

AGENDA

Wednesday

February 17, 2016

**TOWN OF EASTHAM
JOINT AGENDA
BOARD OF SELECTMEN AND FINANCE COMMITTEE
Wednesday, February 17, 2016
3:00 p.m.**

REVISED

Location: Earle Mountain Room

I. DISCUSSION

A. FY17 Operating and Capital Budget:

- IT – Ed Rohmer, Technology Officer & Paul Lagg, GIS Specialist
- Fire – Chief Kent Farrenkopf

B. Purcell Property, Specifications for RFP – Alice Boyd, Bailey Boyd and Associates

II. ADMINISTRATIVE MATTERS

A. Review & Approve Minutes as available:

- February 1, 2016 – Regular Session
- February 3, 2016 – Work Session
- February 10, 2016 – Work Session

III. OTHER BUSINESS

Discussion of topics not reasonably anticipated by the Chair 48 hours before the meeting

IV. EXECUTIVE SESSION

To discuss negotiation strategy for Union and Non-Union personnel when an open meeting may have a detrimental effect on the negotiating position of the public body and the chair is so declaring

Upcoming Meetings

<i>Wednesday, February 24, 2016</i>	<i>3:00 p.m.</i>	<i>Work Session</i>
<i>Monday, February 29, 2016</i>	<i>5:00 p.m.</i>	<i>Work Session</i>
<i>Wednesday, March 2, 2016</i>	<i>3:00 p.m.</i>	<i>Work Session</i>

The listing of matters includes those reasonable anticipated by the Chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

This meeting will be recorded and written minutes prepared.



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2500 State Highway, Eastham, MA 02642
All Departments 508-240-5900
www.eastham-ma.gov

Date: February 17, 2016

Memo To: Eastham Board of Selectmen

Memo From: Sheila Vanderhoef, Town Administrator

Re: Purcell Property RFP

Attached is the information from Alice Boyd, Bailey Boyd and Associates, identifying some decisions you need to make before we can finalize the RFP.

Use the Housing Production Plan as a guide if needed.

SV/lg

PURCELL PROPERTY DEVELOPMENT QUESTIONS & ANSWERS

WHAT IS THE DIFFERENCE BETWEEN GOING OUT TO BID FOR A HOMEBUYER PROJECT VERSUS A RENTAL PROJECT?

A homebuyer project on town land will attract more bidders because the investors make a short-term financial commitment to the project and take their profits when units are sold. Smaller projects are viable.

A rental project requires the long-term involvement of the developer. The investment is large and the return is often captured over a period of 30-years or more. Rental projects require an increased density to provide a reasonable return for the investor's risk of capital and time. As a result many affordable rental developers are non-profits.

WOULD THE PURCELL PROJECT BE CLASSIFIED AS A "LIP PROJECT?"

Yes. A LIP project is a "Local Initiative Project". For the Purcell LIP project the developer must obtain the formal endorsement of the Board of Selectmen prior to starting the project. And the commitment of land by the Board of Selectmen lowers the development cost.

APPROXIMATELY WHAT IS THE MINIMUM NUMBER OF RENTAL UNITS TO MAKE A PROJECT VIABLE?

It is difficult to put a number on this, as the mix of market rate versus 30%, 60%, and 80% units must be considered. With more market rate units fewer overall units are needed. Larger non-profit developers focusing on affordable rentals will rarely bid on a LIP project with fewer than 85 units and in excess of 100 units is desirable. A 100% affordable tax credit project with heavy subsidies can work with fewer units although these subsidies are becoming increasingly more challenging, time consuming and costly to obtain. For example a smaller local non-profit developer may secure heavy subsidies and develop 36 units today but the development process can take 3-5 years to secure subsidies and move toward construction.

HOW CAN EASTHAM STRUCTURE AN RFP TO MAKE THE PURCELL PROPERTY ATTRACTIVE TO INVESTOR/DEVELOPERS FOR RENTAL UNITS?

Issuing an RFP that provides the developer with basic guidelines and maximum flexibility is the way to attract investors. The Board should determine a maximum number of allowable units (density). The developer will have the ability to determine a mix of market rate and affordable units that is financially viable for them.

