



TOWN OF NANTUCKET
REQUEST FOR PROPOSALS (RFP) DRAFT FOR
AFFORDABLE HOUSING DEVELOPMENT AT 7
AMELIA DRIVE

Version 1: as discussed at 7.26.22 AHT Meeting

IMPORTANT DATES

-RFP Issuance: **Wednesday, August 17, 2022**

-Inquiries Deadline: **Wednesday, September 7, 2022 at 1:00 p.m.**

-Proposal Submission Deadline: **Wednesday, September 14, 2022 at 1:00 p.m.**

-Proposal Presentations: **Tuesday, September 20, 2022 at 1:00 p.m.**

Note: all respondents to the RFP who meet Minimum Threshold Criteria will be asked to present their project proposal to the Review Committee

-Developer Selection: intended to be made by Wednesday, October 5, 2022

All times in this document are local time in Nantucket, MA.

I. Request for Proposals

The Town of Nantucket (the “Town”) is seeking proposals from qualified developers for the development, within local zoning, and ongoing management of no more than three (3) units of year-round permanently deed restricted housing on approximately seven thousand, seven hundred and fifty-five (7,755) square feet of Affordable Housing Trust owned land located at 7 Amelia Drive, Nantucket (see Lot 23 Map included in Attachment A – the “Property”).

The purpose of this RFP is to select a developer with demonstrated experience and capacity to develop and manage a residential development project that best addresses the needs and goals of the community as described in this RFP. The Town anticipates that proposers and/or members of their respective development teams will have demonstrated successful experience with developing and maintaining affordable housing, as well as the programs providing subsidy and services for such development.

II. Proposal Submission

The Town has determined that the award of this contract is subject to M.G.L. c. 30B, known as the Uniform Procurement Act. Therefore, the provisions of M.G.L. c. 30B are incorporated herein by reference.

All proposals must be received by **Wednesday, September 14, 2022 at 1:00 p.m.** and submitted to:

Town of Nantucket

**Attn: Procurement Officer/ 7 Amelia Drive Nantucket Housing Proposal Town & County Building
16 Broad Street
Nantucket, MA 02554**

To be considered a complete proposal, all proposals must include the following:

1. Cover page labeled "7 Amelia Drive Nantucket Housing Proposal." The cover page should also identify the development entity, the primary contact person and all contact information;
2. All required documents, completed and signed by a duly authorized signatory;
3. One clearly marked original and twelve (12) unbound and organized copies in a format that is easily copied; and
4. An electronic version of the complete proposal on a CD or flash drive.

Proposals that are incomplete or conditional will be rejected. Proposals received after this time will be considered non-responsive and either not accepted or returned to the proposer unopened. A proposer may correct, modify or withdraw a proposal by written notice received prior to the time set for receipt of proposals (**1pm on Wednesday, September 14, 2022**). Modifications must be submitted in a sealed envelope labeling the Modification and must reference the original RFP proposal.

Proposals will be opened pursuant to the provisions of M.G.L. c. 30B, §6 (d) at **10:00 a.m. on Thursday, September 15, 2022**. A proposer may not change any provision of the proposal after the receipt deadline (**1pm on September 14, 2022**).

The Town reserves the right to reject any or all proposals or to cancel this RFP if in the Town's sole discretion, it is determined to be in the best interest of the Town.

All inquiries should be made via e-mail and directed to: procurement@nantucket-ma.gov no later than **1:00 p.m., Wednesday, September, 7 2022**. Inquiries should have a subject line entitled: *7 Amelia Drive Nantucket Housing RFP Inquiry*. Any inquiries after such date will not be accepted. All inquiries and responses will be shared with all Registered Proposers via e-mail.

In order to receive answers to all inquiries and any RFP amendments, interested parties must be registered as a Registered Proposer with the Town. To register as a potential respondent, please send an e-mail to procurement@nantucket-ma.gov no later than **Wednesday, September, 7 2022 at 1:00 p.m.** with your name, organization, contact e-mail and indicate in

the subject line: Registered Proposer – 7 Amelia Drive Nantucket Housing RFP. As inquiries are made, answers will be provided as expeditiously as possible to all Registered Proposers at the time.

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.

Proposers' Responsibility for Due Diligence: Proposers should undertake their own review and analyses concerning physical conditions, environmental conditions, applicable zoning, required permits and approvals, and other development and legal considerations.

III. Development Objectives

The Town is seeking proposals to build and maintain a maximum of three (3) housing units on the site as permanently deed restricted year-round housing. While not required, the inclusion of commercial space for a nonprofit enterprise will be considered. The priority is achieving the maximum number of housing units.

In order to assess housing needs on Nantucket, the Town has completed a study and its findings are found in the certified 2021 Housing Production Plan (Attachment C). It is the Town's desire to achieve, an overall bedroom mix, including the maximum number of studio and one bedroom units which will be permitted based on the site's capacity, good site planning, storage, parking, and landscaping considerations, and the market and financial feasibility of an affordable housing project. The proposed unit mix must also be able to receive Department of Housing and Community Development (DHCD) approval for the inclusion of 100% of the units in the Town's Subsidized Housing Inventory (SHI) and any DHCD approvals necessary to receive any requested state and/or federal subsidy funds, as applicable.

