

**TOWN OF EASTHAM/EASTHAM AFFORDABLE HOUSING TRUST REQUESTS FOR PROPOSALS (RFP)
FOR GIFT OR PURCHASE OF REAL PROPERTY FOR AFFORDABLE RENTAL HOUSING PURPOSES**

The Town of Eastham/Eastham Affordable Housing Trust seeks Requests for Proposals offering real property to the Town of Eastham/Eastham Affordable Housing Trust for gift or purchase. The Town of Eastham/Eastham Affordable Housing Trust is seeking properties that can be used for year-round affordable rental housing. The Town of Eastham/Eastham Affordable Housing Trust will consider single family dwellings and/or multi-family dwellings; the Town of Eastham/Eastham Affordable Housing Trust will consider properties with single units and/or multiple units (not to exceed seven dwelling units). All real property for consideration must meet basic specifications contained in the Request for Proposals (RFP).

All proposals must be received on or before **2:00 p.m. Tuesday, November 8, 2011** at Eastham Town Hall, Town Administrator's Office, and 2500 State Highway, Eastham, MA 02642. Specifications and documents may be obtained from Vicky Anderson at Eastham Town Hall by calling 508-240-5900 Monday through Friday from 8:00 a.m. to 4:00 p.m. or through our Website at www.eastham-ma.gov.

All proposals for consideration must be submitted and clearly marked as follows in two separate sealed packets or envelopes:

- (1) Seven (7) copies - Sealed and Clearly Marked:
"Town of Eastham/Affordable Housing Trust RFP - Offer to Trust for Gift or Purchase of Real Property for Affordable Rental Housing Purposes – **Technical Non-Price Proposal**"
- (2) Two (2) copies - Sealed and Clearly Marked:
"Town of Eastham/Affordable Housing Trust RFP - Offer to Trust for Gift or Purchase of Real Property for Affordable Rental Housing Purposes: **Price Proposal**"

Fax or other electronic submissions will not be considered.

The Town of Eastham/Eastham Affordable Housing Trust reserves the right to reject any or all proposals, to waive any informalities in the proposals received, and to accept the proposal which best meets the criteria set by the Town. AA/EOE

Sheila Vanderhoef
Town Administrator/Chief Procurement Officer

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I. GENERAL SUBMISSION REQUIREMENTS

For consideration RFP responses must follow all submission requirements as outlined below:

A. Delivery of Proposals

All proposals must be received on or before **2:00 pm November 8, 2011** at Eastham Town Hall, Town Administrator's Office, 2500 State Highway, Eastham, MA 02642.

B. Minimum Threshold Criteria

The project must meet the minimum threshold criteria. Submittals failing to comply with one or more of the minimum criteria stated below shall be disqualified from further consideration:

- i. Submission materials must be complete, including signed Letter of Interest, Narrative Description, Certificate of Tax Compliance, Non-Collusion Certificate, and Disclosure of Beneficial Interest
- ii. Title must be in fee simple absolute
- iii. Property must be located in the Town of Eastham
- iv. Property cannot already be deed-restricted affordable
- v. Property may contain single or multi-family units; if property has multiples units, property must contain seven or less units

C. Submission

All proposals shall be organized as outlined below. **Proposals must be in two separate sealed packets or envelopes, Seven (7) copies of one marked "Eastham Affordable Housing Trust Rental Housing RFP: Technical (Non-Price) Proposal" and Two (2) copies of one Marked "Eastham Affordable Housing Trust Rental Housing RFP: Price Proposal".**

The Non-Price Proposal contains:

- 1. Letter of Interest (see Attachment A)
- 2. Photographs of the property (at a minimum, photograph of property from street access and photographs of front of each dwelling unit)
- 3. Narrative Description of Property (see Attachment B)
- 4. Certificate of Tax Compliance (see Attachment C)
- 5. Non-Collusion Certificate (see Attachment D)
- 6. Disclosure of Beneficial Interest (see Attachment E)

The Price Proposal contains:

- 1. Price Proposal (see Attachment F)

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II. NON-PRICE EVALUATION CRITERIA

Evaluation will be based on criteria below and preference given to properties that score most advantageously.

