

**Jan. 12, 2016
West Tisbury
Affordable Housing Committee
Minutes**

Present: Larry Schubert, Mike Colaneri, Henry Geller, Glenn Hearn, Ted Jochsberger and Vickie Thurber
Also Present: Rhonda Conley

Mike made a motion seconded by Glenn to accept the minutes of 12/15/15 as written.

VOTE 6 YES 0 NO

ANNOUNCEMENTS AND CORRESPONDENCES

Luck Lot: There was a discussion of what are a homesite lots and preexisting lots. The Luck Lot is a preexisting lot and is buildable according to the zoning bylaw. After the discussion the committee does not think the town has control over who a lot owner of such a lot sells to or the price they ask for the lot. It is only when the lot is to be built upon that the bylaw rules come into play.

Hurd Homesite Lot: Rhonda read the letter from the Planning Board in response to the AHC support letter of Hurd creating an affordable homesite lot (see attached).

All Island Planning Board Meeting: Henry, the West Tisbury Planning Board rep to this group, explained the group's work. Henry spoke about how a 40B development can come to a town that does not meet the 10% affordable housing threshold. Henry stated that the group is petitioning for the island as a regional instead of a town by town status for the 10% housing quota. The handouts explain the group's work in further detail (see attached).

Eliakims Way Radon: Rhonda presented the email (see attached) pertaining to the radon issue at the Eliakims Way development. The committee discussed radon testing and the dilution process. Rhonda was asked to ask consultant Zola whether this should be addressed in the new project RFP.

REPORTS

ZBA: Larry stated that Tucker stepped down as chair. Nancy Cole is the new chair and Larry, without his input, is vice chair.

CPC: Glenn stated that applications were reviewed and chosen at the last meeting. Several of them were cutback in funding. He stated that approx. \$800,000.00 has been put in reserve in light of the Fire Station Lot Project.

ON GOING BUSINESS

Rooney Refinance: Mike spoke to Ann Hunt at Santander Bank about the requirements the AHC sets. Rhonda previously sent the bank the forms that will be required for approval. Rhonda also sent the details to town counsel for processing. ***Mike made a motion seconded by Henry to approve the refinance loan of \$210,000.00 for 30yr fixed rate at 3.75% for the Rooney's. Approval based on that the following forms included: Certificate of, New Affordable Housing Covenant. The Max. Resale Price set at \$266,200.00. VOTE 6 YES 0 NO***

Fire Station Lot Project: The committee reviewed RFP draft and added and changed points (see attached).

Annual Report: Larry forgot to do. Rhonda will do and present at next meeting for approval. Thanks will be given to Ernie and Joanne for their contributions to the committee.

NEW BUSINESS

DCRHA Budget: Rhonda presented the DCRHA's budget request (see attached). No discussion of the budget. Mike asked about a new memo of understanding. Rhonda stated she emailed David Vigneault about this but no work had been done on it since last fall. She will see what DCRHA wishes to do on revisions.

Lambert's Cove/State Rd. Corner Lot: Henry suggested the AHC confer with the Selectmen on this property. ***Mike made a motion seconded by Vickie that Henry gets on the Selectmen's agenda to state the AHC's desire to look into the feasibility of this property. VOTE 6 YES 0 NO***

Adjourned at 8:30 PM

The next AHC meeting will be Jan. 26, 2016 at 7PM in the 2nd floor conference rm. of Town Hall.

The next AHT will be Jan. 26, 2016 at 7:15 PM in the 2nd floor conference rm. of Town Hall.

Respectfully submitted by Rhonda Conley

Attachments

**Approved 12/30/15
TOWN OF WEST TISBURY
SELECTMENS MEETING
Wednesday, December 9, 2015 4:30 p.m. – 6:04 p.m.**

Radon: Jen explained that the Board had received a letter from a resident of Eliakim's Way expressing concern about high levels of Radon in the houses and asking the Board to work with Island Housing Trust (IHT) and South Mountain to install and pay for mitigation. She noted that the project was not a Town project, it was developed entirely by IHT, the Town is only mentioned in the covenants. Richard said he had spoken with John Abrams of South Mountain, and he expected the Town to get a letter from him in response to the letter the Board received. Jen said she had spoken to Philippe at IHT, he is aware of the concern but they have not yet determined what their response will be. Cindy said the Town could certainly help yet determined what their response will be. Cindy said the Town could certainly help them in their search for a solution. Richard said he knew a lot about Radon testing, he said the water testing is more complicated than the air quality testing. The Board asked Jen to respond with Richard's information and an offer of assistance.

