

City of Springfield

Developer Assistance
Workshop

Public Procurement

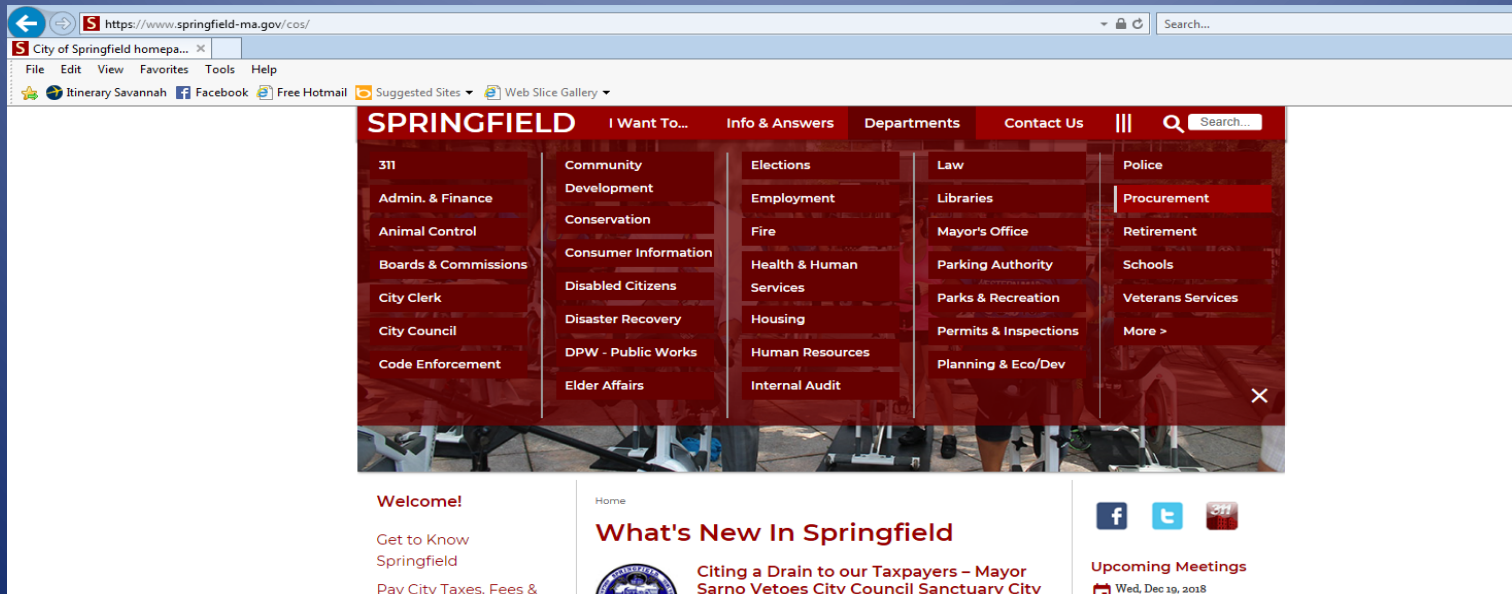
- Massachusetts State Laws require that municipalities utilize a fair, open and competitive procurement to dispose of publicly owned property.
- Direct sales to buyers not permitted, except for property valued under \$35,000.00 or to inter-governmental entities.

Request For Proposals

- Sealed proposals submitted by interested purchasers
- Proposals reviewed by a committee
- Proposed re-use, qualifications, project readiness, etc., are major factor in award
- Price offered is a consideration but not the determining factor. City may sell to someone other than lowest bidder!

How does the City advertise RFP property sales?

- Newspaper legal ads
- Tax Title email list
- City of Springfield website





- Procurement**
- Available Solicitations
- Bidding Process
- Request Bid Specs
- Ended Bids

Office of Procurement
Lauren Stabilo, Chief
Procurement Officer
City Hall, Room 307
36 Court Street
Springfield, MA 01103
Phone: 417-287-6282

Home / Administration & Finance / Procurement

Office of Procurement

Available Solicitations

[View Current Bids >>](#)

COMMBUYS

Bid opportunities with the City of Springfield are now advertised on the Commonwealth of Massachusetts' online procurement system COMMBUYS. Hosting and advertising the opportunities on COMMBUYS allows vendors to be exposed to city solicitations as well as opportunities for business with the state. If you are a vendor interested in doing business with the city and are not registered for CommPass already, please visit the COMMBUYS website.



About Procurement

The Office of Procurement buys any goods or services, including real estate and construction, required by any city department. State law dictates advertising, purchasing, bidding, and contracting procedures. The department disposes of surplus or obsolete goods or equipment through public sales. Anyone wishing to review bids submitted for a particular good or service may do so by visiting the department during business hours.

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Office of Procurement
Lauren Stabilo, Chief
Procurement Officer
City Hall, Room 307
36 Court Street
Springfield, MA 01103
Phone: (413)787-6284
Fax: 413.787.6295
Mon-Fri 8:15 a.m.-4:30 p.m.

Home / Finance & Taxation / Procurement / Available Solicitations

Office of Procurement

Available Solicitations

- [19-084 - Lease and Service of Motorized Golf Carts at Franconia and Veterans'](#)
End date: Friday January 4, 2019 at 2 p.m.
- [19-040 - Computer Aided Dispatch \(CAD\) Records Management \(RMS\) & Mobile Data Consultant](#)
End date: Friday January 11, 2019 at 2 p.m.
- [19-081 - IFB Consulting Services for Homeless Youth Needs Assessment and Planning Support](#)
End date: Monday January 7, 2019 at 2 p.m.
- [19-079 - Purchase & Redevelop Oak Street Fire Station](#)
End date: Wednesday January 16, 2019 at 2 p.m.
- [19-077 - Purchase and Redevelopment of 135-155 Lyman Street](#)
End date: Wednesday January 16, 2019 at 2 p.m.
- [19-074 - Purchase & Redevelop 74 Irvington Street](#)
End date: Friday January 18, 2019 at 2 p.m.
- [19-073 - Sale & Development of 427 Bay Street](#)
End date: Friday January 18, 2019 at 2 p.m.
- [19-078 - Golf Professional and Instructional Services for Veteran's Memorial and Franconia Municipal Golf Cou](#)
End date: TODAY Wednesday December 19, 2018 at 2 p.m.
- [19-076 - Windows and Doors at South End Middle School](#)
End date: Thursday December 20, 2018 at 2 p.m.
- [19-071 - RFP: Redevelopment of Walnut & Union Street Parcels](#)
End date: Friday January 18, 2019 at 2 p.m.

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Procurement

Available Solicitations

Bidding Process

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Home / Finance & Taxation / Procurement / Available Solicitations / Bid Detail

Bid Detail

19-074 - Purchase & Redevelop 74 Irvington Street

End date: Friday January 18, 2019 at 2 p.m.

