

**Danvers Housing Authority**  
**14 Stone Street,**  
**Danvers,**  
**Massachusetts 01923**

## **Request for Proposals**

**To select an experienced developer to rehabilitate an existing affordable group home and provide services to disabled adults at 110 Collins Street, Danvers, Massachusetts.**

### **Invitation to Bid**

The Danvers Housing Authority (DHA) is seeking proposals from qualified developers for the purchase and redevelopment of an existing group home located at 110 Collins Street, Danvers, MA 01923.

The property at 110 Collins Street is owned by the DHA and leased to an approved vendor of the Department of Developmental Services (DDS), as a residential group home for eight disabled persons. The main structure was built around 1900 with an addition added in the early 1980s. Over the years, rehabilitation has been done with state approved funds; however, the estimated costs of keeping the building suitable and habitable long term exceeds what is available to the DHA. As such, the DHA intends to enter into a Purchase and Sales Agreement for \$1 (One Dollar) that includes conditions for transfer including affordability restrictions.

The selected developer must be able to continue to provide a residential setting group home with services for disabled adults. The developer must comply with the DDS regulation 115 CMR 7.07 Environmental Standards for All Site Based Services. The building must meet all ADA requirements. The selected developer must maintain the current scale of development, neighborhood considerations, and cost parameters to ensure integrated housing for people with disabilities.

All relocation expenses shall be covered by the selected development team, and a detailed plan as to how relocation will be handled must be included.

### **I. Proposal Submission and Selection Process**

The DHA has determined that the award of this contract is subject to the Uniform Procurement Act, M.G.L. c. 30B and approval by the Executive Office of Housing and Living Communities. Therefore, the provisions of M.G.L. c. 30B are incorporated herein by reference.

Applicants shall submit on or before **2 pm on May 28, 2024**, a clearly marked original proposal plus five copies, to: The Danvers Housing Authority, 14 Stone Street, Danvers, MA 01923.

Proposals submitted after this time will not be accepted. To be considered a complete submission, proposals should be marked **"110 Collins Street Proposal"** and must include all required documents, completed and signed by a duly authorized signatory, including the following:

1. Cover page labeled "110 Collins Street Proposal" to the Danvers Housing Authority specifying: (1) the development entity, (2) primary contact person, and (3) all contact information.
2. One clearly marked original, and five copies of the proposal with required attachments.

**The DHA reserves the right to reject any or all proposals or to cancel this Request for Proposal if it is in the best interest of the DHA.**

### **Inquiries on RFP**

All inquiries should be made via e-mail and directed to: Cynthia Dunn, Executive Director at [cdunn@danvershousing.org](mailto:cdunn@danvershousing.org) no later than May 21, 2024. Inquiries should have a subject line entitled: 110 Collins Street Inquiry. Any inquiries after such date will not be accepted. All inquiries for which a response is provided, together with the responses, will be shared with all proposers.

### **Proposers' Responsibility for due diligence**

The property is being sold "As Is." Proposers should undertake their own review and analyses concerning physical conditions, environmental conditions, applicable zoning, required permits and approvals, and other development and legal considerations.

### **Additional Notes**

Proposals will be opened publicly at the Danvers Housing Authority office at 14 Stone Street, Danvers, at 2 pm on May 28, 2024. A Proposer may correct, modify, or withdraw a proposal by written notice received prior to the time set for opening of proposals. After the opening, a Proposer may not change any provision of the proposal. Each responsive proposal will be evaluated first for compliance with the minimum threshold criteria, and if it meets those criteria, then it will be reviewed according to the criteria set forth in Attachment A 'Comparative Criteria'.

The DHA 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, prior sale, lease or financing and withdrawal without prior notice, and changes to, additional, and different interpretations of laws and regulations.

## **II. Site Tour**

Interested Proposers are encouraged to attend a voluntary on-site tour at 2 pm on May 20, 2024, at 110 Collins Street, Danvers, MA.

## **III. Development Objectives**

The DHA is seeking an experienced development team to purchase and rehabilitate a residential group

home at 110 Collins Street.

The development will be subject to a Purchase and Sales Agreement (P&S) in a form that is acceptable to the DHA and the Massachusetts Executive Office of Housing and Livable Communities (EOHLC), the state oversight agency. Draft terms are listed in Attachment D.

