

TOWN OF WEST TISBURY REQUESTS FOR PROPOSALS (RFP)
for the West Tisbury Community Housing Project at
401 State Road, West Tisbury, MA

I. Introduction

The Town of West Tisbury, through its Select Board and with assistance from the Affordable Housing Committee (the “Committee”), invites proposals for construction of affordable and community rental apartments and rental property management on Town-owned land at 401 State Road, West Tisbury (“Property”). The Property is shown on the West Tisbury Assessor’s Map as Parcel 11-18, consisting of 3.1 acres and located in the Rural District. The Town has determined that the Property is available for disposition under G.L. c. 30B, § 16. Through this Request for Proposals (RFP), the Town intends to offer the Property under a Land Disposition Agreement (LDA) and long-term Ground Lease to the qualified non-profit organization the “Developer” that submits a proposal most favorable to the Town. The Developer shall be responsible for permitting, funding, construction, and ongoing property management for the Property.

The full and fair market value of the Property, as determined by the Town Assessor, is currently \$349,500 (“Assessed Value”). The Town requires those submitting a response to the RFP (“responder”) to make a financial offer to the West Tisbury Affordable Housing Trust by indicating the amount of their offer, but in no event shall the offer be less than one hundred dollars (\$100). A responder may offer less than the Assessed Value and must demonstrate that their offer which is below the Assessed Value is outweighed by the maximum affordable housing benefits of their proposal and the public benefit of affordable housing for essential workers and keeping a diverse community.

The Awarding Authority for this RFP shall be the West Tisbury Select Board.

The qualified non-profit selected as the Developer for this project will be responsible for constructing affordable and community rental housing in one of the following configurations:

Option 1: Three 2 bedroom five 1-bedroom units with one (1) or two (2) units meeting ADA Accessible Design Standards (handicap liveable) and all units being ADA Accessible Standards (handicap visitable) on the ground floors.

Option 2: Four 2 bedroom and three 1-bedroom units with one (1) or two (2) units meeting ADA Accessible Design Standards (handicap liveable) with all units meeting ADA Accessible Standards (handicap visitable) on the ground floors.

The structure(s) may be one or two stories high and shall not exceed the Town’s maximum height limit of 30 feet, measured in accordance with Section XIV of the West Tisbury Zoning Bylaw.

This project shall also include a Recreational/Common facility design and build containing a common room with a half bath and kitchen (sink, stove small refrigerator) area, ideally with a patio off the facility.

At the West Tisbury Annual Town Meeting on May 18, 2020 a vote in favor of Article 6 authorized the West Tisbury Select Board to transfer control and management of the Property to the Committee and authorized the Committee to sell, ground lease, or otherwise dispose of the parcel for affordable housing purposes. Any applicable reference in this RFP to the Town of West Tisbury means the Select Board or its designee, the Committee, acting for the Town. There are attachments to this RFP that expand on the subjects and samples of documents mentioned within this RFP. These are under Section IX.