WHAT IS THE DOWNSIDE OF GOING OUT TO BID WITH THIS AMOUNT OF FLEXIBILITY?

If Eastham's priority is to create affordable rentals then this format may not provide the number of affordable units (versus market rate) to achieve your goal. And only the affordable units count toward the SHI (Subsidized Housing Inventory).

HOW CAN WE BE SUCCESSFUL IN ATTRACTING BIDDERS FOR THIS PROJECT?

The Town can provide the land, as large a cash subsidy as possible and maximum flexibility to developers. But the most important issue is the density. The more units that you allow, the more likely you are to attract developers.

WHAT DEVELOPERS ARE BIDDING ON AFFORDABLE RENTAL DEVELOPMENTS TODAY?

Over the past five years the Cape has lost a number of small non-profit affordable housing developers. Today Housing Assistance Corporation is the primary developer of affordable rental housing. For profit developers are still active including Community Resources, Inc. (Ted Malone from Provincetown).

POSSIBLE SCENARIOS:

1-bedroom units:	10	(10 bedrooms)
2-bedroom units:	24	(48 bedrooms)
3-bedroom units:	4	(12 bedrooms)
<u>TOTAL UNITS:</u>	<u>38</u>	<u>TOTAL BEDROOMS: 70</u>

1-bedroom units:	18	(18 bedrooms)
2-bedroom units:	30	(60 bedrooms)
3-bedroom units:	6	(18 bedrooms)
<u>TOTAL UNITS:</u>	<u>54</u>	<u>TOTAL BEDROOMS: 96</u>

1-bedroom units:	18	(18 bedrooms)
2-bedroom units:	45	(90 bedrooms)
3-bedroom units:	8	(24 bedrooms)
<u>TOTAL UNITS:</u>	<u>71</u>	<u>TOTAL BEDROOMS: 132</u>

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RFP for the Development of the Campbell-Purcell Property

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REQUESTS FOR PROPOSALS

**For the development and management of affordable rental housing
On the Campbell-Purcell Property**

I. Invitation to Bid

The Town of Eastham is seeking proposals for the development and ongoing management of a -bedroom affordable rental housing development on a parcel of land located at 4300 State Highway, Eastham Assessor Map 8, Parcel 147. The total land mass is 10.4 acres.

I General Information and Submission Requirements

- 1) **Proposals will be accepted at Eastham Town Hall, Office of the Town Administrator, 2500 State Highway, Eastham, MA 02642, until 2:00 PM, Thursday April 21, 2016. Applicants must submit an original and eight copies marked “Purcell Property Community Housing”.** Proposals received after this time will be deemed non-responsive and will not be accepted. Faxed or e-mailed proposals will be deemed non-responsive and will be rejected. Responses to the Request for Proposals must include all required documents, completed and signed per the instructions and attached forms included in this bid packet. These guidelines will be strictly enforced.
- 2) A Bidder’s Conference will be held on _____ (date) _____ at 10:00 A.M. at Eastham Town Hall followed by a site visit.
- 3) Award will be made within sixty (60) days after response opening unless otherwise stated in the specifications or the time for award is extended by mutual consent of all parties. All submittals shall be valid for a minimum period of sixty (60) calendar days following the date established for acceptance.
- 4) If any changes are made to this RFP, an addendum will be issued. Addenda will be e-mailed or faxed to all companies and individuals on record as having requested the RFP.
- 5) **All inquiries or questions regarding this RFP should be submitted in writing no later than Wednesday March 30, 2016 to Alice Boyd c/o Bailey Boyd Associates, Inc., P.O. Box 215, West Harwich, MA 02671 or faxed to Ms. Boyd at (508) 430-4498 or e-mailed to aboyd@baileyboyd.com.** Written responses will be mailed, faxed, or emailed to all companies and individuals on record as having requested the RFP. The RFP and all addenda will be available at www.baileyboyd.com/municipal-procurement/. Bidders should check this website for updates.
- 6) Responses may be modified, corrected, or withdrawn only by written notice received by the Town of Eastham prior to the time and date set for the response opening. Modifications must be

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submitted in a sealed envelope clearly labeled "Modification No. ____" and must reference the original RFP response.

7) Negligence on the part of the responder in preparing the proposal confers no rights for the withdrawal of the proposal after it has been opened.

8) The Town of Eastham reserves the right to reject all responses and to waive any minor informality in responses received whenever such rejection or waiver is in its best interest.

9) The Town of Eastham may cancel this RFP, in completely or in part, or may reject all Proposals outlined in this RFP whenever such action is determined to be fiscally advantageous to the Town of Eastham, or if it is otherwise in the best interest of the Town of Eastham.

10) The Town of Eastham may request that supplementary information be furnished to assure the Town that a proposer has the technical competence, the business and technical organization, and the financial resources adequate to successfully perform the necessary work.

11) The Town of Eastham will not be responsible for any expenses incurred in preparing and submitting responses. All submittals shall become the property of the Town. All deliverables, reports, maps, and other documents resulting from this contract shall become the property of the Town of Eastham. Unless specifically prohibited by the responder, the Town of Eastham has the right to disclose information contained in proposals.

12) The Town of Eastham has determined that this Request for Proposals is subject to the Uniform Procurement Act, M.G.L. c. 30B. Therefore, the provisions of M.G.L. c. 30B are incorporated here by reference. The selected responder is expected to comply with all applicable state and federal laws in performance of service.

13) Responses received prior to the date of opening will be securely kept, unopened. No responsibility will attach to an officer or person for the premature opening of a response not properly addressed and identified.

14) Any submittals received after the advertised date and time for opening will be considered non-responsive and be returned to the responder unopened.

15) Purchases by the Town of Eastham are exempt from federal, state, and municipal sales and/or excise taxes.

16) Proposals, which are incomplete, conditional or obscure, will be rejected. No award will be made to any proposer who cannot satisfy the Awarding Authority that he/she has sufficient ability and sufficient capital to enable him/her to meet the requirements of these specifications. The Awarding Authority's decision or judgment on these matters shall be final, conclusive, and binding.

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17) The Tax Compliance Certification and the Certificate of Non-Collusion must be included with the response. The authorized individual(s) must sign these forms.

18) Response to this RFP acknowledges the proposer's acceptance of all sections and requirements of this document. The proposer's response to the RFP will be incorporated within the contract. If the proposer's proposal does not comply with the requirements of this RFP, or if an item is not understood in any way, a copy of that section of the RFP must then be included in the proposal and all its copies clearly stating the deviation, additions, or other comments.

19) If, at the time of the scheduled response opening, Eastham Town Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the response opening will be postponed until 2:00 PM on the next normal business day. Submittals will be accepted until that date and time.

20) The Town of Eastham is an Affirmative Action/Equal Opportunity Employer. The Town encourages submittals from qualified SBO/MBE/DBE/WBE firms.

21) The Town of Eastham makes no representations or warranties, express or implied, as to the accuracy and or completeness of the information included in this RFP. This RFP, including all attachments, supplements, and/or future addendums, is made subject to errors, omissions, and withdrawal without prior notice, and to changes to, additional, and different interpretations of laws and regulations.

II. Background

A. Project Description

The Town of Eastham is seeking proposals for the development and ongoing management of development to include no more than bedrooms of affordable rental housing on a 10.4-acre parcel of land located at 4300 State Highway, formerly known as the "Campbell-Purcell Property". The Town of Eastham will enter into a long-term lease agreement with the selected responder, and the selected responder will be responsible for constructing the affordable housing units and ancillary facilities including vehicular and pedestrian access and circulation and for ongoing management. The selected responder will be responsible for securing all permits and necessary zoning relief and will be responsible for all marketing and tenant selection lotteries, both for the initial rent-up and for subsequent vacancies.

B. Property Description

The subject property is 10.4 acres includes two zones; Zone C is 3 acres and Zone D is 7.4 acres as identified on Eastham Assessor's map #8, Parcel 147. The property is owned by the Town of Eastham and assigned by the voters to be used for general municipal purposes including but not limited to affordable housing uses. Residential homes are not allowed in Zone C and D except in

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Zone D where apartments above businesses are allowed. Affordable housing can be built with a 40 B permit from the Eastham Zoning Board of Appeals. The property abuts commercial developments located on Brackett and Holmes Roads. While the property has frontage on both Brackett Road and Holmes Road, a private way, primary access should be developed off Brackett Road.