### **Affordability**

All the units must be deed-restricted to households earning, at a maximum, 80% of the area median income (AMI).

### **Building Design and Aesthetics**

The DHA is seeking a design that is appropriate for persons with disabilities, has adequate parking, maximizes green space where possible, is energy efficient and fits into the fabric of the neighborhood.

### **Energy Efficiency**

The DHA is looking for proposals that will be more energy efficient than the existing building.

### **Project Permitting**

Proposals should include a description of the permitting process that the developer plans to use.

### **Relocation of Residents**

Proposals should include a relocation plan for the current residents of 110 Collins Street during construction.

## **IV. Property Description**

### **Town of Danvers Property Card**

Please see Attachment B for the property assessment description per the Town of Danvers Assessors Office.

### **Deed**

Please see Attachment C for the Recorded Quitclaim Deed of 110 Collins Street.

### **Zoning**

The property is currently zoned Residential 1.

### **Utilities**

- Water: Town
- Wastewater: Town
- Electric: Town

## **V. Proposal Submission Requirements**

### **The Developer or Development Team**

The proposal must include a description of the developer or development team, the individuals and

organization involved in the development, and their experience. The proposal should include, without limitation, the developer, architect, contractor, engineers, consultants, lenders and service providers.

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 everyone on the development team.
- If the proposer is not an individual doing business under their name, a description of the firm and status of the organization (e.g., whether a for-profit, not-for-profit, a general or limited partnership, a corporation, LLC, LLP) and the jurisdictions in which it is registered to do business. If the proposer is a non-profit entity, 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 sale of the Property and the borrower and guarantors of debt, if any.
- Identification of all principals, partners, co-ventures or sub-developers participating in the transaction, and the nature and share of participants' ownership in the project.
- Identification of the development team, such as architects, engineers, landscape designers, contractors, development consultants. Background information, including firm qualifications and resumes for principals and employees expected to be assigned to the project, should be provided.
- A summary of the developer's and the development team's experience, both collectively and individually, and with similar projects. Particular attention should be given to demonstrating experience with projects of a similar scale and complexity of design, affordability requirements and financing. Proposers should demonstrate the ability to perform as proposed and to complete the project in a competent and timely manner, including the ability to relocate current residents if necessary to a similar and comparable location.

### **Format**

- Proposers should use the following format to submit the information required:
- For reference projects - project name, location, project type, project scope, start date, projected and actual completion date, housing affordability levels, total development costs and sources, and key project people.
- Narrative on why your experience is relevant to the 110 Collins Street Project.
- Description of the organizational structure of the development team and a plan for the maintenance of effective communications between the DHA and the development team during all phases of the project.
- Information regarding any legal or administrative actions past, pending or threatened that could relate to the conduct of the Proposer, its principals, or any affiliates.
- Confirmation that no local, state, or federal taxes are due and outstanding for the development team or any constituent thereof.
- Provision of references for two comparable projects, with contact names, title, and current telephone numbers, who can provide information to the DHA concerning the Proposer's experience with similar projects.

›

## **Development Concept**

The proposal must include a detailed description of the development concept for the property and its improvements, including but not limited to:

- Relocation plan for the existing residents during the rehabilitation of the property.
- Discussion of the architectural character of the home and the various programmatic and physical elements of the development, including an appropriate continuum of residential options for people receiving supports from the Department of Development Services.
- Construction staging plan and discussion of construction impacts, including but not limited to how the project will be managed to limit impact on neighbors, with respect to noise and traffic during the construction period.
- Project financing - provide sources and uses proforma (see comparative evaluation criteria), and detail previous success in securing any subsidy funding listed. Describe in detail what, if any, local, state, or federal subsidy money will be sought to create affordability and the timeline for securing those sources.
- Lender letter of interest (mentioned in the comparative evaluation criteria)

## **Conceptual Design Drawings**

The proposal must include 11 x 17 conceptual plans including a narrative of the proposed design of the project.

## **Implementation Plan and Timeline**

The proposed development should be completed within 2 years of the execution of the P&S. The proposal must include a description of how the development concept will be implemented, including, but not limited to:

- Detailed development schedule for all elements of the plan including key milestones, financing benchmarks, zoning approvals and compliance, and projected completion/occupancy timeframes.
- Outline of the required land use, environmental, and other governmental or regulatory approvals, including zoning, development and environmental permits. The proposer should provide a schedule for securing approvals as part of the proposal. The proposer should note what zoning variances, special permits or modifications, if any, are required as part of the development plan.