74 Irvington Street

The City is requesting proposals for the purchase and redevelopment of 74 Irvington Street (06975-0015) in the Forest Park neighborhood of Springfield, MA. This is a City owned property that consists of a 6,242 square foot lot that includes a 2 ½ story, vacant, residential property that is zoned Residence A. The property is on a corner lot where Irvington Street, Trinity Terrace and Morningside Park meet. Assessed Value - \$149,500

The property will be open on the following dates and times for interested proposers to view:

- November 28, 2018 at 2:00 p.m.
- December 12, 2018 at 3:00 p.m.
- December 21, 2018 at 10:00 a.m.
- January 8, 2019 at 11:00 a.m.

occupancy by the proposer, or that include sale to an owner-occupant following restoration. In anticipation of this the City anticipates recording a deed restriction that requires a five year period of owner-occupancy once redevelopment is complete.

Proposers should also be aware of other potential incentives including the federal and state 20% tax credit for historic rehabilitation as well as the Community Preservation Act of which Springfield is now a participant which makes limited funding available on annual basis for impactful preservation projects.

Questions regarding the RFP should be submitted in writing to the Chief Procurement Officer. In order to provide prompt answers to questions, the City requests that all proposers submit written questions to the City of Springfield's, Office of Procurement by January 9, 2019. Questions should be faxed, or emailed to the following:

Mailing Address:
Office of Procurement
36 Court Street, Room 307
Springfield, MA 01103

Fax Number: (413) 787-6295

Email: lstabilo@springfieldcityhall.com and tquagliato@springfieldcityhall.com

The City will compile written answers which will be sent in written format to all Proposers who requested a copy of the RFP, no later than January 14, 2019.

To maintain a fair and impartial competitive process, the City will only answer written questions submitted to the Chief Procurement Officer. Private communication is not allowed with any RFP Review Committee Member or other City staff during the proposal preparation and evaluation period. Proposers who initiate private communication or attempt to violate the process outlined herein will be disqualified.

Contact: Lauren Stabilo lstabilo@springfieldcityhall.com 413-787-6290

[Request the complete specifications for this solicitation \(19-074\)](#)

Available Solicitations

As of 10:12 am Wednesday, December 19, 2018

SPRINGFIELD I Want To... Info & Answers Departments Contact Us Search...

311	Community Development	Elections	Law	Police
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Animal Control	Consumer Information	Fire	Mayor's Office	Retirement
Boards & Commissions	Disabled Citizens	Health & Human Services	Parking Authority	Schools
City Clerk	Disaster Recovery	Housing	Parks & Recreation	Veterans Services
City Council	DPW - Public Works	Human Resources	Permits & Inspections	More >
Code Enforcement	Elder Affairs	Internal Audit	Planning & Eco/Dev	

- Welcome!**
- Get to Know Springfield
 - Pay City Taxes, Fees & Tickets Online
 - Download Forms & Applications
 - Work For the City
 - Good Neighbor Guide
 - Public Information

Home

What's New In Springfield

 **Mayor Sarno Vetoes City Council Impacted Neighborhood Stabilization Fund**

MAYOR SARNO'S VETO MESSAGE

[Read more](#)

 **First Pair of MBTA Orange Line Cars Complete**

Next-generation rail cars to be...

Upcoming Meetings

- Thu, Dec 20, 2018
[Historical Commission](#) - 6:30 pm
- Thu, Dec 27, 2018
[Community Police Hearing Board](#) - 1:30 pm
- Wed, Jan 2, 2019
[Board of Public Works](#) - 4:00 pm

[More events >>](#)

City of Springfield Announces Tax Title Auction of 21 Properties



Date: Tuesday, October 23, 2018

Time: 6:00PM

For more information, go to: sullivan-auctioneers.com

Click on the auction documents below to view:

- [Custodian's Notice of Sale](#)
- [Terms & Conditions of Sale](#)

Copies of the Work Write Up and Specifications will be available at the following locations:

I. Office of Housing, beginning Friday, September 27, 2018 – Tuesday, October 23, 2018. The Office of Housing is open Monday – Friday from 8:30am-4:30pm and located at 1600 East Columbus Avenue, Springfield, MA 01103.

II. Property Open Houses held on Saturday, October 20, 2018 on site at the following locations and times.

PROPERTY ADDRESS	OPEN HOUSE
70 Amore Road	9:00-11:00am
37 Chapel Street	9:00-11:00am
65 Maynard Street	9:00-11:00am
524 Union Street	9:00-11:00am
1579 State Street	9:00-11:00am
22-24 Decatur Street	12:00-2:00pm

- Housing**
- Buying a Home
- Housing Rehab & Repairs
- Neighborhood Revitalization
- Purchasing City-Owned Property >**
 - Requests for Proposals
 - Tax Foreclosure Auction
- Report a Code Violation
- Springfield Housing Authority
- Section 3- Local Jobs Initiative
- Links - Resources

- Housing Office**
1600 East Columbus Ave.
([map](#))
1st Floor
Springfield, MA 01103
Phone: (413)787-6500
Fax: (413)787-6515
M-F 8:00 a.m. - 4:30 p.m.

Home / Office of Housing / Purchasing City-Owned Property

Purchasing City-Owned Property

The City becomes owner of homes and vacant lots when owners fail to pay taxes. The City's priority for these properties is to transfer them to the ownership of responsible City residents to live in the homes or take over adjacent lots to make a bigger yard.

Auctions of City-Owned Properties

Several times a year, the City holds public auctions at which it sells homes and lots it has taken for the non-payment of taxes through the tax foreclosure process. News of scheduled auctions is always posted here on the City's website.

Interested purchasers may get on a contact list to be notified when auctions have been scheduled. This can be done by contacting the City's Office of Housing at (413)787-6500 or emailing jdavila-ramos@springfieldcityhall.com

[To view Auction Frequently Asked Questions \(FAQs\) click here.](#)

High Bidders will be required to sign several documents following the auction. Generalized samples of these documents can be viewed below:

- [Memorandum of Sale of Real Property](#)
- [Affidavit Pursuant to M.G.L. c.60, §77B](#)
- [Affidavit Disclosure of Property Owned](#)
- [Buyer's Acknowledgement](#)
- [Lead Paint Notification and Waiver & Property Transfer Notification Certification](#)

All new construction on build-able lots purchased at the auction will be required to undergo the Site Plan Review Process by the [Office of Planning and Economic Development](#). This review process is used to ensure that the proposed structure is in context with the predominate architectural style found within the particular neighborhood. This review is also used to ensure compliance with the City's Zoning Ordinance. It is recommended that you review the [City of Springfield-Design Guidelines](#) to get an idea of the type of construction that will be permitted in each neighborhood. Questions regarding Design Guidelines and the Site Plan Review Process should be directed to the [Office of Planning and Economic Development](#) at (413)787-6020.

High Bidders who purchase properties with buildings on them will be required to submit rehabilitation

Responding to an RFP

Step 1 – Obtaining a copy of the RFP

You must pick-up or request an official copy of the RFP from the Office of Procurement:

Springfield City Hall
36 Court Street, Room 307
Springfield, MA
413-787-6284

Request Online:

https://www.springfield-ma.gov/finance/procurement/bid_inquiry.php

- You will also need to submit your contact information so the City can contact you regarding the solicitation.