Town of West Tisbury

PLANNING BOARD

P. O. Box 278

West Tisbury, MA 02575-0278

508-696-0149

planningboard@westtisbury-ma.gov

December 22, 2015

Town of West Tisbury

Affordable Housing Committee

P. O. Box 278

West Tisbury, MA 02575

Dear Larry:

At our meeting of December 21, 2015, the Planning Board received and read a letter from you regarding a proposal from Leslie Hurd to create a Homesite lot on her 4 plus acre property. The letter stated that the board voted in support of Leslie's idea and listed several conditions that would need to be addressed.

At this time, the Planning Board has not reviewed a formal plan from the applicant. On September 14, 2015, we preliminarily reviewed 2 possible plans from Doug Hoehn but have not received a Form C application and subdivision plan to date. The minutes of that meeting are attached hereto.

The board respectfully suggests that the applicant consider tabling any excessive spending to prepare the property for Homesite lottery status until the Planning Board has reviewed and approved a completed Form C subdivision application and plan.

Thank you.

Sincerely,

Virginia C. Jones, Chairman

Cc Leslie Hurd

West Tisbury Affordable Housing Committee

Discussion Points for Community Housing RFP Fire Station Lot

Following please find a list of issues. Some answers may be readily available, others may require some research. Some may be addressed already, but have been kept in the list for completeness or annotate with possible answers (in blue type).

HOUSING PROGRAM

Housing Type: Has the Affordable Housing Committee determined whether the desired housing is rental or homeownership, family or elder, special needs, etc.? [\[Rental\]](#)

Scale of Project: What is the desired number of units/density? Is there a specific number, or a range to give a potential developer? **Max. 7 bldgs. 9 apts. (3- 1bd, 3-2bd and 3-3bd) One of 1 bd completely handicap accessible. All ground floors of all apts. handicap visitability.**

Infrastructure: What infrastructure is available, what is needed, who is responsible? [needs wells/septic systems; 22 bdrms was number provided, is this a max? Is 22 from an IA system?] 22 bd is max. *with regular septic system. A 22 bdrm. Septic system is required even though there will only be 18 bdrm. Well and septic design available. Electric at pole, road will need to be created. An infrastructure grant fund may be setup with the remaining predevelopment funds.*

Site Plan: List any site constraints/development parameters [how closely should the developer follow the Vineyard Land Surveying & Engineering, Inc. March 30, 2015, Proposed Site Plan?] **Should follow site plan provided as close as possible**

Housing Style: Is there a preference for single family, duplex, town-home or apartment style housing? [\[small apartments\]](#) scattered bldgs. Triplexes preferred

Design Parameters: Does the Affordable Housing Committee want to provide the developer with detailed plans and specs, or does the Affordable Housing Committee want to give the developer the freedom to design appropriate unit(s) within some basic design parameters? **Freedom...basic design parameters following the concept plan of keeping away from abutters and not disturbing the ball field.**

Access/Driveways/Parking: Are there requirements or preference or already known parameters? Preferences for roadway surface? (paved, gravel, shell). Preferences for amount/type of parking? (garages, covered, open; clustered or scattered, etc.). **Single lane circle rd. with turn out, apron (opening to highway) shall be 2 lanes and paved. Road hardener and gravel for rd. surface. Min. 18 parking spaces scattered and close prox. bldgs. With 3 of spaces being handicap. Developer will also be required to improve Ball field parking to approx. 30 designated spaces.**

Accessibility, Adaptability and Visitability: Are there requirements or preferences for the approach towards creating accessible, adaptable and/or visitable units? Some funding sources have certain requirements, but an RFP could be structured to require more than the

minimums 1fully handicap apt.-1 bd one. All ground floors of apts. shall meet visitability guidelines.

Landscaping/outbuildings: Are there requirements or preferences for landscaping and outbuildings (sheds, storage, etc.) **Min. vegetation removal. Landscape approval from AHC. Maintain buffer between ball field and housing as well as between abutters and housing. Designated community area (garden area). Outdoor lighting shall be low and follow WT Code. Sheds-small storage area shall be supplied for ea. unit. This may be a shared shed per bldg. w/ divided spaces or developers design choice with approval.**

HOUSEHOLDS

Income Qualification Levels/Level of Affordability: What are the target income levels to be served? Pricing determined based on desired income level (either sale or rental). Note that different housing programs compute income levels slightly differently. The below information is taken from the Dukes County Regional Housing Authority website. Depending on financing and, if applicable, subsidizing agency, these figures may need to be modified slightly. **Income levels will be 80% or below.**

