



City of Greenfield, Massachusetts

19-34 REQUEST FOR PROPOSALS FOR 29 WASHINGTON STREET AFFORDABLE HOUSING DEVELOPMENT

Issued: Wednesday, May 22, 2019

On-site Briefing: Monday, June 3, 2019 @ 10:00 am

Questions Due: Monday, June 10, 2019 @ 4:00 pm

Answers Available: Friday, June 14, 2019 @ 2:00 pm

Proposals Due: Friday, June 21, 2019 @ 2:00 pm

Contact Information:

MJ Adams
Community & Economic Development Director
City of Greenfield
14 Court Square
Greenfield, MA 01301
413-772-1548 x 2
mj.adams@greenfield-ma.gov

Advertisement

Request for Proposal

The City of Greenfield is seeking proposals from qualified developers for the development of new affordable housing at 29 Washington Street, Greenfield, MA. The purpose of this RFP is to select a developer with demonstrated experience and capacity to carry out a development project that expands housing for very low income individuals.

As of 10:00 a.m. May 22, 2019 copies of RFP 19-34 Washington Street Development may be obtained from the City of Greenfield website at www.greenfield-ma.gov under “Departments”, “Purchasing”, “Active Bids/RFQ/RFP”, or from the Purchasing Department at purchasing@greenfield-ma.gov. Please recheck the website for any possible addendums prior to final submission. For additional information, you may call Phil Wartel in the Procurement Office at 413-772-1569, x-2131.

Interested developers are invited to attend an on-site briefing at 29 Washington Street, Greenfield MA 01301 on Monday, June 3, 2019 at 10:00am.

Proposals must be submitted in two separate sealed envelopes marked “19-34 Washington Street Development – Price Proposal” and “19-34 Washington Street Development – Non-Price Proposal”. Proposers must submit one (1) original copy of the price proposal and one (1) original and three (3) copies of the non-price proposal including one (1) copy of the non-price proposal in digital format, and each must be submitted in separate sealed envelopes and received no later than 2:00 p.m., Friday, June 21, 2019. Faxed and electronic submissions will not be accepted. Late proposals will be returned unopened. The City is not responsible for undelivered or misdirected submissions. Proposals must to be sent to:

Office of the Mayor
Purchasing Department
14 Court Square
Greenfield, MA 01301

The Proposal awarding authority is: The City of Greenfield, 14 Court Square, Greenfield, MA 01301

Section I: General Information

A. Point of Contact and Issuing Office:

City of Greenfield, Dept. of Community & Economic Development

MJ Adams, Director, Email: mj.adams@greenfield-ma.gov

Phone: 413-772-1548 x3102

Address: Dept. of Community & Economic Development, 14 Court Square,
Greenfield, MA 01301

B. Questions:

All submissions must contain the name of the person asking the question, company name, address, phone number and email address. Written questions must be received not later than Monday, June 10, 2019 @ 4:00 pm, and may be submitted until that time to the Purchasing Department at purchasing@greenfield-ma.gov. All answers will be in writing and the questions and answers will be shared with all those who have requested a copy of the RFP.

C. Solicitation Process:

This RFP is being solicited under a multi-step procurement procedure consisting of two phases and in compliance with Chapter 30B of the Massachusetts General Laws. The first phase requires all Proponents to submit proposals addressing those items cited in Section III of this RFP. An Evaluation Team will evaluate and rank the proposals based on the evaluation criteria outlined in Section IV - Evaluation Criteria.

In the second phase, Price Proposals of the top three (3) Proponents will be opened for consideration.

D. Conditions of Award:

A Request for Proposals (RFP) is being let instead of a bid in order to allow the City to evaluate more than just price to include bidder information and experience, development plan and design, and the quality of proposals submitted.

It is the intent of the City to award the contract to the proponent offering the most advantageous proposal, taking into consideration all evaluation criteria as well as price. The City shall be the sole judge of the firm's qualifications and whether the proposal is in the best interests of the City.

The City may conduct such investigations as the City considers necessary to assist in the evaluation of any proposal and to establish the responsibility and qualifications of companies submitting proposals.

