

April 11, 2016

**Scituate Housing Authority
791 Country Way
Scituate, MA 02066**

REQUEST FOR PROPOSALS- Lawson Green Apt., Scituate, MA

To select a developer to construct, own, and manage a proposed new senior Chapter 40B qualified rental project of a minimum of 22 units on a site owned by the Scituate Housing Authority. The working name for this proposal and the planned apartment community is **“Lawson Green Apartments”**.

IMPORTANT DATES

Pre-Proposal Meeting/Site Tour: April 26, **2016**

Proposal Submission Deadline: May 13, 2016, **at 5:00 p.m.**

Developer Selection: June 15, 2016

I. Invitation to Bid

The Scituate Housing Authority (“SHA”), with the assistance of the Town of Scituate’s Procurement Officer, is seeking proposals from qualified affordable housing developers for the development, long-term ownership, and management of “Lawson Green Apartments”, a proposed new construction, minimum 22+ unit property to be developed as Chapter 40B qualified, senior-restricted, rental apartments. The site is currently part of an existing Housing Authority property, who will sell the subject vacant site for the price of one dollar in return for the execution of “in perpetuity” Chapter 40B Affordability Use Restrictions by the selected developer.

The SHA acquired the land from the Town of Scituate in 1982 for the conversion of a former public school building to “Central Park Apartments”, a federally-assisted senior rental apartment community managed by the Authority. After much consideration of the future need for additional affordable housing options for seniors in Scituate in recent years, the SHA Board voted formally in 2015 to investigate the feasibility of developing at the minimum 22 units of new construction Chapter 40B-qualified senior rental housing on a portion of the Central Park Apt. site adjacent to the property’s parking lot. The SHA Board next contracted for a local legal opinion as to the potential of the proposed site for the development of new affordability-

restricted senior rental housing. This legal opinion confirmed the feasibility of these SHA senior affordable rental housing development goals. In addition, the SHA contracted for an initial site assessment from the McKenzie Engineering Group of Norwell, MA. This assessment provides a site sketch showing a theoretical placement of the proposed new building, and contains other local information useful to potential developers considering a response to this RFP. Both this assessment and the legal opinion are available as scan documents at the town website link:

<http://www.scituatema.gov/housing-authority/pages/affordable-housing-initiatives>

In formulating potential uses for the subject site, the Housing Authority decided not to serve as the developer, but instead to sell the property for the discounted price of one dollar to a qualified owner/developer of affordability-restricted rental housing who would agree to execute “in-perpetuity” Chapter 40B affordability senior rental use Restrictions. Though the SHA will not be the developer, the SHA Board will provide written letters of support to the selected developer for their future permitting, public financing, public affordable housing grants, and other public applications. In addition, the SHA will provide a letter to the U.S. Dept. of Housing and Urban Development (HUD) supporting the required legal separation of the proposed Lawson Green Apartments. site from the existing Central Park Apartments property. The selected developer must make all such applications at their own cost and risk. The SHA Board will also provide written support for the selected developer to include within their application to the Scituate Board of Selectmen for authorization to use the Massachusetts Department of Housing and Community Development’s (DHCD’s) “friendly 40B” protocols for the development of the parcel as senior affordable rental housing.

The purpose of this RFP is to select a developer with demonstrated affordable rental housing development experience and the professional capacity to successfully own, develop, and manage the site as per the conditions set out by the SHA as further detailed within this RFP. The most advantageous proposal from a responsive and responsible development team, taking into consideration all evaluation criteria set forth in this RFP, will be selected.

II. Proposal Submission and Selection Process

The SHA has determined that the award of this contract is subject to the Uniform Procurement Act. M.G.L. c. 30B since the site ownership will be transferred to the selected qualified developer (for one dollar). Therefore, the provisions of M.G.L. c. 30B are incorporated here by reference and this proposed transfer of the parcel will be posted on the State Central Registry, as well as www.CHAPA.org. In addition, a notice of this development opportunity will be published for two consecutive weeks in the Patriot Ledger Public Notices Section. The SHA Board is also thankful for the assistance of the Town of Scituate’s Chief Procurement Officer, also the Town Administrator, Patricia A. Vinchesi. An authorized member of the town Administrator’s team will personally open all submission received at a public meeting scheduled for May 13, 2016 at 6 P.M..