Responding to an RFP

Step 2 – Read the RFP

The City is required to spell out all important information in the RFP. This includes:

- When and how RFPs can be obtained
- Pertinent property information
- The end goal the City hopes to achieve
- Any site tours
- If there are development incentives or conditions
- Minimum bids, if applicable
- Anticipated schedule
- How potential purchasers can submit questions
- Deadlines for submissions and what **MUST BE INCLUDED** within your submission
- Evaluation criteria and information on who will complete the review
- All other pertinent information
- The City isn't allowed any surprises!

Responding to an RFP

Step 3 – Questions

- If you have thoroughly read through the solicitation and you still have questions. You should submit those questions IN WRITING by the deadline.
- Questions can be submitted via fax, email or snail mail.

Lauren Stabilo, Chief Procurement Officer

Springfield City Hall

36 Court Street, Room 307

Springfield, MA

413-787-6284

lstabilo@springfieldcityhall.com

- The City will respond to all questions IN WRITING. To ensure fairness and openness the City is required to provide a copy of responses to everyone that has requested an official copy of the RFP.

Responding to an RFP

Step 4 – Develop your plan

- How do you intend to re-use the property? Is that re-use permitted?
- Does the property need work? Do you have a budget? Are you qualified to put together the budget? If not, do you have a contractor or architect who can? How will you obtain funding to complete the necessary work?
- Will you complete the work yourself? If not, have you identified a qualified and licensed contractor to do the work?
- Will you manage the project yourself, do you have experience and capacity to do so? If not, do you have a development team? Does the team have development experience and capacity to do so? Who do you need to assemble to do so?
- How much time will you need to begin and complete the project?
- What will you offer for purchase price?
- Do you have the ability to market the property to income qualified buyers? Will you hire a realtor?
- Review the evaluation criteria provided in the RFP. Do you meet that criteria? If not, how can you better craft your plan or team to meet that criteria?
- Do you need to do additional due diligence?

Project Specific Information

3) Project Specific Information. Complete proposals should also include the following:

- a. Financial plan for the project including anticipated sources and uses budget, and estimates of direct hard construction and soft development costs. Proposal should include proof of financing and/or financing commitments to encompass all proposed redevelopment costs. Budget and cost estimates should demonstrate the amount of CDBG funding the developer anticipates requesting (not to exceed \$15,000) and what exterior and/or structural repairs that funding will be utilized for.
- b. Project schedule with proposed timelines for implementation of the proposed redevelopment plan, including construction schedule, any proposed phasing, etc.
- c. Detailed narrative description of the proposed redevelopment program, including a preliminary site plan and elevations. How the developer intends to incorporate restoration of historic elements.
- d. A statement clarifying owner-occupancy plans. If purchaser intends to occupy the property themselves or if they will be selling to an owner-occupant after rehabilitation is complete. If the developer is intended to sell the property post-construction a marketing plan to attract appropriate buyers and listings of comparable sales should be included.
- e. Purchase price and terms, specifying the total proposed purchase price for the Project Site(s). Please note while the City will take into consideration the purchase price, the review committee will be evaluating the benefits of the project as a whole, therefore the City will not be obligated to accept the highest bid.
- f. A listing of the development team members, including the lead development team entity(s); construction manager/general contractor; management agent; architect; engineer; consultant(s); legal counsel; broker; etc. The proposal should identify the contact person who will represent each team member.
- g. Previous relevant development experience of development team members. It should include any experience with federal HUD funding including HOME, CDBG, CDBG-DR, NSP, etc. It should include comparable successfully completed projects and resumes, including development experience must be included for *each* of the following parties who are members of the development team:
 - Corporate general partners or controlling member/manager of the development entity (s) (including non-profits).
 - Individual general partners or controlling member/manager of the development entity (s).

Project Specific Information Cont.

427 Bay Street

- h. A company background statement for the lead development entity, to include:
 - a. Name of legal entity.
 - b. Names of principals in firm.
 - c. Addresses and telephone numbers of all entity officers.
 - d. Structure of entity, i.e., individual, partnership, corporation, LLC.
 - e. Years entity has been in business.
 - f. Names of individuals familiar with the developer's work on similar projects who October be contacted as references.
- i. Any other relevant supporting information and documentation should be included within the submission.

Bidders are subject to all current zoning, building restrictions and controls as well as design review by the Office of Planning and Economic Development. Bidders must be current on all taxes, fines, fees and other debts and liabilities, or payment plans that they have with the City. Any bidder with a significant history of non-compliance with Code Enforcement will be disqualified. Bidders must make known in the proposal should any current liabilities exist.

Responding to an RFP

Step 6 – Putting together your proposal

- The plan you put in your proposal matters, it matters far more than the offer price.
- Your proposed re-use, schedule, budget/funding, comparable experience, development team are the meat of your proposal. The City is looking for proposals that are feasible and that fit within the goals for that property and neighborhood.
- More information is always better than less information.
- You should go through the list of requested items in the RFP and ensure that you are including detailed information and backup documentation to support each of those requests.

Comparative Evaluation Criteria

- Read the evaluation criteria, they are important.
- A committee actually sits down and scores each proposal against the criteria included in the RFP
- The evaluation criteria is what determines if and which bidder will be awarded preferred developer status.

See Comparative Criteria

Development Plan

- Should include a very detailed description of what you plan to do and why it is a good project that compliments the existing neighborhood.
- If you are requesting federal funds you should explain why you and your team are well poised to carry out the project in compliance with federal requirements.
- You should discuss you plan for marketing the properties to attract an eligible homebuyer post-construction.
- New construction proposals should include detailed elevation and site plans that shows the new buildings proposed and where they will be located on the lot. Should also include proposed driveways, fencing, walkways, landscaping, decks, etc.
- The Planning Department will need to review and approve all plans.
- If the project needs zone changes or conservation commission approval you should be prepared to discuss how you intend to comply.
- Does your project involve an environmental component like UST, contaminated soil or lead abatement, explain how you will appropriately deal with these issues.

DevelopSpringfield Bid Proposal, 174 & 176 Maple Street

Project Specific Information

Section I - Development Plan

DevelopSpringfield proposes to redevelop the historic row homes at 174 and 176 Maple Street into six new market rate residential rental units (three in each building) and to restore the building exteriors to the appearance shown in the 1939 photo provided in the Request for Proposals to the extent possible. The lower level and main floor of each building would be developed into large, 1,000 square foot, single-level, one-bedroom/one-bathroom units for a total of four one-bedroom units. The second and third floors of each building would be developed into large 2,000 square foot, two-level units, each with two bedrooms, two bathrooms and a bonus room for a total of two two-bedroom units. We plan to provide one parking space for each one bedroom unit and two parking spaces for each two bedroom unit on site. The sub-basement will be used to house mechanical equipment and for common storage.

Upon conveyance of the property deeds, DevelopSpringfield will immediately undertake the work necessary to stabilize the buildings, including repairing leaking roofs. Structural repairs to the rear masonry walls are also anticipated, including re-anchoring exterior masonry combined with possible reconstruction of upper portions of the walls.

The redevelopment will be completed within 18 to 24 months. The development plan includes securing federal and state historic tax credits, as well as state Housing Development Incentive Program (HDIP) tax credits. After the redevelopment is complete, the six new apartments will be rented at market rates and will be managed by DevelopSpringfield. In the long-term, it is anticipated that these units may eventually be converted to condominiums.