- Construction Quality Dwellings will be assessed based on construction quality and estimates of rehabilitation needed. The Trust looks to make sure any repair or rehab that could be needed in the next five (5) years of homeownership is accounted for in a repair/rehab budget. This includes weatherization, code compliance, safety issues, mechanicals and other construction items. The concept is that the dwelling unit either needs to be in TOP “move in condition” or else Trust will manage repair/rehab to ensure it becomes “move in condition”. See Attachment G for details on Construction Quality evaluation categories. **MAXIMUM REHAB BUDGET IS \$30,000 per unit. If repair/rehab is estimated to cost more than \$30,000 the proposal will be scored as disadvantageous.**

- Cost per Dwelling Unit - **AS A GUIDELINE, THE TRUST ENVISIONS COST PER DWELLING UNIT TO BE APPROXIMATELY \$150,000 - \$350,000, ALTHOUGH UNITS OUTSIDE THIS RANGE WILL BE CONSIDERED. Preference will be for units most cost-effective to the Town of Eastham/Eastham Affordable Housing Trust, and construction quality/rehab budget needs will be considered as part of cost.**

- Cost per Bedroom

- Cost per Square Footage of Living Area

- Desirability of Dwelling Units for Affordable Housing Dwelling units will be assessed based on suitability for family housing, including preference to units that meet Department of Housing and Community Development Local Initiative Program Design and Construction Standards (see

http://www.mass.gov/?pageID=ehedterminal&L=3&L0=Home&L1=Community+Development&L2=Chapter+40B+Planning&sid=Ehed&b=terminalcontent&f=dhcd_legal_ch40bguidelines&csid=Ehed).

Special consideration will be paid to unit size and bathrooms, with preference being given to units that meet the following requirements:

1 bedroom - 700 + sq ft living area \ 1+ bathroom

2 bedrooms - 900 + sq ft living area \ 1+ bathroom

3 bedrooms - 1200 + sq ft living area \ 1.5+ bathrooms

4 bedrooms - 1400 + sq ft living area \ 2+ bathrooms

- Desirability of Location for Affordable Housing

Location will be assessed based on proximity to services and traffic patterns.

- Future Development

Properties that have capacity for additional dwellings to be built may be given preference.

While the above listed criteria form the basis for the evaluation of properties into highly advantageous, advantageous, or disadvantageous, the Town of Eastham/Eastham Affordable Housing Trust shall retain the right to assign weight to criteria based on its impact on the total property. Therefore, all submissions meeting the “*Minimum Threshold Criteria*” shall be considered.

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Attachments:

Attachment A – Letter of Interest Form

Attachment B – Narrative Description of Property Form

Attachment C – Certificate of Tax Compliance

Attachment D – Non-Collusion Certificate

Attachment E – Disclosure of Beneficial Interests

Attachment F – Price Proposal Form

Attachment G – Construction Quality Evaluation Form

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Attachment A: Form for Letter of Interest

Date: _____

Eastham Town Hall
Town Administrator's Office
2500 State Highway
Eastham, MA 02642

RE: Request for Proposals, Rental Housing

Dear Town of Eastham/Eastham Affordable Housing Trust:

Please find attached our response to the Town of Eastham/Eastham Affordable Housing Trust's Request for Proposals for Property for Affordable Rental Housing Purposes.

Property Submitted:

Street Address

Assessor Map and Parcel: _____

Lot Size: _____

Dwelling Unit(s) Square Feet Living Area, Number of Bedrooms, Number of Bathrooms:

Owner (name and contact phone): _____

Broker, if applicable (name and contact phone): _____

Signature (Authorized Agent or Owner):

Signer's Address: _____

Signer's Phone: _____

Signer's E-mail: _____

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Attachment C: Certificate of Tax Compliance

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify under the penalties of perjury that to the best of his/her knowledge and belief I am in compliance with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

By: _____

Signature of authorized representative and title _____

Date _____

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Attachment D: Non-Collusion Certificate

