**RFP: Long-term Lease of Land for Rental Housing Development**

**160-164 Pleasant Street**

**Selection Process**

The RFP stipulates the Selection Process and Rule of Award. In summary, it states the following:

**Selection Process**

* Town Administrator with the Affordable Housing Committee will review and evaluate all proposals.
* Evaluation will be based on the submission materials, interviews, references, and any additional information requested.
* Then, proposals may be rated by the Board of Selectmen using the Comparative Evaluation Criteria.
* Each Comparative Evaluation Criteria will be assigned one of the following ratings: Highly Advantageous, Advantageous, and Not Advantageous.
* Final scores for each proposal will be calculated as an aggregated score of the Board of Selectmen based on the relative importance of the criteria outlined in the RFP.
* Following the tabulation of the combined scores, multiple developers may be selected for the next phase of evaluation.
* Developers will be invited to participate in an interview process led by the Town’s Board of Selectmen.
* Interviews will be conducted in public with other town boards, commissions, and staff invited to attend.
* Principals and key members of the proposed developer team must participate, they will be asked to provide a presentation and respond to questions to further evaluate their development proposal.

**Rule of Award**

* A Land Development Agreement may be awarded by the Board of Selectmen, if at all, to the responsive and responsible developer whose proposal is deemed most advantageous.
* The Board of Selectmen can consider the price, evaluation criteria, and the results of the interview process with the Board of Selectmen.
* Parties will then negotiate the LDA and the Lease, with final forms to be approved by the Select Board and Town Counsel.

**Steps Necessary under Chapter 30B: Disposition of Land**

* If disposing of property (sell or lease) for less than the value of the property, a notice must be published in the Central Register explaining the reasons for the decision and disclosing the difference between the value and the price to be received. To be consistent with its purpose, this notice should be published prior to entering into a binding agreement to dispose of the property.
* The name of the selected proposer and the amount of the transaction must be submitted to the Central Register, which is published by the Secretary of the Commonwealth. You may use Central Register Form CR-3 for this purpose.
* Also, M.G.L. c.7, §40J requires disclosure of all beneficial interests in real property acquired or disposed of by a public agency. The selected proposer’s disclosure of beneficial interests must be filed with the Division of Capital Asset Management (DCAM). No contract to lease or sell property, and no renewal or extension of such agreement, is valid until the seller or lessor files this form with DCAM.