DevelopSpringfield's bids (\$1,000 for 174 Maple Street and \$1,000 for 176 Maple Street) are contingent upon:

- An environmental assessment;
- A structural assessment;
- City approval of HDIP tax credits, and
- Award of preferred developer status for both 174 and 176 Maple Street.

Project Schedule

- It should be reasonable, but also allow time to include all of the steps of the project.
- It should foresee lag times due to utility connections, zone changes, permits, special permits, cold weather, etc.
- If applicable it should include time for historic or conservation approvals and for the City to complete the environmental review process.
- If you are applying for things like tax credits, it should include applicable timelines.

Project Budget

- Budget should include all necessary components of the project, including
 - Hard costs: Rehab/Construction costs
 - Soft costs: Legal Fees, Recording fees, marketing, planning, etc.
 - Acquisition price
 - Developer Fee
 - Fees for consultants
 - Contingency (Hard Cost & Soft Cost)
- Developers should show all sources of funding, including amount of funding being requested in public funds (Current RFP - not to exceed \$800k) and proposed re-sale price of the newly constructed house. Sources of funding should always meet or exceed your uses of funding.
- Budgets should be backed up with documentation to show your funding, including firm financing commitments, proof of line of credit/commitment letter from the bank/proof of developers cash/equity.

See Sample Budget

Construction Budget

- Budget should be tailored to the property you are submitting a proposal for, this is why doing site specific due diligence is important.
- Budget should be completed or reviewed by a licensed contractor that is familiar with the site, has new construction experience and is familiar with the plans for the new housing to be constructed.
- The City's rehab specialist reviews the rehab plan. He has reviewed thousands of rehab plans and can tell pretty quickly which ones have been done by qualified professionals and which ones haven't.
- Budget should also include things like landscaping, sidewalks, decking, fencing.
- Budget should have a reasonable contingency for unanticipated expenses. There are nearly ALWAYS unanticipated expenses. There should be a contingency for hard and soft costs.

Section - III Development Budget

Property Bid Number SPG-14-201 Address NS Melrose, SS Melrose, MS Marshall,
ES Pine Street

Development Schedule:	Unit #1 - 2	Units #3 - 4	
Development Loan Closing	1/1/2012	1/1/2012	revolving line of credit
Construction Start	9/2014	10/2014	
50% Construction Completion	11/2014	12/2014	
Exterior Completion	11/2014	12/2014	
Interior Completion	02/2015	02/2015	
Certificate of Occupancy	04/2015	4/2105	

Development Budget -Sources and Uses of Funds

USES	Amount	Description			
		NS Melrose	SS Melrose	NS Marshall	ES Pine
Hard Costs					
Acquisition	20,000	5,000	5,000	5,000	5,000
Rehabilitation/Construction	736,272	186,456	181,680	186,456	181,680
Construction Contingency	36,814	9,323	9,084	9,323	9,084
Sub-Total	793,086	200,779	195,764	200,779	195,764
Soft Costs					
Legal Fees	29,500	7,375	7,375	7,375	7,375
Carrying Costs	30,400	7,600	7,600	7,600	7,600
Appraisal/Mkt Study	4,568	1,142	1,142	1,142	1,142
Clerk of the works	40,000	10,000	10,000	10,000	10,000
Marketing	24,300	6,050	6,100	6,100	6,050
Other soft costs	65,600	16,400	16,400	16,400	16,400
Development Fee	120,000	30,000	30,000	30,000	30,000
Sub-Total	314,368	78,567	78,617	78,617	78,567
TOTAL USES	1,107,453	279,346	274,381	279,396	274,331

SOURCES	Amount				
Developers Cash/Equity					
City CBG - DR funds	519,180	132,573	126,881	131,896	127,831
City NSP funds					
State funds	162,273	40,773	40,500	40,500	40,500
Sales Proceeds	426,000	106,000	107,000	107,000	106,000
Foundation Grants					
Other	\$				
TOTAL SOURCES	\$1,107,453	\$279,346	\$274,381	\$279,396	\$274,331

Section III – Development Budget

The following financial plan for the redevelopment of 174 and 176 Maple Street assumes a total project length of 18-24 months from the time that title is transferred to building occupancy.

Development Costs (Uses)

Acquisition	\$2,000
Purchase Closing Costs	\$12,000
Construction Costs	\$1,150,200
Property Insurance	\$11,440
Construction Loan Interest	\$33,450
Property Taxes	\$8,492
Utilities	\$2,700
Architect Fee	\$92,016
Historic Preservation Consultant	\$20,000
Developer Fee	\$133,230
Contingency	\$133,030
Total	\$1,598,557

Funding Sources

Construction Loan / Permanent Debt	\$445,691
DevelopSpringfield Equity	\$250,000
CDBG Development Incentive	\$200,000
Historic Tax Credits (Federal and State)	\$562,293
HDIP State Tax Credits	\$140,573
Total	\$1,598,557

Details

Condition

Foundation: The foundation is a combination of brick and cement block sections. The masonry is in poor condition throughout with missing bricks, failing mortar a large hole in the west end of the property. The brick walls are severely bowing in many locations and the mortar between the bricks has deteriorated beyond the point where repair is reasonable. The cement block portion of the structure is slightly newer and in slightly better condition however it still needs pointing and other repairs to be structurally sound. The existing basement also has a dirt floor and low ceiling height. Proper footings for central structural supports are lacking. Given the amount of work that will be required to restore the rest of the structure it would only make sense to jack up the house and replace the entire foundation with the addition of a poured concrete floor.

Structural: The original structure appears to be of timber frame construction. The sills are rotted with evidence of termite/wood boring insect damage in numerous spots. The floors are sloping throughout and in the basement are many temporary wooden support columns installed in what appears to be an attempt to correct sloping floors. The staircases to the basement and 2nd floor are badly sloping with worn and damaged treads. To correct all these conditions the entire structure should be gutted inside and out, jacked up, a new foundation installed and then the underlying structure straightened and repaired.

There are also some notable architectural deficiencies including very narrow stairs to the second floor, low ceiling heights in 2nd floor rooms and an awkward floorplan for both the 1st and 2nd floors. Architectural code review should be done to evaluate whether the property can be rebuilt in its existing floor plan and significant changes should be considered to improve functionality and marketability.

Exterior: The roof is badly damaged and has been leaking for many years creating extensive interior damage. The chimneys have collapsed below the roof line and interior fireplaces have been sealed off. The wooden clapboard siding is badly weathered with broken and rotten wood. The doors windows and siding are also badly damaged and in need of complete replacement. Exterior steps, porches and bulkhead are all deteriorated beyond reasonable repair. All porches and steps should be removed and all roofing, siding, doors and windows stripped down to the original homes sheathing and framing. From this point structural repairs can be made, sheathing repaired/replaced and all new roof, windows doors, and siding installed. New porches and steps would need to be built.