## **VI. Developer Selection Criteria**

All proposals submitted by the due date will be evaluated for the below minimum threshold criteria.

Proposals that meet the minimum will then be evaluated by the comparative criteria described in Attachment A.

### **Minimum threshold criteria**

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

- Complete conformance with all Submission Requirements.
- A successful track record of similar development projects with references
- Availability to start with within 120 Days of selection; show sufficient staff resources and availability to perform required services.

- Complete required forms found in Attachments: Certificate of Tax Compliance, Disclosure Statement for Transaction with a Public Agency Concerning Real Property, Certificate of Non-Collusion, and Certificate of Authority.

### **Comparative Evaluation Criteria**

Projects meeting the minimum threshold criteria above will then be judged and scored based on the Comparative Evaluation Criteria further explained in Attachment A.

## **VII. Selection Process**

The DHA's evaluation committee 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' submissions in accordance with the submission requirements of this RFP. The DHA evaluation committee will select the developer or development team it determines has presented the most advantageous proposal. ***The DHA 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 DHA will notify all proposers in writing of its decision.***

## **VIII. Post Selection**

### **Purchase and Sales Agreement**

It is the intent of the DHA to enter into a Purchase and Sales Agreement (P&S) with the selected proposer within 90 days of selection and then to sell the land with deed restrictions after certain benchmarks detailed in the P&S have been met. The P&S 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 amount of the transaction will be submitted for publication in the state's *Central Register*.

## **IX. Attachments**

- A. Comparative Evaluation Criteria
- B. Property Description of the Town of Danvers Assessors Department
- C. Quitclaim Deed
- D. Draft Terms for Purchase and Sale Agreement
- E. Certificate of Tax Compliance
- F. Disclosure Statement for Transaction with a Public Agency Concerning Real Property
- G. Certificate of Non-Collusion
- H. Certification of Authority

**ATTACHMENT A**  
**Comparative Evaluation Criteria: 110 Collins Street**

	<b>Unacceptable</b>	<b>Advantageous</b>	<b>Highly Advantageous</b>
<b>Developer Experience &amp; Capacity (Team)</b>			
<ul style="list-style-type: none"> <li>• Demonstrated experience in and capability for designing, permitting, and developing.</li> <li>• Outcome of comparable projects</li> <li>• The quality of the team's references, particularly in terms of its regulatory track record and ability to complete projects as proposed.</li> <li>• Success in creating and providing or the ability to contract with vendors providing services to disabled adults.</li> </ul>	The Development team members have only minimal experience in the development of projects with similar scope - including legal, design, and financing similar projects.	The Development team Members have significant experience in the development of projects of similar scope - including legal, design, financing similar projects.	The Development team Members have extensive experience in the development of projects of similar scope - including legal, design, financing similar projects, and experience in providing services with adults receiving support services from the Department of Development Services.
<b>Affordability</b>			
The proposal includes an affordability restriction in perpetuity for housing for disabled persons.	Not shown.	Restriction shows a number of disabled persons served.	Restriction shows a at least 8 disabled persons served.
<b>DSS Relationship</b>			
Provides direct in-house services or the ability to contract with providers providing in house direct services for DSS Clients.	Not shown.	Demonstrated relationship via contract with DSS.	Demonstrated relationship via contract with DSS or are a direct service provider.
<b>Building Design</b>			
Exterior of proposed project is of high quality.	Design appears incongruous.	Design reflects local design standards.	Design proposal articulates a creative development vision.
<b>Financial Feasibility</b>			
<ul style="list-style-type: none"> <li>• Adequacy of proposed budget</li> <li>• Track record of securing proposed financing</li> </ul>	The proposal does not demonstrate an understanding of development costs for affordable housing.	Proposal contains realistic development budgets and evidence of success in securing necessary financing.	Proposal contains realistic development budget and evidence of a high degree of success in securing necessary financing and other sources of funding.