The development will be subject to a Grant Agreement, denoting the development that will take place on the site, such agreement to be in a form acceptable to the Town.

Affordability

One hundred (100%) percent of the units must be sold or rented to income eligible households earning one hundred (100%) percent or less of the area median income (AMI) for Nantucket County and meet the requirements for all of the units to be eligible for inclusion on the DCHD SHI. The Town would also seek to have the project eligible for Local Preference, provided it is approved by DHCD.

The AMI for Nantucket County will be based upon the income data published annually by the U.S. Department of Housing and Urban Development (HUD), adjusted for household size, as well as the data published annually by MassHousing for Workforce Housing subsidy eligibility.

The Town will convey the property to the successful proposer, with a restriction that will ensure that the housing remains affordable in perpetuity or the longest term allowed by law. The successful proposer will enter into a Regulatory Agreement in a form acceptable to DHCD and the Town and will record a restriction preserving the affordability in perpetuity or the longest term allowed by law.

Unit Types

It is the Town's preference that the development reflects the Nantucket community aesthetic and provides housing for a range of family sizes, including studio/one-bedroom units, while paying particular note to the areas of greatest need as articulated in the 2021 Housing Production Plan.

Building Design and Aesthetics

The development's design should reflect the historical design and character of Nantucket and be an example of superior exterior and interior design. Proposers are encouraged to use their creativity and experience in building design, massing, site layout, parking, landscaping and in their choice of materials and methods of construction that will minimize maintenance costs and are energy efficient. However, the minimum requirements are that historic colors and materials be used and that the design adheres to the design guidelines set forth in the Historic District Commission (HDC) handbook, "Building with Nantucket in Mind" (see Attachment D). The designs will be subject to review and input of the HDC. The final appearance of the proposed development should be harmonious with existing norms for dwellings in the Town of Nantucket. The overall project design will be evaluated as part of the Comparative Evaluation Criteria described in Attachment E.

Preferred amenities to be included in the development are interior storage, landscape screening, and adequate parking.

Energy Efficiency

The Town is seeking proposals that include building and site designs that are mindful of the tenants' energy and utility costs and limit the project's environmental impact. Details regarding sustainable design features should be incorporated into the project description.

Significant energy efficiency incentives have been made available to Nantucket in the past. Proposers are encouraged to reach out to Lauren Sinatra, Energy Coordinator for the Town (lsinatra@nantucket-ma.gov), to learn about current programs they may want to consider incorporating.

Site

- The site's locus is shown on the Map included in Attachment A. It can be described as a generally level location. This site has Town water and sewer in close proximity. The site is near to designated public transportation stops and is walking distance to markets, restaurants and other small businesses. The subject parcels are located in the Town's Commercial Neighborhood ("CN") District, which requires 10' Front Setback, and 5' Side and 10' Rear Setback.
- As it is a corner lot, the front setback is only required to be taken off of one street. There already exists a 10' Utility and Slope easement along Amelia Drive and a 12' Driveway Easement on the northerly property line, it is recommended that a proposer take the "Front Setback" off of Amelia Drive. The area highlighted in yellow on the Map included in Attachment A reflects these setbacks.
- The boundaries of the lot highlighted in green on the Map included in Attachment A shows a total lot area of 7,755 S.F.+/-.
- The Zoning District allows 40% ground coverage, therefore there is approx. 3,102 sq. feet available for Structure footprint(s).
- A copy of Nantucket Zoning Bylaws is attached (see Attachment F).

Utilities:

- Water *Public*
- Wastewater *Public*
- Electric *National Grid*
- Cable *Comcast*

The project is required to meet all lighting objectives, parking requirements, etc., as determined by the Planning Board and other relevant boards and agencies.

Project Permitting

It is the Town's preference that the project is permitted under the Town's Zoning Bylaws. The Planning Board must grant the appropriate permit and the Historic District Commission must grant a certificate of appropriateness for the project. Any variances for dimensional requirements would be subject to Zoning Board of Appeals review and approval.

IV. Property Description

The subject Property is shown on the locus Map contained in Attachment A as Lot 23. For the Town's title to said Property please see the Quitclaim Deed to the Town (in Attachment B).

The site is relatively flat, moderately covered by brush. It is bordered by residential, small commercial and municipal neighbors. Primary access to the site is via the newly created cut through road between Amelia Drive and Waitt Drive, depicted on the Maps contained in Attachment A.

V. Proposal Submission Requirements

1. The Developer and Development Team

The proposal must include a description of the proposed developer, including the project manager, and his/her experience. Proposals must include:

- The name, mailing address, e-mail address, and telephone number of the proposer, the name of the representative authorized to act on his/her behalf, the name and contact information of the contact to which all correspondence should be addressed, and the names and primary responsibilities of each individual on the development team.
- If the proposer is not an individual doing business under his/her own name, a description of the firm and status of the organization (e.g. whether a for profit, not-for-profit or charitable institution) and a description of the proposed ownership entity (e.g., a general or limited partnership, a corporation, LLC, LLP, business association, or joint venture) and the jurisdictions in which it is registered to do business. If the proposer is a non-profit, please include a list of the organization's Board of Directors and areas of expertise they represent.
- Identification of all principals, partners, co-ventures or sub-developers participating in the transaction, and the nature and share of participants' ownership in the project.
- Discussion of whether the developer will also be the property manager and if the developer will not be the property manager, the name of the proposed property management organization.
- Identification of the development team, such as architects, engineers, lawyers, landscape designers, contractor, development consultants, lenders and investors. Background information, including firm resumes and resumes for principals and employees expected to be assigned to the project, shall be provided.
- A summary of first, the developer's and secondly, the development team's experience individually and collectively, with similar projects. Particular attention should be given to demonstrate experience with projects of a similar scale and complexity of site conditions, design and financing, as well as locations similar to Nantucket. Proposer should demonstrate the ability to perform as proposed and to complete the project in a competent and timely manner, including the ability to pursue and carry out design,

permitting, conventional and subsidy financing, construction, marketing/unit absorption and ongoing property management.