Interior: The interior of the property is in very poor condition. Ceilings are collapsing from water damage. Interior walls are multiple layers of plaster, drywall and paneling and are badly damaged. Interior cabinets and fixtures are badly damaged and in disrepair. Plumbing and electrical components have been stolen and stripped for copper. It does not appear that any of the homes original or existing architectural elements can be saved. The entire home should be gutted so that proper structural repairs can be made, new mechanical systems installed, and then new walls, floors, ceilings, interior doors, trim, cabinetry and fixtures installed.

Heating, Plumbing and Electrical: Due to theft and vandalism very little remains of any of the homes mechanical systems. All existing plumbing, heating and electrical needs to be completely removed and replaced.

Sitework: Separate from the work required to restore the home some significant site work may still be required to be marketable for either sale or rent. This would include at the very least the addition of a driveway and pathway to the front of the house, removing the large concrete pad in the back of the house from the old garage and grading several mounds and holes in the lawn.

Example 2

Section - III Development Budget

III. Construction Budget

Trade Item	Amount	NS Mehrose	SS Mehrose	NS Marshall	ES Pine	
Plumbing	39,000	12,250	12,250	12,250	12,250	
Rough Carpentry	336,272	86,456	81,680	86,456	81,680	modular units
Finish Carpentry	-					
Painting	20,000	5,000	5,000	5,000	5,000	
Insulation	14,000	3,500	3,500	3,500	3,500	
Roofing	8,000	2,000	2,000	2,000	2,000	
Exterior Siding	16,000	4,000	4,000	4,000	4,000	
Flooring	28,000	7,000	7,000	7,000	7,000	
Porches	28,000	7,000	7,000	7,000	7,000	
Heat & Ventilation	36,000	9,000	9,000	9,000	9,000	
Appliances	8,000	2,000	2,000	2,000	2,000	
Electrical	15,000	3,750	3,750	3,750	3,750	
Foundations	42,000	10,500	10,500	10,500	10,500	
Site Work	124,000	31,000	31,000	31,000	31,000	
Landscaping	10,000	2,500	2,500	2,500	2,500	
Permit / Gen cond	12,000	3,500	3,500	3,500	3,500	
TOTAL	736,272	186,456	181,680	186,456	181,680	

The Contractor certifies that, to the best of their knowledge, the construction estimates, and trade-item breakdown on this page are complete and accurate.

Who prepared the estimates?

Robbin Jones, Construction Manager

NAME

Basis for estimates?

Quote from modular company and experience on similar projects.

Please detail in narrative the project to be undertaken

Springfield NHS proposes to develop a two-story, single-family home on each of the 4 lots with 3 bedrooms and 1 1/2 baths with approximately 1,350 sq. ft. of living area. Two different designs will be used. Modular units from Westchester Homes will insure high quality of construction produced under controlled conditions. The homes will require lower energy use through the use of extensive air sealing and high efficiency (96%+) heating systems. The construction incorporates principles of green building utilizing non-toxic, low VOE paints, finishes, flooring and adhesives. The floors in the common areas will be finished with bamboo. Trex will be utilized for porch decking and stairs. Each home will be Energy Star certified. The site work, tie-in, porches and finish will be completed by a local general contractor to be determined by a competitive bidding process.

Developer Experience and Capacity

- Do you have experience in the type of project you are submitting a proposal for?
- If your answer is yes, good. You should still provide information on the contractor, lawyer, you intend to use.
- If your answer is no, or not much. Then it is crucial you assemble a good development team that can make up for your lack of experience. A good development team could include a contractor or architect that has extensive experience. It could include a consultant, project manager or lawyer that will guide the project. It could also include a partner that has applicable experience.
- This matters significantly for more complicated projects and projects that include federally funded development incentives.

Developer and Development Team Experience and Capacity

- Detail includes:
 - Summary of past comparable projects (including locations)
 - Photos and details of projects
 - Years of experience
 - Development team resumes
 - If you are applying for development incentive funds, should demonstrate team members experience utilizing public funds.
 - If you are applying to purchase and rehab a historic project, you should explain your team's knowledge and experience with the restoration of historic properties.

Section - II Development Team Summary and Experience

I. Developer/Sponsor:

Legal Name	Springfield Neighborhood Housing Services, Inc.	
Address	111 Wilbraham Road Springfield, MA 01109	
Contact Person	Ruth Ann Stutts	
Phone/Fax	(413) 739-4737	ext. 103
E-mail	rastutts@springfieldnhs.org	
Has this entity already been formed?	Yes	
Principals	Non-profit corporation	
Principals		

II. Contractor(if selected)

Name	To be determined by competitive bid process	
Address		
Fed Tax ID #		
Contact Person		
Phone/Fax		
E-mail		

III. Management Agent, if rental

Name	N/A	
Address		
Contact Person		
Phone/Fax		
E-mail		

IV. Attorney:

Name	Richard Brooslin	
Address	1380 Main Street, Suite 305 Springfield, MA 01103	
Phone/Fax	(413) 733-0654	(413) 733-7573
E-mail	brooslin.law@verizon.net	

Section II Continued

V. Financer/Lender

Name	The Life Initiative	
Address	480 Boylston Street	
	Boston, MA 02116	
Contact Person	Kristen Harol	
Phone/Fax	(617) 450-9638	(617) 850-1100
E-mail	kharol@thelifeinitiative.com	

VI. Current Real Estate Holdings:

Address	# of Units	Purchase Date	Development	Mortgage
111 Wilbraham Road	office space			0

VII. Development Experience:

Address	# of Units	Date of Project Start	Date Project Complete	Total Develop. Costs
75 Tyler Street	1	2011	2012	\$288,750
140 Pendleton St	1	2011	2012	\$301,648
23 Quincy Street	1	2011	2012	\$248,031
22 Burr Steet	1	2011	2013	\$181,199
133 Colton Street	1	2010	2013	\$278,325
29 - 31 Dearborn	2	2008	2010	\$301,500
30 Colonial	1	2008	2009	\$266,600
161 Eastern Ave.	1	2008	2009	\$230,000
124 Eastern Ave.	1	2008	2009	\$248,500
121 Eastern Ave.	1	2008	2009	\$231,500

Section II - Development Team Summary and Experience

The development team will be comprised of DevelopSpringfield (developer/owner), an architectural firm, an historic preservation consultant, and a general contractor to be selected through a competitive bidding process.

DevelopSpringfield is a nonprofit corporation formed in 2008 to stimulate economic growth and revitalization within the City of Springfield. Our mission is to create conditions that encourage private development, with a bricks-and-mortar focus and an understanding of Springfield's unique

characteristics. The organization's board of directors includes representatives from the City, state and local business community and nonprofits.

DevelopSpringfield President and CEO Jay Minkarah will manage the redevelopment of 174 and 176 Maple Street. Project Manager Danielle McKahn, Director of Marketing and Community Affairs Paige Thayer, and Office Manager Ben Murphy will serve as support staff.

Jay Minkarah has worked in planning and economic development in New England for over twenty-five years and has managed significant urban redevelopment projects. Prior to coming to DevelopSpringfield in 2012, he served as Economic Development Director for the cities of Manchester and Nashua, NH, Community Development Director for the Town of Merrimack, NH and as a planner for the Nashua Regional Planning Commission. Danielle McKahn recently came to DevelopSpringfield from the Land Use and Environment Section of Pioneer Valley Planning Commission and has 7 years of experience in urban planning and 5 years of experience in real estate development. See attached resumes.

