

TOWN OF LENOX
Request for Proposal
Affordable Ownership Housing Project

Overview

The Town of Lenox (Town) is seeking proposals for the development of land consisting of approximately 19.570 acres and identified on the Lenox Assessors Map as Map 45, Parcel 1. The Town seeks to contract with a developer who will permit and construct a 50 unit mixed-income housing ownership project with at least 22 of the units as affordable to households earning at or below 80% of median income. The Town intends to convey the property to the successful developer. A history of developing mixed income ownership residential projects is a high priority for the selected developer. Proposals are due at 2:00 PM on Friday, August 19, 2011 to: Lenox Town Hall, Town Manager's Office, 6 Walker Street, Lenox, MA 01240.

Project Background

Lenox is a small New England town with a permanent population of under 6,000. The Town has long been a summer destination for tourists as well as a bedroom community for Pittsfield. Today, we face the challenge of providing affordable housing opportunities for our permanent population. Town Meeting has authorized the purchase of 19.57 acres for the development of affordable housing. The Town's Planned Production Plan has identified ownership housing as the greatest need; therefore, the successful bidder will be required to develop this site as an ownership housing project.

Site Visit

Interested developers are encouraged to attend an on-site session on August 2, 2011 @ 9:00 AM . Registration to attend the briefing is required not later than 1:00 PM on August 1, 2011. To register, or for additional information, contact Mary Albertson , 413-637-5504.

Project and Property Description

This RFP involves vacant land, located at the intersection of Route 7/20 and Housatonic Street and is approximately 19.570 acres. A map of the project is attached. There are site constraints including wetlands and ledge that will limit the area of the property that can be developed. Town water and sewer are available.

There are no buildings or improvements on this site. The property is currently zoned Commercial. It is assumed that the selected developer will permit and develop this project as a friendly 40 B project. Currently, the Town does not meet its 10% housing goal as established by the Massachusetts Department of Housing and Community Development. The Town has 7.8% of its housing stock certified for inclusion on the Massachusetts Subsidized Housing Inventory. The developer will work with the Massachusetts Department of Housing and Community Development to prepare the Local Initiative Project application so that all the affordable units will be included on the Subsidized Housing Inventory. The developer will be required to place deed restricts

requiring certain levels of affordability to be maintained for a minimum of 30 years and preferable in perpetuity. The developer will be responsible for submitting the project to the Zoning Board of Appeals.

Prospective developers should undertake an independent review and analysis concerning physical conditions, environmental conditions, applicable zoning, required permits and approvals, and other development and legal considerations.

Scope of Work

The Town intends to contract with a developer who will construct a 50 unit mixed-income ownership housing project with at least 22 of the units as affordable to households at or below 80% of median income. The Town intends to convey the property to the successful developer. The successful developer will be required to reimburse the Town a minimum of \$600,000 which is the purchase price of the property. The developer shall include a repayment schedule. The Town will transfer the property when the developer has secured all necessary financing and permits and a repayment schedule has been approved by the Board of Selectmen.

The proposed project should offer, but is not limited to 40% affordable units to households at or below 80% of median income. The developer shall develop this project as an ownership project and is responsible for the preparation and organization of a condominium association. There shall be a mix of one, two and three bedroom units. Lenox has adopted the Stretch Building Code and the developer is responsible for compliance with this code.

Selection Process

1. Overall approach and understanding of the tasks: The proposal shall include an explanation of how the developer will approach the various tasks, including project design, permitting, financing and construction.

- a) Unacceptable: No proposal
- b) No Advantageous: Incomplete proposal
- c) Advantageous: Complete proposal
- d) Highly Advantageous: Most extensive and clear proposal

2. Qualifications and specific experience: Specialized experience is required to ensure the proper development of this project. Proposals must clearly demonstrate the developer's ability to develop an affordable ownership housing project.

- a) Unacceptable: No proposal
- b) Not Advantageous: Less than 2 years of experience developing affordable housing projects.
- c) Advantageous: More than 2 years of experience developing affordable housing and the development of at least 2 affordable housing units in Massachusetts.

d) Highly Advantageous: More than 4 years of developing affordable housing, the development of at least 4 affordable housing units in Massachusetts and the development of affordable ownership housing units.

3. Price and Financial Capability: Demonstration of financial capability to develop the project. The proposal shall include a repayment schedule to ensure the Town will be reimbursed a minimum of \$600,000. Proposals will show evidence of the likelihood of obtaining proposed financing as demonstrated by a letter of interest, ability to complete the project including securing any necessary interim financing, review of all other real estate owned and any bankruptcy within 10 years of any member of the development team. Developer's analysis of the development budget; construction estimates and soft costs, administrative, management and utility costs.

- a) Unacceptable: No price proposal
- b) Not Advantageous: Incomplete repayment schedule and lack of evidence of ability to obtain construction financing.
- c) Advantageous: An acceptable repayment schedule and evidence of ability to obtain construction financing
- d) Highly Advantageous: An accelerated repayment schedule and evidence of ability to obtain construction financing.

4. Project Timeline: Demonstration of ability to promptly submit a Friendly 40 B application to the Lenox Zoning Board of Appeals and a Local Initiative Project application to the Department of Housing and Community Development. The proposal shall demonstrate the developer's ability to create a phased construction plan that ensures the timely completion of the project.

- a) Unacceptable: No proposed timeline
- b) Not Advantageous: Incomplete proposed timeline
- c) Advantageous: Acceptable timeline
- d) Highly Advantageous: Accelerated timeline

5. Project Design: The Town of Lenox has received designation as a Massachusetts Green Community and has adopted the Stretch Building Code. The proposal shall demonstrate the developer's ability to design a project that offers the lowest possible carbon footprint and that incorporates the highest possible energy efficiency and green building component.

