



Town of
Hanson
MASSACHUSETTS

Request for Proposals (RFP) for Senior Housing Development (SHD)

Authority: This Request for Proposals (RFP) is issued under the authority of The Town of Hanson, Massachusetts and its Senior Housing Maquan School Committee

Issued from Town of Hanson through MA 30B Process: November 19, 2020
MA Central Register Publish Date: November 25, 2020
Non-Mandatory Site Visit and Project Overview Date: December 8, 2020 @ 11:00 AM EST
RSVP Required for Site Visit By: December 4, 2020 by 3:00 PM EST
Any Questions Must Be Received In Writing via Email By: December 9, 2020 @3:00 PM EST
Proposals Due: January 15, 2021 by 3:00 PM EST

Delivered to Town Hall
Attn: Town Administrator
542 Liberty St, Hanson, MA 02341

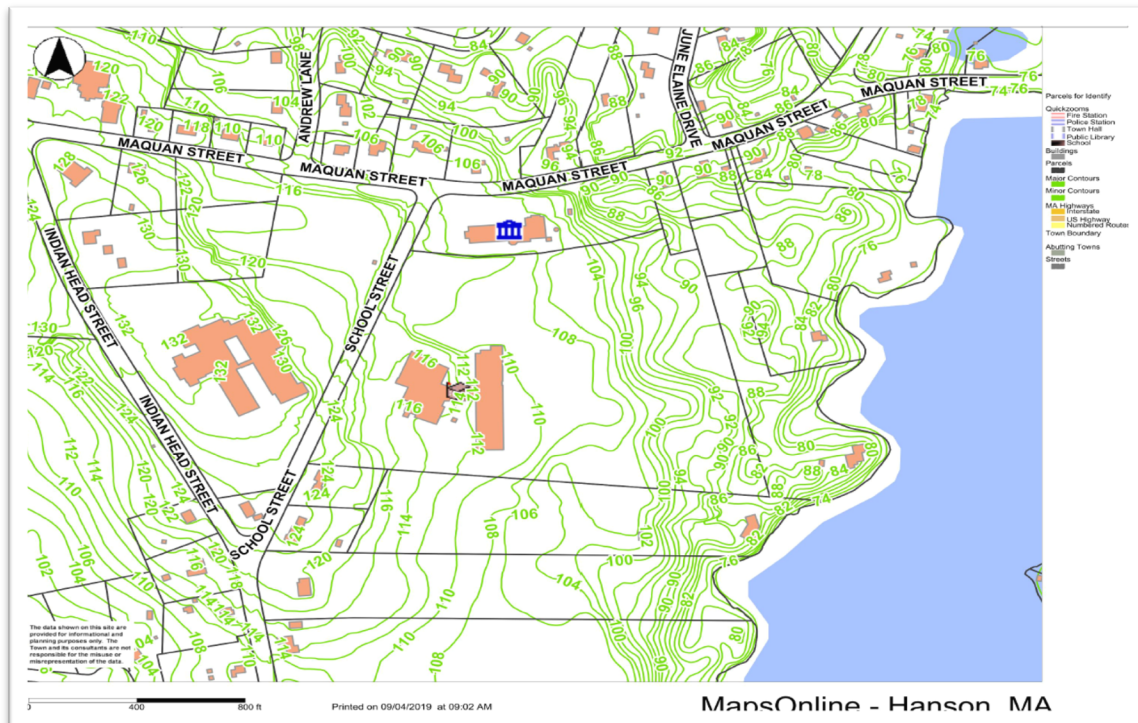


Figure 1 – Assessors Plan of Project Site

A. Executive Summary

Through this Request for Proposals (RFP), the Senior Housing Maquan School Committee, on behalf of the Town of Hanson, is seeking proposals from qualified development teams for a long-term ground lease and development on an approximately eight-acre portion of the former Maquan School site out-parcel. Residents of this senior housing development (SHD) will be restricted to over-62 years of age for all units. No person under the age of 18 will be allowed to live in this development.

The developer is to propose the eight (8) acres that will be utilized. The Town is seeking a development with a maximum of two stories and no more than 130 units.

The focus of this solicitation is on statements of interest and associated development concepts, the qualifications and experience of the development team, and the approach to investigating with the Town a financially feasible development for both parties and meeting other important municipal goals for this development.