Up to the time of signature of contract, the City shall have the right in its sole discretion to terminate negotiations with or without cause if it deems it's in its best interest to do so.

E. Amendments to this Request for Proposals:

The City reserves the right to amend this RFP by an addendum up to three days prior to the date set for receipt of proposals. All amendments will be distributed to all who received the RFP document.

F. Additional Information:

The City of Greenfield reserves the right to reject any and all proposals in whole or in part; to waive any technicalities and informalities; to amend and/or cancel the RFP prior to the time of submission; and to correct any proposal erroneously made as a result of a clerical error on the part of the City. The City reserves the right to accept the proposal deemed most advantageous to the City.

Proponents will be required to sign and submit with their proposal a Certificate of Non- Collusion and Tax Compliance Certification (Attachment C).

G. Confidentially:

Proposals will be kept confidential until after they have been evaluated. A log will be maintained of proposals received, but proposals are not opened publicly.

REQUEST FOR PROPOSALS

The City of Greenfield is seeking proposals from qualified developers for the development of an affordable housing development at 29 Washington Street, Greenfield, MA. This parcel is a 11,142 square feet (0.26 acre) of City-owned land. The property was acquired by the City by tax title and the single family house on the site was condemned and demolished. The City intends to convey the property and enter into a land development agreement with a qualified developer. The purpose of this RFP is to select a developer with demonstrated experience and capacity to carry out a development project that expands housing for very low income individuals.

The City of Greenfield makes no representations or warranties, expressed or implied as to the accuracy and/or completeness of the information provided in this IFP. This IFP (including all attachments and supplements) is made subject to errors, omissions, prior sale, lease or financing and withdrawal without prior notice, and changes to, additional, and different interpretations of laws and regulations.

Due diligence: Bidders should undertake their own review and analyses concerning physical conditions, environmental conditions, applicable zoning, required permits and approvals, and other development and legal considerations. The selected developer shall be responsible for obtaining all necessary environmental and other permits.

BACKGROUND

For several years, the City has focused on the Deerfield Street Corridor Improvement Project to upgrade the southern gateway to Downtown Greenfield and to improve the quality of life for residents and businesses in this neighborhood. Sidewalk and park improvements, a planned pedestrian/bike path, and investments in the housing in this neighborhood continue to improve the environment in this neighborhood. The City wishes to encourage continued upgrades of the housing stock. The site is close to the Downtown and the Olver Transit Center. The City's recent Master Plan "Sustainable Greenfield calls for more housing in the downtown area. The City continues to make efforts to make Downtown Greenfield a more walkable and livable neighborhood.

Over the past year, the issue of housing that is affordable to extremely low income individuals who are trying to move out of homelessness has become a top priority. The City is looking to use this available lot to develop housing for this population.

The City hopes to select a developer who is interested in developing SRO/Studio units. Under existing zoning, a two-family dwelling is allowed on this parcel by Special Permit from the Zoning Board of Appeals.

The City intends to transfer the property to the developer "as is". It is the intent of the City to enter into a development agreement with the selected Bidder prior to the transfer of the land.

The development agreement will be finalized after the selection process. The City does not expect to invest additional public funds in support of this development.

PROPERTY DESCRIPTION

Location and Site Information

The site is located at 29 Washington Street in Greenfield; it is LOT 24-11-0 in the Assessors' Database. The plan of the land can be found as Attachment B.

This land is owned by the City of Greenfield and has previously been developed as single-family housing. The parcel is 11,147 square feet and is bound on the west by Washington Street; on the north by a single family rental property; on the southeast by a multi-family rental property; on the east by railroad tracks. There is public water and sewer. The site is located in an area served by Berkshire Gas; however, the developer shall make their own determination as to the availability and use of natural gas.

The site is located approximately ¼ mile south of Downtown Greenfield which has the City Hall, YMCA, Senior Center, Library, Post Office, Court House, retail, cinema, health services, grocery stores and restaurants. The site is ¼ mile south of the John Olver Transit Center which is a transit hub for all the public transit buses as well as Amtrak.

