



*Town of Chatham*  
*Department of Community Development*  
**Housing & Sustainability**



261 George Ryder Road CHATHAM, MA 02633 p. 508.945.5168

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**MEMORANDUM**

**TO:** Jill Goldsmith, Town Manager and Chief Procurement Officer

**FROM:** Gloria McPherson, Housing and Sustainability Director

**DATE:** February 4, 2026

**SUBJECT:** Housing Proposals Evaluation Team Recommendations  
Stepping Stones Road Housing Development Proposals

**BACKGROUND AND DISCUSSION**

The members of the Housing Proposals Evaluation Team, as designated by the Chief Procurement Officer, have independently evaluated the submitted housing development proposal based on the Comparative Evaluation Criteria set forth in Attachment A of the Requests for Proposals (RFP) for the development of the Stepping Stones Road property. As required under Ch 30B, the Uniform Procurement Act, the proposal evaluations were done in writing, using hard copy evaluation forms that were provided to Evaluation Team members. The forms are consistent with the requirements of Ch 30B.

The Evaluation Team met on February 4 to review their individually completed evaluation forms together, in order to make a recommendation regarding the most advantageous developer for the property. As there was only one proposal, there was no "ranking" of developers per se, but rather a discussion regarding the proposal and how well it did or did not meet the criteria in the RFP. The Evaluation Team unanimously agreed that the proposal met the criteria in all areas of review and exceeded the criteria in some areas.

**RECOMMENDATIONS**

The Stepping Stones Road proposal from Housing Assistance Corp (HAC) was determined to meet or exceed the criteria by the Evaluation Team, and by a vote of 4-0-0, the Evaluation Team recommends HAC as the developer of the Stepping Stones Road property.

## NEXT STEPS

Once this recommendation, along with the completed and compiled evaluation forms are submitted to the Chief Procurement Officer, proposals received are no longer confidential under ch 30B sect 6, and will be posted on the Housing Webpage for public review.

On February 10, a meeting of the Select Board will be held in public session. At that meeting, HAC will do a brief presentation of their proposal, and the Town Manager, as Chief Procurement Officer, will discuss the recommendation of the Evaluation Team with the members of the Select Board, as they own and control the property at Stepping Stones Road. At the discretion of the Chair of the meeting, public comment will be accepted.

The Chief Procurement Officer will make the determination to award the development rights of the property in consultation with the Select Board, and will ask for a vote of the Select Board, as the executive authority of the property, to affirm that action.

Once the development rights have been awarded, the Town and the selected developer will begin to negotiate a Land Disposition Agreement.