A. JOHN ██████████
██████████ Street ██████████
Springfield, MA 01103
(413) ██████████

EDUCATION

Juris Doctor – 1994

University of New Hampshire School of Law, Concord, New Hampshire (formerly Franklin Pierce Law Center)

Bachelor of Urban Planning – 1986

University of Cincinnati, College of Design, Art, Architecture & Planning, Cincinnati, Ohio

PROFESSIONAL EXPERIENCE

11/12 to present DEVELOPSPRINGFIELD CORPORATION SPRINGFIELD, MASSACHUSETTS

President & CEO: Responsible for leading a dynamic 501 (C)(3) nonprofit economic development corporation focused on stimulating economic development and revitalization within the City of Springfield through investment in bricks-and-mortar redevelopment projects, targeted grant and loan programs and through collaboration with aligned non-profit organizations, the business community and other key stakeholders in partnership with city government.

04/07 to 11/12 CITY OF MANCHESTER, NEW HAMPSHIRE – ECONOMIC DEVELOPMENT OFFICE

Economic Development Director: Responsible for leading multi-faceted economic development strategy for state's largest city focused on selective acquisition and development of commercial and industrial sites and disposition of surplus city-owned property, implementation of aggressive marketing campaign, business recruitment, and administration of City's revolving loan fund, Section 108 loan program and other business assistance and incentive programs. Took a lead role in pursuing key transportation, housing and public facility improvement projects and public policy initiatives. Staffed nonprofit Manchester Development Corporation.

02/04 to 04/07 CITY OF NASHUA, NEW HAMPSHIRE – COMMUNITY DEVELOPMENT DIVISION, OFFICE OF ECONOMIC DEVELOPMENT

Economic Development Director: Directed City's economic development program including development of downtown *Riverwalk*, historic mill and brownfields site redevelopment, marketing and business recruitment and administration of revolving loan fund. Developed and coordinated program of on-going business roundtables, educational seminars and business expositions. Spearheaded development of *City Arts Nashua*, a nonprofit umbrella arts organization. Actively involved in major transportation projects, comprehensive land use regulation and zoning changes and other major city initiatives. Staffed Nashua Business and Industrial Development Authority.

10/94 to 02/04 TOWN OF MERRIMACK, NEW HAMPSHIRE – COMMUNITY DEVELOPMENT DEPARTMENT

Community Development Director (7/95 to 02/04): Responsible for administration of Planning & Zoning, Building & Code Enforcement, Health, Conservation and Economic Development.

PROFESSIONAL EXPERIENCE (Continued)

Coordinated Master Plan update and several other long-range planning projects. Drafted numerous planning and zoning ordinances and regulations. Led several major redevelopment and land conservation initiatives. Provided staff support to Town Manager, Board of Selectmen, Conservation Commission, Planning Board and Zoning Board of Adjustment. Served as Planning & Zoning Administrator from 10/94 to 7/95.

10/86 to 10/94 NASHUA REGIONAL PLANNING COMMISSION - NASHUA, NEW HAMPSHIRE

Regional Planner: Provided wide range of local & regional planning services for twelve community regional planning commission. Primary duties and accomplishments described below.

- **Circuit Rider:** Served as contract planner/zoning administrator for Hollis, NH (1988-91 & 1994), Litchfield, NH (1987-89), and Hudson, NH (1987).
- **Master Plans:** Coordinated Master Plan updates for Hudson, NH (1993-94); Pelham, NH (1991-92); Hollis, NH (1990-91) & Litchfield, NH (1989-90).
- **Capital Improvements Programs:** Prepared capital improvements programs and annual updates for nine communities between 1986 and 1994.
- **Natural Resources:** Prepared parks & recreation and water resources management & protection plans for Nashua Region and Hollis, Pelham and Merrimack, NH.
- **Local Land Use Regulation:** Developed comprehensive zoning, subdivision and site plan regulation amendments for several towns including Hudson, Pelham & Litchfield, NH.
- **Solid Waste:** Served as principal staff to Nashua Region Solid Waste District (1988-94). Authored 1990 *Nashua Region Solid Waste Management Plan* & 1992 update. Co-authored 1988 *Regional Recycling Plan*.

1986 CITY OF NORTH COLLEGE HILL, OHIO

Planning/Administrative Assistant: Prepared strategic plan for development of vacant commercial & industrial land. Provided general staff support to City Manager.

INTERNSHIPS

Society for the Protection of New Hampshire Forests - 1994

City of Cincinnati, Ohio - City Planning Department - 1984

City of Covington, KY - Planning & Economic Development Division - 1983

Northern Kentucky Area Planning Commission - 1982 & 83

MEMBERSHIPS & ACHEIVEMENTS

New Hampshire Bar Association: Active status since 1995

SBA New Hampshire Financial Services Champion of the Year - 2011

Capital Region Development Council: Board of Directors - 2008 to present

New Hampshire Rail Transit Authority: Manchester Representative - 2007 to present

Leadership Greater Manchester: Class of 2009

City Arts Nashua: Vice President and founding member - 2005 to present

229 Main Street Award: Great American Downtown, Nashua, NH - 2007

Nashua Symphony Association: Board of Directors - 2005 to 2007

YMCA of Nashua: Board of Directors 1996 to 2002

Greater Nashua Center for Economic Development: Board of Directors 1998 to 2002

PROFESSIONAL EXPERIENCE

Project Manager, DevelopSpringfield (December 2013 – Present)

Project development and coordination, including contracting, pro forma development and proposal writing

Land Use Planner, Pioneer Valley Planning Commission (September 2008 – November 2013)

Planning, analysis, master planning and zoning assistance to 43 communities in Western Massachusetts. Initiated new Community Design & Predevelopment Services providing site analysis, zoning interpretation and conceptual site design

Selected Community Design, Smart Growth & Green Development Work

- Developing a neighborhood revitalization plan for the Six Corners/Old Hill Neighborhood in Springfield in conjunction with HAP Housing, neighborhood councils, and other community stakeholders
- Working with the West Springfield Redevelopment Authority to update the economic development and zoning recommendations of the 2004 Merrick-Memorial Neighborhood Redevelopment Plan
- Coordinated work of 6 staff and consultants on Vision for Monson Center plan. Assessed downtown zoning, open space connections and walkability. Worked with team to develop physical concept plan and recommendations
- Produced Williamsburg Village Centers Study. Developed method to assess rates of zoning nonconformance and to identify appropriate zoning reforms to promote village center development
- Completed West Street Neighborhood Design Study: Existing Conditions Assessment & Recommended Design Goals for a key corridor adjacent to downtown Northampton and Smith College
- Produced Context Analysis and Design Recommendations for 40-unit Easthampton affordable housing development. Included site assessment, alternative design concepts, green site development recs, and smart growth presentation
- Produced Green Site Development Handbook for Developers of Real Estate
- Stormwater: Drafted portions of regional Green Infrastructure Plan, developed model regulations to promote Low Impact Development (LID), Drafted/assessed stormwater management/LID regulations for numerous communities
- Assisted communities with energy efficiency activities to achieve Green Communities designation, including building energy inventories, 20% energy reduction plans, zoning, and adoption of energy efficient "Stretch Code"

Principal / Project Manager, Black Sheep Development (September 2008 to Present)

Green, smart growth real estate development, investment and property management

- Developed comparative property analysis and financial spreadsheet tools to inform investment and financing decisions
- Coordinated the vision, process and contracting for comprehensive redevelopment projects (projects listed below)

234 State Street, Northampton, MA: Invested in, designed and managed Northampton's first LEED for Homes "gut rehab" project. LEED for Homes Gold Certification, Energy Star for Homes Certification, and Certificate of Lead Compliance obtained. Final HERS Rating of 57. Icyene closed cell spray foam insulation, four zone baseboard hot water heating with high efficiency combination condensing boiler, 100% CFL/LED lighting package, Energy Star appliances/windows/roof shingles. Managed property as a rental investment for one year prior to sale.