2015 Income Limits, Based on Percentage of Dukes County Area Median Income (AMI)

	1-person	2-person	3-person	4-person	5-person	6-person
30% of AMI	\$18,400	\$21,000	\$23,650	\$26,250	\$28,410	\$32,570
50% of AMI	\$30,650	\$35,000	\$39,400	\$43,750	\$47,250	\$50,750
80% of AMI	\$46,100	\$52,650	\$59,250	\$65,800	\$71,100	\$76,350
100% of AMI	\$61,180	\$69,920	\$78,660	\$87,400	\$94,390	\$101,380
120% of AMI	\$73,420	\$83,900	\$94,390	\$104,880	\$113,270	\$121,660

Source: Dukes County Regional Housing Authority

2015 Affordable Rent (assuming utilities included)

	1-bedroom	2-bedroom	3-bedroom
30% of AMI	\$460	\$591	\$683
50% of AMI	\$766	\$985	\$1,138
80% of AMI	\$1,153	\$1,481	\$1,711
100% of AMI	\$1,530	\$1,967	\$2,272
120% of AMI	\$1,836	\$2,360	\$2,727

Source: Incomes from Dukes County Regional Housing Authority

Calculation based on 1 person per bedroom for 1bdm; 1.5 persons per bedroom for 2bdm and 3 bdrm

Local Preference: Currently, Department of Housing and Community Development will approve up to 70% local preference based on demonstration of local need. Within set parameters, communities can structure the definition of local preference. Acceptable categories include current residents, municipal employees, and employees of local businesses and/or households with children attending local schools. **Yes as the law allows.**

Marketing / Lottery: what entity will be responsible for finding households (affirmative fair housing marketing plan)? Staff managing the marketing and lottery must have sufficient experience and, if applicable, be approved by DHCD. Note, some Developers prefer to do their own marketing and lottery. *There should be no need for lottery but may want to leave it just in case. Developer and management team will find renters based on income qualifications. If developer does not manage will require a manager who is local under agreement and meet the qualifications to manage.*

PROPERTY

Form of Conveyance / Type of Land Disposition: This can range from maintaining the land in Town ownership, to some form of lease, to a land disposition agreement that provides for fee simple absolute ownership for the selected responder. In thinking about form of conveyance, fee simple typically provides the greatest benefit to the developer (ease of process/financing, etc.), which often results in the most cost efficient and desirable housing. On the other hand, a land lease is often seen as preserving Town control, although specific control can be built into a land disposition agreement. Ground lease (can find an example under Dukes County registry of Deeds Bk 1327 Pg.289).

Question-Ground leasing part of a larger piece of land will the developed part of parcel have to be subdivided from rest of parcel or will a surveying the piece to be leased and included with docs be enough?

Finances/Cost of Land: Will there be a cost/fee associate with the land disposition, such as a cost to purchase, or a lease fee? *Lease fee of \$1.00 only.*

Land Area / Description: It will be important to fully describe the property in question, as well as any constraints such as easements, desired building envelope, limitations on building, etc. *Have concept plan w/building placement preferences. Lease will include portion of road after apron as well as development area. Question will we need to do easement at apron area?*

Permitting: What type of zoning exists? What permits would be involved? (Example: building as of right, need for a Special Permit, need for a Comprehensive Permit, etc.). Any conservation jurisdiction, historic jurisdiction, MNHESP mapping (endangered species), Flood Zone, etc.? Will the Affordable Housing Committee be involved in permitting, or will the developer be responsible? Will need to check MNHESP, etc. Developer will be responsible for all permits-Planning Board, Board of Health, Bldg. permit and any others. *This may get kicked to the MVC, hopefully not. Zoning is residential. These organizations that need checked is something AHC should do I take it if not let me know.*

Type of Restriction: Deed restriction to be for a specified term of years or perpetual? Will the deed rider survive foreclosure? Deed restriction will also depend on type of funding pursued. *Restrictions-perpetual. Town shall get 1st right of refusal.*

FINANCING

Expectations: What are the expectations regarding funding? *Multiple funding from-CPA funds, federal and state grants as well as institutional loans.*

Responsibilities: Who will be responsible for securing funding? *Developer*

Risk: Where is risk (for instance, if units do not rent out or sell in timely manner?)