<b>References, Site Visits, and Interviews</b>			
<ul style="list-style-type: none"> <li>• A minimum of two references undertaken in the last 10 years</li> <li>• The evaluation committee may choose to have proposers present their proposals. Presentations will not be scored.</li> </ul>	Did not provide a minimum of 2 references, or references were poor and/or inadequate.	Strong references reflecting projects came in on time and within budget.	Strong references reflecting timely completion, excellent budget control, and professionalism of developer.
<b>Relocation Plan</b>			
Relocation Plan for existing residents at 110 Collins Street.	No relocation plan provided.	Relocation plan provided but does not conform to DSS or EOHLC guidelines.	Relocation plan provided and in conformance with all DSS or EOHLC guidelines.



## Unofficial Property Record Card - Danvers, MA

## General Property Data

Parcel ID 057 058	Account Number 0
Prior Parcel ID 1-8-51 --	Property Location 110 COLLINS ST
Property Owner DANVERS HOUSING AUTHORITY	Property Use AUTHORITIES
Mailing Address 14 STONE STREET	Most Recent Sale Date 12/28/1984
City DANVERS	Legal Reference 7619-272
Mailing State MA Zip 01923	Grantor
Parcel Zoning R1	Sale Price 0
	Land Area 0.259 acres

## Current Property Assessment

Land Value 318,600	Building Value 499,300	Total Value 817,900
--------------------	------------------------	---------------------

## Building Description

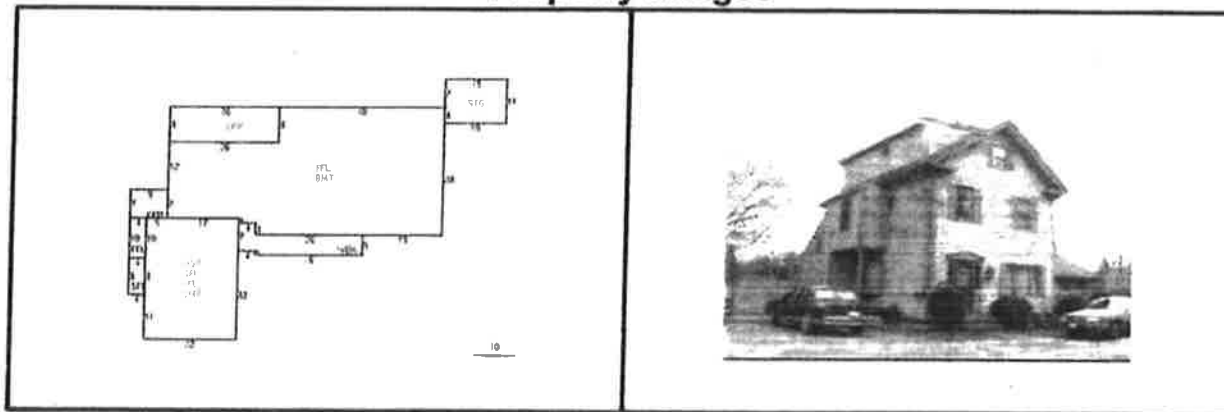
Building Style MULTI-CONV	Foundation Type BRK/STN	Flooring Type CARPET
# of Living Units 3	Frame Type WOOD	Basement Floor N/A
Year Built 1900	Roof Structure GABLE	Heating Type FORCED H/W
Building Grade AVERAGE	Roof Cover ASPHALT	Heating Fuel OIL
Building Condition Good	Siding VINYL	Air Conditioning 0%
Finished Area (SF) 3524	Interior Walls PLASTER	# of Bsmt Garages 0
Number Rooms 15	# of Bedrooms 9	# of Full Baths 3
# of 3/4 Baths 0	# of 1/2 Baths 1	# of Other Fixtures 0

## Legal Description

## Narrative Description of Property

This property contains 0.259 acres of land mainly classified as AUTHORITIES with a(n) MULTI-CONV style building, built about 1900, having VINYL exterior and ASPHALT roof cover, with 3 unit(s), 15 room(s), 9 bedroom(s), 3 bath(s), 1 half bath(s).

## Property Images



Disclaimer: This information is believed to be correct but is subject to change and is not warranted.