The following order should be used when submitting the information for each project identified:

- Project name and location
 - Project type and description
 - Project scope
 - Project(ed) start date
 - Project(ed) completion date
 - Total development costs
 - Sources of financing
 - Total number of units and bedroom sizes
- Narrative on why your experience is relevant to the 7 Amelia Drive Nantucket Housing project.
- Description of the organizational structure of the development team and a plan for the maintenance of effective communications between the Town and the development team during all phases of the project.
- Information regarding any legal or administrative actions past (during the last 10 years), pending or threatened that could relate to the conduct of the proposer, its principals or any affiliates.
- Confirmation that no local, state or federal taxes are due and outstanding for the development team, the property management team or any critical member of the project.
- Provision of municipal references for at least three (3) completed projects, with contact names, title and current telephone numbers of those who can provide information to the Town concerning the Proposer's experience with similar projects.
- Proposed project financing, including a Sources and Uses pro forma providing information similar to that required in the Massachusetts One Stop application (see Attachment G), which shall include (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 construction and development budget which includes detailed sources of funds and uses; and (c) in the case of a rental project, a 20 year operating pro forma and rent schedule. Describe in detail previous

success in securing such funding and what, if any local, state or federal subsidy money will be sought to create affordability and the timeline for securing those sources.

- At least one (1) letter of interest from a recognized financial institution for a loan amount sufficient for the developer to construct and operate the project.
- Completion of disclosures and certificates in Attachments H – “Certificate of Non-Collusion”, I – “Tax Compliance Certificate”, and J – “Disclosure Statement For Transaction With A Public Agency Concerning Real Property”

2. Development Concept

The proposal must include a detailed description of the development concept for the property and its improvements, including but not limited to:

- Number and size of units (square footage and number of bedrooms) and affordability levels. Include narrative as to why/how the mix of bedroom sizes and affordability was determined to ensure project financial feasibility and appropriateness for the marketplace.
- Preliminary site design as detailed in the Conceptual Design Drawings below.
- Discussion of the physical plan and architectural character of the project and the various programmatic and physical elements of the development, including energy savings/ “green” elements of the building and site designs.
- Construction staging plan and discussion of construction impacts, including but not limited to how the project will be managed to limit impact on neighbors, in particular noise and traffic during the construction period.
- Detailed development schedule for all elements of the plan including key milestones, financing and timeframes for occupancy, including DHCD approval process.
- Outline of required land use, environmental, operational and other governmental or regulatory approvals for the necessary permits and noting any permits or waivers that will be required.

3. Conceptual Design Drawings

The proposal must include 11 x 17 plans including:

- Site plan that includes building footprints, parking layout, storm drainage, access to sidewalks and numbers of parking spaces and building footprints.
- Landscape plan with sufficient detail on how the plan addresses limiting the project impact on surrounding areas and providing privacy for the residents.
- Floor plans
- Elevations (exterior building materials should be identified on elevations)

- Typical unit plans
- Interior storage for all units

4. Management Plan

The proposal must include:

- Description of the proposed rents, in the case of a rental project, and in the case of an ownership project, a description of the proposed sales prices, and the strategy for marketing and lottery processes that will be consistent with DHCD's Affirmative Fair Housing Marketing and Resident Selection Plan Guidelines.
- The proposal must include a plan for the ongoing management of the project. In addition, if the proposer is including a property manager as part of its team, all relevant information as outlined under 'Developer' above should be included as well as details of any projects where the proposer and manager have previously worked together.
- Lottery for Affordable Units: To ensure a fair and equitable selection process for the affordable units, a lottery shall be conducted for all of the affordable units. To the extent permitted by law, the initial lottery shall give local preference as described in Section IV, "Affordability" above. Proposals may include a lottery agent as part of the development team. An approved affirmative fair housing marketing/lottery plan shall be required that is consistent with DHCD's Affirmative Fair Housing Marketing and Resident Selection Plan Guidelines. For the proposal, the proposer shall indicate any other lotteries they have been involved in, their role and the outcomes.

At a minimum the selected proposer and/or their agent shall demonstrate:

- A clear understanding of fair housing requirements/laws.
- A clear understanding of local preference opportunities and requirements, and how the lottery will address these.
- A clear understanding of the applicable state standards used to determine program and unit eligibility – i.e. qualified tenants or owners
- The ability to establish criteria for tenant or owner selection and a fair and unbiased selection process.
- The ability to maintain all necessary reports and certifications required under state and federal law.