NON-COLLUSION CERTIFICATE

The undersigned certifies under penalties of perjury that this bid is in all respects bonafide, fair and made without collusion or fraud with any other person. As used in this section the word "person" shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

Authorized Signature

Date

Social Security or Federal Identification Number

Legal Name of Business Entity

Address: _____

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Attachment E: Disclosure of Beneficial Interests in Real Property Transaction

This form contains a disclosure of the names and addresses of all persons with a direct or indirect beneficial interest in the real estate transaction described below. This form must be filed with the Massachusetts Division of Capital Planning and Operations, as required by M.G.L. c7, § 40J, prior to the conveyance of or execution of a lease for the real property described below. Attach additional sheets if necessary.

1. Public agency involved in this transaction: Town of Eastham/Eastham Affordable Housing Trust(Name of jurisdiction).

2. Complete legal description of the property:

3. Type of transaction: Sale Lease or rental for _____ (term):

4. Seller(s) or Lessor (s): _____
Purchaser(s) or Lessee(s) _____

5. Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above. Not: If a corporation has, or will have a direct or indirect beneficial interest in the real property, the names of all stockholders must also be listed except that, if the stock of the corporation is listed for sale to the general public, the name of any person holding less than ten percent of the outstanding voting shares need **not** be disclosed.

Name Address

None of the persons listed in this section is an official elected to public office in the Commonwealth of Massachusetts except as noted below:

Name Title or position

6. This section must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named in item 1. If this form is signed on behalf of a corporation, it must be signed by a duly authorized officer of that corporation. The undersigned acknowledges that any changes or additions to item 4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Planning and Operations within 30 days following the change or addition.

The undersigned swears under the pains and penalties of perjury that this form is completed and accurate in all respects.

Signature: _____ Printed name: _____

Title: _____ Date: _____

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Attachment F: Price Proposal

NOTE:

Two (2) copies of this page must be submitted separately, in a sealed and clearly marked envelope:

“Town of Eastham/Affordable Housing Trust RFP – Offer to Trust for Gift or Purchase of Real Property for Affordable Rental Housing Purposes: Price Proposal”

Date: _____

Eastham Affordable Housing Trust
c/o Eastham Town Hall / Town Administrator’s Office
2500 State Highway
Eastham, MA 02642

**RE: PRICE PROPOSAL – Town of Eastham/Affordable Housing Trust RFP
Offer to Trust for Gift or Purchase of Real Property for Affordable
Rental Housing Purposes**

Dear Town of Eastham/Eastham Affordable Housing Trust:

Please find below the Price Proposal to the Town of Eastham/Affordable Housing Trust’s Request for Proposals (RFP) for Gift or Purchase of Real Property for Affordable Rental Housing Purposes:

Property Submitted (address) _____

Price: _____

Signature (Authorized Agent or Owner):

Signer’s Address: _____

Signer’s Phone: _____

Signer’s E-mail: _____

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Attachment G: SAMPLE Construction Evaluation Form (for info only - - not to be filled out)

Property Address: _____

Date of Viewing: _____

Comparative Evaluation Criteria:

(0 = best - no work needed; 5 = worst)

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>Unacceptable</u>
Energy Efficiency (insulation, windows/doors)	<input type="checkbox"/>					
Appliances (note: can be scored a 1 ½)	<input type="checkbox"/>					
Kitchen	<input type="checkbox"/>					
Bathrooms	<input type="checkbox"/>					
Mechanicals (heat,hot water)	<input type="checkbox"/>					
Septic	<input type="checkbox"/>					
Wiring	<input type="checkbox"/>					
Plumbing	<input type="checkbox"/>					
Landscaping (Inc. driveway, steps/access, garage)	<input type="checkbox"/>					
Foundation/Basement	<input type="checkbox"/>					
Roof/Chimney	<input type="checkbox"/>					
Lead, Pests, Soil (est)	<input type="checkbox"/>					
Exterior (siding & misc, not roof, windows/doors)	<input type="checkbox"/>					
Interior (not mechanicals, wiring, plumbing, appliances)	<input type="checkbox"/>					

Overall: acceptable unacceptable