Utilities: The following information is provided for preliminary purposes only and must be independently determined and verified by the developer.

Water	City of Greenfield	Street/Existing
Sewer	City of Greenfield	Street/Existing
Electric	Greenfield Light and Power/Eversource	Street/Existing
Telephone/Internet	GCET/Comcast	Street/Existing
Cable	Comcast/Verizon	Street/Existing

Zoning: The property is currently in the General Commercial District

Development Objectives

The City of Greenfield is seeking a developer to build housing which responds to Greenfield's housing needs for housing for very low income individuals as recently came to light with the homeless encampment and the overcrowding at the Wells Street Shelter.

The City's objectives for this project include:

1. A development that meets the income target for very low income individuals and is a fiscally sound development plan.

2. Architecture that reflects the local design vernacular. The City has made a decision not to be prescriptive regarding the design requirements so that Bidders will be creative with building design, site layout and landscaping.
3. Site and building designs that incorporate “green” elements are strongly encouraged. The City is looking for proposals that describe what building and site design decisions are being recommended to increase the homeowners’ energy and utility savings and limit the project’s environmental impact.
4. A plan in place that supports the long-term viability including a property management plan that supports connections to services for individuals residing in the property.

It is strongly suggested that Bidders review the following found on the City of Greenfield website:

- The City’s Zoning Ordinance(<http://greenfield-ma.gov/f/116/Zoning-Ordinance-and-Map>)
- City of Greenfield’s Housing Needs Assessment (http://greenfield-ma.gov/files/Greenfield_Housing_Study_2014.pdf)
- Greenfield Guide to Development (http://greenfield-ma.gov/files/2016_Guide_to_Development_Permits.pdf)
- Sustainable Greenfield Master Plan ([http://greenfield-ma.gov/files/Sustainable Greenfield-Greenfields_2014_Comprehensive_Sustainable_Master_Plan.pdf](http://greenfield-ma.gov/files/Sustainable_Greenfield-Greenfields_2014_Comprehensive_Sustainable_Master_Plan.pdf))
- FEDERAL RESERVE BANK OF BOSTON REPORT ON HOUSING TO ELI HOUSEHOLDS <https://www.bostonfed.org/publications/new-england-public-policy-center-policy-report/2019/growing-shortage-affordable-housing-extremely-low-income-massachusetts.aspx>

Affordability Requirements

The units must be available for rent to low/moderate income individuals at a rent level not to exceed HUD Fair Market Rent level guidelines. These affordable units do not need to be included in the City of Greenfield’s Subsidized Housing Inventory.

Purchase and Sale Agreement and Development Agreement

The City intends to execute a Purchase and Sale Agreement with the developer within thirty (30) days of selection. The P&S shall include the terms set forth below and other terms satisfactory to the parties. The City intends to execute a Development Agreement at the closing, the terms of which will govern the post-closing development of the property.

The P&S will include terms customary to municipal transactions, including the following conditions:

- Encumbrances: The City shall convey the property subject to a Development Agreement, and an affordable housing restriction, enforceable by the City requiring the units to be used for affordable rental purposes, as set more particularly in the Development Agreement.
- Closing Conditions: The City will convey the property to the developer upon the satisfaction of the following conditions, among others:
 - Permits: The developer shall have obtained all permits, approvals, and licenses, with appeal periods having expired without any appeal being filed, or if filed, the final adjudication of such appeal pursuant to a final court order without further appeal from all federal, state and local authorities necessary to construct and operate the development.
 - Financing: The developer shall have obtained financing sufficient in a reasonable judgment of the City and the developer to design, construct, market and sell the development units required under the Development Agreement. The developer shall provide the City with firm project financing commitments, on terms and amounts reasonably satisfactory to the City and the developer. Prior to or simultaneously with the execution and delivery of the deed to the property, the developer shall close on project financing.