Applicants shall submit on or before 5 P.M. , May 13, 2016, a clearly marked original proposal plus seven paper copies in a sealed package also containing an electronic copy on a flash drive, to:

Lawson Green Apartments Site Development Proposal
Scituate Housing Authority
791 Country Way, Scituate, MA 02066

Proposals submitted after this time will not be accepted. Proposals must include all required documents, completed and signed by a duly authorized signatory for the applicant team, and including the following to be considered a complete proposal:

1. Cover page labeled “Lawson Green Apartments Site Development Proposal”. Also, list the developer/RFP applicant entity/company, their contact person and the primary contact information of same.
2. One clearly marked original, in a three-ring binder, and seven copies of the proposal with required attachments
3. An electronic pdf scan version of the complete proposal submission on a flash drive.

The SHA 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 SHA.

All pre-submission inquiries should be made via e-mail and directed to the Joe Armstrong, Affordability Consultant for the SHA at:

ioearmstrong@multifamilycapital.net, with cc: copy to:

Kathy DeMarsh, SHA Ex. Director at:

kdemarsh@scituateha.org

Pre-submission inquiries should be made no later than May 4, 2016.

Inquiries should have a subject line entitled: *Lawson Green Apartments Site RFP Inquiry*. Any inquiries received after this date will not be accepted. All inquiries and SHA responses will be shared in an ongoing way via posting to the Scituate Housing Authority web page along with the other due diligence documents available for review at:

<http://www.scituatema.gov/housing-authority/pages/affordable-housing-initiatives>

Proposals will be opened publicly at 6 P.M. on May 13, 2016 in the Scituate Housing Authority Conference Room located at **791 Country Way, Scituate, MA 02066**. After the date of submission, a Proposer may not change any part of the proposal. Each responsive proposal will be evaluated first for compliance with the “Threshold Criteria”, and if it meets those criteria then according to the criteria set forth in Attachment A “Evaluation Criteria”.

The SHA makes no representations or warranties, express 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, and withdrawal without prior notice, and changes to, additional, and different interpretations of laws and regulations.

Proposers’ Responsibility for due diligence: The SHA has made available to all proposers limited due diligence including a preliminary site assessment and a legal opinion as to the development potential for the site as affordability-restricted, Chapter 40-B qualified, rental housing for seniors. Proposers should undertake any additional research they feel may be necessary at this RFP stage concerning physical conditions, environmental conditions, applicable zoning, required permits and approvals, and other development and legal considerations.

III. Site Tour and Briefing

Interested Proposers are encouraged to attend a voluntary on-site briefing session on April 26, 2016 at the site, located to the rear of the existing Central Park Public Housing (community located on Central Park Drive off Branch Street, Scituate, MA. All interested parties are invited to attend and no advance confirmation is required.

IV. Development Objectives

The SHA is seeking a developer to own, develop, own, and manage a minimum 22 units of senior restricted, Chapter 40-B qualified, rental housing on the site. Energy efficiency, attractive design, and maintainability of the building(s) to be developed are desirable features. The bedroom mix should be based on the site’s capacity, good site planning and landscaping considerations, and the market and financial feasibility of an affordable rental project for seniors. The selected developer will be required, as a condition of being provided site control by the SHA, to execute “in-perpetuity” Chapter 40B Senior Rental Use Restrictions.

SHA Goal

It is the goal of the SHA in pursuing this project to create additional senior income restricted rental stock designed to be affordable based on the Chapter 40B State program requirements to meet anticipated demographic demand as working local low income adults (earning under 80% of median income) seek to retire in Scituate. If successful, this project will meet a portion of current and projected unmet demand for quality affordable senior rental apartments.

Affordability

The goal of this project is to build a 100% affordable housing if possible. At a minimum, however, fifty percent of all units must meet the 80% affordability requirements required per Chapter 40B for the inclusion of all rental units within the town of Scituate's eligible affordable unit count. If feasible after consideration of all possible sources and uses, the SHA prefers that a developer plan to maintain a much higher ratio of affordable to market units, but not at the risk of the long-term feasibility of the project. The proposer should include a clear analysis as to the levels of affordability contemplated and the reasoning behind the proposed unit and income mix.

Unit Types

The development should reflect the intended use as affordable senior rental housing.