43 Lake Shore Drive, Otis, MA: Served as Owner's Project Manager for a comprehensive energy retrofit of a vacation home with electric heat to a four-season home. Spray foam insulation, four zone baseboard hot water heating system and tankless on-demand hot water on high efficiency boiler, underground propane tank, window replacements, advanced air sealing, pest management and air quality measures, and aesthetic/functional improvements. Final blower door test at 2,580 cfm₅₀ demonstrated air infiltration rates at 21% of original home's estimated 12,220 cfm₅₀. Direct on-site management of end-project finish work, managing up to 9 workers at a time to bring project to completion. Energy Star Certification pending.

42-44 Day Avenue, Northampton, MA: Managed renovations to owner-occupied multi-family home. Lead abatement, knob and tube wiring removal, and energy efficiency improvements (cellulose insulation, high efficiency boiler, Energy Star windows).

Director of Community and Economic Development, City of Ecorse, Michigan (2004 - 2005)

Established and managed Planning Department, Brownfield Redevelopment Authority, and grant writing program

- Initiated redevelopment efforts for 60-acre former steel mill brownfield property: Coordinated phase I/II and other environmental assessments, brownfield plan, RFPs, rezoning to Planned Development
- Secured \$1 million* in grant awards, including brownfield cleanup and greenway development funds

Lab Manager / Research Assistant, Landscape Ecology, Perception & Design Lab, UMich (2006 – 2008)
Data and statistical analyst for agricultural landscapes farmer perception and land management practices study

Research Fellow, Graham Environmental Sustainability Institute, University of Michigan (2007)
Developed comprehensive case study for graduate level Ecological Design Approaches to Brownfield Redevelopment course

Landscape Architecture Intern, Land Architects (Summer 2007)
Plan sketching, digital rendering, site analysis, base map development, materials research, cost estimating, client contact

Ecological Issues Graduate Student Instructor, University of Michigan (2006)

Landscape Intern, Matthaei Botanical Gardens, University of Michigan (Summer 2006)
Designed flowering groundcover garden demonstrating low maintenance, drought tolerant groundcover alternatives to lawns

EDUCATION & ACCREDITATIONS

LEED Accredited Professional, March 2009 to present, New Construction and Major Renovations

Massachusetts Real Estate Salesperson License, March 2013 to present

Master of Landscape Architecture, April 2008
University of Michigan School of Natural Resources and Environment, Ann Arbor, Michigan

Master of Science in Resource Ecology and Management, April 2004
University of Michigan School of Natural Resources and Environment, Ann Arbor, Michigan
Emphasis (including master's project): Brownfield Redevelopment and Urban Land Use Planning

Bachelor of Arts, Environmental Policy Major, English Literature Minor, May 2001
Smith College, Northampton, Massachusetts

Real Estate Coursework: Real Estate Finance Law (UMich). Washtenaw Community College: Blueprint Reading, Construction Materials, Architectural Drafting, Construction, Estimating and Specifications, CAD, Construction Management

PROFESSIONAL SERVICE & AWARDS

- Chair and Vice Chair, Zoning Revisions Committee, implementing the Sustainable Northampton Plan (2009 to 2011)
 - o Technical Subcommittee. Assessed whether city zoning meets city sustainability objectives
- Landscape Architecture Alumni Award, UMich, showing great potential for original and imaginative future work (2008)
- Best Student Project Award, Graham Environmental Sustainability Institute, The Piscivore Protection Project (2008)
Poster presented at EPA National Brownfields Conference, Detroit, MI, May 2008

SPEAKING & PUBLICATIONS

McKahn, D. "Revitalizing Your Downtown: Zoning Tools to Promote Economic Development". Invited Speaker, Mass Audubon Revitalizing Downtowns Workshop, 495/MetroWest Development Compact Plan, Boxborough, MA, June 2012. Invited Speaker, Berkshire Regional Planning Commission Fifth Thursday Dinner, Pittsfield, MA, May 2012. Citizen Planner Training Collaborative 11th Annual Conference, Worcester, MA, March 2012

Kahn, D. "Green Communities Program: Framework and Case Studies for As-of-Right Siting for Alternative Energy". Center for EcoTechnology Greening Your Community: Leading by Example Conference, Hadley, MA, October 2009

Nassauer, J.I., VanWieren, R., Wang, Z., and **Kahn, D.** Vacant Land as a Natural Asset: Enduring Land Values Created by Care and Ownership. Research report for the Genesee Institute, April 2008

Kahn, D. "Dollars and Sense: Practical Energy Savings for Homeowners". Invited Speaker, Energy Awareness Week Brown Bag Lunch Lecture, Eastern Michigan University, Ypsilanti, November 2005

Grasso, D., **Kahn, D.**, Kaseva, M., and Mbuligwe, K. "Hazardous Waste", Chapter 12, *Knowledge for Sustainable Development*, UNESCO, 2002

Resale and Comparables

- Developers should provide a plan for how they intend to attract income eligible homebuyers to purchase the property post-construction.
- Developers will need to include the re-sale value in their budget.
- Developers should utilize comparables to support the proposed re-sale value.

Section - IV Homeownership Summary

I. Marketing Plan

Please detail your marketing strategy. If property is to be constructed and sold to a owner-occupant, non-applicable.

Springfield NHS is currently using a local real estate broker, Donald Thompson of The Pioneer Group to market its homeownership units. In addition, the NHS has dedicated staff to do additional outreach and marketing to insure that the homes are exposed to the market broadly. Springfield NHS has a Homeownership Center which provides assistance to homebuyers in navigating the purchase process and obtaining financing. The NHS has extensive experience with affordable homeownership including the use of HOME funds.

II. Marketing Comparables

List below (3) comparable properties:

Comparable # 1

Address of Property	63 Greene Street
Distance from Subject	< .5 miles
Type	Single 4 BR's / 1 Bath
Sale Price	\$105,000
Date Sold	1/29/2014

Comparable # 2

Address of Property	399 Central Street
Distance from Subject	<.5 miles
Type	Single 4 BR'S / 2 Baths
Sale Price	\$104,000
Date Sold	3/12/2013

Comparable # 3

Address of Property	17 Monson Avenue
Distance from Subject	< .5 miles
Type	Single 3 BR's / 2 Baths
Sale Price	\$129,900
Date Sold	For Sale

Responding to an RFP

Final Step – Submit Your Proposal

- Submit your proposal by the deadline.
- Proposal should be sealed and submitted to the Office of Procurement.
- All RFPs include a very specific deadline with a deadline time. Proposal **MUST** be submitted by that time with all included forms or it cannot be accepted.

