

Town of Williamstown, Massachusetts
Request for Proposal (RFP)
for
Affordable Housing Development
59 Water Street
January 14, 2013

The Town of Williamstown, Massachusetts (the “Town”) is requesting proposals from developers for the development of affordable housing on town-owned land located at 59 Water Street, Williamstown, Massachusetts.

The Town is also issuing an RFP for a second town-owned site for affordable housing located **at 330 Cole Avenue**. Respondents may submit proposals for both sites and are encouraged to do so. A copy of the RFP for 330 Cole Avenue may be requested from the Town. Respondents may submit a proposal for either site, separate proposals for each site or one combined proposal for both sites.

Introduction

Williamstown has a significant need for affordable housing. The need was increased by the displacement of 155 households from the 225-unit Spruces mobile home park that was severely damaged in August 2011 by the floodwaters of tropical storm Irene. Additional information about housing needs in Williamstown can be found in the April 2013 Williamstown Housing Needs Assessment (click here to access Williamstown Affordable Housing RFP document folder <https://app.box.com/WilliamstownRFP>).

As part of the Town’s response to the on-going need for additional affordable housing, the town-owned site located at **59 Water Street** is available for the development of affordable housing. This site is also known as the former Department of Public Works (DPW) Garage site. The Town has authorized this site to be sold.

The Williamstown Affordable Housing Committee (WAHC) has been actively involved in planning for the disposition of this site for affordable housing. The criteria developed for this site by the WAHC are attached (Appendix A). On September 30, 2013, a Community Listening Session was held and the results of that meeting, including a visual preference survey and identification of special features, local housing needs and visions for development, have helped inform this RFP (click here to access documents folder).

I. RFP SCHEDULE AND INSTRUCTIONS FOR SUBMISSION OF RESPONSES

Applicants should submit an original and 8 copies of the proposal on or before

4:00 p.m., March 7, 2014, to

Town of Williamstown
Peter Fohlin, Town Manager
31 North St.
Williamstown, MA 01267

All inquiries regarding this RFP should be submitted via e-mail and directed to Peter Fohlin, Town Manager, pfohlin@williamstown.net, no later than February 25, 2014. All inquiries and responses to inquiries pertaining to this RFP will be shared with all registered proposers. The Town is not responsible for the reliability of electronic communications.

This RFP is subject to the Massachusetts Uniform Procurement Act, M.G.L. c. 30B.

Non-price proposals should be marked "Non-price Proposal to the Town of Williamstown 59 Water Street Request for Proposals" and must include all required documents, completed and signed per the instructions, and the attached forms included in this Request for Proposals. The Town reserves the right to reject any or all proposals or to cancel this Request for Proposals if it is deemed in the best interest of the Town.

Price proposals should be submitted in a separate envelope and marked "Price Proposal to the Town of Williamstown 59 Water Street Request for Proposal."

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

Prospective developers should undertake their own review and analyses concerning physical conditions, environmental conditions, applicable zoning, required permits and approvals, and other developments and legal considerations.

II. SITE DESCRIPTION

The 59 Water Street site (Map 131 Parcel 28) is 1.27 acres and is the former site of the Williamstown Department of Public Works facility. The property formerly contained four buildings, including the Main Garage located on the northeastern portion along Water Street, the Truck Garage located along the southern boundary, a road salt storage shed, and a water/sewer department storage shed. Structures associated with the DPW facility were demolished in 2003-2004. After an oil spill on the site, remediation was completed. An environmental assessment and reports of site remediation are provided by O'Reilly, Talbot & Okun in the June 5, 2013 "Release Abatement Measure (RAM) Completion & A-2 RAO," which finds a condition of No Significant Risk ([click here to access documents folder](#)).

The site abuts Williams College on two sides and the southern boundary abuts an established residential neighborhood. The 59 Water Street neighborhood is an area of mixed residential and commercial uses and is an important link between the Water Street and Spring Street retail centers. Active plans exist for redevelopment of the Cable Mills property, approximately 1/8 mile to the south, for market rate and affordable housing. These two sites are seen as cornerstones of revitalization of Water Street.

The site is unpaved, relatively level and is used as an informal parking lot. Topography rises steeply off-site to the north beyond Heating Plant Drive. The Green River runs parallel to Water Street across the street from the site to the east. Christmas Brook runs in a culvert beneath

Heating Plant Drive along the northern property line and empties into the Green River. The Christmas Brook culvert is undersized, which has led to surface flooding in the area.

