The RFP is available online at <https://www.westport-ma.com/affordable-housing-trust-fund> or in person at the Board of Selectmen's Office, Westport Town Hall, Monday through Friday between 8:00 AM and 4:00 PM.

### RFP Schedule

- RFP Available Wednesday March 28, 2018
- Briefing Session Wednesday April 25, 2018 at 10:00 AM  
Location: 2<sup>nd</sup> Floor, Westport Town Hall, 816 Main Road, Westport MA, 02790
- Deadline for Questions Tuesday May 01, 2018 by 4:00 PM
- Answers Provided Monday May 07, 2018
- Proposal Due date Tuesday June 19, 2018 no later than 2:00 PM

### **Proposals should be addressed and delivered to:**

Westport Affordable Housing Trust Fund

Attn: Elizabeth Collins, Chair

Westport Town Hall

Housing Assistance Office, 2<sup>nd</sup> Floor

816 Main Road, Westport, MA 02790

Late proposals will not be accepted.

Proposals must contain six copies and be sealed in an enveloped marked "Request for Proposals: Seed Housing Funding Program".

All inquiries concerning this RFP must be submitted in writing via email to Leonard Aray, AIA, at [leonardi@larayarchitects.com](mailto: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 PROGRAM DESCRIPTION

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The Westport Affordable Housing Trust Fund is seeking proposals from qualified project proponents of affordable housing to utilize available funds to develop or create new affordable housing units in Westport, MA.

Only projects with dwelling units that are restricted Affordable in perpetuity and are eligible for inclusion in the Town's Subsidized Housing Inventory (SHI) will be considered.

Housing units eligible for funding will be affordable to low-income housing households earning up-to 80% of the Area Median Income (AMI) of the Providence-Fall River Metro Area, which includes the Town of Westport, as determined by the U.S. Department of Housing and Urban Development (HUD).

A total of \$225,000 is immediately available and the Trust wishes to start this program upon respondent selection. Prior to any release of funds, a *Grant Agreement* will be executed between the Trust and the selected applicant(s).

### Eligible Uses

- A. Soft costs and development fees, including appraisals, legal, surveys, financing, permit fees, monitoring services, marketing and others. The program is NOT intended to provide funding for developer's fee, profit and overhead costs.
- B. Acquisition of real estate property for the creation of new affordable housing, including reimbursement for costs related to the acquisition of unoccupied real estate property through a foreclosure auction.
- C. Pre-engineering, architecture/engineering design services and feasibility studies for the development of affordable housing.
- D. Construction, site work, installation of wastewater systems and water wells.

Funding will be provided in the form of a forgivable deferred payment loan. Loans shall be due in three years unless an affordable regulatory agreement or a deed rider has been recorded on the property, at which point the loan shall be forgiven. An extension to five years may be allowed if a construction permit for the project is issued less than three years after the execution of the *Grant Agreement*. The selected applicant(s) will work closely with the Trust, the Planning Board and DHCD. The applicant(s) will work with the Trust to carry out community meetings and outreach efforts related to the project.

The maximum funding available, except as noted, is \$25,000 per new affordable housing unit and no more than \$225,000 per eligible project.

Request for funding for *Eligible Uses* should not exceed the following maximum funding criteria neither per affordable housing unit nor per project:

	<b>Eligible Uses</b>	<b>Max. funding per affordable housing unit</b>	<b>Max. funding per project</b>
<b>A</b>	Soft costs, development fees	\$10,000	\$225,000
<b>B</b>	Property Acquisition	\$25,000 for each unit of a multifamily development with at least four units	\$225,000 for multifamily developments
		\$80,000 for single-family homes, two-family or 3-unit developments.	
<b>C</b>	Design services	N/A per unit	\$50,000
<b>D</b>	Construction	\$25,000	\$225,000

### 3 EVALUATION CRITERIA

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

#### Team experience

*Most Advantageous:* Applicant demonstrates that they have completed five or more similar projects and have experience working with a comparable community.

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

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

#### Financial capacity

*Most Advantageous:* Applicant provides a commitment letter for funding from a private lending institution, non-profit organization or governmental agency, and evidence of the required equity capacity sufficient to finance the development.

*Advantageous:* Applicant provides a pre-approval letter or letter of interest for funding from a private lending institution, non-profit organization or a governmental agency, and/or other evidence of capacity to finance the development.

