

Request For Proposal (RFP) Process

Millstone Rd. Brewster

September 3, 2020

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Community Assistance
MHP

MHP



About Mass Housing Partnership (MHP)

“Moving affordable housing forward”

MISSION: Use private investment to bring more affordable housing to Massachusetts

- Privately-funded public non-profit organization
- Work with communities, non-profit, for-profit developers
- Falls under the umbrella of the State Department of Housing and Community Development (DHCD)



Request For Proposals (RFP) Process

M.G.L. 30 B – the Procurement Law dictates process

- RFP must be advertised in the Central Register
- RFP must be advertised in a regional newspaper at least twice
- Proposal deadline must be at least 30 days after publication in Central Register
- Deliberations and scoring of proposals must be done in open meetings

The Chapter 30B Manual: Procuring Supplies, Services and Real Property

- Legal Requirements
- Recommended Practices
- Sources of Assistance



Commonwealth of Massachusetts
Office of the Inspector General

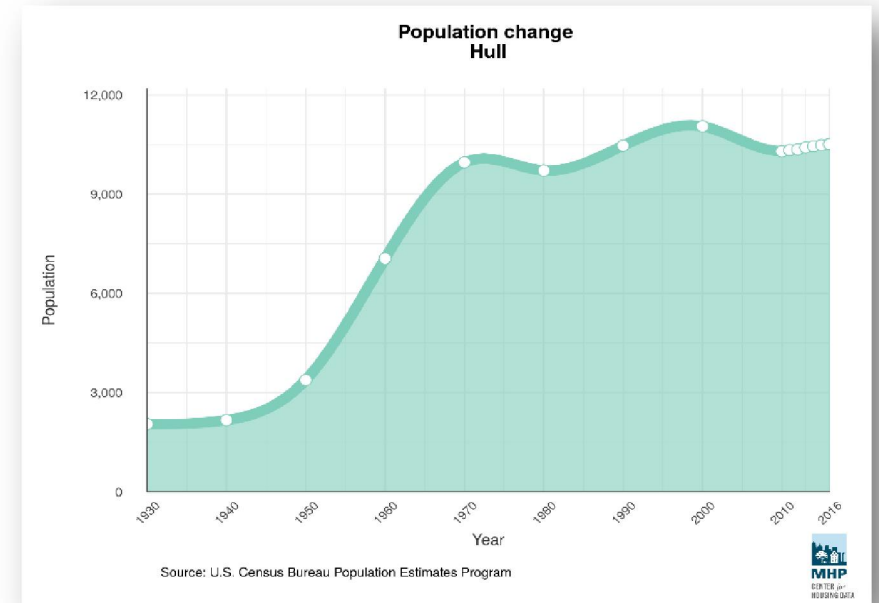
Glenn A. Cunha
Inspector General

November 2016



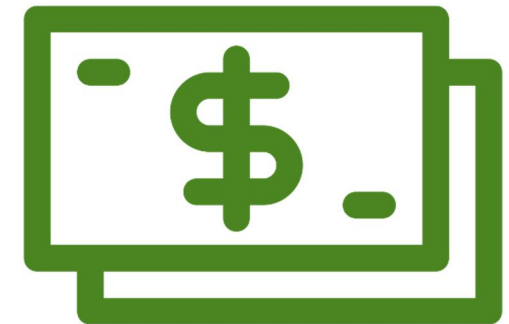
Develop goals

- Use demographic information to determine Priority housing need
- Determine other goals through community outreach and known site issues



Initial Feasibility Assessment

- Gather available site information
 - Survey
 - Title
 - Any constraints
- Analyze financial feasibility against the goals proposed for target population and density