Building Design and Aesthetics

The development's architecture should reflect the local historical, design vernacular and be an example of superior design; both interior and exterior. The SHA has made a decision to be as non-prescriptive as possible regarding the design requirements so that Proposers will have flexibility in regard to building design, site layout and landscaping. The final appearance of the proposed development should, however, be harmonious with existing norms for the site neighborhood and architecture common to the area. Proponents are encouraged to use their creativity and experience in the choice of design, materials and methods of construction that will minimize regular maintenance costs and that are energy efficient. The overall project design via initial artist's renderings of a potential will be judged as part of the Comparative Analysis described in Attachment A.

Energy Efficiency

The SHA is looking for proposals that include building and site designs that increase the tenants' energy and water savings and limit the project's environmental impact. Details regarding sustainable design features should be incorporated into the project description.

Site

This site has town water and sewer (subject to applicable permits), and the development team must work within the limits of required set-backs detailed within the aforementioned preliminary site assessment available on the SHA webpage.

Project Permitting

All Proposals should assume the use of the DHCD's "Friendly 40B" protocols for the development of the site. The selected development team will have the full support of the SHA Board for all permit hearings, grant applications, HUD authorizations, and other public submissions.

V. Property Description

Please see the referenced [central_park_due_diligence_report](#) Site Assessment available with other due diligence documents on the SHA webpage at:

<http://www.scituatema.gov/housing-authority/pages/affordable-housing-initiatives>

VI. Proposal Submission Requirements

1. The Developer

The proposal must include a description of the development team, the individuals and organizations to be involved in the development, **in particular the intended Senior Project Executive**, and their experience. The development team should at a minimum include the developer, the architect, the construction manager/contractor, and the intended property management contractor. Proposals must include:

- The name, address, e-mail address, and telephone number of the proposer, 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.
- If the proposer 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 or 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. If the proposer is a non-profit, please include a list of the organization's Board of Directors and areas of expertise they represent.
- The nature of the entity to enter into the initial site control option agreement to be provided by the SHA, and the eventual contract of fee simple sale of the Property.
- Identification of all principals, partners, co-venturers or sub-developers participating in the transaction, and the nature and share of participants' ownership in the project.
- Discussion of the developer's intended property management contractor and evidence they have been previously approved by the DHCD and/or MassHousing to manage publicly assisted rental housing.

- Identification of the development team, such as architects, engineers, landscape designers, contractor, development consultants. Background information, including firm resumes and resumes for principals and employees expected to be assigned to the project, should be provided.
- 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 a similar scale and complexity of **site conditions, design and financing**, as well as location. The Proposer should demonstrate the ability to complete the project in a competent and timely manner, including the ability to pursue and carry out design, permitting, financing, construction, and marketing/unit absorption.
- Developer should provide photos of three similar developments they have worked on in Massachusetts with brief narrative descriptions for each.

The following format should be used to submit the information for each project identified.

- Narrative on why your experience is relevant to the Lawson Green Apartments project.
- Description of the organizational structure of the development team and a plan for the maintenance of effective communications between the SHA and the development team during all phases of the project.
- Information regarding any legal or administrative actions past, pending or threatened that could adversely impact the proposed development related to the conduct of the Proposer, and its principals.
- Confirmation that there are no local, state or federal taxes due and outstanding for the development team or any constituent thereof.
- Provision of professional references for 3 completed projects, with contact names, title and current telephone numbers who can provide information to the SHA concerning the Proposer's experience with similar projects. These can be projects owned by the proposer, or those where the principal of the proposer served as the Senior Project Executive for another client/owner.

2. Development Concept

- Three underwriting scenarios should be submitted with each RFP response, with at least one scenario where all physical units shall be rented at Chapter 40B maximum rents designed to be affordable to those earning under 80% of median income.
- The proposal must include a narrative description of the development concept for the property and its improvements, including but not limited to:
- Number and size of units (square footage and number of bedrooms) and affordability levels. Include narrative as to why/how the mix of bedroom sizes and affordability was

determined to ensure project financial feasibility and appropriateness for the marketplace.

- Preliminary site sketch concept plan.
- Discussion of the physical plan and architectural character of the project and the various programmatic and physical elements of the development, including energy savings/green elements of the building and site designs.
- Construction staging plan and discussion of construction impacts, including but not limited to how the project will be managed to limit impact on neighbors in particular noise and traffic during the construction period.
- Project financing – provide a description of likely local, state, and federal sources to be used in funding the project and describe previous success in securing such funding.