II. General Information

- 1) Proposals must be received at the West Tisbury Town Hall, Office of the Town Administrator, 1059 State Rd., P.O. Box 278, West Tisbury, MA 02575, no later than **March 22, 2022**.¹ Responders shall submit one (1) original and six (6) copies of their proposal, together with a complete set of all materials in electronic format (PDF files) in a sealed envelope marked “West Tisbury Community Housing Project at 401 State Road.” Faxed or e-mailed proposals will be deemed non-responsive and will be rejected. Submittals will be accepted until that date and time listed above and shall be opened the following business day. 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 the next open business day.
 - 2) The Town intends to designate the Developer 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) All inquiries or questions regarding this RFP must be submitted in writing, by email, no later than **March 8, 2022**, to the Town’s Housing Consultant, Judi Barrett of Barrett Planning Group LLC, 350 Lincoln Street, Ste 2503, Hingham, MA 02043, judi@barrettplanningllc.com. Any changes made or clarifications required to this RFP, and responses to all questions received by the Town’s Consultant prior to the deadline stated herein, shall be provided in addenda by email to all entities on record with the Town as having requested the RFP.
 - 4) There will be a Pre-Proposal Meeting on site at 10:00 am Feb. 17, 2022. Responses may be modified, corrected, or withdrawn only by written notice received by the Town of West Tisbury Procurement Officer 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.
 - 5) Responses received prior to the date of opening will be securely kept, unopened. No responsibility will be attached 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.
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- 6) Responses to this RFP must include all required documents, completed and signed as required. Proposals that are incomplete, conditional, or obscure will be rejected. No award will be made to any Responder who cannot satisfy the Awarding Authority that they have sufficient ability and sufficient capital to enable them to meet the requirements of these specifications. The Awarding Authority's decision or judgment on these matters shall be final, conclusive, and binding.
- 7) The Town of West Tisbury reserves the right to reject any and all responses and to waive any portions in responses received based on the use of language contained therein whenever such rejection or waiver is in its best interest.
- 8) 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.
- 9) The Town of West Tisbury may request additional information to determine that a Responder has the technical competence, the business and technical organization, and the financial resources to successfully perform the necessary work.
- 10) 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.
- 11) The Developer shall 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 G.L. c. 44, § 63A, G.L. c. 60, § 77A and G.L. c. 60, § 77B.
- 12) Response to this RFP acknowledges the Responder's acceptance of all sections and requirements of this document. The selected Responder's response to the RFP will be incorporated within the LDA (see Attachment D). If the Responder'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 be included in the proposal and all its copies clearly stating the deviation, additions, or other comments.
- 13) 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 or future addenda, is made subject to errors, omissions, and withdrawal without prior notice, and to changes to, additional, and different interpretations of laws and regulations.
- 14) The Tax Compliance Certification and the Certificate of Non-Collusion and the OSHA Training Form must be included with the response. These forms must be signed by the individual(s) with authority to act on the Responder's behalf.

III. Background

A. Housing Needs

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

With a very high seasonal demand for rental housing, year-round stable affordable rentals are rare, if not virtually impossible, to find. With the large demand for summer homes the cost of purchasing a home has become practically unattainable for those making median income or below.

B. 2021 Dukes County Area Median Incomes

The 2021 Dukes County Income Chart below represents a compendium of housing programs for which household income is a function of household size and percentage of the County’s Median Family Income. Please contact the Housing Authority with any questions regarding the specific program you might be considering.

The 2021 HUD Median Family Income (MFI) for Dukes County is **\$104,700** *

	30%	50%	60%	80%	100%	110%	120%	140%
1 person	\$23,100	\$38,500	\$46,200	\$59,200	\$74,000	\$84,700	\$88,800	\$103,600
2 persons	\$26,400	\$44,000	\$52,800	\$67,650	\$84,600	\$96,800	\$101,520	\$118,440
3 persons	\$29,700	\$49,500	\$59,400	\$76,100	\$95,150	\$108,900	\$114,180	\$133,210
4 persons	\$33,000	\$55,000	\$66,000	\$84,550	\$104,700	\$121,000	\$125,640	\$146,580
5 persons	\$35,650	\$59,400	\$71,280	\$91,350	\$114,200	\$130,680	\$137,040	\$159,880
6 persons	\$38,300	\$63,800	\$76,560	\$98,100	\$122,650	\$140,360	\$147,180	\$171,710

* The U.S. Department of Housing & Urban Development (HUD) determines Median Family Income for each metropolitan area and county in the country. These figures are then utilized in a variety of housing programs on Martha’s Vineyard including those administered through state agencies such as Department of Housing & Community Development (DHCD) and Massachusetts Housing Partnership (MHP). *Program specific methodology accounts for mathematical differences within the chart. Please visit huduser.com or mhp.net/resources for their 2022 income Limits and documentation.*

C. Maximum Affordable Rents

Rents shall be set according to the following guidelines from the West Tisbury Affordable Housing Committee.

2021 Maximum Rent Limits*	<u>Studio</u>	<u>1 Bedroom</u>	<u>2 Bedrooms</u>
With Utilities:	\$1,480	\$1,585	\$1,902

Split Utilities**	\$1,406	\$1,486	\$1,791
Without Utilities***	\$1,326	\$1,406	\$1,665

* Income and rent levels provided annually by the U.S. Department of Housing & Urban Development (HUD) and MH). Dukes County Regional Housing Authority provides this report.