- a) Unacceptable: No proposal
- b) Not Advantageous: Project that does not meet the Stretch Building
- c) Advantageous: Project that meets the minimum standards of the Stretch Building Code.
- d) Highly Advantageous: Project that exceeds the minimum standards of the Stretch Building Code and incorporates LEED standards.

6. Interview: Selected developers may be invited to interview on **August 25, 2011** at the Lenox Town Hall. All key team member(s) should be available to attend the interview.

- a) Unacceptable: Not available for the interview
- b) Not Advantageous: Poor presentation that fails to demonstrate the developer's ability to complete the project.
- c) Advantageous: Acceptable presentation that demonstrates the developer's ability to complete the project.
- d) Highly Advantageous: Excellent presentation that demonstrates the developer's ability to complete the project in the most efficient and timely manner.

Key Dates in the Selection Process:

August 19 2011: Proposals are due not later than 2:00 PM on Friday, August 19, 2011 at the Office of the Town Manger, Lenox Town Hall, 6 Walker Street, Lenox, MA 01240. Late Submittals will not be accepted.

August 2, 2011 @ 9:00 AM: Site Visit. Registration to attend the Site Visit is required not later than 1:00 PM on August 1, 2011.

August 25, 2011: Interviews are scheduled to take place at the Lenox Town Hall. Selected developers will be contacted by August 23, 2011.

September 7, 2011: Contract Award Tentatively Scheduled.

Submission Requirements: Only complete submittals will be considered by the Town. Complete submittals to this RFP shall contain the following:

All proposals must include the following materials:

1. Transmittal Letter: The proposal shall be accompanied by a cover letter describing the developer's interest and commitment to the proposed project. The letter shall state that the proposal shall be valid for a 90-day period and should include the name, title, address, email address and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process. The person authorized by the firm to negotiate a contract with the Town shall sign the cover letter.

Address the proposal and cover letter to:

Ms. Mary Albertson, Town Planner
Town of Lenox
6 Walker Street
Lenox, MA 01240

2. The proposal shall address the following Items:

- a. Development budget.
- b. Proposed unit sales prices, analysis of affordability and absorption schedule.
- c. Preliminary Site Plans and Elevations.
- d. Preliminary Specifications.
- e. Proposed unit configuration.
- f. Preliminary identification of permitting and regulatory relief.
- g. Project Schedule

- h. Letter of interest from lender(s).
 - i. Description of the development team including an organizational chart of the proposed team along with the qualifications and experience of each team member that will be working on the project.
 - j. Developer financials including description of other real estate owned, including information related to any legal or administrative actions.
 - k. Similar Projects: Highlight recent projects relevant to this RFP – summarize “lessons learned” that will be of value to our request.
 - l. References: Provide at least three references (names, current phone numbers and brief description of the project) from projects similar to services requested by this RFP.
 - m. Disclosure of beneficial interests (M.G.L. c. 7, 40J)
 - n. Certification of tax compliance (M.G.L. c. 62C, 49A)
3. Price Proposal: Repayment Schedule for a minimum of \$600,000.
4. Submittal of Proposal: Please submit eight (8) copies of your proposal plus an electronic version by the due date and time at the address noted above. Proposal packages should be clearly marked: “Lenox Affordable Housing Ownership Project” with a separately sealed “Price Proposal.”

Miscellaneous Information:

Question about this RFP may be directed to:

Mary Albertson, Town Planner, 413-637-5504;
malbertson@townoflenox.com

The Town of Lenox reserves the right to reject any or all proposals or to waive minor informalities in relationship to the submittal of proposal under this RFP.

The Town of Lenox assumes no liability in the preparation of responses to this RFP nor does this commit the Town to awarding a contract.

The Town or any of its contractors shall not discriminate on the basis or race, color, national origin, gender, or physical disabilities in the performance of Town of Lenox contracts.

All packages submitted by the deadline will be opened and logged in publicly. All information contained in the proposals (with the exception of financial information protected under the Fair Information Practices Act) will be made public. The Town of Lenox or its designee(s) will review and evaluate all proposals that have been received by the submissions deadline. Evaluation of the proposals will be based on the information provided in the bidder’s submission in accordance with the submission requirements of this RFP and any interviews, references and additional information requested by the Town of Lenox. The Town of Lenox will notify all bidders in writing of its decision.

CERTIFICATE 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/Title

Company/Firm Name

TO: TOWN OF LENOX
BOARD OF SELECTMEN
6 Walker Street,
Lenox MA 01240

The undersigned has read the Request for Proposals (RFP) and has carefully examined all specifications/evaluation criteria therein. The undersigned certifies that he/she has thoroughly reviewed the RFP and that there are no known obstacles to prevent the execution of an agreement with the Town. The undersigned acknowledges that the Town may reject all proposals, or waive portions of the RFP for all proposals, if it deems it in its best interest.

Signature _____

1. Proposer information

Name:

Address:

Role with the Organization:

Organization Address:

2. Attestation

Pursuant to M.G.L. c.62C, §49A, I certify under the penalties of perjury that the undersigned bidder, to the best of his/her knowledge and belief, has filed all state tax returns and paid all state taxes required under law.

Social Security Number or
Federal Identification Number

Signature of Individual or Officer

Date

Name of Corporation

All proposers must submit, together with its proposal, a signed certification of non-collusion. Said certification is attached hereto and incorporated herein