VI. Evaluation Criteria

Minimum Threshold Criteria

Proposals that do not clearly and fully comply with these Minimum Threshold Criteria and are not submitted in complete form by **1:00pm on Wednesday, September, 14, 2022** will not be considered:

1. Conformance with all submission requirements
2. A minimum of 5 years' affordable housing development experience for principal members of the development team
3. A minimum of 5 years' experience of property management by the property manager
4. A demonstrated successful track record of developing and managing projects of similar scope
5. Developer availability to commence the permitting and application processes for the project within 90 days of selection; sufficient staff resources and availability to perform required services.
6. Submission of required forms at Attachments H, I, J and K:
 - Attachment H – Certificate of Non-collusion;
 - Attachment I – Tax Compliance;
 - Attachment J – Disclosure Statement for Transaction with a Public Agency Concerning Real Property, M.G.L. c. 7C, section 38
 - Attachment K – Acknowledgement of Receipt of Documents
7. The proposed development must provide a proposed affordability mix that will allow all units to be eligible for inclusion in the Town's Subsidized Housing Inventory based upon DHCD's requirements; and 100% of the units as affordable at or below 100% of the AMI

Comparative Evaluation Criteria

Projects meeting the Minimum Threshold Criteria will then be judged on the Comparative Evaluation Criteria (see Attachment E). The Town will use the comparative criteria for each subject and which will be rated on a scale of Not Advantageous, Advantageous or Highly Advantageous for each listed subject as set forth on the Comparative Evaluation Criteria.

VII. Selection Process and Rules for Award

All proposals submitted by the deadline will be opened pursuant to M.G.L. c. 30B, §6(d) and recorded. All information contained in the proposals is public. The Town or its designee(s) (i.e., an evaluation committee) will review and evaluate all proposals that have been received by the submission deadline based on the criteria outlined in the "Comparative Evaluation Criteria."

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 references, and additional information requested and/or gathered by the Town. The most highly advantageous proposal from the proposer deemed most responsive and responsible, taking into consideration all evaluation criteria set forth in the RFP, will be selected by the Town or its designees. **The Town reserves the right to select the proposal that best meets the needs of the community and that may not be the proposal that achieves the highest score. The Town reserves the right to not make any award if it determines in its sole discretion that it is in the best interest of the Town.**

The Town will notify all Registered Proposers in writing of its decision.

VIII. Post Selection

Grant Agreement

It is the intent of the Town to enter into a grant agreement with the selected proposer within 90 days of selection, denoting the development that will take place on the site, such agreement to be in a form acceptable to the Town.

Chapter 30B Real Property Dispositions to Promote Public Purpose Requirements

The name of the selected proposer and the amount of the transaction will be submitted for publication in the state's Central Register.

The Town has determined that the public purpose of the project is best met by disposing of the property for less than fair market value; the Town will post a notice in the state's Central Register explaining the reasons for this decision and disclosing the difference between the property value and the price to be received. This notice will be published before the Town enters into any agreement with the developer.

IX. Attachments

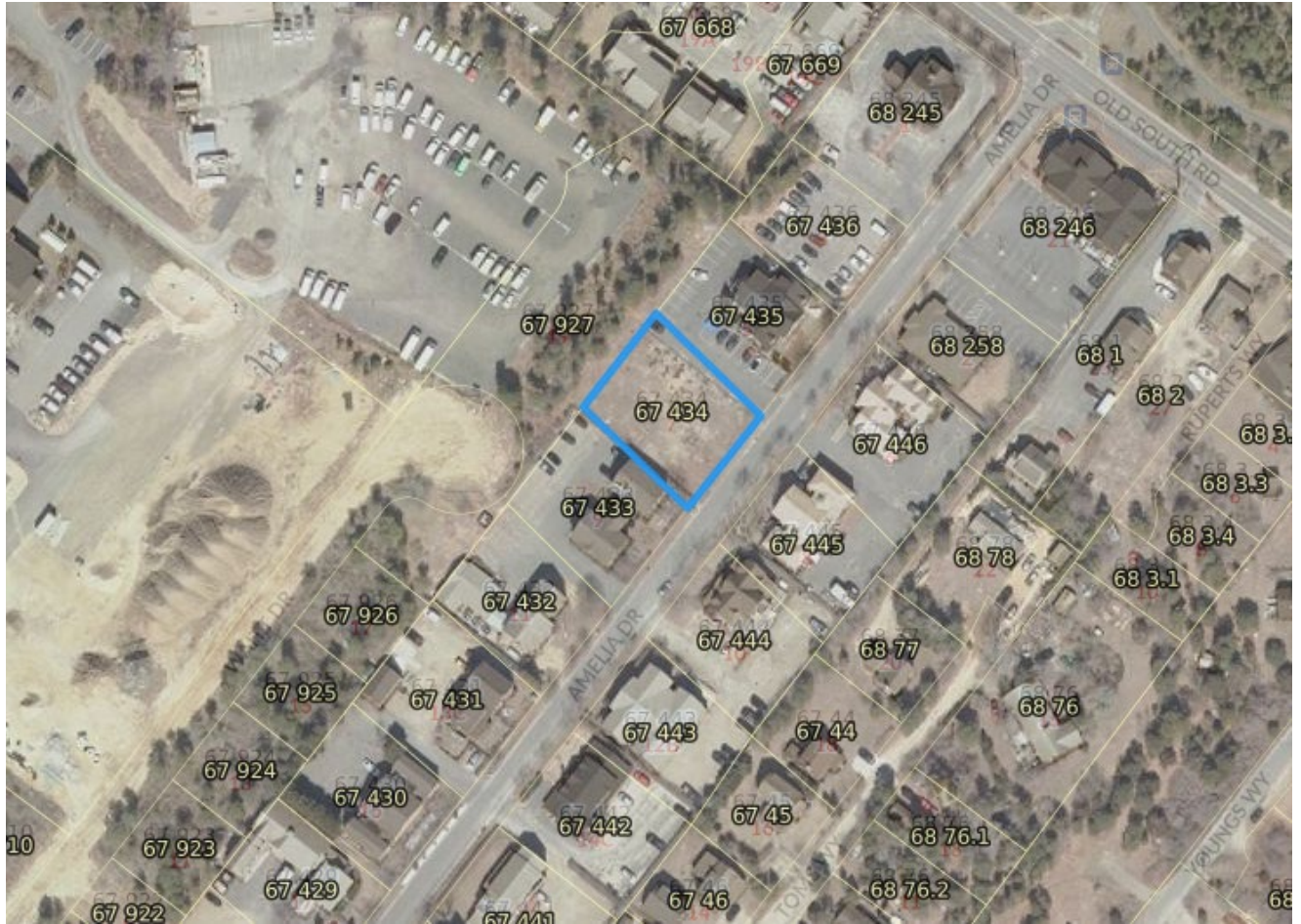
- A. Maps of the Property and surrounds
- B. Town Meeting Vote & Quitclaim Deed
- C. 2021 Nantucket Housing Production Plan
- D. Building With Nantucket in Mind
- E. Comparative Evaluation Criteria
- F. Nantucket Zoning Bylaws