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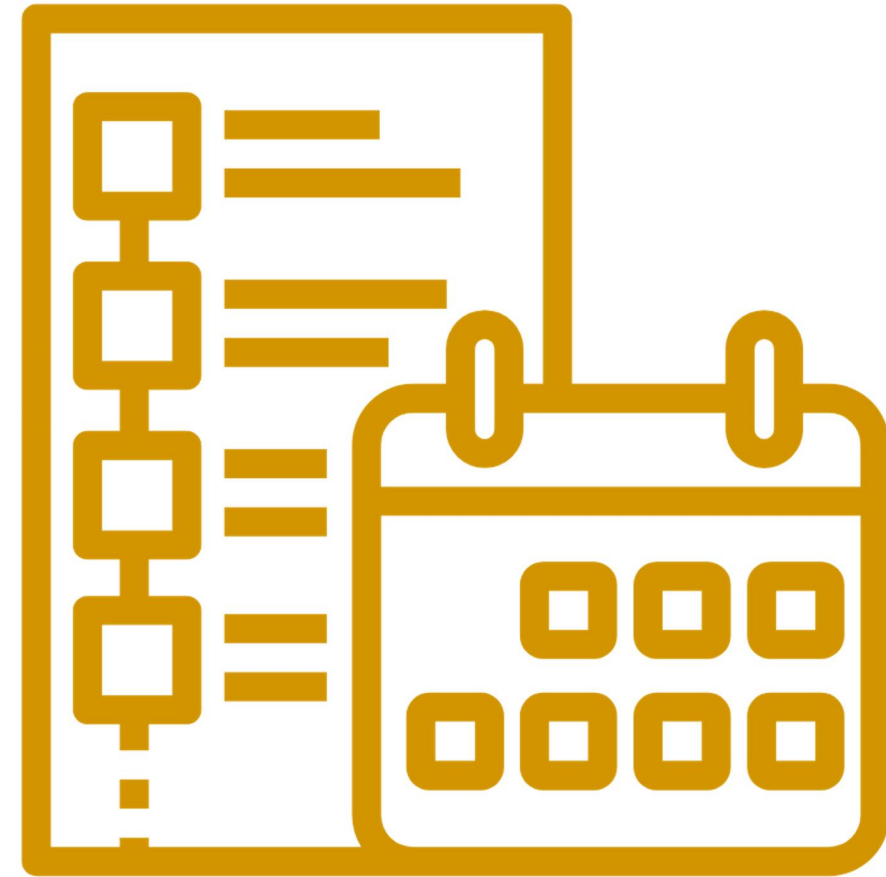
Develop your program based on preliminary analysis and your goals.

- Rental vs. Homeownership
- Number, composition of units
- Design guidelines
- Amenities
- Access
- Energy Efficiency
- Financial feasibility



Create submission requirements

- Development team experience and references
- Site and building concept designs
- Developer financial references*
- Project financial pro formas
- Management company experience and references



Develop the Evaluation Criteria

- Capacity of the Development team
- Quality of the design approach
- Responsiveness of the proposal
- Affordability
- Financial feasibility
- Energy Efficiency

Site Design	Unacceptable	Advantageous	Highly Advantageous
<ul style="list-style-type: none"> • Thoughtful and efficient site design using the natural topography of the site as much as feasible • Efficient, safe internal traffic flow • Underground utilities • Exterior lighting – minimal impact to neighbors and night sky • Landscape plan including within parking area includes native plantings and, when feasible, enhances rather than replaces existing vegetation • Designated area for snow • Adequate parking for residents and visitors • Keep natural buffer to surrounding residential neighbors • Respects adjacent properties • Provides outdoor community gathering space • Include bike racks 	Proposal fails to meet the majority of the RFP criteria for site design.	The proposal meets some or all of the RFP site design criteria with thoughtful building siting, safe, efficient traffic flow, and natural buffers to surrounding neighborhoods .	Proposal meets or exceeds all of criteria



Review Proposals



- Review Proposals received by due date
- Score Proposals based on evaluation criteria
- Recommend a Developer to Granting Authority



Finally...

Town Negotiates Terms for the disposition and management of the process to conveyance



Estimated Timeline...

<u>Task</u>	<u>Timeframe</u>	<u>Dates</u>
Draft RFP	3-6 months	9/20-12/20
Internal Review	1 month	10/20 – 1/21
Release RFP	1 month	11/20 - 2/21
Deadline for Proposals	2-3 months	2-5/21
Proposal Review	2 months	4-7/21
Designate Developer	1 month	5-8/21
Signed Disposition Agreement	2 months	7-10/21
Total	12-14 months	