The property is in close proximity to stores, schools, public services, and restaurants.

The land is primarily flat with sandy soil. The site will soon be served by a municipally owned public water system, scheduled for installation on _____. There is no sewer or wastewater system. The development should handle waste on-site through a package treatment system or individual systems. The Town of Eastham will be installing town water on Brackett Road, adjacent to the property. Electricity is on-site. The Town wishes to see a cluster development.

C. Housing Needs

Eastham is a rural community located on the outer portion of Cape Cod, 38 miles from the Sagamore Bridge. The town is bordered on the east by the Atlantic Ocean and on the west by Cape Cod Bay. Acting as the gateway to the National Seashore, which occupies 11% of the town's landmass, Eastham is a quiet seashore community with an abundance of beaches, walking trails and fresh water ponds. According to the 2010, US Census Eastham's total year-round population is 4,956 residents. The summer months bring an influx of visitors and seasonal residents with a population of approximately 30,000. 54.5% of the towns housing stock is used seasonally.

There are 2,531 year-round households in Eastham with an average of 2.1 people per household according to the 2010 US Census. This closely relates to the average age of the town's residents at 56.8 years of age. Eastham has one of the "oldest" populations in the Commonwealth with 31.5% of all residents age 65+. 845 residents live alone.

There are 272 occupied rental units in Eastham, or 4.7% of the town's total housing stock. This pales next to the statewide average of 31.7% of all housing units reserved for year-round rental. Currently only 2% of these rental-housing units are listed with the Massachusetts Department of Housing and Community Development (DHCD) as affordable although additional, the town's Affordable Housing Trust is adding scattered site units. The State goal is that 10% of year-round housing stock be affordable.

With a median household income of \$55,765, Eastham also has the lowest average weekly wage of all Cape Cod towns at \$595 according to the US Bureau of Economic Analysis (2010).

Affordable rents are determined by Housing Urban Development (HUD) published area median incomes for the broader area of the Barnstable Metropolitan Strategic Area. 2015 HUD area median incomes are given below.

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2015 Eastham MSA Income Limits; see www.huduser.org						
Household size	1 person	2 persons	3 persons	4 persons	5 persons	6 persons
80% Income Limits	\$46,100	\$52,650	\$59,250	\$65,800	\$71,100	\$76,350
50% Income Limits	\$30,650	\$35,000	\$39,400	\$43,750	\$47,250	\$50,750
30% Income Limits	\$18,400	\$21,000	\$23,650	\$26,250	\$28,410	\$32,570

Fair Market Rents are as follows (note that the rent figure includes utilities; if utilities are not included in the rent, rent charged must be lowered to account for cost of utilities):

unit size	efficiency	1 bedroom	2 bedroom	3 bedroom
2016 Fair Market Rent	\$987	\$1,089	\$1,457	\$1,833

III. Goals and Guidelines

The Town of Eastham has established the following guidelines as a reflection of its goals for development of the Campbell-Purcell property. Priority will be given to proposers who are best able to meet these goals, as determined by the evaluation criteria in this RFP.

A. Number of Units

The Campbell-Purcell project will include a maximum of bedrooms.

B. Unit Configuration

The Campbell-Purcell Community Housing Project may contain efficiency, 1, 2 and 3 bedroom units. It should not include any apartments containing more than 3 bedrooms. At least 40% of units should be 2 bedroom units; no more than 15% of the units should be 3 bedrooms. The Town of Eastham wishes to provide rental-housing opportunities for all age groups but particularly recognizes the lack of existing affordable rental housing for its senior population. The town does not wish to limit this project to Senior Housing but will look favorably on proposals that provide a unit configuration that is attractive to and accommodates seniors and families of differing sizes.

C. Affordability

At a minimum 40% of the units must be rented at rates affordable to households earning at or below 120% of area median income as defined by the U.S. Department of Housing and Urban Development (HUD). Priority will be given to proposals that include an additional affordability component creating at least 5 units with rents affordable to households earning at or below either 50% or 60% of area median income. The differing affordability levels should be spread evenly among the different unit sizes to the greatest extent possible.