Environmental and Natural Resources

Approximately one-quarter of the site on the eastern boundary is in the 100-year flood plain. Maps of the site showing these features were created for use at the September 30, 2013 Community Listening Session. These maps are available for this site ([click here to access documents folder](#)).

Utilities

Town water and sewer are available to the site. National Grid provides electric service and a natural gas line, provided by Berkshire Gas Company, runs along Water Street.

Zoning

The site is zoned Village Business District. This zoning district is intended to accommodate a broad mix of uses. It is anticipated that a “friendly” Chapter 40B Comprehensive Permit will likely be used.

Development Characteristics

Affordability

The Town wants the potential for affordable housing to be maximized. The Town is open to both rental and ownership housing opportunities, although rental development has been the option primarily considered for the site. While the Town recognizes that there are some development constraints, it aspires to use the site as fully as possible for affordable housing. The Town recognizes that financial feasibility may require some market rate rentals and/or some range of affordability, the affordable units in the development shall, at a minimum, serve households at or below 80% of Area Median Income (AMI) as determined by HUD. Priority will be given to proposals that maximize the level of affordability for both the number of units and the degree of affordability of those units. The affordable units will be kept affordable for the longest term that is legal and financially feasible. The aggregate amount of affordability will be considered for respondents that submit proposals for both 59 Water Street and 330 Cole Avenue.

Bedroom Mix

The development should include a mix of bedroom sizes. Units should serve a range of household sizes from individuals to families.

Accessible and Adaptive Design

The development should include a portion of fully handicapped accessible units and, to the extent feasible, units should incorporate the principles of universal design and “visitability” allowing entry to all units by visitors with mobility impairments.

Sustainability

The development shall incorporate energy conservation, green building technology, and solar and renewable resources to the greatest extent practicable.

Site and Building Design

The Town is receptive to mixed-use development of the site. The site plan and building design shall be sensitive to the existing pattern and appearance of the neighborhood adjacent to and nearby the site. The Town is seeking a development that is attractive and exhibits creative and innovative site and building design. It is important that pedestrian access for this site allow for a possible connection to Spring Street. The criteria developed for this site by the WAHC are attached (Appendix A).

Price

The Town is offering the property for sale at nominal cost. Developers are requested to include a sealed "Price Proposal" for the 59 Water Street site. The Town requests that the price proposal include: 1) proposed purchase price; and 2) estimate of future real estate taxes to be generated by the proposed development once fully occupied.

Assessed Value

The site has an assessed tax valuation of \$160,700.

III. PROPOSAL SUBMISSION REQUIREMENTS

1. Letter of interest signed by the principal(s).
2. Narrative description of overall concept for the proposed affordable rental housing development and how the proposal will meet the goals stated in this request. Describe the approach to site and building design for the site. Describe the number of units, bedroom mix, level of affordability, target population, marketing plan, and management plan and management entity. Since some aspects of the proposed development may not be known at this time, please describe the steps to be taken in making those determinations.
3. The proposal shall include a description of the development team, the individuals and organizations to be involved, in particular the project manager's experience. The development team shall include, without limitation, the developer, architect, engineers, and consultants, and may include the contractor, property manager, lenders and investors. Background information, including firm resumes and resumes for principals and employees expected to be assigned to the project, shall be provided.

The name, address and telephone number of the Proposer, the name of any representative authorized to act on his/her behalf, the name of the contact to which all correspondence should be addressed, and the names and primary responsibilities of each individual on the development team shall be provided, along with an organization chart.

4. Statement of the qualifications of the development team, including individual resumes of those named in Number 3, above, the experience of the organization(s), and specific professional experience relevant to this project.
5. Development financing including:
 - a. A proposed pre-development budget, including all projected sources to be used to secure the necessary permits and approvals for the construction and operation of the development.
 - b. A development budget that includes a list of sources and uses.
 - c. Assumptions used in making the above determinations.
6. List of relevant projects that have been completed in the past ten years.
7. Three project references, including contact information.

IV. EVALUATION CRITERIA

Minimum Threshold Criteria

1. A letter of interest signed by the proposal principal(s).
2. Timely submission of the proposal.
3. Submission of required standard forms (Certification of Non-collusion, Disclosure of Beneficial Interest).
4. A minimum of 5 years experience for principal members of the development team in the development of affordable housing.
5. The proposed development must provide a minimum of 25% of the units as affordable for households at or below 80% of the area median income.