3. Conceptual Design Drawings

If the proposer's site development concept is significantly different than that detailed within the SHA's preliminary site assessment site sketch, please provide a copy of such plan as an alternative. Such differences may be in regard to the location of parking spaces, placement of building, and so on. In addition,

- landscape plan with sufficient detail on how the plan addresses limiting the project impact on surrounding areas
- floor plans
- elevations with material indications
- typical unit plans

4. Sales and Management Plan

- Description of the target market, e.g., pricing and the strategy for marketing process
- The proposal must include a plan the ongoing management of the development. In addition, if the Proposer is including a property manager as part of its team, all relevant information as outlined under 'Developer' above should be included as well as details of any projects where the Proposer and Manager have worked together before.
- Local Preference for Affordable Units: To ensure a fair and equitable selection, for the affordable units, a local Scituate preference shall be used to the extent permitted by Chapter 40B regulations, for all affordability-restricted rental units. If there are insufficient local applicants, then a waiting list shall be opened up to non-Scituate applicants.

At a minimum the selected Proposer and/or their Agent shall demonstrate prior to the SHA's selection of a developer or execution of a Development Agreement:

- a clear understanding of fair housing requirements/laws
- a clear understanding of local preference opportunities and requirements of Chapter 40B

- utilize appropriate state standards to determine program and unit eligibility – i.e. qualified tenants
- establish a criteria for tenant selection and a fair and unbiased selection process;
- be responsible for selecting properly qualified tenants;
- maintain all necessary reports and certifications required under state and federal law.

1. Implementation Plan and Timetable

The proposed development should be completed within two years of the execution of the Development Agreement with the selected developer. The proposal must include a description of how the development concept will be implemented, including but not limited to:

- A general, quarterly, one page development schedule indicating likely time-frames for achieving critical milestones such as obtaining a state financing commitment, applying for zoning and other permits, and projected completion / occupancy timeframes.
- Outline of required land use, environmental, operational and other governmental or regulatory approvals, including land use, zoning, development and environmental permits. The proposer should identify what likely zoning variances, special permits or modifications are required.

VII. Developer Selection Criteria

All proposals submitted by the due date will be evaluated for conformance with the below stated minimum criteria. Those proposals that meet the minimum criteria will then be evaluated by the comparative criteria described below. All Proposers that meet these minimum criteria will be invited for an interview and will be scored by the review committee (the SHA Board Members). The SHA reserves the right to select the proposal that best meets the needs of the community and that may not be the proposal that achieves the highest score.

Minimum threshold criteria

The following are **minimum criteria** for Proposal consideration. Proposals that do not clearly and fully convey these minimum criteria will not be considered.

1. Complete conformance with all submission requirements
2. Proposer must have a minimum of 5 years' experience in development of affordability-restricted rental housing
3. Proposer must show a successful track record of projects of similar scope or larger
4. Developer availability to commence work within 90 days of selection; show sufficient staff resources and availability to perform required services
5. Completed required forms at Attachments G, H & I:
 - Certificate of non-collusion
 - Tax compliance

- Disclosure of beneficial interests form as required by M.G.L. c. 7, section 40J

Comparative Evaluation Criteria

Projects meeting the minimum criteria will then be judged on the following additional comparative evaluation criteria:

Developer Experience and Capacity (This is for the development team)

1. Development experience: extent to which the developer's experience exceeds the minimum criteria; the developer's prior track record in the construction of housing of a similar scale and type, in particular the environmental and other issues found in a rural setting, and the experience of the development team with regard to affordable housing development.
2. Developer Financial Capacity and Qualification for Financing: review of proposer's other affordability-restricted real estate owned and/or managed, and any bankruptcy within the past ten years by any member of the principal. Describe past success in proposer's securing of public affordable housing financing from MassHousing, HUD, MassDevelopment, Massachusetts Housing Partnership or other public agencies;
3. Staffing Capacity: the Proposer demonstrates the capacity to take on the work and begin the development process within 90 days of section.
4. Project time line: Proposer's demonstrated ability to complete projects on time and within budget, as evidenced by past affordable housing development on completed projects.
5. Experience developing energy efficient housing, if any