G. Sections 3 and 4 of Massachusetts One Stop Application

Required Documents:

- H. Certificate of Non-Collusion
- I. Tax Compliance Certificate
- J. Disclosure Statement for Transaction with a Public Agency Concerning Real Property
- K. Acknowledgement of Receipt of Documents

ATTACHEMENT A
“THE PROPERTY”



ATTACHEMENT B
QUITCLAIM DEED



2019 00002007

QUITCLAIM DEEDBk: 1704 Pg: 245 Page: 1 of 4
Doc: DD 08/09/2019 01:20 PM

AUGUST POINTE, LLC, a duly organized Massachusetts limited liability company, with a mailing address of 125 East 72nd Street, New York, NY 10021, in consideration paid of Nine Hundred Thousand and 00/100 (\$900,000.00) dollars, grants to THE TOWN OF NANTUCKET, a Massachusetts municipal corporation, acting by and through its Board of Selectmen having a mailing address of Town & County Building, 16 Broad Street, Nantucket, MA 02554, with QUITCLAIM COVENANTS,

That certain parcel of vacant land, more commonly known and numbered as 7 Amelia Drive, in Nantucket, Massachusetts and being more particularly described as follows:

NORTHWESTERLY	by	land now or formerly of the Nantucket Electric Company, one hundred and two and 00/100 (102.00) feet;
NORTHEASTERLY	by	Lot 24 on a plan hereinafter referred to, one hundred twenty-seven and 26/100 (127.26) feet;
SOUTHEASTERLY	by	Amelia Drive, one hundred and two and 00/100 (102.00) feet; and
SOUTHWESTERLY	by	Lot 22 on said plan, one hundred twenty-seven and 27/100 (127.27) feet.

Said land is shown as Lot 23, containing 12,981 square feet, more or less, on a plan entitled "Definitive Plan of Land in Nantucket, Massachusetts, Prepared for G.G.B. Realty Trust," drawn by Nantucket Surveyors, Inc., dated April 30, 1986 and recorded at the Nantucket Registry of Deeds in Plan File 30-D.

Said premises are conveyed subject to the following:

- a) Together with the right to use Amelia Drive and Ticcoma Way, in common with others lawfully entitled thereto for all purposes for which ways are normally and customarily used in the Town and County of Nantucket.
- b) Subject to a utility, slope, and drainage easement running along its southeasterly boundary as shown on said plan.
- c) Subject to an Easement to New England Telephone and Telegraph Company, recorded at Book 479, Page 279, at said Registry.

- d) Subject to an Easement to Nantucket Cablevision Corporation, recorded at Book 479, Page 285, at said Registry.
- e) Subject to an Easement to Wannacomet Water Company, recorded at Book 479, Page 291, at said Registry.
- f) Subject to an Easement to Nantucket Electric Company, recorded at Book 479, Page 297, at said Registry.
- g) Subject to Amelia Drive Declaration dated August 15, 1995 recorded at Book 480, Page 208, at said Registry.
- h) Subject to a Common Driveway Easement, recorded at Book 487, Page 339, at said Registry, as affected by Easement Modification dated August 1, 1997 recorded at Book 5543, Page 276
- i) Subject to an Order of Taking by the County of Nantucket, dated September 26, 2018, recorded at Book 1665, Page 87, at said Registry.
- j) Subject to the real estate taxes for the current fiscal year.

For Grantor's title, see Deed recorded at the Nantucket Registry of Deeds at Book 1452, Page 303.