Developer

LEGAL

Has title been reviewed? Are there any legal hurdles? **Yes. Title to property reviewed and under title insurance. Town counsel has the details to this.**

DEVELOPER

Available Pool of Potential Responders: are there specific developers that are known to the community? Do they have a preferential mode of development? (for instance, some developers might not be as interested in responding to an RFP that includes detailed home designs and specifications, as they have their own architects and house plans; for-profit contractors may prefer RFPs that include specific plans and specs, as they can then very accurately cost out a project). **Non-profit**

Selection Criteria: What are the important attributes in a desired responder (low cost, reputation/experience, readiness to proceed, etc.) **All the below are important**

Examples of “Comparative Criteria”:

- Construction Experience
- Strength of Development Team
- Financial Capacity
- Project Discussion / Cost Projections
- Project Discussion / Design Proposals
- Affordability Levels
- Readiness to Proceed
- Ability to Work with Government
- Experience as Marketing/Lottery Agent (Affirmative Fair Housing)
- Experience with Affordable Housing Rental Management
- Ability to incorporate “Green Construction” elements

REQUEST FOR PROPOSAL

Logistical Details: how many copies need to be submitted, who is to receive? **13 copies- 10 A H Trust, 1 Town Administer, 1 Town Counsel, 1 Consultant-Zola**

Timing: What dates/timeline does the Affordable Housing Committee have in mind?

None as yet. Looking at awarding this by spring 2016. Will need to base the dates on when possible to advertise RFP. Would you say 2 weeks after advertisement placed could have bidder’s conference? Then set the dates as law requires for advertising and responding.

Bidder’s Conference: Does there need to be a bidder’s conference on site (more important for larger developments and/or sites with specific issues/impediments). **Yes as the site has specific issues.**

Awarding Authority: Who makes award? Is there a Committee or Sub-Committee that makes a recommendation? Does the Board of Selectmen need to approve the

recommendation/make the final award? **Awarder –Town Selectmen, AHC with consultant’s help-recommender, Selectmen-approver**

Post Award:

LDA/Regulatory Agreement

Ground lease

LIP Regulatory Agreement (see Dukes County Registry Bk. 1327 Pg. 3530

Possible Easement agreement for 1st part of road

Management Agreement (example at Dukes County Registry Bk. 1327 Pg. 319)

Others you may feel are needed

Possible Infrastructure Grant Fund Form

Title Insured (Dukes County Registry of Deeds Bk 17 Pg. 133

Building Specifics

No basements

Appliances (range, frig washer and dryer hookups with dryer vent to outside0

Flooring ground floor should be conducive to wheelchair use in all apts.

All Handicap Visitability on ground floors

1 completely handicap accessible

Walks must be handicap usable

**TOWN OF WEST TISBURY
REQUESTS FOR PROPOSALS
For the Fire Station Lot Community Housing**

The Town of West Tisbury through its Affordable Housing Committee invites qualified responders to submit a proposal for affordable rental housing construction and management. The selected responder will be responsible for the construction of three triplex-style clusters, for a total of 9 apartments, to be constructed on a portion of the 4.98 acre parcel of land in West Tisbury located at 565 Edgartown Road, Assessor’s Parcel 31-36 (the “property”). The Town of West Tisbury will convey the property to the selected responder via a ground lease at \$1.00. The selected responder or its designee will be responsible for permitting, funding, construction and ongoing property management. Units will be restricted affordable in perpetuity

Change name of project to West Tisbury Community Housing Project at 565 Edgartown Rd. throughout RFP.

I General Information

- 1) Proposals will be accepted at the **West Tisbury Town Hall, Office of the Executive Secretary, 1059 Main Street, P.O. Box 278, West Tisbury, MA 02575**, until **2:00 PM**, [REDACTED]. Applicants must submit one original application and 12 (twelve) copies in a sealed envelope marked "Fire Station Lot Community Housing" Faxed or e-mailed proposals will be deemed non-responsive and will be rejected. If, at the time of the scheduled response opening, 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. **Will open at Selectmen's Meeting. All dates must be decided soon. Question: How soon after advertising in appropriate places can set dates for bidder's conference, etc.**
- 2) 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.
- 3) If any changes are made to this RFP, an addendum will be issued. Addenda will be e-mailed, mailed or faxed to all companies and individuals on record as having requested the RFP.
- 3) There will be a **Bidders Conference** on site, _____.
- 4) **All inquiries or questions regarding this RFP should be submitted via e-mail no later than 2 pm** [REDACTED] **to Ms. Leedara Zola, Housing Consultant, leedarazola@gmail.com**. Responses to inquiries and questions will be mailed, faxed or emailed to all companies and individuals on record as having requested the RFP.
- 5) Responses may be modified, corrected or withdrawn only by written notice received by the Town of West Tisbury prior to the time and date set for the response opening. Modifications must be submitted in a sealed envelope clearly labeled "Modification No. ____" and must reference the original RFP response.
- 6) 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. Any submittals received after the advertised date and time for opening will be considered non-responsive and be returned to the responder unopened.
- 7) 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.
- 8) The Town of West Tisbury reserves the right to reject any and 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 West Tisbury may cancel this RFP, in whole or in part, or may reject all Proposals, or may procure only some goods and/or services outlined in this RFP whenever such action is determined to be fiscally advantageous, or if it is otherwise in the best interest of the Town of West Tisbury.