PL-193  
PL-14

BOOK 7619 PAGE 269

D.C.A. 33

The Commonwealth of Massachusetts

ESSEX

December 21, 1984

ORDER OF TAKING

WHEREAS, the DANVERS Housing Authority a public body, politic and corporate, duly organized and existing pursuant to the provisions of the Massachusetts General Laws (Ter. Ed.) Chapter 121 B as inserted by Chapter 751 of the Acts of 1969 and having its principal place of business in County of ESSEX and

WHEREAS, the said DANVERS Housing Authority, in pursuance of its powers as set out in said Chapter 121 B, and every other power thereunto enabling, has determined that the area or areas hereinafter described within its jurisdiction constitutes an area to be used to provide a housing project (State-Aided Housing Project) 689-2 as defined in Section 34 of said Chapter 121 B, and

WHEREAS, the DANVERS Housing Authority, in accordance with Section 31 of Chapter 121 B has submitted the plans and layout of the said project, the estimated costs thereof, the proposed method of financing it, and a detailed estimate of the expenses and revenue thereof to the Commissioner Department of Community Affairs, and

WHEREAS, the Commissioner, Department of Community Affairs has approved the said project by giving written notice of his approval to the said Authority in accordance with the provisions of Section 31 of said Chapter 121 B and

WHEREAS, the DANVERS Housing Authority has determined that the taking in fee simple by eminent domain of the hereinafter described area or areas is necessary and reasonably required to carry out the purposes of the said Chapter 121 B, or any of its sections, and

WHEREAS, the DANVERS Housing Authority in accordance with the provisions of Section 11 of said Chapter 121 B, has deposited with the selectmen of the city/town of Danvers security to the satisfaction for the payment of such damages as may be awarded in accordance with law to the supposed owner/owners of the hereinafter described areas as required by G. L. (Ter. Ed.) Chapter 79, Section 40; and

NOW, THEREFORE, ORDERED, That the DANVERS Housing Authority, acting under the provisions of said Chapter 121 B, and all other authority thereunto enabling, and pursuant to the applicable provisions of G. L. (Ter. Ed.) Chapter 79, and of any and every other power and authority to it, granted or implied, hereby takes for itself in fee simple by eminent domain for the purposes hereinbefore set forth, the area or areas hereinafter described, including all parcels of land therein, the trees, buildings, and other structures standing upon or affixed thereto and including the fee to the center of any and all streets, highways, and public ways, contiguous and adjacent to the said area or areas but excluding any and all easements of public highways and public easements of travel in and to any and all streets, highways and public ways, contiguous and adjacent to the said area or areas, which said area or areas are situated in the city/town of Danvers as bounded and described in the attached Annex "A"

AND, that the DANVERS Housing Authority hereby makes the following awards, for damages sustained by the owner/owners and all other persons including all mortgages of record having any and all interest in the area or areas hereinbefore described in the taking of or injury to the/their property or entitled to any damages by reason of the taking:

Parcel Number	Supposed Owner	Area sq. ft.	Award
110 Collins St.	John & Eugenia Mitchell	1.1, 265	\$220,000.00
110 Collins St.	Salem Savings Bank		Mortgages
110 Collins St.	Colonial Deposit Company		Mortgages
110 Collins St.	Household Finance Corporation		Mortgages

The property and property rights taken as aforesaid are shown on a plan (on sheets) drawn by Frederick M. Forbes, C. E. signed by Danvers Housing Authority, State-Aided Housing Project 689-2 Essex County, Massachusetts, dated December 12, 1984 deposited in and on file at the office of the Danvers Housing Authority in the city/town of Danvers entitled "Plan of Land in Danvers, Property of John L. & Eugenia M. Mitchell" (copy of which is to be recorded with this Order of Taking in the Registry of Deeds for Essex County at Salem. XXXXX

(Note: All parcels of registered land must be identified.)  
All names of owners herein given, although supposed to be correct, are such only as matters of opinion and belief.  
All owners of land taken as aforesaid are hereby required to remove all property except buildings, fences, other structures and trees from lands so taken before the 28th day of December 1984  
And it is hereby further ordered, that the Secretary of Danvers Housing Authority cause to be recorded this instrument of Taking in the office of the Registry of Deeds in Essex County.

HEREOF, we, the following members of the DANVERS Housing Authority caused the corporate seal of the Authority to be hereunto affixed and the documents to be signed in the presence of the DANVERS Housing Authority this 21st day of December 1984.



By DANVERS HOUSING AUTHORITY  
Chairman

Approved in form.