I, Gary Beller, Manager of August Pointe, LLC, do hereby certify that no member or spouse, civil union partner, ex-spouse, or ex-civil union partner of a member of August Pointe, LLC, occupies or intends to occupy the land as a principal residence or is entitled to claim the benefit of an existing state of homestead in the property by court order or otherwise.

The Grantor is not treated as a corporation for federal income tax purposes. The Grantor certifies that this conveyance is not of all or substantially all of the Grantor's property in the Commonwealth of Massachusetts.

No deed stamp taxes are due on this conveyance pursuant to G.L. c. 64D, §1.

{Signature Page to Follow}

Executed and sealed on August 12, 2019.

By:

AUGUST POINTE, LLC


GARY BELLER, MANAGER

COMMONWEALTH OF MASSACHUSETTS

Nantucket, ss.

August 12, 2019

Then personally appeared the above-named GARY BELLER, as Manager of August Pointe, LLC, personally known to me, or proved to me through satisfactory evidence of identification, which was Driver's license, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.



RALITSA T. MITRAKIEVA
Notary Public
Commonwealth of Massachusetts
My Commission Expires
March 8, 2024

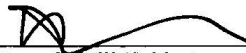

Notary Public

Printed name: Ralitsa T. Mitrakieva
My commission expires: March 8, 2024

ACCEPTANCE OF DEED

The undersigned Board of Selectmen of the Town of Nantucket hereby accept the foregoing deed of 7 Amelia Drive, in said Nantucket, from August Pointe, LLC, pursuant to the authority of Section 3.3 of Chapter 289 of the Acts of 1996, this 7 day of August, 2019.

TOWN OF NANTUCKET
BOARD OF SELECTMEN


Dawn E. Hill Holdgate


Rita Higgins


Jason Bridges


Matthew G. Fee

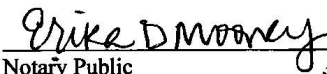

Kristie L. Ferrantella

NANTUCKET LAND BANK CERTIFICATE	
☐ Paid \$	
☒ Exempt A	
☐ Non-applicable	
No. 40920	Date 8/9/19
Authorization	SK

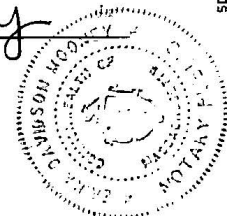
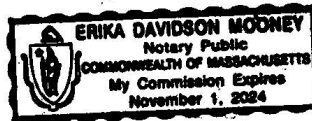
COMMONWEALTH OF MASSACHUSETTS

Nantucket, ss.

On this 7 day of August, 2019, before me, the undersigned Notary Public, personally appeared Dawn E. Hill Holdgate, Rita Higgins, Jason Bridges, Matthew G. Fee and Kristie L. Ferrantella as Members of the Board of Selectmen of the Town of Nantucket who proved to me by satisfactory evidence of identification, which was personal knowledge of the undersigned, to be the persons whose names are signed on the preceding or attached document, and acknowledged to me that they signed it voluntarily for its stated purpose, as the free act and deed of the Board of Selectman of the Town of Nantucket.


Notary Public
My Commission

674351NANT 19713/0060



NANTUCKET COUNTY Received & Entered
Attest: Jennifer H. Ferrante, Register of Deeds

**ATTACHMENT C
NANTUCKET HOUSING PRODUCTION PLAN**

THE NANTUCKET CHAPTER 40B HOUSING PRODUCTION PLAN (2021) CAN BE FOUND ON THE TOWN OF NANTUCKET'S WEBSITE AT THE FOLLOWING ADDRESS:

[HTTPS://NANTUCKET-MA.GOV/DOCUMENTCENTER/VIEW/40859/NANTUCKET-HOUSING-PRODUCTION-PLAN-2021-PDF](https://nantucket-ma.gov/documentcenter/view/40859/nantucket-housing-production-plan-2021-pdf)

ATTACHMENT D
“BUILDING WITH NANTUCKET IN MIND”

“BUILDING WITH NANTUCKET IN MIND” CAN BE LOCATED ON THE TOWN OF NANTUCKET’S HISTORIC DISTRICT COMMISSION’S PAGE AT:

[HTTPS://NANTUCKET-MA.GOV/537/BUILDING-WITH-NANTUCKET-IN-MIND](https://nantucket-ma.gov/537/building-with-nantucket-in-mind)

ATTACHMENT E
COMPARATIVE EVALUATION CRITERIA

7 AMELIA DRIVE NANTUCKET HOUSING PROJECT

	NOT ADVANTAGEOUS	ADVANTAGEOUS	HIGHLY ADVANTAGEOUS
DEVELOPER EXPERIENCE & CAPACITY (TEAM)			
• Demonstrated experience in and capability for designing, permitting, developing and managing similar residential projects • Outcome of comparable projects • Demonstrated experience securing financing for similar projects • Experience developing energy efficient homes • Property management experience with similar projects • The quality of the team's reputation and references, particularly in terms of its regulatory track record and ability to complete projects as proposed • Success in marketing approach, including affirmative fair housing marketing plans and lottery, meeting State requirements • Successful long-term management approach • Nonprofit Developer	Development team members have had only minimal experience in the development of projects with similar scope (i.e., less than 5 years), including legal, design, development, financing, and management experience with rental housing; developer is a for-profit developer	1) Development team members have had significant experience in the development of projects of similar scope (i.e., 5-7 years), including significant legal, design, financing, affordable housing management, and development experience 2) Energy efficient buildings part of standard development approach 3) Developer may be a nonprofit developer	1) Development team members have significant and substantial successful development of affordable housing project of similar scope (i.e., 8 or more years), including significant legal, design, financing, affordable housing management and development experience 2) Energy efficient design is their standard approach to design and development 3) Is a nonprofit developer