** In order to charge the split utilities rental rate, the heating or electric (not both) must be the utility shared with the primary resident. One example would be a tenant who pays a monitor heater fuel bill while sharing an electric service with the landlord.

*** In order to charge the rental rate without utilities, all utilities must be separately metered and billed in the name of the tenant.

IV. Request for Proposals

A. Project Description

The project must include seven (7) or eight (8) units and the total bedrooms in all units combined shall not exceed eleven (11). As described in Section I of this RFP, Option 1 calls for three-2 bedroom units and five- 1 bedroom units. Option Two calls for four 2-bedroom units and three 1-bedroom units. Both these options call for one (1) or two (2) units to meet ADA Accessible Design Standards (handicap liveable) and all units to meet ADA Assessible Standards (handicap visitable) on the ground floors and walkways. Affordability must be for households earning at or below 100 percent of the Duke’s County Area Median Income (note this is a maximum; affordability could be at lower levels). The state definition of affordable is at 80% median income. Units must be income restricted in perpetuity. The Town prefers that at least 50 percent of the units be designed for older adults (55 and over). The Developer shall use best efforts to secure the maximum local preference allowed by law in the initial tenant selection process. The initial tenant selection process shall be handled by Dukes County Regional Housing Authority through a lottery under an Affirmative Fair Housing Marketing Plan (AFHMP) approved by DHCD.

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

- 1) Enter into a Ground Lease with the Town of West Tisbury upon completion of construction.
- 2) Conduct community outreach and design review. Before applying for permitting, the Developer shall present draft plans and specifications to the community and neighbors. The Developer will hold at least two open meetings with the community and will reach out to the neighbors (within 600 feet including those across roadways) by certified mail. At the open meetings the Developer will field questions and comments pertaining to the project. This meeting shall be advertised in the local papers with details as to how to attend.

- 3) Secure all appropriate approvals and permits, including Board of Health approval if using nitrogen credits or if otherwise necessary. It is anticipated that this project will be permitted under the Town of West Tisbury Zoning Bylaw, Section 4.4 “Housing” or under G.L. c. 40B, §§ 20-23 as a Local Initiative Program (LIP) Comprehensive Permit per DHCD Guidelines.
- 4) If applicable, and for those units that are eligible, ensure all units are included on the DHCD Subsidized Housing Inventory (SHI). This requirement may be waived at the discretion of the Town of West Tisbury.
- 5) If applicable, execute a Land Disposition Agreement (LDA) in a form acceptable.
- 6) Construct building/s for a total of seven or eight units.
- 7) Work cooperatively through outreach and marketing, including conducting a lottery. Future assignments after initial lottery assignment shall be handled by the Rental Management Company following the stated policy of the Ground Lease.
- 8) If applicable, effectively and productively manage the 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 by the Town of West Tisbury.

B. Design Plan

A Site Plan prepared for the Town by Vineyard Land Surveying & Engineering, Inc. (see Attachment A) and dated July 27, 2021 presents an estimated build envelope. See Attachment A for Maps, Site Information and Town Meeting Vote.

The selected Responder and the Town of West Tisbury will agree upon a Design Plan and Building Envelope prior to execution of the LDA. The Design Plan must include details on the driveway and apron, and the Developer must obtain approval for the driveway and the apron from the Planning Board’s Road Inspector and the Town’s Fire Chief.

Any substantive changes from the approved Design Plan and Building Envelope made after the execution of the LDA will require written approval of the West Tisbury Affordable Housing Committee. Any changes from the approved Design Plan and Building Envelope made after the execution of the Ground Lease will require written approval of the Select Board.

The West Tisbury Affordable Housing Committee and town officials will work with the Developer to do what is needed and appropriate for this project to be completed safely and meet developing standards.

V. Development Guidelines

The Town of West Tisbury has established the following quality guidelines for development of the Property. Priority will be given to Responders who demonstrate the best ability to address these guidelines, as determined by the evaluation criteria in this RFP

***See Outline Specifications for further details (Attachment B)**

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. Modular, panelized construction, or traditional “stick-built” construction must be in the character of the neighborhood.

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

C. Building and Unit Specifications

The ground floor living space in the units and walkways must meet ADA Accessible Standards (handicap visitability). One- or two-units shall meet ADA Accessible Design Standards (handicap liveable). The site plan must include off-street parking spaces (according to Town of West Tisbury Parking Standards found in the Zoning Bylaws).