The City shall convey the project subject to a Development Agreement that will incorporate the provisions of the developer's accepted proposal. The parties shall sign the Development Agreement at the closing and record the same prior to the recording of any mortgages or other liens. The Development Agreement shall include, but is not limited to, the following terms:

- Construction Obligation: The developer shall construct new dwelling units on the property. The developer shall start the development within ninety (90) days from the date of sale and complete the construction within one (1) year from said date or within such extended period as is set forth more particularly in the Development Agreement.
- Affirmative Fair Housing Marketing: The developer shall market the units in the development in compliance with the requirements of the Affirmative Fair Housing Marketing Plan.
- Local Preference: The developer shall, to the extent permitted by law under a preference program, make the units available to individuals and families who are residents of the City of Greenfield or who work for Greenfield employers.
- Sale or Transfer of the Property: The developer shall not convey or transfer the property or any portion thereof to any person or entity, other than the sale of individual dwelling units to eligible homeowner buyers.

- Approved Plans: The developer shall obtain the City’s review and approval of project plans and specifications to confirm substantial compliance with the IFP.
- Subordination: Any and all mortgages and other liens on the property shall be subordinate to the Development Agreement.

2. Pre-Submission Information

Please note the following important pre-submission conditions:

- Pre-Bid Site Tour and Briefing: Interested bidders are encouraged to attend site briefing sessions on Monday, June 3, 2019 at 10:00 am. The briefing will take place at 29 Washington Street.
- Changes to Proposal: Bidders may correct, modify or withdraw a proposal by written notice received by MJ Adams prior to the time set for opening of proposals. After the opening, a Bidder may not change any provision of the proposal.
- Representations: The City of Greenfield makes no representations or warranties, expressed or implied as to the accuracy and/or completeness of the information provided in this RFP. This RFP, including all attachments and supplements, is made subject to errors, omissions, prior sale, lease or financing and withdrawal without prior notice and changes to, additional, and different interpretations of laws and regulations.

Submission Requirements

Proposals must be received at the Purchasing Department, 14 Court Square, Greenfield, MA 01301 on or before 2:00 pm, Friday, June 21, 2019 and must include the following to be considered a complete proposal:

1. A cover page included (Attachment A) “Proposal to the City of Greenfield for 29 Washington Street Development” and must include the name of the development entity, contact person and relevant contact information (this should be the person who will be the primary contact person).
2. One (1) original proposal and five (5) copies of the non-price proposal with required attachments
3. One (1) copy of the non-price proposal in digital format.
4. One (1) set of the responding entity’s financial information (audited financial statements with management letter from the last 2 years). This financial information will be treated as confidential, except as limited by law.
5. Price proposal – submitted in a separate sealed envelope and clearly labeled as Price Proposal. This price proposal submission shall not be considered until the bidder is selected as the preferred developer.

The City reserves the right to reject any or all proposals or to cancel this Request for Proposals if it is in the best interest of the City of Greenfield. The City is not responsible for undelivered or misdirected submissions.

PROPOSAL REQUIREMENTS

The following outlines the information required to be included in the proposal.

1. **BIDDER INFORMATION:** Provide a description of the individuals and organizations to be involved in the development (in particular the project manager) and their experience. The development team may include without limitation, the developer, project manager, property manager, architect, contractor, engineers, consultants, lenders and investors. This information should include:
 - a. The name, address, email address and telephone number of the Bidder; the name of any representative authorized to act on his/her behalf; the name and contact information of the contact to which all correspondence should be addressed; and the names and primary responsibilities of each individual on the development team.
 - b. If the Bidder is not an individual doing business under his/her name, a description of the firm and status of the organization (e.g. whether a for profit, not-for-profit, a charitable institution, a general or limited partnership, a corporation, LLC, LLP, business association, or joint venture) and the jurisdictions in which it is registered to do business.
 - c. If the Bidder is a non-profit; please include a list of the organization's Board of Directors, areas of expertise they represent and tenure on the board.
 - d. Identify all principals, partners, co-venturers or sub-developers participating in the transaction, and the nature and share of participants' ownership in and compensation from the project.
 - e. Identify the development team, such as architects, engineers, landscape designers, contractor, and development consultants. Provide background information, including firm resumes and resumes for principals and employees expected to be assigned to the project.
 - f. Explain whether the developer will also be the property manager and, if not, what the process will be for securing property management services until the development is turned over fully to the final condo/cooperative or housing association.