	NOT ADVANTAGEOUS	ADVANTAGEOUS	HIGHLY ADVANTAGEOUS
AFFORDABILITY			
- Proposal meets the greatest level of affordability fiscally possible - Proposal meets requirements to have all units qualify on the SHI list - Addresses the Town's desire to have the project eligible for Local Preference, provided it is approved by DHCD.	The proposal does not meet the requirements of the Town's Zoning Bylaws and contains less than 100% of the units affordable to households at 100% AMI or less	The proposal meets the requirements of the Town's Zoning Bylaws and contains 100% of the units affordable to households at 100% AMI or less and the proposal complies with DHCD Guidelines, but does not address the desire for Local Preference	The proposal meets the requirements of the Town's Zoning Bylaws and contains 100% of the units affordable to households at 100% AMI or less and the proposal complies with DHCD Guidelines and addresses the desire for Local Preference
NUMBER OF UNITS AND PERMITTING			
- No more than 3 housing units will be constructed on the property - Housing will be constructed pursuant to Nantucket Zoning Bylaws	Proposal is for 1 unit and does not clearly address the permitting for the project	Proposal is for 2 units permitted by Nantucket Zoning Bylaws	Proposal is for 3 units permitted by Nantucket Zoning Bylaws

	NOT ADVANTAGEOUS	ADVANTAGEOUS	HIGHLY ADVANTAGEOUS
SITE DESIGN			
• Thoughtful and efficient site design, minimizing impervious surfaces • Uses standards of low impact development • Underground utilities • Exterior lighting – minimal impact to neighbors • Storm water management • Landscape plan including parking area • Plan includes interior storage • Area designated for snow • Adequate screened visitor parking • Central trash and recycling area, appropriately screened	Proposal fails to include or address all site design criteria	The proposal meets or exceeds all design requirements of the RFP with thoughtful traffic flow, buildings siting, minimal impact of exterior lighting, and development design	Proposal meets all “advantageous” requirements and respects adjacent properties, provides heightened attention to landscaping plan, parking, storage, screening, and lighting
BUILDING DESIGN			
• Exterior design and materials is of high quality, while remaining compatible with local historical design, including the use of historic colors • Creative design that is cost effective and high quality • Interior layouts meet a variety of family-type needs • Finishes support durability and low-maintenance for tenant or owner • Adequate tenant dry, temperature-controlled storage • Inclusion of an ADA compliant unit	Design appears incongruous with local historical design patterns, interior lay-outs not effective use of space and does not include an ADA compliant unit	Proposal creates a development that reflects local historical design and efficient interior layouts, creating a desirable neighborhood and may include an ADA compliant unit	Proposal articulates a compelling development vision that is cost-effective, energy efficient, and has an attractive design and efficient use of interior space, reflects local historical design and does include an ADA compliant unit

	NOT ADVANTAGEOUS	ADVANTAGEOUS	HIGHLY ADVANTAGEOUS
FINANCIAL FEASIBILITY			
• Adequacy of proposed budgets (development and operating) • Appropriateness of rents, and/or sales pricing, in relation to market • Track record of securing proposed conventional and subsidy financing	Proposal does not demonstrate an understanding of development costs and operating budgets for affordable housing	Proposal contains realistic development and operating budgets and evidence of success in securing necessary financing	Proposal contains realistic development and operating budgets and evidence of a high degree of success in securing necessary financing and other sources of funding

	NOT ADVANTAGEOUS	ADVANTAGEOUS	HIGHLY ADVANTAGEOUS
REFERENCES & SITE VISITS			
- References – a minimum of three municipal references, include references from all projects undertaken in the last 10 years - Site visits – the selection committee may choose to visit proposers' completed projects	1) Minimum of 3 references not met, or references were poor and/or inadequate 2) Properties visited were in poor condition. Evidence of widespread resident dissatisfaction	1) Strong references reflecting projects came in on time and within budget, good property management structure 2) Properties visited were in good condition, site layout was efficient, buildings were well designed, and residents were overall satisfied and there is no evidence of systemic issues	1) Strong references reflecting timely completion, excellent budget control, property management structure excellence and high degree of professionalism of developer 2) Properties visited were in excellent condition, site layout and landscaping excellent, excellent building design and use of energy efficient and durable materials. Written evidence of broad residents' support of the project including testimonials

**ATTACHMENT F
NANTUCKET ZONING BYLAWS**

**THE TOWN OF NANTUCKET ZONING BYLAWS CAN BE FOUND ON THE TOWN OF
NANTUCKET'S WEBSITE AT THE FOLLOWING ADDRESS:**

[HTTPS://NANTUCKET-MA.GOV/445/TOWN-OF-NANTUCKET-BYLAWS](https://nantucket-ma.gov/445/town-of-nantucket-bylaws)

ATTACHMENT G
SECTIONS 3 AND 4 OF MASSACHUSETTS “ONE STOP” APPLICATION

FOR THE MASSACHUSETTS “ONE STOP” AFFORDABLE HOUSING FINANCE APPLICATION (SECTIONS 3 AND 4), PLEASE GO TO THE TOWN OF NANTUCKET WEBSITE AT:

[HTTP://WWW.NANTUCKET-MA.GOV/DOCUMENTCENTER/VIEW/14796](http://www.nantucket-ma.gov/documentcenter/view/14796)

ATTACHMENT H (REQUIRED)
CERTIFICATE OF NON-COLLUSION

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and Concessionaires, and withholding and remitting child support.

Federal Employer ID Number

Name of Corporation

President's Signature

Date

Please Print Name

ATTACHMENT I (REQUIRED)
TAX COMPLIANCE CERTIFICATE

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and Concessionaires, and withholding and remitting child support.

Federal Employer ID Number

Name of Corporation

President's Signature

Date

Please Print Name

ATTACHMENT J (REQUIRED)
DISCLOSURE STATEMENT FOR TRANSACTION WITH
A PUBLIC AGENCY CONCERNING REAL PROPERTY

DISCLOSURE STATEMENT FOR
TRANSACTION WITH A PUBLIC AGENCY CONCERNING REAL
PROPERTY

M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)

The undersigned party to a real property transaction with a public agency hereby discloses and certifies, under pains and penalties of perjury, the following information as required by law:

(1) Real Property:

A certain parcel of land in Nantucket, Massachusetts shown as Lot 23, located at 7 Amelia Drive, Nantucket, containing 7,755 more or less, shown on a plan of land, recorded with Nantucket County Registry of Deeds as Plan File 30-D.

(2) Type of Transaction, Agreement, or Document:

Lease of property by Town of Nantucket

(3) Public Agency Participating in Transaction:

Town of Nantucket, acting by and through its Board of Selectmen, Town & County Building, 16 Broad Street, Nantucket, Massachusetts 02554

(4) Disclosing Party's Name and Type of Entity (if not an individual):

(5) Role of Disclosing Party (Check appropriate role):

___ Lessor/Landlord ☒ Lessee/Tenant

____Seller/Grantor ____Buyer/Grantee

____Other (Please describe): _____

(6) The names and addresses of all persons and individuals who have or will have a direct or indirect beneficial interest in the real property excluding only 1) a stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation or 2) an owner of a time share that has an interest in a leasehold condominium meeting all of the conditions specified in M.G.L. c. 7C, s. 38, are hereby disclosed as follows (attach additional pages if necessary):

NAME

RESIDENCE

(7) None of the above- named persons is an employee of the Division of Capital Asset Management and Maintenance or an official elected to public office in the Commonwealth of Massachusetts, except as listed below (insert “none” if none):

(8) The individual signing this statement on behalf of the above-named party acknowledges that he/she has read the following provisions of Chapter 7C, Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts:

No agreement to rent or to sell real property to or to rent or purchase real property from a public agency, and no renewal or extension of such agreement, shall be valid and no payment shall be made to the lessor or seller of such property unless a statement, signed, under the penalties of perjury, has been filed by the lessor, lessee, seller or purchaser, and in the case of a corporation by a duly authorized officer thereof giving the true names and addresses of all persons who have or will have a direct or indirect beneficial interest in said property with the commissioner of capital asset management and maintenance. The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation. In the case of an agreement to rent property from a public agency where the lessee's interest is held by the organization of unit owners of a leasehold condominium created under

chapter one hundred and eighty-three A, and time-shares are created in the leasehold condominium under chapter one hundred and eighty-three B, the provisions of this section shall not apply to an owner of a time-share in the leasehold condominium who (i) acquires the time-share on or after a bona fide arms length transfer of such time-share made after the rental agreement with the public agency is executed and (ii) who holds less than three percent of the votes entitled to vote at the annual meeting of such organization of unit owners. A disclosure statement shall also be made in writing, under penalty of perjury, during the term of a rental agreement in case of any change of interest in such property, as provided for above, within thirty days of such change.

Any official elected to public office in the commonwealth, or any employee of the division of capital asset management and maintenance disclosing beneficial interest in real property pursuant to this section, shall identify his position as part of the disclosure statement. The commissioner shall notify the state ethics commission of such names, and shall make copies of any and all disclosure statements received available to the state ethics commission upon request.

The commissioner shall keep a copy of each disclosure statement received available for public inspection during regular business hours.

(9) This Disclosure Statement is hereby signed under penalties of perjury.

Print Name of Disclosing Party (from Section 4, above)

Authorized Signature of Disclosing Party Date :

Print Name & Title of Authorized Signer

ATTACHMENT K (REQUIRED)
ACKNOWLEDGEMENT OF RECEIPT OF DOCUMENTS

TOWN OF NANTUCKET

DOCUMENT ACKNOWLEDGMENT FORM

AFFORDABLE RENTAL HOUSING DEVELOPMENT RFP

**I ACKNOWLEDGE RECEIPT OF THIS REQUEST FOR PROPOSALS
AND ALL ADDENDA AND UNDERSTAND I MUST ENCLOSE THIS
SIGNED ACKNOWLEDGMENT AS PART OF MY PROPOSAL.**

Company Name

Signed

Date