Attorney General's Office  
January 1970

REC'D DEC 28 A 10 52  
# 096

## APPENDIX A TO ORDER OF TAKING

land in Danvers together with the buildings thereon situated on the Easterly side of Collins Street, a public way in the Town of Danvers, County of Essex, described on a Plan entitled, "Plan of Land in Danvers, Mass. Property, of John L. & Eugenia M. Mitchell, Dec. 11, 1984, Hancock Survey Associates, Inc., and more minutely described as follows:

Beginning at the Northwesterly corner of said parcel at Collins Street at land now or formerly of Arthur Gongas, et al and running N 51° 06' 12" E by said land of Gongas, 45.23 feet to a stone bound;

thence turning and running S 83° 13' E, 89.94 feet by land now or formerly of Arthur Gongas, et al to a stone bound;

thence turning and running S 39° 26' 42" E, 35.36 feet to a stone bound;

thence turning and running S 45° 15' 15" W by land now or formerly of Janice E. Beach and Susan K. Brown, 106.50 feet to a stake at Collins Street;

thence turning N 41° 04' 03" W by said Collins Street, 128.42 feet to the point begun at.

Said area containing 11,265 square feet, more or less, and numbered 110 Collins Street.

Reference to Title: Book 6553, Page 589.

## CERTIFICATE OF VOTE

At a meeting of the Danvers Housing Authority duly notified and held at their principal office at 14 Stone Street, Danvers, Massachusetts, on the 21st day of December 1984, at which a quorum of the members were present and voting throughout, it was unanimously

**VOTED:** That the Danvers Housing Authority take by eminent domain certain land for the purpose of state aided housing for low income handicapped persons; Danvers 689-2 in the Town of Danvers. The land is shown as "Plan of Land in Danvers, Mass. Property of John L. & Eugenia M. Mitchell, Scale 1"=20', Dec. 11, 1984, Hancock Survey Associates, Inc."

**VOTED:** That Owen Thompson, Chairman, is authorized to sign the Order of Taking on behalf of the Authority.

**VOTED:** That the award of \$220,000.00 for the land taken is in the opinion of the Danvers Housing Authority the fair market value of said premises.

RECORD.

*M. Patricia Bullis*  
Secretary/Clerk

25

PHI Form No. 22

QUITCLAIM DEED AND RELEASE OF CLAIMS

KNOW ALL MEN BY THESE PRESENTS, that JOHN L. MITCHELL & EUGENIA M. MITCHELL, husband & wife, tenants by entirety of Danvers, Essex County, Commonwealth of Massachusetts, being unmarried, for consideration paid by of \$220,000 Danvers Housing Authority, a public body, politic and corporate, organized and existing under the Housing Authority Law of said Commonwealth, the receipt whereof is hereby acknowledged, hereby grant to said Danvers Housing Authority, its successors and assigns with quitclaim covenants the land and buildings and structures thereon located in the Town of Danvers Danvers (of the city/town of Danvers)

in said Commonwealth, and the fee to the center of any and all streets, highways and public ways, contiguous and adjacent thereto, but excluding any and all easements of public highways and easements of travel in and to any and all of said streets, highways and public ways, bounded and described as follows:

land in Danvers together with the buildings thereon situated on the Easterly side of Collins Street, a public way in the Town of Danvers, County of Essex, described on a Plan entitled, "Plan of Land in Danvers, Mass. Property of John L. & Eugenia M. Mitchell, Dec. 11, 1984, Hancock Survey Associates, Inc., and more minutely described as follows:

Beginning at the Northwestly corner of said parcel at Collins Street at land now or formerly of Arthur Gongas, at al and running N 51° 06' 12" E by said land of Gongas, 45.23 feet to a stone bound;

thence turning and running S 85° 13' 6. 89.94 feet by land now or formerly of Arthur Gongas, at al to a stone bound;

thence turning and running S 39° 26' 42" E, 55.36 feet to a stone bound;

thence turning and running S 45° 15' 15" W by land now or formerly of Jenice E. Beach and Susan K. Brown, 106.50 feet to a stake at Collins Street;

thence turning N 41° 04' 03" W by said Collins Street, 128.82 feet to the point begun at.

Said area containing 11,265 square feet, more or less, and numbered 110 Collins Street.

Reference to Title: Book 6553, Page 569.

