

Portsmouth NH



The City of Portsmouth Seeks Qualified Developers for Creation of Permanent, Below Market Rate Housing on Municipal Property

May 15, 2024

Portsmouth, New Hampshire - The City of Portsmouth, New Hampshire (“the City”) seeks Letters of Interest with Statements of Qualifications from real estate developers regarding their capacity to design and construct permanent, below market rate housing at the Municipal Property located at 35 Sherburne Road.

The ultimate disposition of the existing structures and other aspects of a potential development scenario for the site will be subject to negotiation. Respondents are encouraged to submit qualifications that demonstrate their experience with innovative approaches to various permanent, below market rate housing development types and built projects.

Submission requirements may be obtained from the City’s website at www.cityofportsmouth.com. Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading. Questions may be addressed to the Purchasing Coordinator at purchasing@cityofportsmouth.com.

Sealed Letters of Interest with Statement of Qualifications, plainly marked “REQUEST FOR QUALIFICATIONS # 52-24 For Entities Engaged in Permanent, Below Market Rate Housing Development for Municipal Property at 35 Sherburne Road, Portsmouth, NH” on the outside of the mailing envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted **no later than 1 pm on June 7, 2024**. Late submissions will not be accepted.

The City of Portsmouth reserves the right to reject any or all statements of qualifications, to waive technical or legal deficiencies, to request financial references and current bonding limits at a future time, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the City.

**City of Portsmouth, New Hampshire
REQUEST FOR QUALIFICATIONS #52-24
For Entities Engaged in Permanent,
Below Market Rate Housing Development for
Municipal Property at 35 Sherburne Road, Portsmouth, NH**

PURPOSE AND BACKGROUND

Enhancing the supply of housing choices, especially the supply of permanent, below market rate housing options, tops the list of the Portsmouth City Council’s goals for 2024-2025. In furtherance of that goal and in accordance with the Master Plan, the City’s Housing Blue Ribbon Committee recommended that the City Council support the creation of permanent, below market rate housing at the Municipal Property located at 35 Sherburne Road. The City Council voted unanimously to move forward with this initiative at their April 15, 2024, meeting.

Accordingly, the City of Portsmouth, New Hampshire (“the City”) seeks a Letter of Interest with Statement of Qualifications from real estate developers regarding their capacity to design and construct permanent, below market rate housing at the subject property.

The ultimate disposition of the existing structures and other aspects of a potential development scenario for the site will be subject to negotiation. Respondents are encouraged to submit qualifications that demonstrate their experience with innovative approaches to various permanent, below market rate housing development types and built projects.

DESCRIPTION OF THE PROPERTY

The subject property located at 35 Sherburne Road is comprised of an approximately five (5)-acre property and is serviced by public water and sewer. Existing structures on the site include the vacant Sherburne School, an approximately 18,000 square foot building constructed in 1930 with an addition added in 1985. Additional notable site features include a softball field and a parking area.

Additional information may be found on the City of Portsmouth website:

<https://www.cityofportsmouth.com/planportsmouth/housing/sherburne-school>.

SUBMISSION REQUIREMENTS

Respondents should carefully follow the format and instructions outlined below. Questions must be submitted in writing to purchasing@cityofportsmouth.com **no later than 4:30pm on May 29, 2024.** **Respondents should note that the City anticipates answering questions on a rolling basis, therefore Respondents are encouraged submit questions prior to the deadline and to check the City's website for updates prior to submitting questions.**

Addenda to this proposal, if any, including written answers to questions, will be posted on the City of Portsmouth website under the project heading.

A. Cover Page

1. Title of Response
2. Respondent Organization Name
 - i. Corporate Status
 - ii. Business Address
 - iii. Business Phone
 - iv. Website
 - v. Contact Name and Information (email and telephone number) for this Response

B. Letter of Interest

The City seeks a Letter of Interest, not to exceed ten (10) pages, outlining Respondent's qualifications and experience developing permanent, below market rate housing. Respondents should include experience with incorporating existing, historic structures into larger developments as well as developing land without incorporating any existing structures. Respondents should also detail any experience working with municipalities and with obtaining state and federal funding, including but not limited to tax credits, in order to implement housing projects. The proposal should be sufficiently detailed to enable the City to understand Respondent's experience and qualifications for developing permanent, below market rate housing.

C. History of Other Projects

Provide specific examples detailing your experience with design and construction of permanent, below market rate housing projects of similar size and complexity including total project cost.

D. Team and Organization

State the number of employees in your organization, key members of your team, management company, architect, planners, engineers, contractors, and financial partners.

E. Submission Deadline

Sealed Letters of Interest with Statement of Qualifications, plainly marked “REQUEST FOR QUALIFICATIONS #52-24 For Entities Engaged in Permanent, Below Market Rate Housing Development for Municipal Property at 35 Sherburne Road, Portsmouth, NH” on the outside of the mailing envelope, addressed to the Finance/Purchasing Department, City Hall, 1 Junkins Avenue, Portsmouth, NH 03801 will be accepted **no later than 1 pm on June 7, 2024**. Late submissions will not be accepted.

1. In total, three (3) copies of the submission, including attachments, are required. Two (2) of the copies shall be spirally bound (or other semi-permanent binding method). One (1) copy should be unbound and single-sided to facilitate document reproduction if necessary.
2. Pages shall be no larger than letter-size (8 1/2 x 11 inches) or, if folded to that dimension, twice letter size (11 by 17 inches). It is acceptable for the two (2) bound copies to be double-sided.

F. The City reserves the right to request financial references and current bonding limits.

G. Please be advised that once submitted, the entire submission and all the information contained within it, becomes a government record and will immediately be posted on the City of Portsmouth website. Explicitly excepted from this provision are any financial records submitted at the request of the City.

DESCRIPTION OF THE SELECTION PROCESS

Letters of Interest with Statement of Qualifications will be evaluated by a selection committee, which may request additional information.

The selection committee anticipates identifying the 3 to 5 most-qualified Respondents and inviting them to respond to a Request for Proposals, however all rights are reserved as set forth below. The selection committee may conduct interviews of Respondents at any phase in the procurement process. The selection committee may make recommendations only, with any final decision on whether to proceed with a particular Respondent to be made by the City Council.

SELECTION CRITERIA

Letters of Interest with Statement of Qualifications will be reviewed and evaluated by the selection committee based on the following criteria:

1. Experience with projects of similar size and complexity;
2. Demonstrated experience with successful design and construction of permanent, below market rate housing;
3. History of effective schedule and budget management for projects of similar scale and complexity;

4. Professional qualifications; and
5. Current work schedule availability.

RESERVATION OF RIGHTS

The City reserves the right to reject any or all statements of qualifications, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the City.

The City further reserves the right to undertake to investigate as it deems necessary to evaluate the qualifications of the Respondent and to evaluate its proposal. Firms may be asked to submit releases as part of the investigation and review of qualifications. Failure to provide a release if requested will result in disqualification. All concepts, designs, information and cost-savings ideas that may be generated during the selection process shall become the property of the City of Portsmouth.