D. Energy Efficiency and “Green” Construction

Proposals shall provide the most energy efficient residential development within the constraints of this development. Energy Star Standards shall be adhered to in all structures. The Town of West Tisbury encourages design plans that maximize the energy efficiency and maintenance of the housing units, specifically “green” technologies, LEED construction or near Net Zero and Net Zero Building, including, but not limited to the addition of solar energy components, alternative energy components, and possibly fire suppression system.

E. Landscaping and Site Work

Proposals will include finish grade (considering appropriate and reasonable drainage techniques), lawn, shrubs and appropriate driveways. All landscaping shall consist of native, sustainable, low-water species for Dukes County, Proposals shall provide a landscape plan that includes an area along the property borders of 50 feet setback if possible.

F. Readiness to Proceed and Timelines

The Developer shall demonstrate the ability to start on the project within a reasonable timeframe after executing the LDA. Start shall be evidenced by securing of a building permit. The ground lease will be executed after receipt of all building permits. 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 two years after building permits have been issued. Timelines may be extended by mutual agreement of the Developer and the Town of West Tisbury.

G. Financial

The Developer shall be responsible for all costs associated with permitting, demolition, construction, tenant 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 Developer may choose to apply.

H. Land Disposition and Ground Lease

The Responder will enter into a Land Disposition Agreement (LDA) with the Town of West Tisbury upon choosing of RFP Responder. When all necessary permits are in place and a certificate of occupancy is issued the Developer and the Town of West Tisbury will enter into a Ground Lease. See Attachment C for a sample Ground Lease. The Ground Lease fee will be as determined by the Awarding Authority but not less than the amount offered in the Responder's proposal. The maximum area to be ground leased will be the Property as described in this RFP, with exact specifications to be agreed upon before the Ground Lease is executed.

VI. Evaluation Criteria

The Town of West Tisbury will apply the following evaluation criteria to its evaluation of all proposals received by the deadline stated in this RFP.

A. Minimum Threshold Criteria

The proposal must meet the minimum threshold criteria in order to proceed through the review process. Proposals 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 to all submission requirements.
- 2) Proposal must be for rental apartments of one and two bedrooms (not to exceed 11 bedrooms) with total of seven or eight apartments. All of the ground floor living space in the units must meet ADA visitability standards, including exterior walkways with one (1) or two (2) apartments being Handicap ADA approved.
- 15) Affordability (utilizing the Town's selection processes for future assignments): Units must be affordable to households earning at or below 100% of the Duke's County Median Income.
- 16) Responder must certify compliance on all state and local taxes (see Attachment F).

B. Comparative Evaluation Criteria:

Responses 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, considering 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 similar projects. 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 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 five (5) years.
- Not Advantageous: Either the organization’s principal or the project manager have had experience with only one (1) similar project within the last five (5) years.
- Advantageous: Both the organization’s principal and the project manager have had experience with two (2) or more similar projects within the last five (5) years.
- Highly Advantageous: Both the organization’s principal and the project manager have had experience with three (3) or more similar projects within the last five (5) years.

2) Construction Experience. Applicants will be evaluated based on the demonstrated extent of the organization’s construction experience with residential new construction affordable rental projects.

- Unacceptable: Applicant has no construction experience with residential new construction affordable rental projects.
- Not Advantageous: applicant has less than five (5) years of the above stated construction experience.
- Advantageous: Applicant has five (5) to eight (8) years of the above stated construction experience.
- Highly Advantageous: Applicant has more than eight (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 or the organization’s designated Management Group’s experience with Rental Property Management in the context of affordable housing.