10) The Town of West Tisbury may request that supplementary information be furnished to assure the Town of West Tisbury 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 West Tisbury will not be responsible for any expenses incurred in preparing and submitting responses. All submittals shall become the property of the Town of West Tisbury. All deliverables, reports, maps and other documents resulting from this contract shall become the property of the Town of West Tisbury.

12) The RFP, and any subsequent contract for the services, is hereby issued in accordance with M.G. L. c. 30B. The selected proposer shall be expected to comply with all applicable state and federal laws in performance of service and acceptance of the land from the Town of West Tisbury, including but not limited to M.G.L. c. 44, § 63A, M.G.L. c. 60, § 77A and M.G.L. c. 60, § 77B.

13) 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.

14) The Town of West Tisbury 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.

15) The Tax Compliance Certification and the Certificate of Non-Collusion must be included with the response. These forms must be signed by the authorized individual(s).

II. Background

A. Housing Needs

The Department of Housing and Community Development lists West Tisbury as having 1.8% of its year-round housing stock affordable to low-to-moderate income households. The state goal is 10%. Compared to other Vineyard towns (ranging from Aquinnah with 25.9% to Chilmark with 0.7%), West Tisbury has the second least affordable housing.

The National Low Income Housing Coalition publishes a yearly "Out of Reach" report on rental housing affordability. The 2014 report lists Dukes County as having the second highest housing cost related to minimum wage (second only behind Nantucket, a dubious distinction). A Dukes County renter household needs the equivalent of 3.1 full time jobs at minimum wage in order to afford a 2 bedroom at fair market rent. At area mean wage for renter households (different than minimum wage) a Duke's County household needs 2.1 full time jobs.

With a very high seasonal demand for rental housing, year-round stable affordable rentals are rare, if not virtually impossible, to find.

B. 2015 Dukes County Area Median Incomes

2015 Income Limits, Based on Percentage of Dukes County Area Median Income (AMI)

	1-person	2-person	3-person	4-person	5-person	6-person
30% of AMI	\$18,400	\$21,000	\$23,650	\$26,250	\$28,410	\$32,570
50% of AMI	\$30,650	\$35,000	\$39,400	\$43,750	\$47,250	\$50,750
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120% of AMI	\$73,420	\$83,900	\$94,390	\$104,880	\$113,270	\$121,660

Source: Dukes County Regional Housing Authority

C. Affordable Rental Rates

2015 Affordable Rent (assuming utilities included)

	1-bedroom	2-bedroom	3-bedroom
30% of AMI	\$460	\$591	\$683
50% of AMI	\$766	\$985	\$1,138
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120% of AMI	\$1,836	\$2,360	\$2,727

Source: Incomes from Dukes County Regional Housing Authority

Calculation based on 1 person per bedroom for 1bdrm; 1.5 persons per bedroom for 2bdrm and 3 bdrm

III. Request for Proposals

A. Project Description

The Town of West Tisbury through its Affordable Housing Committee invites qualified responders to submit a proposal for affordable rental housing construction and management. The selected responder will be responsible for the construction of three triplex-style clusters, for a total of 9 apartments, to be constructed on a portion of the 4.98 acre parcel of land in West Tisbury located at 565 Edgartown Road, Assessor's Parcel 31-36 (the "property"). The Town of West Tisbury will convey the property to the selected responder via a ground lease at \$1.00. The selected responder or its designee will be responsible for permitting, funding, construction and ongoing property management. Units will be restricted affordable in perpetuity

The purpose of this Request for Proposal (RFP) is to select a developer who can demonstrate the experience and capacity to timely and successfully:

- Enter into a ground lease with the Town of West Tisbury

- Perform community outreach prior to permitting; ensure site plan takes into account existing uses of the property and the neighborhood in general, and works to be harmonious with these to the greatest extent practical
- Secure all appropriate approvals and permits. It is anticipated that this project will be permitted under the Town of West Tisbury Zoning Bylaw Section 4.4 “Housing” or in the alternative, permitting under Massachusetts General Law Chapter 40B.
- Ensure all nine units are included on the Department of Housing and Community Development (DHCD) Subsidized Housing Inventory (SHI). This requirement may be waived at the discretion of the Town of West Tisbury
- If applicable, execute a Regulatory Agreement in a form acceptable to the Town of West Tisbury and the Department of Housing and Community Development.
- Construct buildings in three triplex-style clusters, for a total of 9 apartments
- Work cooperatively through marketing, including lottery **if necessary**, utilizing the Town’s selection processes for future assignments.
- Effectively and productively manage the 9 units of affordable rental housing, ensuring a quality, sustainable neighborhood; or at the approval of the Town of West Tisbury, hire a local management team under a management agreement approved of by the Town of West Tisbury.