*Not Acceptable:* The applicant does not provide evidence of financial capacity to fund the project.

## Funding request per affordable housing or per project

*Most Advantageous:* The funding request is substantiated by a development pro-forma, construction estimates, services fee proposals, appraisals and other documentation that indicates project financial feasibility and funding gap.

*Advantageous:* Some financial documentation and evidence of funding gap are included.

*Not Acceptable:* Funding request exceeds the program guidelines or the proposal does not contain sufficient information to evaluate project financial feasibility or funding gap.

## Level of affordability

*Most Advantageous:* 30% or more of the housing units included in the project are affordable to low-income households.

*Advantageous:* Less than 25% of the housing units included in the project are affordable to low-income households.

*Not Acceptable:* Less than 10% of the housing units included in the project are affordable to low-income households.

## Site and Building Design

*Most Advantageous:* Proposals that include a site plan, exterior building elevations, floor plans and other graphic material to convey the design intent.

*Advantageous:* Proposals that include a diagrammatic site plan, a building floor plan(s) or other graphic material.

*Not Acceptable:* Proposals that do not include any graphic material to describe the intent of the project.

## Employment Initiative during pre-development, construction and operation phases

*Most Advantageous:* Proposals with a plan to create new job opportunities and committed to hire businesses certified by the Massachusetts Supplier Diversity Office and local qualified business and contractors for construction work.

*Advantageous:* Proposals with a plan to create new job opportunities but not committed to hire businesses certified by the Massachusetts Supplier Diversity Office or local qualified businesses and contractors for construction work.

*Not Acceptable:* Proponents that do not provide an employment or hiring plan.

## 4 FUNDING AWARD

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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 and may also contact references. The Trust may choose to identify a “short list” of qualified proposals for follow-up interviews or to make recommendations based on the information contained in the proposals.

Funding will be awarded, as determined by a majority vote of the Trust, to the most responsive and responsible proponent(s) submitting the most advantageous proposal, taking into consideration the applicant’s experience, including in-house team members and consultants,

references and plan for the use of the funds. The Trust may commit to the whole or part of each funding request.

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 proponent(s) will execute a *Grant Agreement* with the Trust prior to the release of any funds. Should the Trust be unable to execute a satisfactory agreement with a selected proponent, then the next most advantageous proposal will be selected.

## 5 SUBMISSION REQUIREMENTS

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In order to be considered for funding, each proposal must contain a Letter of Interest that provides a summary of the project, proponent team or organization, lead project manager, project owner and consultants as it may apply. In addition to the Letter of Interest, the following forms, disclosure and certifications, enclosed with this RFP, must be completed and submitted with the response in this sequence.

Letter of Interest

- A. Applicant Information & Qualifications, with attachments
- B. Project Scope
- C. Project Narrative and Illustrations with attachments
- D. Project Costs and Funding Sources with attachments
- E. Project Elements
- F. Certificate of Non-Collusion
- G. Tax Compliance Certificate
- H. Certificate of Authority

## A. Applicant Information & Qualifications

Applicant/ Organization	
Contact Person Name, Title	
Phone Number	
E-mail address	
Mailing address	

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 property or investing in the project.
3. Related Experience. Describe similar projects including budget, and year work was completed. Describe your experience in construction and/or property management of real estate 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.



## B. Project Scope

<b>Project Name:</b>	Estimated completion date:	
Address:		Westport, MA
<b>Funding Request</b>		
Use(s):	\$	Project
	\$	Per Affordable Unit

Housing Type	Number of Units	% of Total
Homeownership, over 80% AMI		
Rental, over 80% AMI		
Affordable Homeownership, up-to 80% AMI		
Affordable Rental, up-to 80% AMI		
<b>TOTAL</b>		100 %

<b>Anticipated Affordability Mix and Bedroom Distribution</b>					
Number of Bedrooms (BR)	Area Median Income (AMI)				
	Up-to 60%	61%-80%	81%-100%	Over 100%	TOTAL
1-BR					
2-BR					
3-BR					
4-BR or more					
<b>TOTAL</b>					

## C. Project Narrative and Illustrations

The following information shall be provided in a concise manner (use up to 4 pages):

1. Project summary.
2. Describe development status, the current and proposed conditions of the project.
3. 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).
4. Indicate project timeline.
5. Describe community outreach efforts for the proposed development.
6. Describe how the project will create new job opportunities as it may apply. \*
7. Describe the intended employment and hiring plan or policy, if any. \*

\* Projects containing less than 20 housing units total may not address items #6 and #7.