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D. Conveyance / Regulatory Agreement / Deed Restriction

The Town of Eastham will convey a long-term (99-year) lease of the property to the successful proposer, for an initial payment detailed below, and at a nominal annual consideration; with terms to ensure the development conforms to the proposal and to ensure the housing remains affordable for the term of the lease.

The successful proposer will enter into a Regulatory Agreement as required by the applicable program and as acceptable to the Department of Housing and Community Development, and will record a deed restriction preserving affordability for perpetuity (or the longest term allowable by law). The deed restriction will be in a form provided by and acceptable to the Town of Eastham and the Department of Housing and Community Development. The successful proposer will also be responsible for marketing the units in accordance with the Regulatory Agreement.

E. Financial

The Town of Eastham will require an initial lease payment of \$10,000 to cover all costs incidental to the acquisition and disposition of this site, including the cost of negotiating of the disposition agreement, and all legal fees related to the acquisition and disposal of the parcel. The Town of Eastham anticipates all subsequent payments will be nominal.

F. Town Subsidy

The Town of Eastham will provide a cash subsidy to be applied toward infrastructure in the amount of \$ _____. This subsidy will be provided to the developer at the completion of 50% of construction based upon the agreed upon Schedule of Values.

G. Accessibility / Visitability

A minimum of 5% of the dwelling units in the project (but no less than one unit) should be accessible to and usable by persons with disabilities. An additional 2% of the dwelling units (but at a minimum no less than one unit) should be accessible to individuals with sensory impairments (i.e. hearing or vision impairments). At least 20% of the dwelling units should meet visitability standards (one zero-step entrance and interior passage doors with a minimum width of 2' 8").

H. Ongoing Management

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The Campbell-Purcell Community Housing Project must include an on-site property management office and plans for staffing this office. The successful proposer's Development Team must include a qualified and experienced property management firm.

I. Project Design Phase

Proposals must submit a plan for the Project Design Phase, including, at a minimum:

1. Goal Setting – a meeting with key architectural, design, and developer staff and the Town of Eastham to determine design direction and to understand issues and trade offs
2. Initial Design Presentation – key architectural, design and developer staff will present three design alternatives, of which the Town of Eastham will select one for further refinement
3. Final Design Presentation to Town of Eastham
4. Final Design Presentation to the broader community (a public meeting to solicit community input)
5. Refinements to be made to design based on feedback

J. General Design and Construction Guidelines

All structures must comply with local and State building codes, with the Barnstable County HOME Consortium Project Design Guidelines 9/1/03 (See Attachment ____).

There is no preference for type of construction. Modular or panelized construction is acceptable, as is traditional "stick-built" construction.

To the greatest extent possible, building plans should be harmonious with the existing architecture of the neighborhood and the Town of Eastham.

Townhouses and garden apartments are preferable. In order to best use the available land clustering the dwelling units is preferable with a focus on open space. Maximum height for any building is 30'.

Additional design and construction requirements include the following:

1. On site office space for property management
2. Playground
3. Outdoor passive recreation area
4. Laundry rooms with a minimum of 2 washers and dryers per 20 residential units
5. Buildings shall have no more than two stories containing living areas
6. Final design must include an acceptable landscaping plan

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Design and construction preferences include the following:

1. Open layout of kitchen, living area and dining area where possible
2. Porches and/or decks for first floor units
3. Plan for outdoor trash receptacles/recycling receptacles
4. Ample storage space for each unit
5. Mailboxes located within buildings
6. Garages and carports not required
7. Green construction and use of alternative energy sources

IV. Evaluation Criteria

The criteria to be used by the Town of Eastham in evaluating the proposals are as follows:

A. Minimum Threshold Criteria

The project must meet the minimum threshold criteria. Submittals failing to comply with one or more of the minimum criteria stated below shall be disqualified from further consideration:

- A. The response must be complete and must conform with all submission requirements
- B. Responder experience must include a developer with a minimum of 5 years experience in the development of affordable housing
- C. Responder experience must include a property manager with a minimum of 5 years experience in property management
- D. Responder experience must include an affordable housing development of 12 or more units
- E. Responder must certify compliance on all state and local taxes (attachment)

