



# CITY OF PORTSMOUTH

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**Suzanne M. Woodland**  
Deputy City Manager / Regulatory Counsel

## MEMORANDUM

**Date:** October 28, 2024

**To:** Karen S. Conard, City Manager

**From:** Suzanne M. Woodland, Deputy City Manager / Regulatory Counsel

**Re:** Below-Market Housing Sherburne School site, RFP 09-25

The search for an entity to assist the City in bringing permanent, below-market housing to the Sherburne property began with RFQ 52-24. Eight statements of interest/qualifications packages were received. A selection committee comprised of eight City staff reviewed the packages. The four highest-ranked firms were: Preservation of Affordable Housing (POAH), Avesta, Pennrose and Portsmouth Housing Authority (PHA).

The four highest ranked firms were invited to submit proposals in response to RFP 09-25. The same selection committee was reconvened to review the proposals. It has completed its initial review of the four proposals and documents are attached to summarize that effort.

The first document is the master score sheet of the selection committee's ranking effort. Each member of the committee scored the proposals using the detailed criteria described in the RFP. A master score sheet was created to capture both the subtotals for each category evaluated and the total of all scores.

The second document is the selection committee's general observations regarding the proposals.

At the joint work session of the City Council and the Housing Committee scheduled for November 14, staff will briefly review the process to date and summarize the results of their review of the proposals. Members of the selection committee will be available to answer questions about the review process and the proposals.

The proposers have already been notified of the joint work session on November 14. They have been advised that they are welcome to attend the public meeting, but they are not anticipated to present or to respond to questions.

The consensus of the selection committee was that the proposals contained sufficient information upon which the City Council could select a preferred candidate. With direction from the City Council, City staff could take the next steps to complete due diligence relative to the preferred

proposal, negotiate an initial document(s) and bring back to the City Council a final proposal for approval.

Please note that the timelines for construction of housing outlined in the proposals may slip for three of the four proposers if there is a significant gap in time between submission of the proposals and the selection of the preferred candidate.

Cc: Selection Committee Members

Elefteria Primpas, Procurement Coordinator

Jennifer Smith, Staff Attorney