Comparative Evaluation Criteria

Projects meeting the minimum criteria will then be judged on the following additional comparative evaluation criteria, which will be rated on a scale of unacceptable, not advantageous, advantageous or highly advantageous.

1. Affordability: affordability is determined as 80% area median income (AMI) as determined by HUD.
 - a. Percentage of Affordable Units.
 - Unacceptable: less than 25% of the units are affordable.
 - Not Advantageous: less than 30% of the units are affordable.
 - Advantageous: 30% or more of the units are affordable.
 - Highly Advantageous: more than 40% of the units are affordable.
 - b. Incomes for households qualifying for affordable units.
 - Unacceptable: all households above 80% AMI.
 - Not Advantageous: all households at 70-80% AMI.
 - Advantageous: some households at 50% to 70% AMI.
 - Highly Advantageous: some households below 50% AMI.
2. Site design and building design.
 - a. Conceptual site plan: includes resource protection, public access, view protection and site design.
 - Unacceptable: site design not responsive to site description in the RFP.
 - Not Advantageous: site design not adequately responsive to RFP.
 - Advantageous: site design addresses site issues of RFP.
 - Highly Advantageous: site design is highly responsive to the surrounding area and the special characteristics and challenges of the site as described in the RFP.
 - b. Conceptual building design: includes bedroom mix, accessibility, energy standards, quality materials and appearance.
 - Unacceptable: preliminary building design is not responsive to RFP.
 - Not Advantageous: preliminary building design is minimally responsive to RFP.
 - Advantageous: preliminary building design is responsive to RFP.
 - Highly Advantageous: building design exceeds the features and qualities describe the RFP.

c. Sustainability and energy conservation

Unacceptable: no mention of building technology used to promote sustainable development.

Not Advantageous: minimal attention to sustainable development practices.

Advantageous: inclusion of some best practices for energy conservation, sustainable development methods and use of renewable energy equipment.

Highly Advantageous: exemplary use of best practices for energy conservation, sustainable development and use of renewable energy equipment.

3. Development experience: experience of principal proposer and primary development team members in successfully developing affordable housing.

Unacceptable: less than five years experience per member.

Not Advantageous: five years experience per member.

Advantageous: more than five years experience per member.

Highly Advantageous: more than ten years experience per member.

4. Financial feasibility of development proposal based on projected funding sources for predevelopment, development, operating costs and financial strength of developer.

Unacceptable: unrealistic project budgets.

Not Advantageous: project budgets have significant gaps.

Advantageous: project meets industry standards for financial feasibility for proposed development and populations to be served.

Highly Advantageous: financial feasibility is more than adequate to address projected funding needs.

5. Demonstrated capacity of developer to manage the proposed development.

Unacceptable: no management plan submitted.

Not Advantageous: management plan inadequate for population to be served.

Advantageous: management plan provides for long-term operation of the development.

Highly Advantageous: management plan addresses all community concerns and demonstrates high level of management capacity.

6. Purchase Price

Unacceptable: purchase price of zero.

Not Advantageous: purchase price nominal.

Advantageous: purchase price nominal to assessed value.

Very Advantageous: purchase price greater than assessed value.

7. Projected real estate tax revenue to the Town.

Unacceptable: no projected real estate tax revenue.

Not Advantageous: projected real estate tax revenue minimal.

Advantageous: projected real estate tax revenue adequate.

Highly Advantageous: projected real estate tax revenue very good and at least comparable to similar developments.

8. Overall quality of proposal.

Unacceptable: proposal not responsive to RFP.

Not Advantageous: proposal complete and responsive to some items and not others in RFP.

Advantageous: proposal well written with a clear visual and graphic format and responsive to all items in RFP.

Highly Advantageous: proposal outstanding visual and written quality, responsive to all items in RFP and introduces innovative and creative concepts.

9. Interview: the town may require an in-person interview with final applicants. Interviews will also be evaluated as part of the selection criteria.

Unacceptable: not available for interview.

Not Advantageous: interview does not address concerns of the Town and the selection committee.

Advantageous: responsive to selection committee concerns and comments.

Highly Advantageous: very responsive to selection committee and fully engaged in the interview process in a dynamic and constructive manner.