See Attachment B for a sample Ground Lease. See Attachment C for a sample Regulatory Agreement. **Management Agreement**

The selected responder will be responsible for conducting community outreach and design review, including presenting draft plans and specifications to the community and neighbors before applying for a permitting.

The selected responder should work in harmony and collaboration with other uses of the property, including the ball field, and will share a driveway curb-cut onto Edgartown Road with the ball field.

The selected responder will be responsible for securing all permits and necessary zoning relief. It is expected that this project will be under a Special Permit through the Town of West Tisbury Zoning Bylaw Section 4.4 Housing

The selected responder will be responsible for ensuring the units are included on the Department of Housing and Community Development (DHCD) Subsidized Housing Inventory (SHI). It is expected that this would be via the Local Initiative Program (LIP).

The selected responder will be responsible for quality construction of the units.

The selected responder will work cooperatively with the West Tisbury Affordable Housing Committee or other entity approved by the Town of West Tisbury, through outreach, marketing, lottery and maintenance of appropriate waiting lists.

The Town of West Tisbury will require that the Developer use best efforts to secure the maximum local preference allowed by law in the initial lottery.

E. Property Description

The property is a portion of the 4.98 acre parcel of land in West Tisbury located at 565 Edgartown Road, Assessor's Parcel 31-36. See attached deed, maps and Concept Plan prepared by Vineyard Land Surveying & Engineering, Inc. and dated March 30, 2015. Selected responder and the Town of West Tisbury will agree upon a building envelope. Does the land need to be surveyed that will be leased before the RFP awarding? Will it be necessary to subdivide or will the survey and lease be sufficient?

IV. Goals and Guidelines

The Town of West Tisbury has established the following guidelines as a reflection of its goals for quality development of the property. Priority will be given to applicants who demonstrate the ability to best meet these goals, as determined by the evaluation criteria in this RFP

A. General Design and Construction Guidelines

All structures must comply with any local applicable code, including "stretch code", Massachusetts State Building Codes, Massachusetts Electrical Code, Massachusetts Plumbing and Heating Code, Massachusetts Fire Code, and Massachusetts Sanitary Code.

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

Buildings and Units will be Sited within a building envelop as approved of by the West Tisbury Affordable Housing Committee and the West Tisbury Board of Selected. Should follow as close as possible to preliminary plans.

******* To the greatest extent possible, building plans should be harmonious with the existing architecture of the neighborhood and the Town of West Tisbury *******

B. Community Outreach

The selected responder will be responsible for conducting community outreach and design review, including presenting draft plans and specifications to the community and neighbors before submitting applications for permitting

C. Building and Unit Specifications

The preference is for units clustered in triplex-style configurations; with three clusters of three units each. There shall be no more than 7 buildings total. Unit configuration must include three 3-bedroom units, three 2-bedroom units and three 1-bedroom units. The maximum total number of bedrooms is 18.

One of the 1-bedroom units must adhere to ADA standards. All of the ground floor living space must meet visitability standards.

The site plan must include 18 parking spaces, including 3 handicapped spaces.

D. Energy Efficiency and “Green” Construction

Proposals shall provide the most energy efficient residential project within the constraints of this development. Energy Star Standards shall be adhered to. The Town of West Tisbury encourages applicants to suggest in their proposal changes to the design that would improve the energy efficiency and maintenance of the houses and encourages applicants to suggest “green” technologies and/or LEED construction and/or solar panel arrays.

E. Landscaping and Site Work

Proposals will include finish grade (taking into account appropriate and reasonable drainage techniques), lawn, shrubs and gravel driveways. 50 ft. no cut area to neighbor side as well as a buffer between the development and ballfield. Min. vegetation removal. An area for a community garden area. All landscaping must be approved by the AHC.

F. Readiness to Proceed and Timelines

Developer shall show the ability to start on the Fire Station Lot Community Housing within a reasonable timeframe, no later than 9 months after RFP docs executed preferably earlier. Start shall be evidenced by securing of a building permit. Construction shall be completed, as evidenced by a Certificate of Occupancy, and the Units shall be rented to eligible and qualified households, preferably earlier but no later than 2 yrs. After bldg. permits issued. Timelines may be extended by mutual agreement of the Developer and the Town of West Tisbury. In the event the Developer defaults on the aforesaid obligations, at the Town’s option, title to the land shall revert to the Town or its designee.

