

Application for CPA Funding

Name of Applicant/Contact Person: Wellesley Housing Authority, Margaret K. Plansky, Exec. Director

Sponsoring Organization, if applicable: Wellesley Housing Authority

Mailing Address: 109 Barton Road, Wellesley, MA 02481

Daytime Phone: 781-235-0223 **Email:** mkplansky@comcast.net

Name of Proposal: Linden Street (Waldo Court) Comprehensive Modernization; **Date:** December 30, 2008

CPA Category: Community Housing

CPA Funding Requested \$700,000 **Total Cost of Proposed Project** \$2,350,000

PROJECT DESCRIPTION:

- Goals: What are the goals and purposes of the proposed project?** The WHA plans a comprehensive modernization that will restore the buildings and units to habitable condition and improve the building envelope; life and safety upgrades; site drainage; and parking improvements
Who will benefit and why? Residents will benefit with better unit layouts, safety upgrades, site improvements and overall livability. The Town will also benefit as this restores a complex in a highly-trafficked area of town; it will put vacant units back on line and will keep the units included in the Town's affordable housing count.
How will success be measured? Modernization will be completed in these units that will enhance the complex; provide better living environment for residents; will bring a better design and standard to this development.
- Community Need: Why is this project needed?** Nine of the twelve units are currently vacant and the development continues to deteriorate due to lack of sufficient funds for buildings and site improvements. DHCD recognized the need to get the units reoccupied and provided a modernization grant of \$1,500,000 for construction and \$150,000 for architectural/engineering services.
Does it address needs identified in existing Town plans? The Town Comprehensive Plan sets as a goal the maintenance and expansion of affordable housing.
- Community Support: What is the nature and level of support and/or opposition for this project?** The Town has adopted plans, by-laws and appropriations for affordable housing.
- Budget**

Costs	Construction	\$2,200,000
	Architecture & Engineering	150,000
	Total	\$2,350,000
Funding	DHCD construction grant	\$1,500,000
	DHCD A&E grant	150,000
	CPA funding needed	\$700,000

WHA has a Modernization Award from Department of Housing and Community Development (DHCD) for \$1,500,000.00 for construction costs and funding for contract with Winslow Architects for \$150,000.00; gap needed is \$700,000, which is request to CPA for funding.

WHA must comply with MGL for bidding. A preliminary budget has been established with construction cost estimate at \$2.2 Million but final numbers will not be determined until bids are received.

- Funding: What funding sources are available, committed or under consideration?** WHA has Modernization Award from Department of Housing and Community Development (DHCD) for \$1,500,000.00 for construction costs and funding for contract with Winslow Architects for \$150,000.00

Include commitment letters, and describe any other attempts to secure public or private funding for this project. See attached.

6. **Timeline: What is the schedule for project implementation, including a timeline for all critical elements?** This should include the timeline for expenditures, receipt of other funds and/or other revenues, if any. Bid package should be ready in 90 days; return of bids would take 30 days to award; construction would begin in spring 2009 with completion by March 2010. Funds from DHCD have already been awarded.
7. **Implementation:**
Who will be responsible for implementing the project? Executive Director of Wellesley Housing Authority.
Who will the project manager be? What relevant experience does the proposed project manager have? Current Executive Director has over 25 years of housing authority experience including public development; public/private initiatives and on-going administrative and maintenance responsibilities of a public housing agency.
Who else will be involved in project implementation and what arrangements have been made with them? The Architect provides Contract Administration; DHCD provides a Construction Manager for oversight.
8. **Maintenance: If ongoing maintenance is required, who will be responsible and how will it be funded? Please include a detailed five year budget.** Wellesley Housing Authority owns the development and funding is provided annually through rents collected and State subsidy.

ADDITIONAL INFORMATION: Provide the following additional information, if applicable.

