

**Pre-submission Conference  
Carlisle Housing Authority DDS Housing  
RFP Process Overview**

**December 17, 2014**

Prepared by  
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# Why Group Homes @ 338 Bedford Road?

- Single most efficient method toward achieving 40B safe harbor and restoring 2-acre zoning while providing quality affordable housing
- EVERY BEDROOM counts as a 40B unit
  - 9 BR = 1 year moratorium on Unfriendly 40Bs
- Carlisle lacks any Group Home for adults with intellectual disabilities
- State Department of Developmental Services (DDS) / its service providers want to build here

# Timeline

- September 2007: The DDS Regional Director and Housing Specialist were invited to attend a joint meeting of the Carlisle Housing Authority (CHA) and the Affordable Housing Trust. At this meeting the DDS mission, need for group homes in the Carlisle area, and the concept of a duplex home with a 4-bedroom and 5-bedroom unit were discussed. Parents of developmentally disabled adults spoke positively about the prospect of a duplex group home at the meeting.
- January 2008: Members of the CHA and Trust had site visits with the Regional Director to local two duplex group homes in the local area.
- January 2008 to June 2010: The CHA sought potential sites for a duplex group home for the intellectually-disabled. The CHA identified the Town-owned Carlisle potential sites. The DDS Regional Director and Deputy Director were invited to tour the sites for suitability. Following discussion with the Trust and Town residents it was determined that the site had a number of limitations.
- July 2010: DDS arranged for a member of the CHA and the Town's Housing Coordinator for site visits to two group homes duplexes. Both reported back to the boards positively.

# Timeline

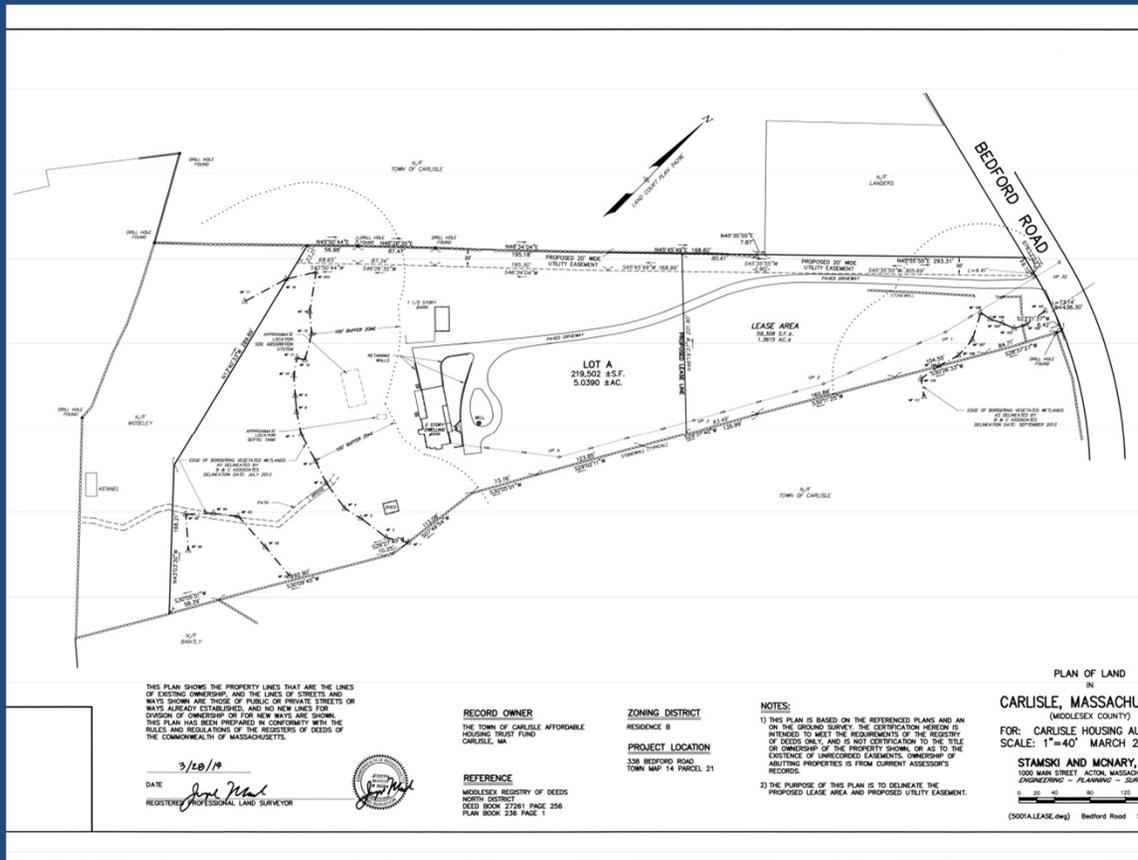
- February 2012: The Trust learned that the 338 Bedford Road, Carlisle property was about to be sold. The Trust negotiated a Purchase and Sale Agreement which would allow up a duplex group home with two units and up to 10 bedrooms.
- October 3, 2012: The Regional Director and Deputy Director were invited to tour the 338 Bedford Road site for its appropriateness for a group home duplex. Both representatives were impressed with the property, particularly its location near the center of Town, access to pathways, to the Kimball's ice cream stand and other Town amenities.
- November 13, 2013: Special Town Meeting was held solely for the purpose of voting to authorize a tax override for bond funding to purchase the 5-acre 338 Bedford Road property to be used for the development a duplex group home with minimally nine bedrooms and maximally ten bedrooms.
- November 27, 2013: A Special Town election was held solely to authorize a property tax override to purchase the 338 Bedford Road property.
- May 2013: Carlisle Town Meeting authorized \$67,500 of Community Planning Act funds to the Trust to be used for Master Planning, Wetlands Survey and Engineering Plans for 338 Bedford Road property, including the proposed location for a duplex group home.