2. **SUMMARY OF COMPARABLE EXPERIENCE:** Provide a summary of first, the developer's and secondly, the development team's experience collectively and individually, and with similar projects. Particular attention should be given to demonstrate experience with projects of similar scale and complexity of site conditions,

public process, design and financing, as well as location. Bidder should demonstrate the ability to complete the project as proposed in a competent and timely manner, including the ability to pursue and carry out permitting, design, financing, construction and marketing/unit absorption. The following format should be used to submit the information for each project presented: Project name, location, project type and scope, start date; projected completion date and actual date of completion, total development costs, projected sale price and final sale prices of units, key project staff.

The Comparable Experience Summary should also include the following elements:

- Organizational Structure:** Describe the organizational structure of the development team and a plan for the maintenance of effective communications between the City and the development team during all phases of the project.
- Any Relevant Legal Proceedings:** Provide information regarding any legal or administrative actions past, pending or threatened that could relate to the conduct of the Bidder's (or its principals or any affiliates') ability to advance the project if selected.
- References:** Provide at least three (3) references with contact names, title and current telephone number and email who can provide information to the City concerning the Bidder's experience with similar projects.

3. **DEVELOPMENT PLAN:** Provide a detailed description of the development concept for the property and its improvement, including but not limited to:

Program: Indicate the number and size of units (square footage and number of bedrooms), affordability levels and projected rental prices.

Services provided: Please outline and detail services to be made available to residents of this property. If owner is not the service provider, include letter of interest from potential service provider that outlines their ability to provide services.

Development Budget: Indicate all sources of revenue. Also include all major expense items including, but not limited to environmental, permitting costs, construction cost estimates and soft costs.

Proposed Legal Structure: Indicate the proposed legal structure of the project and long-term management plan.

Marketing: Outline Affirmative Fair Housing Marketing plan

Summary Analysis: Describe how the proposal satisfies the development objectives. Discuss the physical plan and architectural character of the project and the various programmatic and physical elements of the development, including energy savings and green building elements of the design.

CONCEPTUAL DESIGN DRAWINGS: Provide 11 x 17 conceptual design plans, including:

- ❖ Site plan that describes parking layout and numbers of parking spaces.
- ❖ Landscape Plan
- ❖ Typical unit floor plans
- ❖ Elevations

4. IMPLEMENTATION PLAN: Describe how the development concept will be implemented, including but not limited to:

Project timeline: Provide a detailed development schedule for all the elements of the plan including key milestones, financing benchmarks, zoning approvals, and projected completion and occupancy timeframes.

Permitting: outline all required governmental or regulatory approvals, including land use, zoning, development and environmental permits, including a schedule for securing approvals. The bidder should note what zoning variances, special permits or modifications are required.

Construction Staging Plan: Include a discussion of construction impacts, including but not limited to how the project will be managed to limit impact on neighbors during the construction period.

Management Plan and Operating Budget: The proposal must include a plan for the ongoing management of the development facilities along with an illustrative operating budget to cover annual costs of managing the property. If the Bidders' legal structure assumes a housing or condominium association, the proposal should include a narrative about how the transition from developer to manager will be staged to ensure a success.

EVALUATION CRITERIA

Section IV: Evaluation Criteria

All proposals will be evaluated by the Selection Team based upon minimum and comparative criteria. The City will award a contract to the company that submits the most advantageous proposal based on consideration of the specified minimum and comparative criteria as well as price.

1. Minimum Threshold Criteria:

The following are minimum criteria for Bidder consideration. Proposals that do not clearly and fully comply with these minimum criteria will not be considered.