Developer & Management Experience

6. Management approach: Assessment of the experience and capacity of the proposed property management entity affiliated with the proposer team who will be responsible for the day to day operations of the completed project and describe their experience in managing similar projects.
7. Marketing: experience in marketing of affordable housing, or commitment to add experienced member to team
8. Financial Feasibility: extent to which the project is feasible financially and proposed resources are attainable as demonstrated by an initial proforma (preliminary only with general categories of construction) and development cost to show how proposed sources and uses will balance out. This proforma shall assume up to \$50,000 per unit from the Scituate Affordable Housing Trust (subject to independent Housing Trust Board Approval).
9. Affordability: extent to which the project meets the affordability goals of the SHA as detailed above.
10. Results of reference checks

VIII. Selection Process

The SHA Board shall serve as the evaluation committee. All Board members will review and evaluate all proposals that have been received by the submission deadline based on the criteria outlined herein. Evaluation of the proposals will be based on the information provided in the proposers' submission in accordance with the submission requirements of this RFP and follow-up interviews scheduled for those submissions deemed to have met the minimum threshold criteria.

The SHA will select the developer it determines has submitted the most advantageous and responsive proposal. **The SHA reserves the right to select the proposal that best meets the needs of the community and that may not be the proposal that achieves the highest score.**

The SHA will notify all proposers in writing of its decision and 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 SHA.

IX. Post Selection

Development Agreement

It is the intent of the SHA to enter into a development agreement and site control purchase option agreement with the selected proposer within 90 days of selection and then to sell the land with in-perpetuity Chapter 40B Senior Rental deed restrictions at the final close of the transaction. The form of purchase option agreement and development agreement will be finalized after the selection process.

Chapter 30B Real Property Dispositions to Promote Public Purpose Requirements

The name of the selected proposer and the proposed one dollar sale price along with required background information as to the intent of the transaction will be submitted for publication in the state's *Central Register*.

The SHA has determined that it is in the best interest of the public that the parcel be sold for one dollar. In this way, the SHA seeks to assist the selected developer in their effort to formulate a feasible affordable housing development that balances sources and uses while assuring long-term affordable rents. The SHA will post a notice in the state's *Central Register* explaining the reasons for this decision and disclosing the difference between the property value and the one dollar price for the development site parcel. This *Central Register* notice will be published simultaneously with the posting of this full RFQ on the SHA webpage, on www.CHAPA.org, and in the Patriot Ledger Newspapers.

X. Attachments (B,C,and D must be filled out by proposer)

- A. Comparative Evaluation Criteria
- B. Certificate of Non-Collusion
- C. Tax Compliance Certificate
- D. Disclosure of Beneficial Interest

ATTACHMENT A
COMPARATIVE EVALUATION CRITERIA
LAWSON GREEN APARTMENTS SITE, SCITUATE, MA

	UNACCEPTABLE	ADVANTAGEOUS	HIGHLY ADVANTAGEOUS
DEVELOPER EXPERIENCE & CAPACITY (TEAM)			
<ul style="list-style-type: none"> • Demonstrated experience in and capability for designing, permitting, developing and managing similar affordability-restricted residential projects. • Outcome of comparable projects • Experience with site septic system issues • Demonstrated experience securing financing for similar projects • Experience developing energy efficient homes • Property management experience with similar projects • The quality of the team’s reputation and references, particularly in terms of its ability to complete projects as proposed. • Success in marketing approach, including affirmative fair housing marketing plans and lottery, meeting State requirements. • Property management experience with similar projects • Successful long term management approach 	<p>Development team members have had only minimal experience in the development of projects with similar scope, including legal, design, development, financing, and management experience with rental housing.</p>	<p>Development team members has significant experience in the development of projects of similar scope, including significant legal, design, financing, affordable housing management, and development experience. Significant experience (2 or more projects) Experience in developing energy efficient buildings as part of past standard development approach.</p>	<p>Development team has significant and substantial successful development of affordable housing project of similar scope, including significant legal, design, financing, affordable housing management and development experience. Extensive experience (4 or more projects) developing energy efficient buildings as part of past standard development approach.</p>