# Timeline

- September 2013- April 2014: The 338 Bedford Road Master Planning effort took place. Strong, across the Town-board support was expressed for a duplex group home for the intellectually-disabled on site. During this period, the CHA drafted a Request for Proposal for a Ground Lease for a Group Homes for the Intellectually-Disabled duplex with not less than nine bedrooms (a four-bedroom unit and a five-bedroom unit) and. Regional DDS staff were asked for input on the draft RFP.
- May 2014 to June 2014: Carlisle Town Meeting authorized \$125,000 of CPA funds toward the 338 Bedford Road site preparation, procurement process as well as funds to be made available for infrastructure for a duplex group home with minimally nine bedrooms and not more than ten-bedrooms.
- June 27, 2014: The Trust executed a 99-year ground lease with the CHA for a 1.36 acre portion of the 338 Bedford Road property (the front portion) to allow the Housing Authority to enter into a long-term (95 years) lease with a developer who will design, build, operate and maintain a duplex group home with minimally nine bedrooms and not more than ten bedrooms. All bedrooms are required to be eligible as affordable on the Department of Housing and Community Development Subsidized Housing Inventory.
- December 3, 2014: CHA releases RFP for 338 Bedford Ground Lease for Duplex Group Home



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## Recorded Plot Plan for CHA Leasehold

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# Photoshop View from Bedford Road



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# Photoshop View from Bedford Road



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# Typical Design (from Abacus architects + planners)

SECTION 4-DESIGN GUIDELINES



DESIGN GUIDELINES PROTOTYPE: ACCESSIBLE HOUSING, STONEHAM, MA  
Clerestory windows bring light into the center of the deep flooplate that one story accessible housing usually requires. South facing windows with deep overhangs provide passive solar heating.

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# The RFP Summarized

- Based on successful CHA Benfield RFP
- Reviewed by
  - Town Counsel
  - MA Attorney General
  - DDS
- Received funding from CAHT to implement RFP
- Descriptive not prescriptive
  - Design should integrate into the community
- Evaluated by specific criteria

# Next Steps

- Issue RFP to invite and select developer / operator for a duplex group home with 9 BRs
- Prepare and enter into Ground (sub)Lease with Carlisle Housing Authority for 1.36-acre area for Group Homes.
- Developer / Operator must then design, prepare building plans, obtain all necessary permits and meet requirements, obtain funding, build, operate/manage development

# Town of Carlisle Investment

338 Bedford Road	Amount
Trust due diligence prior to purchase (Phase 1 Environmental, septic, and well studies; wetlands delineation and filing of NRAD; survey):	
Purchase of 338 Bedford Road property	\$590,000
Master Planning Study – 338 Bedford Road	\$25,000
<i>Infrastructure Grant to selected developer (unimproved land will require private well and septic system)</i>	\$50,000
<i>Environmental Permitting Assistance (if required)</i>	\$2,000
Total	\$667,000

Thank you

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