Utilizing Federal Funds to Develop Properties

Utilizing Federal Funding

- Utilizing federal funding to develop projects adds a significant layer of complexity to a project.
- Developer will need to demonstrate that their project is feasible and all costs are reasonable.
- The City must agree that costs are reasonable and necessary.
- Developer will need to maintain significant documentation throughout the life of the project and will need to submit significant documentation to the City.

What is the City looking for?

- The creation of a vibrant, mixed-income neighborhood.
- High quality, non-luxury, construction design and amenities that will have the ability to attract mixed income buyers.
- Examples include: attached garages, energy efficiency, curb appeal, etc.
- The City expects new construction to be aesthetically pleasing and compatible with existing new construction along the Central Street corridor.
- City is also seeking for utilities to be stubbed in prior to Central Street road project beginning.



Cost Reasonableness

- HUD requires that the City justify that the costs and expenditures of every project are “reasonable and necessary”
- This means the City must review developer budgets in detail and agree that ALL costs are reasonable and necessary.
- Developer will need to submit detailed plans. Including site, elevation and floor plans.
- City project manager and rehab specialist will review all budgets and line items.
- Project will be run through RS Means to ensure budget is in line with market construction costs.
- The City may require that developer obtain additional quotes from contractors.

Development

- Developer will be required to draw up a contract with the contractor and provide that to the City for review.
- Developer will be required to provide all contractor and subcontractor information to the City.
- While developers aren't required to have a formal procurement process that selects low-bid contractors. They are required to ensure that the work is quality, to specifications and the cost is reasonable and in accordance with the market rate.
- The City may negotiate costs they believe are unreasonable or not in accordance with market pricing.

Development

- Contractors and subs should be appropriately licensed and have the ability to pull necessary building, electrical, plumbing permits.
- Contractors and subcontractors may not be federally debarred and should be current on City obligations.
- All appropriate permits must be pulled and developer is responsible for ensuring all appropriate building department inspections have occurred in a timely manner.
- Properties must meet current building and housing code enforcement standards and federal housing quality standards.
- Developers will be required to provide copies of the final Certificate of Occupancy prior to transfer and an HQS inspection by the Office of Housing should occur.

Environmental Review

- HUD requires an “environmental review” before “Choice limiting action” can be taken on a project. This includes commitment of funding that isn’t conditional, signing of contracts or construction work.
- Environmental review ensures the project will not have negative environmental impacts.
- Developers should anticipate a time lag in their schedules for environmental review and should anticipate having to provide detailed plans and information before this can be completed.

Recordkeeping

- Record-keeping by the developer MUST be detailed and thorough.
- This means retaining all receipts and invoices for ALL payments related to the project.
- Developers should be cautious about paying contractors in cash, as these payments can be difficult to document and without appropriate documentation may result in non-payment by the City.

Developer Fee

- Developers may charge a developer fee to cover the costs of overseeing the project.
- Developer fee may not exceed 15% of total project cost.
- Developer fee is basically the income or profit that the developer is permitted to earn on the project.
- Based on HUD regulations this is a fixed fee based on contracted budget for the project. This fee does not fluctuate if cost of project fluctuates.
- Any additional proceeds from the sale that exceed anticipated sales price must be returned to the City as program income.

Developer Fee

- Developer fee covers things like oversight of construction, maintaining and submitting paperwork and invoices, clerk of the works.
- Developers may also hire consultants to assist on the project and may include a separate fee for this – but consultant duties may not overlap with developer duties.

Allowable Budget Costs

- In addition to the hard costs of construction, developers may include most soft costs in their budget.
- Soft costs include legal fees, insurance costs, marketing, interest on construction loans, security systems, etc.
- Developers may not purchase equipment with CDBG funding, but can purchase all materials necessary for construction.

Invoicing

Progress Payments

- Period payments as the project proceeds and work is completed. The developer would incrementally lay out the funds and submit for reimbursement as each phase of work is completed.

Source Documentation

- Proof of costs and proof of payment in order to be reimbursed.
- This will include contractor invoices, receipts, and/or cancelled checks.

See Invoice Examples

Re-Sale of Property

- Properties must be sold to income qualified buyers that are at 80% of Area Median Income.
- AMI is determined by HUD and distributed annually.
- Buyers will need to undergo homebuyer education class and provide full income documentation. (i.e. pay stubs, SSI/SSDI Benefits, child support payments, bank account statement, etc.)
- The City will guide developers through the income qualification process and will double check income documentation to ensure it complies with HUD requirements.

Affirmative Fair Marketing Plan

- Developer must develop a marketing plan to re-sale homes to qualified buyer.
- This plan should attract buyers of all minority and non-minority groups, regardless of race, color, religion, sex, national origin, disability, or familial status.
- Some examples are to advertise through various forms of media within the marketing area.
- Using the Equal Housing Opportunity logo and equal housing opportunity statement
- Ensuring all those affiliated with the developer or marketing team understand fair housing obligations and follow non-discrimination laws.
- Conducting outreach to local community and advocacy groups regarding the availability of housing.



FY 2019 Income Limits

Maximum Household Income

1 Person	\$49,700	5 Person	\$76,650
2 Person	\$56,800	6 Person	\$82,350
3 Person	\$63,900	7 Person	\$88,000
4 Person	\$70,950	8 Person	\$93,700

Deed Rider

- The City will need to provide a deed rider prior to sale to the new buyer.
- Deed rider will include the “Assistance Amount” to the new buyer.
- Deed rider will also include the years the buyer must occupy the property:

Up to \$15,000 – 5 Years

\$15,001 - \$40,000 – 10 Years

Over \$40,000 – 15 Years

Proceeds from Sale

- Proceeds from the sale of the project property shall be returned to the City at the time of transfer. This means:
 - (a) The sale price, plus
 - (b) The sum of all the CDBG-DR grants and forgivable loans to the property.
 - (c) The sum of any energy rebates or grants to the property
 - (d) Minus the development costs and developer fee set for in the project budget.

Proceeds from Sale

- Depending on the project, there may not be proceeds.
- Funds returned to the City after sale of a project property become Program Income to the City for use on another project.

Questions??

Contact Information

Office of Procurement

Chief Procurement Officer: Lauren Stabilo

City Hall, Room 307

36 Court Street

Springfield, MA

lstabilo@springfieldcityhall.com

Office of Housing

Deputy Director: Bobby DeMusis

1600 East Columbus Avenue, 1st Floor

Springfield, MA

413-787-6500

rdemusis@springfieldcityhall.com

Disaster Recovery/Community
Development

Director: Tina Quagliato Sullivan

1600 E. Columbus Avenue, 2nd Floor

Springfield, MA

413-750-2114

tquagliato@springfieldcityhall.com