Address of grantee - Danvers Housing Authority  
16 Stone Street  
Danvers, MA 01923

The above described premises were taken in fee by eminent domain by said Danvers Housing Authority as described in an Order of Taking dated December 21, 1984 and filed and recorded with the Essex Registry of Deeds in Book Page and are shown on a plan entitled Plan of Land in Danvers Mass. Property of John L. Eugenia M. Mitchell dated Dec. 11, 1984 deposited in and on file at the office of Danvers Housing Authority, a copy whereof was recorded in said Registry of Deeds with said order on said date.

For said consideration paid, the undersigned do hereby remise, release and forever discharge said Danvers Housing Authority, and its successors and assigns, and its officers, agents, servants and employees, of and from any and all claims, demands, awards, liabilities, contracts, agreements, actions and causes of action for damages, costs, expenses, compensation and satisfaction, past, present and future, of every manner and description, both in law and in equity, had or suffered by the undersigned and by all other person or persons having any and all interest in said premises or entitled to any damages, costs, expenses, compensation and awards by reason, or arising out, of said taking by eminent domain.

WITNESS my hand and seal this 29 day of December 1984

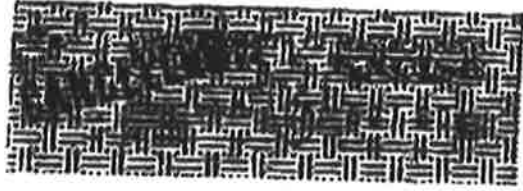
Signed, sealed and delivered in the presence of:

John L. Mitchell  
Eugenia M. Mitchell

By Commonwealth of Massachusetts

Essex, ss. Then personally appeared the above named JOHN L. MITCHELL, EUGENIA M. MITCHELL and Celeste R. Marchos free act and deed, before me My commission expires 12/3 1987

APPROVED AS TO FORM  
THOMAS C. DOLAN  
Assistant Attorney General



REC'D DEC 28 A 10 52 091

## **Attachment D**

### **Draft Terms for Purchase and Sales Agreement**

Before conveying the property, the following terms must be met:

1. All plans, including but not limited to building and site design, must be final and approved by the Danvers Housing Authority.
2. All permitting and other necessary approvals must be final.
3. All funding must be committed and ready to close.
4. EOHLC must approve the release of the Contract for Financial Assistance (CFA).

**Attachment E-Certificate of Tax Compliance**

**CERTIFICATE OF TAX COMPLIANCE**

Pursuant to Chapter 62C, §49A(b) of the Massachusetts General Laws, I,

\_\_\_\_\_ authorized  
signatory for (Name)

\_\_\_\_\_, do hereby certify under  
the pains and (Name of Proposer)

penalties of perjury that said proposer has complied with all laws of the

Commonwealth of Massachusetts relating to taxes.

Signature:

\_\_\_\_\_

Printed name:

\_\_\_\_\_

Title:

\_\_\_\_\_

Name of Business:

\_\_\_\_\_

Date:

\_\_\_\_\_

**(Note: This form must be included in the proposal submission)**

**Attachment F**

**DISCLOSURE STATEMENT FOR  
TRANSACTION WITH A PUBLIC AGENCY CONCERNING REAL PROPERTY  
M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)**

The undersigned party to a real property transaction with a public agency hereby discloses and certifies, under pains and penalties of perjury, the following information as required by law:

(1) Real Property:

A sale of parcel of land located at 110 Collins Street, Danvers, MA, described in a deed recorded with the Southern Essex County Registry of Deeds in Book 7619, Page 269-272.

(2) Type of Transaction, Agreement, or Document: Sale of Property by the Danvers Housing Authority

(3) Public Agency Participating in Transaction: Danvers Housing Authority

(4) Disclosing Party's Name and Type of Entity (if not an individual):

(5) Role of Disclosing Party (Check appropriate role):

\_\_\_\_\_ Lessor/Landlord \_\_\_\_\_ Lessee/Tenant

\_\_\_\_\_ Seller/Grantor \_\_\_\_\_ Buyer/Grantee

\_\_\_\_\_ Other (Please describe): \_\_\_\_\_

(6) The names and addresses of all persons and individuals who have or will have a direct or indirect beneficial interest in the real property excluding only 1) a stockholder of a corporation the stock of which is listed for sale to the general public with the



securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation or 2) an owner of a time share that has an interest in a leasehold condominium meeting all of the conditions specified in M.G.L. c. 7C, s. 38, are hereby disclosed as follows (attach additional pages if necessary):