Enclose project illustrations. Include graphic illustrations to convey site dimensions, building(s) dimensions, unit layout, zoning, parking and other features relevant to the proposed funding request. Clearly identify the proposed affordable housing units. Preliminary Design Concepts, plans and other products are acceptable.

## D. Project Costs and Funding Sources

Development Items	Cost (\$)	SEED HOUSING Funding Request	
		Amount (\$)	% of Cost
1. Soft Cost, Development fees			
2. Acquisition			
3. Design Services			
4. Site work			
5. Construction			
6. Developer's Fee and Overhead			
<b>TOTAL</b>			

Explain the *Eligible Uses* for which the applicant is requesting funding for:

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Funding Sources	Amount (\$)	Secured (\$) *	Pending (\$)
1. Westport Affordable Housing Trust Fund Request		n/a	n/a
2.			
3.			
4.			
5.			
<b>TOTAL</b>			

\* Enclose letter(s) of interest, pre-approval or commitment letter(s).

## E. Project Elements

1/3

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

		YES	NO
<b>1</b>	<b>Housing Typology and Target Population</b>		
	At least 30% of the total housing units in the project are affordable to low-income households (80% AMI)		
	RENTAL housing units affordable to low-income households		
	HOMEOWNERSHIP units affordable to low-income households		
	Housing for individuals with disabilities beyond the minimum requirement by the Massachusetts Access Board and other applicable regulations		
	Housing options for seniors (all income groups included)		
	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		
	The Affordable units will be subject to an affordability restriction in perpetuity or for the longest period permitted by law		
	Conversion/Rehabilitation of existing structures to create housing units affordable to low-income households		
	Proposal responds to housing needs as discussed in the 2017 Town of Westport Housing Production Plan		
	Other, please explain:		
<b>2</b>	<b>Environmental Considerations</b>		
	Sensitive land will be protected		
	Environmental remediation or clean-up will be required		
	Recycled and non-low-toxic materials will be used		

## E. Project Elements

2/3

		YES	NO
	A policy for waste reduction and conservation of resources will be adopted prior to building occupancy		
	Alternative technologies for wastewater treatment systems that result in land or water preservation will be used		
	Low Impact Development (LID) or other comparable approach for stormwater management will be implemented		
	Other, please explain:		
<b>3</b>	<b>Community Planning and Development</b>		
	The project involves a concerted public participation effort (beyond the minimally required public hearing), 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		
	Restoration or rehabilitation of existing structures will significantly enhance the character of a neighborhood, reduce or eliminate blight		
	Project is located in proximity (1 or 2 miles) to a transportation corridor, sources of employment, retail and commercial centers or civic destinations		
	Elements of the Town of Westport 2016 Master Plan are incorporated		
	The project expands the local tax base		
	Other, please explain:		
<b>4</b>	<b>Site and Building Design</b>		
	Design is compact or clustered so as to preserve undeveloped land		
	Density is in general compatible to the surrounding neighborhood		

## E. Project Elements

3/3

		YES	NO
	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		
	The project meets or exceeds EPA’s Energy Star guidelines or other similar system that promotes sustainable design and energy-savings measures.		
	The project includes at least one of the following initiatives: use of renewal energy source(s); energy efficiency provisions exceed the state building code requirements; site plan or buildings are configured to optimize solar access.		
	Other, please explain:		
<b>5</b>	<b>Permitting</b>		
	Project is subject to a Comprehensive Permit Application as defined by M.G.L. Chapter 40B		
	Project is subject to a Special Permit Application		
	Project has a pending application with a state or local permitting agency having jurisdiction		
	Project has been granted at least one approval by a state or local permitting agency having jurisdiction		
	Other, please explain:		

## F. 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.

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Signature of individual submitting proposal

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Name of business

# G. 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.

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Signature of person submitting proposal

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Name of business



# H. Certificate of Authority

## MEETING OF BOARD OF DIRECTORS

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**