

RFP REVIEW SCORESHEET
Design and Development of Affordable Housing on First Street
Proposals Received Jan 25, 2023

Reviewer:

Proposal:

Date:

Minimum Threshold Criteria

- The Proposal is complete and conforms with all submission requirements
- The Proposal has been submitted on time
- The Proposal includes certification of compliance for all state and local taxes and must submit a Certificate of Tax Compliance, a Non-collusion Form, and a Disclosure of Beneficial Interests in Real Property Transaction with the RFP response.
- The Proposal ensures that all of the units will be made affordable to households earning at or below 80% of Area Median Income (as defined by HUD)
- Bidder has a minimum of 5 years' experience in the development of affordable housing.

Competitive Evaluation Criteria

Responses will be evaluated competitively using the following criteria.

<u>Ratings</u>	<u>Rationale</u>
Highly advantageous	Exceeds the requirements/preference
Advantageous	Meets the requirements/preference
Not advantageous	Meets minimum requirements
Not acceptable	Does not meet requirements

1. **Development Experience**—*Extent to which the developer's experience exceeds or meets the minimum criteria; the developer's prior track record in the construction of affordable housing and the experience of the development team with regard to the development, financing, and marketing of affordable housing and/or accessible housing for people with disabilities should be described in detail.*

- Highly Advantageous: The Bidder has 5 or more years of experience developing affordable housing and/or accessible housing.
- Advantageous: The Bidder has 5 or more years of experience developing housing.
- Not Advantageous: The Bidder has 5 years of experience developing housing.
- Not Acceptable: The Bidder has less than 5 years of experience developing housing.

2. **Developer Financial Capacity**—*Ability to secure financing as evidenced by letter(s) from prospective lender(s); ability to identify subsidy gaps and potential sources for subsidy to complete project.*

- Highly Advantageous: Proposal includes a letter from a prospective lender for the project and has identified any existing subsidy gaps, has a plan to address those gaps and experience applying for subsidy monies.
- Advantageous: Proposal includes a letter from a prospective lender for the project and has identified any existing subsidy gaps.
- Not Advantageous: Proposal includes a letter from a prospective lender for the project but does not address whether there are any subsidy gaps.
- Not Acceptable: Proposal does not include a letter from a prospective lender.

3. **Feasibility of Proposed Project**—*Environmental, permitting issues, construction estimates, soft costs; timeline to completion.*

- Highly Advantageous: Proposal clearly describes all necessary steps to complete project, including any environmental and permitting issues, and proposes a timeline to commence work ahead of required time frame (or includes detailed explanation why the required time frame is not feasible).
- Advantageous: Proposal clearly describes all necessary steps to complete project, including any environmental and permitting issues, and proposes a timeline to commence work within required time frame (or includes detailed explanation why the required time frame is not feasible).
- Not Advantageous: Proposal purports to commence work within required time frame but does not include a detailed timeline and/or the necessary steps to complete project.
- Not Acceptable: Proposal does not address feasibility of project.

4. ***Site and Unit Design***—Extent to which the project meets or exceeds the minimum Program, Use and Design Guidelines as detailed below.

- Highly Advantageous: Proposal exceeds of the Guidelines and preferences,
- Advantageous: Proposal meets the minimum Guidelines and preferences
- Not Advantageous: Proposal meets the minimum Guidelines
- Not Acceptable: Proposal does not meet the minimum Guidelines

Program, Use and Design Guidelines: The proposed project should offer, but should not be limited to:

- Design of the building(s) should fit the characteristics of the existing neighborhood, and be similar to the footprint, mass, orientation of the town’s preferred development concept plan. Dwelling units with front porches on First Street are preferred.
- Build between 5 and 12 units of affordable housing. The units may be attached or detached.
- Preference is for owner occupied units, although rental units will be considered.
- Preference is for townhouse style housing, although duplexes and single family homes may be considered.
- Town will accept proposals for housing that is restricted to households earning 80% of area median income or less.
- Preference for visitable units. For information on visitability, use this website:
<http://www.visitability.org/>
- The successful developer shall be responsible for a fair marketing and lottery plan to advertise the units to eligible households.
- Preference for use of energy efficient technologies and building materials.
- Take all necessary precautions to preserve the vegetation, specifically the mature trees on the property. This should include limited soil disturbance and compaction during construction, and defining an area of work around each tree.

Comments: