



Request for Proposal #09-25

Below Market Rate Housing Development

At 35 Sherburne Road, Portsmouth NH 03801

Due Date: Wednesday, October 9, 2024

Due Time: 4:30 p.m.

## Section I: Project Overview

The City of Portsmouth, New Hampshire (herein referred to as "**City**") seeks sealed proposals from pre-qualified housing development teams (herein also referred to the "**proposer**" or "**respondent**") for the development of, as defined in this RFP, below market rate rental housing on an approximately 5.3-acre parcel known as City of Portsmouth's Tax Assessor Map 259 Lot 10 (herein referred to as "**parcel 259-10**" or "**parcel**") and having an address of 35 Sherburne Road.

The purpose of this **Request for Proposal** (herein referred to as the "**RFP**") is to select a developer with previously demonstrated experience and capacity to perform a housing development project on parcel 259-10 that meets the housing needs and goals of the City as described in this RFP. The City will take all evaluation criteria set forth in the RFP into account when selecting the winning proposal. It is the intent of the City to enter into negotiations with the selected developer regarding a land lease of the parcel, and all other aspects of a housing development on the parcel, as a result of this RFP.

A pre-submittal site walk of the property with City staff and members of the Selection Committee will be held on **Thursday, September 12, 2024, at 1:00 p.m.** If the site walk is unable to be accomplished, the back-up date will be **Monday, September 16, 2024, at 1:00 p.m.** The purpose of the site walk is to allow respondents to become familiar with the property grounds and gain access to the former Sherburne School building. Attending this site walk is optional but attendance is highly recommended.

Specific questions and other technical matters, including those raised from the site walk, regarding this RFP must be submitted via email to the Procurement Coordinator at [proposals@cityofportsmouth.com](mailto:proposals@cityofportsmouth.com) by **Friday, September 20, 2024, by 4:30 p.m.** A compilation of all questions received and responses by the City will be distributed via email on **Wednesday, September 25, 2024, by 4:30 p.m.** Absence of "failure" messages electronically transmitted from addressee's site will serve as confirmation of delivery of addenda. Proposers should contact the Procurement Coordinator at [proposals@cityofportsmouth.com](mailto:proposals@cityofportsmouth.com) if they believe an addendum has not been received.

All proposal responses are due by **Wednesday, October 9, 2024, by 4:30p.m.** Responses must be complete in accordance with the requirements described in this RFP.

Proposals must be delivered to the location and contact listed below on or prior to the exact time and date indicated above. It is the sole responsibility of proposers to ensure timely receipt. **LATE PROPOSALS WILL NOT BE ACCEPTED OR CONSIDERED.**

One hard copy of the proposal must be addressed and delivered to:

City of Portsmouth  
Finance/Proposals Department  
**RFP #09-25 Below Market Rate Housing Development at 35 Sherburne Road Proposal**  
ATTN: Procurement Coordinator  
1 Junkins Avenue, Portsmouth, NH 03801

One complete electronic version of the proposal package is to be submitted in PDF format via email to [proposals@cityofportsmouth.com](mailto:proposals@cityofportsmouth.com) by the Proposal Due Date noted in Section II. No USB or other electronic data storage devices are to be used in the submittal. All correspondence to [proposals@cityofportsmouth.com](mailto:proposals@cityofportsmouth.com) is to include "**RFP 09-25 Below Market Rate Housing Development at 35 Sherburne Road Proposal**" in the subject line along with the concern of the email.

Proposers are solely responsible for all costs associated with their proposal. The City and its boards, commissions, committees, agents, employees, representatives and volunteers shall not be responsible for any such costs.

The City reserves the right to cancel the award at any time before final notification of the successful bidder without any liability against the City. The City of Portsmouth reserves the right to reject any or all bids, to waive technical or legal deficiencies, and to accept any bid that it may deem to be in the best interest of the City.

## Section II: Proposal Submission Timeline

All times stated are Eastern Standard Time. All stated days are calendar days unless otherwise noted.

DEADLINE	DATE AND TIME
<b>RFP Issued</b>	<b>Friday, August 30, 2024</b>
<b>Site Walk</b> Attendees must RSVP in writing via email to <a href="mailto:proposals@cityofportsmouth.com">proposals@cityofportsmouth.com</a>	<b>Thursday, September 12, 2024, at 1:00p.m.</b> (Back-up Date: <b>Monday September 16, 2024, at 1:00 p.m.</b> )
<b>RFP Questions</b> All questions must be submitted in writing via email to <a href="mailto:proposals@cityofportsmouth.com">proposals@cityofportsmouth.com</a>	<b>Friday, September 20, 2024, by 4:30 p.m.</b>
<b>RFP Addendum</b> Sent via email	<b>Wednesday, September 25, 2024, by 4:30 p.m.</b>
<b>Proposal Due Date</b>	<b>Wednesday, October 9, 2024, by 4:30p.m.</b>

## Section III: Proposal Delivery

Proposals must be completed and signed by a duly authorized signatory and delivered within a sealed envelope affixed with the label "**RFP #09-25 Below Market Rate Housing Development at 35 Sherburne Road Proposal**" and must include all documents and information required by this RFP.

The proposal is to include a cover page with the title "**RFP #09-25 Below Market Rate Housing Development at 35 Sherburne Road Proposal,**" addressed to Procurement Coordinator, and specify the following:

- 1) Name of the proposer
- 2) Name of the person serving as the primary contact
- 3) All contact information of the primary contact.

*Please read this entire document before responding or submitting questions.*

## Section IV: Proposal Conditions

### Competency of Proposers

This RFP is issued in follow up to RFQ #52-24. As a result of that RFQ process, the City selected four of the eight firms that submitted qualification statements and letters of interest to proceed in this proposal process. Those four firms are: PHA Housing Development, Ltd., Preservation of Affordable Housing, Inc. (POAH), AVESTA Housing

Development Corporation, and PENNROSE, LLC. The City will not accept a proposal response from any other entity.

### Names of Proposers

Each proposal must contain the full name, mailing address and email address of each company interested therein. In the case of a partnership, the name and address of each partner must be stated. The firm, corporate, or individual name must be signed by the proposers in the space provided for signature on the forms. In the case of a corporation, the title of the officer signing must be stated. In the case of a partnership, the signature of at least one of the partners must follow the firm name using the term "members of firm".

### Acceptance or Rejection of Proposal – Reserved Rights

The City of Portsmouth reserves the right to reject any or all proposals to waive technical or legal deficiencies, and to negotiate all terms and conditions of any proposal submitted as the City may deem to be in its best interest.

Only those proposers who submit all forms and materials as required in this RFP will be considered responsive and responsible.

### Land Lease Agreement and Timing

The City intends to enter into a Land Lease Agreement (herein referred to as the "LLA") with the highest-ranking development team. All parties understand time is of the essence. The highest ranked development team will be invited to enter into negotiations with the City. If the negotiations are unsuccessful, the City may proceed to the next highest ranked development team or otherwise exercise all of its reserved rights.

### Additional Proposal Conditions

1. All proposals must contain a completed Applicant Certification form (Exhibit A) and Proposal Signature Page form (Exhibit B), and all applicable documents provided.
2. Erasures, interlineations or other modifications in the proposal shall be initialed in original ink by the person authorized to sign the proposal. Proposals submitted electronically in PDF format can be signed digitally.
3. It is the responsibility of all proposers to examine the entire RFP packet and seek clarification of any item or requirement that may not be clear and submit questions by the deadline stated in Section II. It is the responsibility of all proposers to check all responses for accuracy before submitting their proposal. Negligence in preparing a proposal confers no right of withdrawal or replacement of a submitted proposal after the due date and time.
4. All information in the proposal should be organized and presented as requested. Accuracy and completeness are essential. The successful proposal will be used as a basis for negotiations and contracts between the City and the selected developer. The proposal should provide a straightforward and concise description of the proposer's commitment and ability to perform the services described in this document. A proposal may be deemed to be non-responsive if the proposer fails to comply with the terms set forth in this RFP.
5. A respondent may correct, modify, or withdraw a proposal by written notice if received by the City prior to the date and time set as the deadline for proposal submittal. Proposal modifications may be sent in hard copy format and shall be provided in a sealed envelope clearly labeled "**RFP #09-25 Below Market Rate Housing Development at 35 Sherburne Road Proposal Modification No\_**" Modifications sent via email shall be in PDF format with "**RFP #09-25 Below Market Rate Housing Development at 35 Sherburne Road Proposal Modification**

**No\_\_**" in the subject line. Each modification must be numbered in sequence and must reference the original proposal. After the proposal deadline, a respondent may not change any provision of their proposal in a manner prejudicial to the interests of the City or fair competition. **Permission will not be given to withdraw or modify any proposal after Wednesday, October 9, 2024, by 4:30p.m.**

6. Minor technical or legal deficiencies may be waived by the City and the proposer may be allowed to correct them. If a mistake and the intended correct wording are clearly evident on the face of the proposal document, the mistake will be corrected to reflect the intended correct meaning, and the proposer will be notified in writing.
7. The issuance of this RFP does not imply any commitment to sell, transfer or otherwise provide claim to the parcel to any proposer.
8. Each proposer assumes all risk in connection with the use of the information in this RFP and releases the City and its boards, commissions, committees, agents, employees, representatives and volunteers from any liability in connection with the use of said information.

## Section V: Project Narrative

### Introduction

The City of Portsmouth, New Hampshire, acting through the City Manager, seeks sealed proposals from selected housing development teams for the development of below market rate rental housing on an approximately 5.3-acre parcel in Portsmouth having the address of 35 Sherburne Road.

### Property Description

The approximately 5.3-acre parcel at 35 Sherburne Road has been owned by the City of Portsmouth since it was used for the construction of the existing Sherburne School in 1930. The school building is approximately 18,000 square feet in size and currently vacant. Municipal water and sewer infrastructure serves the site along with power supplied from Eversource and gas from Unitil.

As seen in the aerial image below, situated in the northern portion of the parcel is a softball field. The terrain is comprised of a mostly cleared landscape with a slope up to the school from the southern boundary and a steeper slope from the school down to the softball field. An approximately 24 stall parking area lies along the northwest edge of the property with vehicular access provided by Sherburne Road connecting to Greenland Road to the south.



*Aerial View of 35 Sherburne Road (Parcel 259-10)*

## Community Support

There is widespread support for below market rate housing development in Portsmouth to address the workforce and affordable housing challenges in Portsmouth. The City Council adopted a housing policy in December of 2016 and since then has made efforts to address the housing challenges in Portsmouth. The *Portsmouth 2025 Master Plan*, adopted in early 2017, involved an extensive public engagement process that resulted in numerous housing-oriented goals and actions for implementation. Multiple subsequent studies and public engagement efforts since then have shown a rapidly increasing need for all types of housing in the community, especially in terms of affordability. Notable efforts include, a *Portsmouth Housing Dialogue* by Portsmouth Listens in late 2017, the *2022 Portsmouth Housing Market Study*, the *2024 Places to Live Study Circle Dialogue*, and annual housing reports issued by the Portsmouth Housing Authority.

At the top of the list of the current City Council's goals for 2024-2025 is increasing the City's supply of housing choices, especially below market rate housing options. In furtherance of that goal and in accordance with the Master Plan, at a recent City Council meeting members voted overwhelmingly to authorize the City Manager to explore the official disposition and land lease of parcel 259-10 for the purpose of creating permanent, below market rate rental housing.

## Project Objectives

### Affordability

The City seeks from one of the selected housing development teams a collaborative effort to create permanent, below market rate rental housing units on the parcel. The housing development is to be designed

for a diversity of households (individuals of all ages, families with children, people with disabilities) and reflect a mix of affordability levels. A successful development proposal will reflect these guidelines based on the site's capacity, best practices in architectural design and site planning, and the market and financial feasibility of a below market rate rental housing development on the parcel.

## Housing Unit Types

The City of Portsmouth is interested in creating a housing development comprised of below market rate rental units. The City encourages respondents to present a range of housing choices in their proposals with primary consideration for housing units meeting workforce and affordable housing criteria using State and Federal definitions and area median income (AMI) limits.

The City's stated goal for a housing development on parcel 259-10 is to create below market rate rental housing units. This goal considers a family-focused approach to the development with the mix of housing units having a focus on 2 and 3 bedroom units while also providing 1 bedroom units. This stated goal also considers housing units restricted to HUD's Portsmouth-Rochester HMFA 100% AMI and below. The City understands the parcel size, disposition of the existing school building, and especially the market and financial feasibility of the housing development will inform the mix of units and range of AMI. It is up to the respondent to propose a housing development that balances the housing unit mix with capacity of the site with the aim to provide a financially feasible development with an emphasis on housing choices. The City intends all housing units are to be deed restricted in perpetuity.

Respondents should include a clear analysis as to the levels of affordability proposed and the reasoning behind the proposed unit and income mix. If the respondent considers an all below market rate rental housing unit development to be economically unfeasible, the proposal is to describe the reasons why and what housing unit mix of bedrooms and income levels would then be required.

The City considers affordability in unit maintenance, durability, and utilities as a component of creating a successful housing development on the parcel.

## Architectural and Site Design

The City takes no position on whether to keep the existing Sherburne School. The successful proposer will demonstrate the most creative use of the parcel with or without the school.

The proposed project's architecture should reflect and be compatible with the surrounding neighborhood character. Specifically, the City encourages the respondents to describe in their proposal how their development considers the following while meeting the City's stated goal for the housing development noted above:

- Sensitivity to neighborhood character.
- City's preference for lower, multiple buildings, rather than one large building. The City is open to taller buildings if consisting of design approaches that minimize visual impact and the benefit is well documented.
- A development scenario depicted as an annotated conceptual site plan with the existing Sherburne School removed. Use of precedent imagery is encouraged. Providing renderings, models, and other graphic representation is not required.
- A development scenario depicted as an annotated conceptual site plan of an adaptive reuse of all or a portion of the existing Sherburne School. Adaptive reuse may contemplate additional housing

units, commercial uses that support the community, or a combination thereof. Providing renderings, models, and other graphic representation is not required.

- A robust programming of the development's outdoor common and recreation areas. These areas are to benefit both the development's residents and the surrounding community and be comprised of meaningful, attractive and creative outdoor spaces. The development's public realm is to be noted and described in detail the value it will bring to both residents and surrounding community.
- Use of sustainable site and specific green building design approaches.

## Project Factors

### Sherburne School

The City has not performed a survey of the existing school building. During the RFP process, the City will provide access to the school. The purpose of the site walk is to allow respondents to become familiar with the former Sherburne School. To further assist in the preparation of a proposal, known documents and drawings of the school are available on the City's Sherburne School Project Page: [portsnh.co/sherburneschool](https://portsnh.co/sherburneschool).

### Wetlands

The parcel has not been subject to a wetland investigation by the City. It is not known if there are any wetlands or wetland buffers on the parcel and whether the project would require City Wetland Permitting under Article 10 of the City's Zoning Ordinance or State of New Hampshire Department of Environmental Services (NHDES) wetland permits, and any other jurisdictional regulations concerning wetlands. Respondents do not need to perform a wetland investigation as part of their response, but it is expected the selected development team will abide by any such applicable regulations as the housing development design process evolves.

### Environmental Testing

Environmental testing of the site has not been performed by the City. The successful proponent shall be solely responsible for determining the need for and scope of environmental testing of the land and building as well as the cost for testing, assessment, removal and legal disposal of any identified hazardous materials necessary to complete the housing development. The City shall not be required to permit testing of the parcel as part of this RFP. The City will provide access to the parcel and existing building during the site walk that is scheduled for before the proposal submission deadline.

### Archaeological Filing

The City acknowledges an archaeological survey of land and building may be required prior to the commencement of any construction or development of parcel 259-10. The City does not require any archaeological survey of land and buildings to be part of a response to this RFP.

### Code Compliance

All aspects of a development on the parcel shall conform and comply with all applicable Federal, State and local building and accessibility codes. Local regulatory codes, such as land use and zoning, will be addressed during the City's permitting process.



## Efficiency and Sustainability

The City seeks proposals that include best practices in building and site design that reduce tenant utility usage and costs, and limit the development's environmental impact while balancing the need of the development to effectively address the City's stated goal for the housing development.

The City of Portsmouth follows the State of New Hampshire List of Adopted Building and Fire Codes effective as of August 13, 2024. The proposed project must meet the requirements of the current version in effect at the time of the application for a building permit. The City encourages the consideration of efficient and sustainability standards beyond these requirements. In the RFP, respondents should note their relevant experience with building to such standards. Performance standards such as meeting indoor air quality standards providing electric vehicle charging are also encouraged. Proposals are to include descriptions on how the development scenarios balance density with sustainability in terms of the environment and lifestyle of the residents.

## Permitting

In addition to the noted public outreach and engagement effort, the selected developer shall be solely responsible for satisfying all other zoning, permitting and regulatory requirements as may be necessary to permit, construct and complete the project.

The City expects the permitting process will occur in accordance with New Hampshire RSA and both the City of Portsmouth's Zoning Ordinance and Site Plan Regulations. Therefore, it is the desire and expectation of the City that the selected developer will work collaboratively with the City to gain approval through the Site Plan Review Application process that includes the Technical Advisory Committee and Planning Board. This collaborative effort will expedite and simplify the permitting of a successful development.

The selected developer will also be required to gain all applicable permit approvals for the project at the Federal level, such as with the EPA for Notice of Intent for stormwater, and the State level, such as NHDES requirements for Alteration of Terrain permitting.

## *Zoning*

The parcel is currently zoned Municipal. Section 10.560 in the City of Portsmouth, New Hampshire Zoning Ordinance states lots and buildings in the Municipal district are exempt from all dimensional and use. The City intends for the parcel to remain within the Municipal District designation and not be subject to rezoning. The parcel is also subject to the requirements of Section 10.670 Highway Noise Overlay District.

## Community Engagement

The selected proposer is required to conduct a robust community outreach and engagement process as it develops and refines designs for the site. Respondents are to outline in their proposal a process that includes, at a minimum, methods and a timeline for community participation that includes listening sessions and charettes. The community engagement process shall include at least three public events to achieve a general consensus of the public on the development solution prior to application for tax credits and application to other federal, state and local permitting agencies. Respondents are to provide examples of previous community engagement experiences that led to successful housing development projects.

## Rental Management

The respondent's development team must include a qualified and experienced property management entity. The RFP responses are to include a description of the management entity that will oversee the rental units and their criteria, such as daily accessibility by tenants and conformance to rental terms for meeting the successful respondent's proposed housing mix of below market rate units. Proposals that include non-

residential uses are to demonstrate the property management entity's ability to lease and administer those uses.

## Diversity, Equity and Inclusion

The City is committed to advancing diversity, equity and inclusion. The City's statement on Nondiscrimination in City Contracts is as follows:

Any entity that enters into a contact for goods or services with the City of Portsmouth or any of its boards, agencies and departments and any recipient of City funds shall:

Implement an employment nondiscrimination policy prohibiting discrimination in hiring, discharging, promoting, or demoting, matters of compensation, or any other employment-related decision or benefit on account of actual or perceived race, ethnicity, color, religion, national origin, gender, disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.

Not discriminate in the performance of the contract on account of actual or perceived race, ethnicity, color, religion, national origin, gender, disability, age, military status, sexual orientation, gender identity, gender expression, or marital or familial status.

## Traffic Study

The parcel subject of this RFP is located on Sherburne Road that is the only means of vehicular access to the Pannaway neighborhood on the other side of Interstate 95. Sherburne Road is accessed via Greenland Road a.k.a Route 33 that is an arterial road providing access to and from the City center, Interstate 95 and various nearby commercial, business and office destinations.

The successful development team will be required to conduct a traffic study by an independent professional traffic engineering firm in connection with their proposed development. This team will be required to collaboratively work with the City's Department of Public Works and potentially other transit-oriented entities to undertake remediation efforts outlined in the traffic study. It is anticipated that this collaborative effort will include providing or enhancing multi-modal transit options.

The development's vehicular parking needs and strategies to address them are to be shown and described in the requested development scenarios.

## Quitclaim Deed

Refer to Exhibit C for a copy of the existing Quitclaim Deed for parcel 259-10.

## Below Market Rate Housing Restriction

The LLA will require that parcel 259-10 be restricted with a perpetual affordable housing restriction. The specifics of that restriction will be further described and agreed upon between the City and the successful development team prior to finalizing the LLA.

## Limitations and Exclusions

The City makes no representations or warranties, express or implied, as to the accuracy or completeness of the information provided in this RFP. This RFP, including all attachments and supplements is made subject to errors, additions, omissions, withdrawal without prior notice, and different interpretations of laws and regulation. The respondent assumes all risk in connection with the use of the information, and releases the City and its boards, commissions, committees, agents, employees, representatives and volunteers from any liability in connection with the use of the information provided by the City. Further, the City make no representation or warranty with respect to parcel 259-10, including without limitation, the City's title to parcel

259-10, the value, quality or character of parcel 259-10, or its fitness or suitability for any particular use and/or the physical and environmental condition of parcel 259-10.

## Section VI: Proposal Elements

In addition to the requirements and conditions outlined in other sections of this RFP, the following information and supporting materials are to be submitted.

### Development Team

The RFP proposal response must include a description of the development team, the individuals and organizations to be involved in the development, including the project manager, and the relevant experience of those parties. The development team may include, but not be limited to, the principal developer, property manager, architect, contractor, engineers, consultants, lenders and investors.

Proposals must include:

1. The name, address, e-mail address, and telephone number of the proposer; the name of any representative authorized to act on his/her behalf, and the name, title and contact information for the individual designated by the developer to receive all correspondence from the City.
2. Identification of the development team, such as architects, engineers, landscape designers, contractors, and other potential development consultants. In addition, provide background information, including firm qualifications and resumes for principals and employees expected to be assigned to the development.
3. Identification of all principals, partners, co-ventures or sub-developers participating in the transaction, and the nature and share of participants' ownership in the development.
4. If the proposer is not an individual doing business under their own name, a description of the firm and legal form and status of the organization (e.g., whether a for-profit, not-for-profit, a general or limited partnership, a corporation, LLC, LLP) and the jurisdictions in which it is registered to do business. If the proposer is a non-profit entity, please include a list of the organization's Board of Directors and areas of expertise they represent.
5. The ownership structure of the entity to enter into the LLA with the City and its relationship to any investors, lenders and guarantors of debt, if any, with the City of Portsmouth.
6. Identification of the person designated to be the property manager, if the property developer will also be the property manager. If this is not the case, state the legal and financial relationship between the entities and describe the process for securing property management services and criteria and minimal qualifications that will be used in selecting the property management firm.
7. Include a narrative regarding the proponent's approach to diversity and inclusion with their development team, and regarding their approach to implementing a housing development on Parcel 259-10.
8. Description of the organizational structure of the development team and a plan for the maintenance of effective communications between the City and the development team during all phases of the development.
9. Information regarding any legal or administrative actions past, pending or threatened that could relate to the conduct of the proposer, its principals or any affiliates.

10. Provision of third-party references for three completed residential or mixed-use use developments that included affordable housing. Provide contact names, title and current telephone numbers of those who can provide information to the City Manager concerning the proposer's experience with similar developments.

## Development Scenarios

The proposal must include written and graphic description of proposed housing redevelopment of the parcel that includes, but is not limited to, the following:

1. Development Scenarios: A conceptual site plan showing redevelopment of the parcel with all or a portion of the existing school to remain, and a conceptual site plan showing a redevelopment of the parcel with the existing school removed. The conceptual site plans are to show, at a minimum, parking layout, building footprints, as well as associated site improvements.
2. Housing Unit Programing: Narrative outlining the number and size of units (number of bedrooms) with affordability levels for each of the development scenarios. Included in this narrative is why and how the mix of bedroom sizes and affordability was determined to ensure development financial feasibility and appropriateness for the local housing marketplace.
3. Site Development Narrative: Narrative for each development scenario that includes discussion, at a conceptual level, architectural character of the development, various programmatic and physical elements of building design, and site design with details on how the proposed housing development scenarios will accommodate the site, surrounding neighborhood, and character of the City.
4. Development Pro Forma: Overview of the anticipated financials for each development scenario including opinions on soft costs, hard costs, and fees using previous project experience in securing funding. Describe what local, state or federal and/or private subsidy or grant money, tax credits or other incentives will be sought to create affordability, as well as private sources of lending or financing, and the timeline for securing those sources.

## Management Plan

Provide a housing management plan summary that considers the following:

1. Target Market: Description of the proposed development's intended strategy for rental pricing, marketing and potential lottery or other tenant selection process.
2. Resident Selection: Narrative on how the potential development will work to ensure a fair and equitable selection process for the housing units, such as with a lottery. Narrative to include an overview of criteria for tenant selection and describe a fair and unbiased selection process. Proposals may include a lottery agent as part of the development team.
3. Rental Assistance: Experience with project-based rental assistance that includes ability and commitment to utilize appropriate stated standards to determine program and unit eligibility.
4. Local Preference: Understanding of the local preference opportunities and requirements, and how their resident selection process will address local needs.
5. Monitoring: Ability and commitment to maintain all necessary reports and certifications required under state and federal law.

## Implementation Plan and Timeline

The proposal must include a description of how the winning development team will implement their housing development effort. This description is to include, at a minimum, anticipated schedule for all elements of the development effort including key milestones, financing benchmarks, timeline of the community engagement process, achieving permitting approvals from local, state and other governmental and regulatory entities, and projected completion/occupancy timeframes.

## Section VII: Submission and Selection Criteria

At a minimum, proposers must submit all materials requested in accordance with this request for proposal. Proposers who meet these minimum criteria will have their proposals reviewed. Proposals that do not clearly and fully convey compliance with these minimum criteria will not be considered. Meeting minimum requirements does not mean that a respondent's proposal bid will be selected.

### Selection Process

The City will review all proposals received by the submission deadline and evaluate based on the criteria outlined herein. The City, in consultation with a Selection Committee assigned by the City Manager, will select the developer it determines has presented the most advantageous proposal from evaluation of the proposals based on the criteria set forth below, along with any interviews, references, or additional information requested and/or gathered by the City.

The City 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 City will notify all proposers in writing of the City's selection decision. The winning development team will meet with the City Council prior to entering into negotiations.

#### *Selection Criteria*

The City believes that the selection of the most qualified development team requires comparative evaluation of the submitted proposal responses. The City, in consultation with a Selection Committee assigned by the City Manager, shall determine a composite rating for each proposal received, based upon the evaluation criteria set forth below.

#### *Site and Building Design*

Proposal responses are to provide two development scenarios as described in Section VI. These scenarios are to include project narratives that describe the design approach taken for each to create a vibrant housing development that is high-quality, livable, durable and sustainable. Evaluation will use a ranking system comprised of numbers 1 thru 5 with the number 1 being the proposal provides the least amount of information and minimal amount of site and building concept to represent their proposed housing development, with 5 being the proposal provides detailed and reasonable conceptual information.

<b>Selection Criteria – Scenario with Sherburne School Remaining</b>	<b>Scoring (1 Lowest to 5 Highest)</b>
Narrative describes a high value and quality design that will reflect and be compatible with the existing architecture and character of the neighborhood and City.	
Multiple smaller scale buildings rather than a large, single structure.	
Narrative that describes building types with "universal access" design.	

Scenario shows a design concept that include lifestyle amenities of high that will benefit residents and create indoor and outdoor community spaces and facilities that will support a vibrant community.	
Narrative describes building(s) configuration that accommodates a variety household sizes and income.	
Description of how site design will facilitate efficient, safe traffic and pedestrian flow and emergency access for public safety officials.	
Description of how site design and layout will handle exterior lighting to enhance safety while dark sky compliant to minimize light.	
Description of how site design and layout will handle exterior lighting to enhance safety while dark sky compliant to minimize light pollution.	
Sustainable and green building elements are considered.	

<b>Selection Criteria – Scenario with Sherburne School Removed</b>	<b>Scoring (1 Lowest to 5 Highest)</b>
Narrative describes a high value and quality design that will reflect and be compatible with the existing architecture and character of the neighborhood and City.	
Multiple smaller scale buildings rather than a large, single structure.	
Narrative that describes building types with "universal access" design.	
Scenario shows a design concept that include lifestyle amenities of high that will benefit residents and create indoor and outdoor community spaces and facilities that will support a vibrant community.	
Narrative describes building(s) configuration that accommodates a variety household sizes and income.	
Description of how site design will facilitate efficient, safe traffic and pedestrian flow and emergency access for public safety officials.	
Description of how site design and layout will handle exterior lighting to enhance safety while dark sky compliant to minimize light pollution.	
Sustainable and green building elements are considered.	

*Cost, Budget, and Financial Feasibility:*

Proposals are to include an overview of the anticipated financials for each development scenario with respondents providing a description of financing sources used in past projects. Evaluation will use a ranking system comprised of numbers 1 thru 5 with the number 1 being the proposal provides the least amount of information and minimal amount of financial analysis for the proposed housing development, with 5 being the proposal provides detailed and reasonable information relative to the proposed housing development.

<b>Selection Criteria</b>	<b>Scoring (1 Lowest to 5 Highest)</b>
Demonstrated experience in financing affordable / workforce / below market rate housing developments, especially as rental only.	

Applicants demonstrate experience in successfully estimating anticipated project costs.	
Anticipated financing sources likely to be used in this project.	
Sources and uses pro-forma demonstrates financial feasibility of proposed development and operating budgets.	
All units are affordable with affordability ranges from 30% to 100% AMI for the Portsmouth-Rochester, NH HMFA.	
Provides a clear analysis of the levels of affordability, the mix of units, and the income levels to be served.	

### *Property Management*

Proposal responses are to provide a housing management plan summary that considers the proposed developments marketing and tenant selection process. Evaluation will use a ranking system comprised of numbers 1 thru 5 with the number 1 being the proposal provides the least amount of information and minimal amount of explanation on how the property will be managed, with 5 being the proposal provides detailed and reasonable information relative to the management of proposed housing development.

<b>Selection Criteria</b>	<b>Scoring (1 Lowest to 5 Highest)</b>
Plan specifying who will manage the property (the owner or a property management firm) and the applicant's relationship with the property manager (if it is not the applicant).	
Property manager will be onsite with a dedicated office.	
The property manager has experience and a strong track record managing all affordable developments of comparable size.	
Applicant has a clear plan describing how the building will be operated, including tenant selection, ongoing monitoring, maintenance and tenant issues.	

### *Community Engagement*

Proposal responses are to provide a community engagement outlines a robust community outreach and engagement process includes, at a minimum, methods and a timeline for community participation that includes listening sessions and charettes. The community engagement process shall include at least three public events to achieve a general consensus of the public on the development solution. Evaluation will use a ranking system comprised of numbers 1 thru 5 with the number 1 being the proposal provides the least amount of information regarding engagement with the community, with 5 being the proposal provides a comprehensive description of the methods and process of a robust effort to outreach and engage stakeholders and community at large.

<b>Selection Criteria</b>	<b>Scoring (1 Lowest to 5 Highest)</b>
Community outreach and engagement efforts describe a process that complements the respondent's development project timeline	
Described community outreach and engagement process is robust and considers a comprehensive list of stakeholders	

Provides a reasonable timeline with specific goals, deadlines and deliverables, and clear sequence of meetings.	
Examples of previous community engagement experiences	

*Implementation Plan and Timeline*

The proposal must include a description of how the housing development solution, developed in part from the community outreach and engagement effort, will be implemented. This description is to include, at a minimum, anticipated schedule for all elements of the development effort including key milestones, financing benchmarks, timeline of the community engagement process, achieving permitting approvals from local, state and other governmental and regulatory entities, and projected completion/occupancy timeframes. Evaluation will use a ranking system comprised of numbers 1 thru 5 with the number 1 being the proposal provides the least amount of information regarding the development’s potential timeline from notice of award to project close out of the development, with 5 being the proposal provides a clear and succinct timeline from notice of award to project close-out stages of the development.

<b>Selection Criteria</b>	<b>Scoring (1 Lowest to 5 Highest)</b>
Provides a timeline that reflects an understanding that time is of the essence by establishing a sequence of specific goals, milestones, and deliverables.	
Examples of previous development timelines.	



# Exhibit A

## Applicant Certification

The Applicant hereby certifies that:

1. The applicant has not given, offered, or agreed to give any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of contract for these services.
2. No consultant to, or subcontractor for the applicant has given, offered, or agreed to give any gift, contribution, or offer of employment to the applicant, or, to any other person, corporation, or entity as an inducement for, or, in connection with, the award to the consultant or subcontractor of a contract by the applicant.
3. That no person, corporation, or, other entity, other than a bona fide full-time employee of the applicant has been retained or hired to solicit for or in any way assist the applicant in obtaining the contract for services upon an agreement or understanding that such person, corporation, or entity be paid a fee or other compensation contingent upon the award of the contract to the applicant.

I hereby attest with full knowledge of the penalties for perjury, that all information provided in this application for services is correct.

---

Executor (Printed)

---

Executor (Signature)

---

(Title)

---

(Name of Firm)

---

(Address)

---

(Date)

# Exhibit B

## Proposal Signature Page

### RFP #09-25 Below Market Rate Housing Development at 35 Sherburne Road Proposal

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Contact Person (*please print*)

\_\_\_\_\_  
Street

\_\_\_\_\_  
Phone

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Email

Submits the attached Proposal to the City of Portsmouth, on the authority of the undersigned and as dated below. I confirm and pledge to abide by and be held to the requirements of this RFP and its resulting Land Lease Agreement, to perform any tasks and deliver any documents required.

Proposer acknowledges receipt of the following addenda\*

- |          |          |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |

Individual or Authorized Agent of the Contractor

\_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Form must be signed by a duly authorized officer(s) eligible to sign contract documents for the respondent firm, joint ventures, or teams submitting proposal. Proposals will not be considered responsive unless it is established that all contractual responsibility rests solely with one contractor or one legal entity. The Proposal must indicate the responsible entity.

\* to be filled in by proposer, if addenda are issued.

Exhibit C  
Quitclaim Deed