AFFORDABILITY			
<ul style="list-style-type: none"> • Proposal meets the greatest level of affordability fiscally possible. At a minimum 50% of all units must be restricted to households at or below 80% AMI. Three potential deal structure scenarios must be presented. 	<p>The proposal contains less than the minimum 50% of all units restricted to Chapter 40-B 80% AMI rent caps.</p>	<p>The proposal includes a credible scenario for the development of between 51% and 75% of units to be restricted to the Chapter 40-B 80% of AMI rent caps.</p>	<p>The proposal demonstrates feasibility with 81% to 100% of units to have rents capped at the 80% of AMI Chapter 40-B rent caps.</p>
SITE DESIGN - IF CHANGED FROM ORIGINAL			
<ul style="list-style-type: none"> • Thoughtful and efficient site design, minimizing impervious surfaces • Uses standards of low impact development • Underground utilities • Exterior lighting – minimal impact to neighbors • Buffer of 75’ to neighboring properties • Storm water management • Landscape plan including parking area • Area designated for snow • Adequate visitor parking 	<p>Proposal fails to meet RFP requirements.</p>	<p>The proposal meets or exceeds all design requirements of the RFP with thoughtful traffic flow, buildings siting, low impact septic, minimal impact of exterior lighting, and development design</p>	<p>Proposal meets all requirements in ‘advantageous’ box and respects adjacent properties, provides heightened attention to landscaping plan, grading and lighting, helps with the restoration of the vegetation.</p>
PRELIMINARY BUILDING DESIGN CONCEPT (RENDERING SKETCHES ONLY)			
<ul style="list-style-type: none"> • Exterior is of high quality, while remaining compatible with local historical design, including the use of historic colors • Creative design concept that is cost effective and high quality • Interior lay-outs meet the needs of seniors aging in place from age 55 plus. • Finishes support durability and low-maintenance for tenants • Adequate tenant parking and inside storage 	<p>Design appears incongruous with local historical design patterns, interior lay-outs not effective use of space</p>	<p>Proposal creates a development that reflects local historical design and efficient interior layouts, creating a desirable neighborhood</p>	<p>Proposal articulates a compelling development vision that is cost-effective, energy efficient, and has an attractive design and efficient use of interior space</p>
FINANCIAL FEASIBILITY			

<ul style="list-style-type: none"> • Adequacy of proposed budgets (development and operating) • Appropriateness of rents in relation to market and intended affordability mix • Track record of securing proposed financing 	<p>Proposal does not demonstrate an understanding of development costs and operating budgets for affordable housing</p>	<p>Proposal contains realistic development and operating budget goals and evidence of success with past affordable housing development projects in securing necessary financing</p>	<p>Proposal contains realistic development and operating budgets and evidence of a high degree of success in securing necessary financing and other sources of funding.</p>
<p>REFERENCES, SITE VISITS & INTERVIEW</p>			
<ul style="list-style-type: none"> • References – a minimum of three references, include references from all projects undertaken in the last 10 years • Site visits the selection committee may choose to visit proposers’ other successfully completed affordable housing projects 	<p>Minimum of 3 references not met, or references were poor and/or inadequate. Properties visited were in poor condition. Residents were not pleased.</p>	<p>Strong references reflecting projects came in on time and within budget, good property management structure. Properties visited were in good condition, site layout was efficient, buildings were well designed, Residents were largely happy.</p>	<p>Strong references reflecting timely completion, excellent budget control, property management structure excellent and professionalism of developer. Properties visited were in great condition, site layout and landscaping excellent, great building design and use of energy efficient and durable materials. Residents were overjoyed.</p>

Attachment B
Certificate 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.

Individual or Corporate Name of Proposer Date

Signature of Authorized Agent

Printed Name of Authorized Agent

Attachment C
Tax Compliance Certificate

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

Name of Proposer: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

[To be completed prior to sale]

Attachment D
Disclosure of Beneficial Interest

This form contains a disclosure of the names and addresses of all persons with a direct or indirect beneficial interest in the transaction described below. This form must be filed with the Division of Capital Asset Management, as required by M.G.L. c. 7, sec. 40J, prior to the conveyance of the property. Attach additional sheets if necessary.

1. Public agency involved in this transaction: Scituate Housing Authority.
2. Complete legal description of the property
3. Type of Transaction:
4. Seller: _____
Buyer: _____
5. Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the property described above.

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

Signature: _____

Printed Name: _____

Title: _____

Date: _____