- Unacceptable: Applicant has no experience with rental property management in the context of affordable housing.
- Advantageous: Applicant has less than five (5) years’ experience with rental property management in the context of affordable housing.
- Highly Advantageous: Applicant has more than five (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.
- 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, as evidenced by Applicant's Project Description and Project Proformas.
- 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 Project Description and Project Proformas 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 Project Description and Project Proformas 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 Project Description, including Preliminary Site Plans and Architectural 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 Project Description 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 Project Description 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.
- Unacceptable: Applicant did not provide a Projected Development Schedule.
 - Not Advantageous: Applicant has provided a Projected Development Schedule that documents the ability to secure all necessary permitting approvals and financing within twenty-four (24) months of the project award, and construction completion within thirty-six (36) months of project award.
 - Advantageous: Applicant has provided a Projected Development Schedule that documents the ability to secure all necessary permitting approvals and financing within nine (9) months of the project award, and construction completion within twenty-four (24) months of project award.
 - Highly Advantageous: Applicant has provided a Projected Development Schedule that documents the ability to secure all necessary permitting approvals and financing within six (6) months of the project award, and construction completion within eighteen (18) months of project award.
- 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 (5) years.
- Unacceptable: Applicant has no experience working with government assisted programs
 - Not Advantageous Applicant with less than one (1) year successful experience working with government assisted programs
 - Advantageous: Applicant with one to five (5) years successful experience working with government assisted programs
 - Highly Advantageous: Applicant with more than five (5) 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: Low Energy Emission Definition (LEED) certified construction

- 10) Diversity and Inclusion. Additional consideration will be given based on the comprehensiveness of the Proposer's diversity and Inclusion Plan for creating increased opportunities for people of color, women, and minority/women business enterprises. Proposal will receive consideration for diversity as follows:

Unacceptable: No diversity

Not Advantageous: Lack of diversity

Advantageous: Opportunities for minorities such as women, people of color, native American

Highly Advantageous: Establishing and overseeing an inclusion plan

VII. Submission Requirements

Applicants must submit all of the following information:

- 1) Letter of Interest signed by all principals of the applicant organization.
- 2) Project Description
 - a) Project Narrative
 - b) Preliminary Site Plans and Architectural Plans (floor plans and elevations); 11" x 17" format.
 - c) Project Timeline
 - d) Description of the proposed housing units, affordability levels, and accessibility. Affordability levels shall be stated in terms of the Dukes County percentages of Median Family Income in Section III.B of this RFP.
 - e) Information on the Development team (i.e., developer, key consultants, property manager, architect, contractor, attorney, etc.), including details on previous experience of members of the team and details on similar projects completed. If an entity other than the Developer will be the property manager, the Responder must explain how property management services will be secured.
- 11) Project Proformas
 - a) Sources and Uses of Funds (Construction Budget)
 - b) Predevelopment Budget
20 year operating Pro Forma
- 12) Financial and Developer Information
 - a) Development Entity: The nature of the entity to enter into the LDA with the Town, and the borrower and guarantors of debt, if any. Proposals shall identify all principals, partners, co-venturers or sub-developers participating in the project, and the nature and share of participants' ownership in the project.
 - b) Developer Financials: Most recent federal tax forms and audited financial statements
 - c) Disclosure of any past, pending, or threatened legal or administrative actions that may relate to the conduct of the Proposer, its principals, or any affiliates.
 - d) Letters of interest from lender(s) or other documentation of funding sources
 - e) Equity: Evidence of developer's financial capacity to cover equity requirements

- f) References (no more than three), including the project name and location, year completed, name, title, and contact information
- g) List/description of other real estate owned
- h) Confirmation that no local, state, or federal taxes are due and outstanding for the development team or any entity participating in the team.

13) Forms and Certificates (Required from Responder)

- a) a. Certification of Tax Compliance (M.G.L. c. 62C, 49A) (Attachment F)
- b) b. Disclosure of Beneficial Interests (M.G.L. c.7, 40J) (Attachment G)
- c) c. Certificate of Non-Collusion (Attachment H)
- d) 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).
- e) OSHA Training Form

VIII. Selection Process

All packages received by the deadline will be opened in public and logged in. All information contained in the proposals is public. The Town of West Tisbury, with the assistance of 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 Proposer's submission in accordance with the selection criteria.

The West Tisbury Affordable Housing Committee shall make a recommendation to the select Board. Final award shall be by vote of the Select Board.

IX Attachments:

- Attachment A: Maps, Site Information and Town Annual Meeting Vote
- Attachment B: Outline Specifications
- Attachment C: Sample Ground Lease (including Sample Management Agreement)
- Attachment D: Sample Land Disposition Agreement
- Attachment E: Sample Tenant Selection Policy and Sample Tenant Lease
- 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
- Attachment J: OSHA Training Form