B. Comparative Evaluation Criteria:

Projects meeting the minimum criteria will be judged on the following additional comparative evaluation criteria. The Town of Eastham reserves the right to award the contract to the responsive and responsible proposal that best meets the Town's needs, taking into account qualifications, submittal quality, and evaluation criteria. The awarding authority's decision or judgment on these matters shall be final; the Town of Eastham will use the comparative criterion for each separate rating area, and based upon these criteria, will assign an overall rating to each proposal. Each of the criteria may contain ratings of:

Unacceptable
Not Advantageous

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Advantageous **Highly Advantageous**

An “Unacceptable” rating in any one of the criteria will eliminate the proposal from further consideration:

1. Construction Experience

Applicants will be evaluated based on the extent of the organization’s construction experience. Greater weight will be given to experience with residential new construction of housing projects of 5 units or more.

- Unacceptable: Applicant has less than 3 years construction experience
- Not Advantageous: Applicant has 4-5 years construction experience
- Advantageous: Applicant has 5 to 8 years construction experience
- Highly Advantageous: Applicant has more than 8 years construction experience

2. Strength of Development Team

Applicants will be evaluated on the strength of the development team as evidenced by the experience with projects similar to the Campbell-Purcell Community Housing Project. Experience evaluated will be that of the organization’s principal (executive director, chief executive officer, or similar position) and the individual designated to lead the Campbell-Purcell Community Housing Project (project manager or other similar position).

- Unacceptable: Either the organization’s principal or the project manager has had no experience with similar projects within the last 7 years.
- Not Advantageous: Either the organization’s principal or the project manager have had experience with only 1 similar project within the last 7 years.
- Advantageous: both the organization’s principal and the project manager have had experience with 2 or more similar projects within the last 7 years.
- Highly Advantageous: both the organization’s principal and the project manager have had experience with 3 or more similar projects within the last 7 years.

3. Financial Experience and Capacity

Applicants will be evaluated on the extent to which financial references verify financial capacity of applicant and the extent of their financial strength to support the most favorable terms from a construction lender.

- Unacceptable: Applicant has not demonstrated financial capacity by providing adequate documentation to allow reviewers to determine financial viability
- Not Advantageous: Applicant has provided basic documentation regarding financial capacity however it is not clear that applicant has the financing or cash flow to adequately complete the project
- Advantageous: Applicant has provided sufficient documentation to demonstrate financial viability and cash flow to complete the project

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- Highly Advantageous: Applicant has provided ample documentation to demonstrate financial viability and cash flow with a letter of credit naming this project and documenting availability of financing

4. Project Discussion and Cost Projections

Applicants will be evaluated on the extent of their project understanding, especially pertaining to the goals of creating quality affordable housing that can be rented affordably to income qualified households, as evidenced by Applicant's Narrative Description of the Proposed Development and Development Budget (the budget format is included in One Stop Application Forms and itemizes construction costs, soft costs, and contingent costs).

- Unacceptable - Proposal did not adequately convey Applicant's understanding of the project goals and approach to completing the project successfully.
- Not Advantageous - The response indicates Applicant may understand the project goals, but the materials provided are not clear enough to make a determination. Applicant's approach does not instill confidence in a plan to complete the project in a well thought out manner.
- Advantageous - The Narrative and Budget provided indicate Applicant will meet the project goals and show the Applicant's demonstrated understanding of the project and approach to the work required
- Highly Advantageous - The Narrative and Budget provided clearly indicate Applicant's understanding of the project goals and ability to successfully meet these goals; shows the Applicant's demonstrated understanding of the project; Applicant's ability to bring leadership to the project and that their approach to the project demonstrates a creative and thorough process

5. Project Discussion and Design Proposals

Applicants will be evaluated on the extent of their project understanding, especially pertaining to the goals of creating quality affordable housing that is harmonious with the existing architecture of the neighborhood and the Town of Eastham, and meets the Goals and Guidelines in the RFP, as evidenced by Applicant's Narrative Description of the Preliminary Site Plans.