9. **Further Documentation: Documentation that you have control over the site, such as a Purchase and Sale Agreement, option or deed. WHA owns site.**
10. **Feasibility Reports: Any feasibility reports, renderings or other relevant studies and materials.** See attached information.
11. **Historical Preservation:**
N/A
12. **Zoning Compliance:** Evidence that the project does not violate any zoning by-laws or any other laws or regulations, including environmental, and/or plans to obtain necessary approvals. Have met with Wellesley Planning and Building departments and have been advised that the contemplated renovations require no special permitting.
13. **Basis of Eligibility for CPA Funds:** By State Statute, the Town may expend Community Preservation funds to:
 - Acquire, create, and preserve open space.
 - Acquire, preserve, rehabilitate and restore historic resources.
 - Acquire, create and preserve land for recreational use.
 - Acquire, create, preserve and support community housing, including provide funds for the community's affordable housing trust fund.
 - Rehabilitate and restore open space, land for recreational use and community housing acquired or created with fund monies.



Commonwealth of Massachusetts
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

Deval L Patrick, Governor ♦ Timothy P Murray, Lt. Governor ♦ Tina Brooks, Undersecretary

June 23, 2008

Ms. Margaret K. Plansky, Interim Executive Director
Wellesley Housing Authority
109 Barton Rd.
Wellesley Hills, MA 02481

RE: Contract for Architectural/Engineering Services - Approval
Capital Improvement Project 705-1
Workplan: 1014 FISH #: 324022
Designer: Winslow Architects, Inc.
Scope: Comprehensive Modernization Project Family Housing
Construction Budget: \$1,500,000.00 Fee for Basic Services: \$150,000.00

Dear Ms. Plansky:

Your submittal of the contract between your Authority and the above-captioned Consultant has been reviewed and approved by the Department of Housing and Community Development. Enclosed are two approved copies; please retain one for your files and forward the other to the Consultant, together with written instructions to proceed with work required under the contract.

Payments for this Contract for Architectural/Engineering Services will be made upon approved design submissions in accordance with Article 5 (Compensation). Requests for Extra Services (Article 6) require prior approval from Cynthia P. Barney, Project Manager (PM). Invoices from the Consultant for reimbursable expenses (Article 7) should be submitted for approval to this Department at the conclusion of each phase. For all extra service and reimbursable expense requests, please include minutes of the Authority Board Vote approving the payment and a copy of the invoice. Should you require additional assistance regarding this approval, please contact your PM at (617) 573-1179. In addition, please inform your Consultant that they are advised to contact Jeanne Allen of the Architectural/Engineering Services Unit at (617) 573-1152 to discuss specific technical questions regarding the construction documents.

We look forward to working with you and to the prompt and successful completion of the design phase of this capital improvement project.

Sincerely,

Ray Frieden, Director
Bureau of Housing Development and Construction

Enclosures

CONTRACT FOR DESIGNER SERVICES

This Contract is made this 22nd day of May the year 2008 between the

Wellesley Housing Authority
109 Barton Road
Wellesley, MA 02481

Phone No.: (781) 230-0223
Fax No.: (781) 239-0802
E-mail Address:

Hereinafter called "the Authority", and

Winslow Architects, Inc.
89 Massachusetts Avenue
Arlington, MA 02474

Phone No.: (781) 648-6600
Fax No.: (781) 648-6601
E-mail Address: office@winslowarchitects.com

Hereinafter called the "Designer" to provide Designer Services required to complete the Basic Services for DHCD Project # 324022 described hereinafter and in the Request for Designer Services dated 3/7/08 attached hereto: Comprehensive Modernization project family housing 705-1

Project Construction Budget: \$1,500,000.

For the performance of all services required under this Contract, and excluding those services that may become necessary under Articles 6 and 7, the Designer shall be compensated by the Authority as follows:

Fee for Basic Services: \$150,000

IN WITNESS WHEREOF, the Authority, with the prior approval of the Department of Housing and Community Development (hereinafter called the "Department"), and the Designer have caused this Contract to be executed under seal by their respective authorized officers.

AUTHORITY

Margaret K. Plansky
Executive Director

By Margaret K. Plansky
Date June 12, 2008

DESIGNER

John A. Winslow
Principal

By John A. Winslow
Date 6/12/08

APPROVAL OF DEPARTMENT

Bureau of Housing Development and Construction
Department of Housing and Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114

By [Signature]
Title Bureau Director
Date 6/23/08