G. Financial

Selected responder shall be responsible for all costs associated with permitting, construction, household selection and ongoing rental maintenance and management, and shall demonstrate the financial capacity to manage and complete the Project.

Assistance shall be provided by the Town of West Tisbury in the form of documentation for any grant applications or subsidies for which the selected responder may choose to apply.

H. Ground Lease

See Attachment B for a sample Ground Lease

V. Evaluation Criteria

The criteria to be used by the Town of West Tisbury 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:

1. The response must be complete and must conform with all submission requirements

2. Proposal must be for nine units; three 3-bedroom units, three 2-bedroom units and three 1-bedroom units, with a maximum of 18 total bedrooms and 7 total buildings.
3. **One of the 1 bedroom units must meet all ADA standards. All units must meet handicap visitability standard. This will also require walkways to meet these standards.**
4. Affordability (utilizing the Town's selection processes for future assignments): Unit must be affordable to households earning at or below 80% of the Duke's County Median Income
5. Responder must certify compliance on all state and local taxes (see attachment H)

B. Comparative Evaluation Criteria:

Projects meeting the minimum criteria will be judged on the following additional comparative evaluation criteria. The Town of West Tisbury reserves the right to award the contract to the responsive and responsible proposal which 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 West Tisbury 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
Advantageous
Highly Advantageous

An "Unacceptable" rating in any one of the criteria may eliminate the proposal from further consideration:

1. 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 Fire Station Lot 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 Fire Station Lot 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 5 years.
- Not Advantageous: Either the organization's principal or the project manager have had experience with only 1 similar project within the last 5 years.
- Advantageous: both the organization's principal and the project manager have had experience with 2 or more similar projects within the last 5 years.
- Highly Advantageous: both the organization's principal and the project manager have had experience with 3 or more similar projects within the last 5 years.

2. Construction Experience

Applicants will be evaluated based on the extent of the organization's construction experience with residential new construction affordable rental projects.

- Unacceptable: Applicant has less than 5 years of the above stated construction experience
- Advantageous: Applicant has 5 to 8 years of the above stated construction experience

- Highly Advantageous: Applicant has more than 8 years of the above stated construction experience

3. **Rental Property Management Experience**

Development Team will be evaluated on the extent of the organization's experience with Rental Property Management in the context of affordable housing.

Should it say if using a management team it must meet these standards?

- Unacceptable: Applicant has no experience with rental property management in the context of affordable housing
- Advantageous: Applicant has 5 years or less of experience with rental property management in the context of affordable housing
- Highly Advantageous: Applicant has more than 5 years of experience with rental property management in the context of affordable housing

4. **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
- Highly Advantageous: Applicant has provided ample documentation to demonstrate financial viability and cash flow with a lending letter of interest naming this project and documenting availability of financing

5. **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.

- 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

6. 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 West Tisbury, and meets the Goals and Guidelines in the RFP, as evidenced by Applicant's Narrative Description and Preliminary Site Plans.

- Unacceptable - Proposal did not adequately convey Applicant's understanding of the project goals, 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 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

7. 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. Start shall be evidenced by securing of a building permit.

- Unacceptable: Applicant did not provide a Projected Development Schedule
- Not Advantageous: Applicant has provided a Projected Development Schedule that documents the ability to start the project 24-36 months after the execution of the ground lease
- Advantageous: Applicant has provided a Projected Development Schedule that documents the ability to start the project 12-24 months after the execution of the ground lease
- Highly Advantageous: Applicant has provided a Projected Development Schedule that documents the ability to start the project within 12 months or less after the execution of the ground lease

8. Ability to Work with Local Government and Funding Sources

Applicants will be scored according to the extent of successful experience working with government-assisted programs and funding sources during the last five years.

- Unacceptable: Applicant with less than one year successful experience working with government assisted programs
- Advantageous: Applicant with one to five years successful experience working with government assisted programs

- Highly Advantageous: Applicant with more than five years of successful experience working with government assisted programs

9. **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

VI. 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, including description of development team (key consultants, property manager, architect, contractor and attorney). The narrative should detail previous experience of members of team and should also provide details on similar projects completed.
3. Project Information (**MUST USE**: One Stop located at www.mhic.com)
 - a. Project Description and Development Team Summary (One Stop Section 1&2)
 - b. Sources and Uses (One Stop Section 3)
 - c. Operating Pro-Forma (One Stop Section 4)
 - d. Preliminary site plan
 - e. Preliminary architectural floor plans and elevations
 - f. Projected development schedule
4. Financial and Developer Information:
 - a. Developer Financials: Most recent federal tax forms and audited financial statements
 - b. Letters of interest from lender(s) or other documentation of funding sources
 - c. References (no more than three), including name, title and contact information
 - d. List/Description of other real estate owned
5. Forms and Certificates
 - a. Certification of Tax Compliance (M.G.L. c. 62C, 49A) (Attachment F)
 - b. Disclosure of Beneficial Interests (M.G.L. c.7, 40J) (Attachment G)
 - c. Certificate of Non-Collusion (Attachment H)
 - d. Information regarding any legal or administrative actions, past, pending or threatened that could relate to the conduct of the applicant’s business (Attachment I).