V. SELECTION PROCESS

All proposals submitted by the deadline will be opened in public and logged in. All information contained in the proposals is public. The Board of Selectmen will review and evaluate all proposals that have been received by the submission deadline based on the criteria outlined herein. The Non-price proposals will be reviewed and evaluated and then the Price proposals, submitted in a separate sealed envelope, will be opened and reviewed. Evaluation of the proposals will be based on the information provided in the Proposer's submission in accordance with the submission requirements of this RFP and any interviews, references, and additional information requested by the Town. The Town will notify all Proposers in writing of its decision.

VI. EXECUTION OF DEVELOPMENT AGREEMENT AND LEASE

The development agreement will be negotiated after the selection process and will be based on the selected proposal. It is the intent of the Town to enter into a development agreement with the selected Proposer and then into a sale for the development of affordable housing at 59 Water Street.

Applicants should submit an original and 8 copies of the proposal on or before

4:00 p.m., March 7, 2014, to:

Town of Williamstown
Peter Fohlin, Town Manager
31 North St.
Williamstown, MA 01267

Appendix A
 Williamstown Affordable Housing Committee
 Preferences for 59 Water Street Development

REQUIRED	REQ	VADV	ADV	
financial stability of developer	X			
Developer's demonstrated ability to secure good funding	X			
reasonableness of operating budget	X			
reasonableness of development budget	X			
universal-adaptable design	X			Some number of units
VERY ADVANTAGEOUS				
number/percentage units A@30AMI number/percentage units A@60AMI number/percentage units A@80AMI		X		More units affordable at the lowest income levels, the better
rental or ownership		X		Rental
family or age-restricted		X		Family (unrestricted)
number bedrooms/bathrooms		X		More mix of sizes, the better
handicap accessibility		X		More the better
open concept floor plan		X		
public through trail		X		Through to college/Spring St
green materials and energy efficiency		X		
references for comparable completed projects		X		
developer's responsiveness to community opinion		X		
functionality of development plan		X		
creative and innovative site design		X		
ADVANTAGEOUS				
density (number of units/area)			X	More on the site, the better
flexible residential or commercial use			X	Some number of units
consistent with neighborhood look			X	
consistent with natural environment			X	
articulated facades			X	Non-boxy
balconies			X	Private outside access
community room			X	
common green space			X	
landscaping			X	
clarity & completeness of development plan			X	
interview			X	The more responsive the better

This chart is meant to provide respondents with an overall understanding of the Community's preferences as expressed at a September 2013 public listening session.

Appendix B
FORMS

CERTIFICATION OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature: _____ Printed Name: _____

Title: _____ Date: _____

Name of business: _____

DISCLOSURE OF BENEFICIAL INTERESTS ACQUISITION OR DISPOSITION OF REAL PROPERTY

For acquisition or disposition of Real Property by _____ the undersigned does hereby state, for the purposes of disclosure pursuant to Massachusetts General Laws, Chapter 7, section 40J, of a transaction relating to real property as follows:

1. (1) REAL PROPERTY DESCRIPTION:
2. (2) TYPE OF TRANSACTION:
3. (3) SELLER or LESSOR:
4. (4) BUYER or LESSEE.
5. (5) Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above:

NAME RESIDENCE

6. (6) None of the above mentioned persons is an employee of the Division of Capital Asset Management or an official elected to public office in the Commonwealth except as listed below.
7. (7) This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named above. If this form is signed on behalf of a corporation or other legal entity, it must be signed by a duly authorized officer of that corporation or legal entity. The undersigned acknowledges that any changes or additions to items 3 and or 4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Asset Management and Maintenance within thirty (30) days following the change or addition.

The undersigned swears under the pains and penalties of perjury that this form is complete and accurate in all respects.

Signature: _____ Printed Name: _____

Title: _____ Date: _____

Name of business: _____

Appendix C

List of Documents Available Electronically

<https://app.box.com/WilliamstownRFP>

59 Water Street, Williamstown, MA 01267

Williamstown Affordable Housing Needs Assessment, April 2013

Summary of Water Street Community Listening Session, Sept. 30, 2013

Release Abatement Measure Completion & A-2 RAO, O'Reilly, Talbot & Okun, June 5, 2013

Deed

Maps: Water Street Water Resources

Water Street Habitat Resources