- Unacceptable - Proposal did not adequately convey Applicant's understanding of the project goals, design phase, and approach to designing the project successfully.
- Not Advantageous - The response indicates Applicant may understand the project goals, but the materials provided are not clear enough to make a determination. Applicant's approach does not instill confidence in a plan to design the project in a well thought out manner.
- Advantageous - The Narrative and Preliminary Site Plans provided indicate Applicant will meet the project goals and show the Applicant's demonstrated understanding of the project and approach to the design.
- Highly Advantageous - The Narrative and Preliminary Site Plans provided clearly indicate Applicant's understanding of the project goals and ability to

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successfully meet these goals; shows the Applicant's demonstrated understanding of the project; Applicant's ability to bring leadership to the project and that their approach to the design demonstrates a creative and thorough process

6. Readiness to Proceed

Applicants will be evaluated on their ability to begin the project in a timely manner as demonstrated by the Projected Development Schedule.

- Unacceptable: Applicant did not provide a Projected Development Schedule
- Not Advantageous: Applicant has provided a Projected Development Schedule that documents ability to start the Campbell-Purcell Community Housing Project 36 or more months from contract award date
- Advantageous: Applicant has provided a Projected Development Schedule that documents ability to start the Campbell-Purcell Community Housing Project within 24 to 35 months from contract award date
- Highly Advantageous: Applicant has provided a Projected Development Schedule that documents ability to start the Campbell-Purcell Community Housing Project within 6 to 23 months from contract award date

7. Green Construction

Proposal will receive additional consideration for green construction as follows:

- Unacceptable: Lack of adherence to Energy Star standards
- Not Advantageous: Adherence to Energy Star standards
- Advantageous: Additional "green" aspects to construction beyond Energy Star
- Highly Advantageous: LEED certified construction

V. Submission Requirements

Applicants must submit all of the following information:

1. Letter of Interest signed by all principals of the applicant organizations
2. Narrative description of the proposed development
3. Project Information (please use One Stop Forms)
 - a. General Project Information and Development Team (One Stop Section 1&2)
 - b. Development budget sources and uses (One Stop Section 3)
 - c. 20 –year operating proforma and rent schedule (One Stop Section 4 and Output Section)

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- d. Preliminary site plan and elevations, and preliminary specifications
 - e. Plan for Project Design Phase (see section III)
 - f. Proposed unit configuration, including anticipated plans for accessible and adaptable units
 - g. Preliminary identification of permitting and regulatory relief to be sought under a Comprehensive Permit
 - h. Projected development schedule
 - i. Letters of interest from lenders
4. Developer information:
- a. Description of development team, including key consultants, property manager, architect, contractor and attorney, detailing previous experience of members of team and references; identify process for selecting members not yet identified (One Stop Section 2)
 - b. Developer Financial (One Stop Exhibit 25 & 30 or similar)
 - c. Description of other real estate owned (One Stop Exhibit 26 or similar)
 - d. Disclosure of beneficial interests (M.G.L. c.7, 40J) (form Attachment C)
 - e. Certification of tax compliance (M.G.L. c. 62C, 49A) (form Attachment D)
 - f. Information regarding any legal or administrative actions, past, pending, or threatened that could relate to the conduct of the applicant's business.

VI. Selection Process

All packages submitted by the deadline will be opened and logged in. All information contained in the proposals is public. The Town of Eastham or its designee(s) will review and evaluate all proposals that have been received by the submission deadline. Evaluation of the proposals will be based upon the information provided in the applicant's submission in accordance with the selection criteria outlined in this RFP and any interviews, references and additional information requested by the Town. The Town of Eastham will notify all applicants in writing of its decision.

The selected applicant will be asked to make a deposit of \$10,000 within 10 business days of selection, to be held in escrow until lease execution. At lease execution, the deposit will be applied to the initial lease payment.

The selected applicant will be required to provide a performance, payment, and materials bond.

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Attachments:

- Attachment A: Assessor's Map and Perimeter Plan
- Attachment B: Campbell-Purcell Property Photographs
- Attachment C: Disclosure of Beneficial Interests Form
- Attachment D: Certificate of Tax Compliance Form
- Attachment E: Certificate of Non-Collusion Form
- Attachment F: Home Consortium Project Design Guidelines