VII. Selection Process

All packages submitted by the deadline will be opened in public and logged in. All information contained in the proposals is public. The Town of West Tisbury, its Affordable Housing Committee 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 Affordable Housing Committee will make a recommendation to the West Tisbury Board of Selectmen. The Board of Selectmen will be the awarding authority. The Town of West Tisbury will notify all applicants in writing of its decision.

Attachments:

- Attachment A: Site Information, Maps, Deed and Concept Site Plan
- Attachment B: Sample Ground Lease
- Attachment C: Sample Regulatory Agreement
- Attachment D: November 2015 Town Meeting Vote
- Attachment E: Town of West Tisbury Zoning Bylaw
- Attachment F: Certificate of Tax Compliance Form
- Attachment G: Disclosure of Beneficial Interests Form
- Attachment H: Certificate of Non-Collusion Form
- Attachment I: Information on Legal and Administrative Actions

DUKES COUNTY REGIONAL HOUSING AUTHORITY

PO BOX 4538, VINEYARD HAVEN MA 02568 PH. 508-693-4419 FAX 508-693-5710 DCRHA@VINEYARD.NET

This abbreviated budget is intended to supply town representatives additional details of DCRHA sources of income and areas of expenditure as they relate to total program operations. We welcome the opportunity to answer questions and supply further explanation as requested by committees and representatives.

ADMINISTRATIVE INCOME

Operating Administrative

Towns: Annual Staff Admin	314,347	~	<i>FY17 Requests to the Towns</i>
VHO Office Rental/Utility	47,168	~	<i>Three housing orgs at Vineyard Housing Office</i>
Rental Assistance Admin.	20,000	~	<i>\$300. per 70 CPA funded Rental Assistance situations</i>
Fees (Development, lotteries)	5,000		

Total Administrative Income	386,515
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ADMINISTRATIVE EXPENSE

Personnel Expense

Executive Director	81,769	~	<i>(115,804 including salary, health & taxes)</i>
Administrator	67,801	~	<i>(88,948 including salary, health & taxes)</i>
Admin. Coordinator	50,036	~	<i>(63,213) including salary, health & taxes)</i>
Admin Assistant Proposed	20,800	~	<i>(32,124 including salary, health & taxes)</i>
Health insurance	37,876		
Employer payroll taxes	46,065		
<u>Total personnel expense</u>	<u>304,347</u>		

Operating Administrative

Professional Services	15,000
Legal & Admin Services **	10,000
Office (supplies, tele, training)	21,700
VHO Office Rent	22,800
Operating Reserve	0
<u>Total Admin Expenses</u>	<u>69,500</u>

VHO Building Expense ***

Debt Service	14,568
Property Insurance	1,571
Repair & Maintenance	11,500
PILOT (Taxes)	312
Utilities	4,500
Property Mgmt-OPM	0
<u>Total Building Expenses</u>	<u>32,451</u>

Total Admin Expenses	406,298
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RENTAL PROPERTY & OTHER REVENUE*

Rental Income	612,932
Property Admin Fees (7%)	42,905
Capital Grant Income	41,236
Fee Income	5,000
Donations	10,000
Contingency Fee	0
(Development Fund)	0

Total Property Income	712,073
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RENTAL PROPERTY EXPENSES ****

Debt Service	211,569
Property Insurance	30,679
Repair/Maintenance/Turnover	210,000
Capital Expenses	114,700
PILOT (Taxes)	9,531
Utilities	56,600
Property Mgmt-OPM (8%)	47,772
Rubbish Removal	0
Capital Reserve	6,000

Total Property Expenses	686,851
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NET ADMINISTRATIVE INCOME ****	-19,783
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NET PROPERTY INCOME	25,222
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- * FY2017 Projected figures for 79 rental units on 12 properties utilized.
- ** Legal & Admin funding allows DCRHA timely review and participation in town generated programs. \$10,000 represents a base figure of 50 hours at \$200 per hour. The DCRHA uses pro bono legal work when possible.
- *** DCRHA portion of VHO costs paid from program fees and tenant rental income as needed and available.
- *** Figures will vary due to end-of-year accounting consideration of depreciation and/or capitalization.