NAME

RESIDENCE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(7) None of the above- named persons is an employee of the Division of Capital Asset Management and Maintenance or an official elected to public office in the Commonwealth of Massachusetts, except as listed below (insert "none" if none):

(8) The individual signing this statement on behalf of the above-named party acknowledges that he/she has read the following provisions of Chapter 7C, Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts:

*No agreement to rent or to sell real property to or to rent or purchase real property from a public agency, and no renewal or extension of such agreement, shall be valid and no payment shall be made to the lessor or seller of such property unless a statement, signed, under the penalties of perjury, has been filed by the lessor, lessee, seller or purchaser, and in the case of a corporation by a duly authorized officer thereof giving the true names and addresses of all persons who have or will have a direct or indirect beneficial interest in said property with the commissioner of capital asset management and maintenance. The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation. In the case of an agreement to rent property from a public agency where the lessee's interest is held by the organization of unit owners of a leasehold condominium created under chapter one hundred and eighty-three A, and time-shares are created in the leasehold condominium under chapter one hundred and eighty-three B, the provisions of this section shall not apply to an owner of a time-share in the leasehold condominium who (i) acquires the time-share on or after a bona fide arm's length transfer of such time-share*

*made after the rental agreement with the public agency is executed and (ii) who holds less than three percent of the votes entitled to vote at the annual meeting of such organization of unit owners. A disclosure statement shall also be made in writing, under penalty of perjury, during the term of a rental agreement in case of any change of interest in such property, as provided for above, within thirty days of such change.*

*Any official elected to public office in the commonwealth, or any employee of the division of capital asset management and maintenance disclosing beneficial interest in real property pursuant to this section, shall identify his position as part of the disclosure statement. The commissioner shall notify the state ethics commission of such names, and shall make copies of any and all disclosure statements received available to the state ethics commission upon request.*

*The commissioner shall keep a copy of each disclosure statement received available for public inspection during regular business hours.*

**(9) This Disclosure Statement is hereby signed under penalties of perjury.**

---

**Print Name of Disclosing Party (from Section 4, above)**

---

**Authorized Signature of Disclosing Party**

**Date (mm / dd / yyyy)**

---

**Print Name & Title of Authorized Signer**

**(Note: This form must be included in the proposal submission)**

Attachment G

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the pains and penalties of perjury that this 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.

Signature: \_\_\_\_\_

Printed Name \_\_\_\_\_

Title: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Date: \_\_\_\_\_

**(Note: This form must be included in the proposal submission)**

**Attachment H**

CERTIFICATE OF AUTHORITY

Give full names and residences of all persons and parties interested in the foregoing proposal:

(Notice: Give first and last name in full; in case of a corporation, give names of President and Treasurer; in case of a limited liability company, give names of the individual members, and, if applicable, the names of all managers; in case of a partnership or a limited partnership, all partners, general and limited and; in case of a trust, all the trustees)

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

Kindly furnish the following information regarding the Respondent:

**1) IF A PROPRIETORSHIP**

Name of Owner: \_\_\_\_\_

Address:

\_\_\_\_\_

Name of Business and Address:

\_\_\_\_\_

**2) IF A PARTNERSHIP**

Business Name: \_\_\_\_\_

Business Address:

\_\_\_\_\_

**Names and Addresses of Partners**

**PARTNER NAME(S)**

**ADDRESS**

**ZIP CODE**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3) IF A CORPORATION OR A LIMITED LIABILITY COMPANY**

Full Legal Name: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Principal Place of Business \_\_\_\_\_

Qualified in Massachusetts: Yes \_\_\_\_\_ No \_\_\_\_\_

Place of Business in Massachusetts: \_\_\_\_\_

**NAME**

**ADDRESS**

\_\_\_\_\_  
\_\_\_\_\_

**4) IF A TRUST**

Full Legal Name: \_\_\_\_\_

Recording Information: \_\_\_\_\_

Full names and address of all trustees:

**NAME**

**ADDRESS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

(Note: This form must be included in the proposal submission)