1. Conformance with all submission requirements
2. Bidder must have a minimum of 3 years experience in housing development and show a successful track record. Bidder must also demonstrate sufficient staff, and/or available time to perform the services required to meet the proposal requirements.
3. Bidder must complete and sign the required forms:
 - a. Cover Sheet Response
 - b. Certificate of Non-collusion
 - c. Certification of Tax Compliance
 - d. Disclosure of Beneficial Interest Form as required by M.G.L. c. 7, section 40J

2. Comparative Evaluation Criteria:

The following rating will be used to evaluate those proponents that meet the minimum evaluation criteria above. Those proposals that do not meet the minimum criteria may be reviewed at the City's discretion. If a proposal scores *Not Advantageous* on any of the following comparative criteria, the City may consider the proposal unacceptable and not review it any further. The City will consider the following comparative criterion for award:

<i>Highly Advantageous</i>	Proposal excels on the specified criterion
<i>Advantageous</i>	Proposal meets evaluation standard for the criterion.
<i>Not Advantageous</i>	Proposal does not fully meet the evaluation criteria, leaves a question or issue not fully addressed or does not address the element.

The criteria that will be used for comparative purposes are as follows:

a) **Project Feasibility**

Measuring the extent to which the project is financial feasible and the proposed resource are attainable as indicated by an analysis of the:

- Development Budget: Including all sources of revenue and environmental, permitting costs, construction cost estimates, and soft costs
- Marketing Plan: Including affordability to target households, and an absorption schedule based in current reality.
- Operating Budget: including appropriateness for target population, reasonableness of management, administrative costs, maintenance and utility costs
- Project Timeline: as indicated by reasonableness of assumptions and understanding of constraints

Highly Advantageous: The proponent exceeds all the criteria.

Advantageous: The proponent meets all the criteria.

Not advantageous: The proponent does not adequately meet the criteria.

b) **Development Experience and Capacity**

Measuring the extent to which the developer's experience exceeds the minimum criteria as indicated by:

- The developer's prior track record in the construction of housing.
- A demonstrated ability to complete projects on time and within budget.
- Experience with affordable housing development.
- A staffing commitment that demonstrates capacity to begin development work within 60 days of designation as preferred developer
- A demonstrated commitment to working with community groups and addressing concerns effectively
- Results of a reference checks

Highly Advantageous: The proponent exceeds all the criteria.

Advantageous: The proponent meets all the criteria.

Not advantageous: The proponent does not adequately meet the criteria.

c) **Developer’s Financial Strength**

As indicated by:

- Review of all other real estate owned by the development entity.
- Ability to secure financing as evidence by letter(s) from prospective lender(s).
- Strong and stable entity financials reflecting the capacity to see project through to full occupancy
- Bankruptcy within the past ten years by any member of the development team
- Results of reference checks

Highly Advantageous: The proponent exceeds all the criteria.

Advantageous: The proponent meets all the criteria.

Not advantageous: The proponent does not adequately meet the criteria.

d) **Site and Unit Design:**

Indicating a superior design approach that reflects:

- Identified housing needs
- Reflects the local design vernacular.
- Provides adequate parking
- Inclusion of energy saving design with green/sustainable material, methods and systems.
- Sensitive use and design of site as it relates to the natural and built environment in the neighborhood.

Highly Advantageous: The proponent exceeds all the criteria.

Advantageous: The proponent meets all the criteria.

Not advantageous: The proponent does not adequately meet the criteria.

e) **Affordability:**

As indicated by the extent to which the project meets the affordability preference as described above.

Highly Advantageous: The proponent exceeds all the criteria.

Advantageous: The proponent meets all the criteria.

Not advantageous: The proponent does not adequately meet the criteria.

SELECTION PROCESS

The contents of the proposals shall remain confidential and shall not be disclosed to competing Bidders until the completion of the Development Agreement with the Selected Developer. At the opening, the City shall prepare a register of Bidders identifying the names of the individuals, firms and entities that submitted a proposal. The register shall be open to public inspection.

The Mayor shall appoint a committee to review and evaluate all proposals that have been received. The committee may invite interviews from bidders who meet the minimum threshold criteria for consideration. Evaluation of the proposals will be based on the information provided in the Bidders submission in accordance with the submission requirement of this RFP and any interviews, references, and additional information requested by the City. The City will notify all Bidders in writing of its decision.

Each responsive proposal will be assigned a rating of highly advantageous, advantageous, or not advantageous with respect to each criterion, and the reasons for each rating will be set forth in writing. An overall composite rating for each proposal will be set forth in writing along with the reasons for the rating. The award will be made to the most highly advantageous proposal from a responsible and responsive Bidder.

The City intends to make a contract award by written notice to the successful Bidder no later than ninety (90) working days from the deadline for receiving proposals. The City intends to enter into a P&S, which will include a Development Agreement with the selected developer within thirty (30) days of selection, unless the time for contract award is extended by mutual agreement between the City and the selected Bidder. The P&S and the Development Agreement will be negotiated after the selection process and shall contain the terms set forth in this RFP. The Development Agreement shall be executed at the closing.

THE CITY OF GREENFIELD RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS OR TO CANCEL THIS REQUEST FOR PROPOSALS IF IT IS IN THE BEST INTEREST OF THE City OF GREENFIELD.

ATTACHEMENTS:

- A: COVER SHEET**
- B: SITE PLAN**
- C: CERTIFICATION OF NON-COLLUSION AND TAX COMPLIANCE**
- D: DISCLOSURE OF BENEFICIAL INTEREST**

ATTACHMENT A:
COVER SHEET FOR RESPONSE TO
City of Greenfield –
Washington Street Affordable Housing Development

Organization Name: _____

Name & Title of Organization's Authorized Representative: _____

Address: _____

–

Email: _____ Telephone: _____

Organization is: (check one)

- | | | |
|--|--|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Partnership | <input type="checkbox"/> Association |
| <input type="checkbox"/> Joint Venture | <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Public Agency |
| <input type="checkbox"/> Quasi-Public Agency | <input type="checkbox"/> Other: _____ | |

The undersigned, (name) _____, (title) _____,
acknowledges the receipt of the Request for Proposals 19-34 for Affordable Housing Development dated
May 22, 2019 and of the Addenda No(s): _____.

The proposer agrees to comply with all local, state and federal requirements in the implementation of
the activities and development requested in this RFP.

Authorized Signature: _____ Date: _____

ATTACHMENT B:

SITE PLAN

ATTACHMENT C:

CERTIFICATION OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Authorized Signature: _____ Date: _____

Printed Name and Title of Person Signing: _____

Organization: _____

CERTIFICATION OF TAX COMPLIANCE

Pursuant to M.G.L., Chapter 62C, sec 49A, the undersigned certifies, under pains and penalties of perjury that, to the best of his/her knowledge and belief , that the bidder has complied with all the laws of the Commonwealth relating to taxes.

Authorized Signature: _____ Date: _____

Printed Name and Title of Person Signing: _____

Organization: _____

ATTACHMENT D:

Disclosure of Beneficial Interest

DISCLOSURE STATEMENT OF PERSONS HAVING BENEFICIAL INTEREST IN REAL
PROPERTY REQUIRED PURSUANT TO MASSACHUSETTS GENERAL LAWS,
CHAPTER 7, SECTION 40J

Pursuant to the requirements of Massachusetts General Laws, Chapter 7, Section 40J, I,

_____, as duly authorized representative of
_____, a () corporation, () partnership,
() joint venture, or () other business entity; organized pursuant to the laws of the state of
_____ and having a place of business at _____, provide

the following statement giving the true names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property which is the subject of the **City of Greenfield Invitation for Proposal for Washington Street Affordable Housing Development** to which this statement will be attached. If there are no such persons, I have indicated this by inserting the word “NONE” in the space below.

NAME

ADDRESS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(If necessary, attach additional names and addresses on a separate sheet of paper referencing this Statement)

This Disclosure Statement is signed by a duly authorized officer of the organization under the pains and penalties of perjury this ____ day of _____, 201_.

Signature: _____

Printed Name and Title: _____

CLERK’S CERTIFICATE
(Applicable to all Corporations)

Date: _____

I, _____,
being the clerk of _____,
hereby certify that the Proposal submitted hereby, has been authorized by the Board of Directors
of said corporation, and that the above signatures are those of the duly authorized agents and/or
officers of same

_____.

Clerk

(CORPORATE SEAL)