Those interested in submitting a response to the RFP should, at a minimum, address the Submittal Requirements outlined in this RFP.

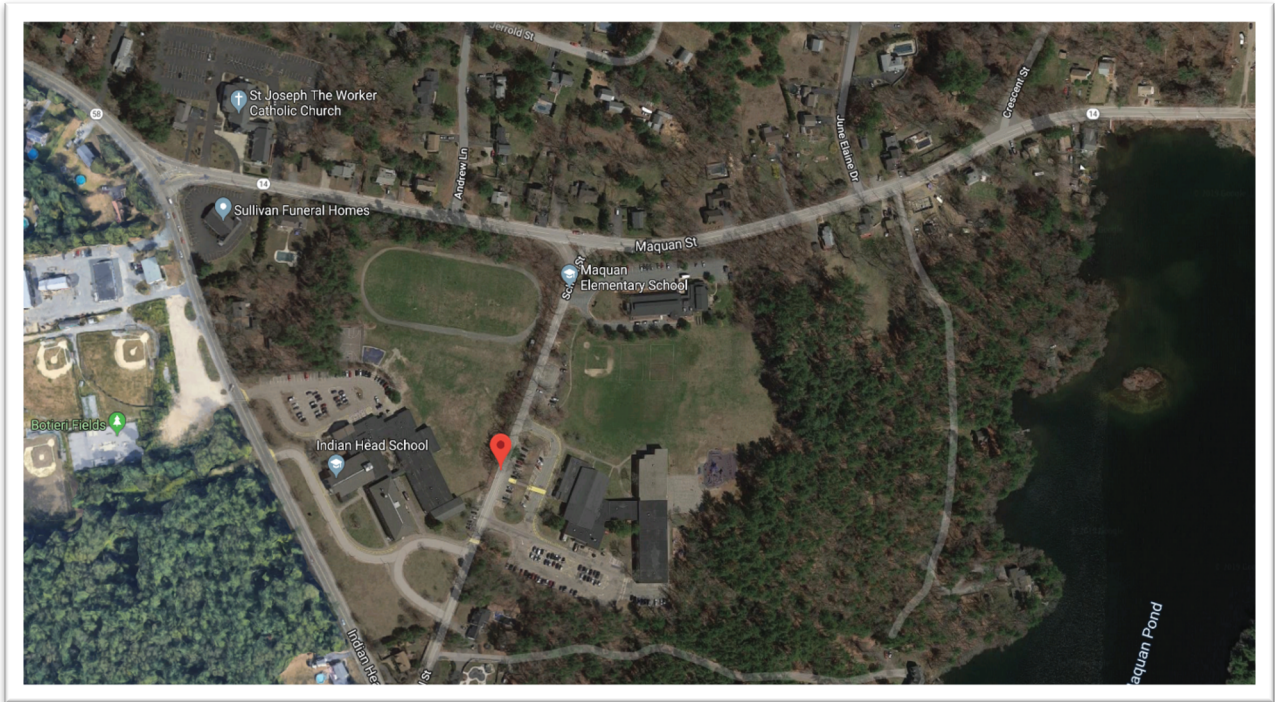
The Town reserves the right to waive any informality in any bid or to reject any or all in the best interest of the Town. Approval of a long-term land lease by the Town is contingent upon voter approval at the May 2021 Town Meeting.

Responses are due at the Town Hall, addressed to the Town Administrator no later than the day and time listed on the cover sheet and addressed to:

Mr. John Stanbrook
Town Administrator
542 Liberty St, Hanson, MA 02341

The Town Hall offices are currently open by appointment only. When delivering a bid to the Hanson Town Administrator's office, the bidder must call the Town Administrator's office at 781-293-2131 Ext. 100 to be allowed into the building to deliver the bid.

If the Town Hall is closed the day of which bids are due because of uncontrollable events such as weather, COVID-19, or other emergency, the deadline for receipt of bids shall be extended until 11:00 A.M. local time the next business day that the Town's Offices are open.



B. Property Summary

1. Location Information:
 - a. Street Address: Maquan School property is located at 38 School Street
 - b. Assessors Map and Parcel: [71-14A](#)

2. Parcel Dimensions:
 - a. Parcel Size: Just over 17 acres; Designated Area 1: approx. 8.0 acres¹

3. Existing Site/Building Conditions: As the aerial photo above indicates, the 17-acre site currently has the former Maquan School plus parking.

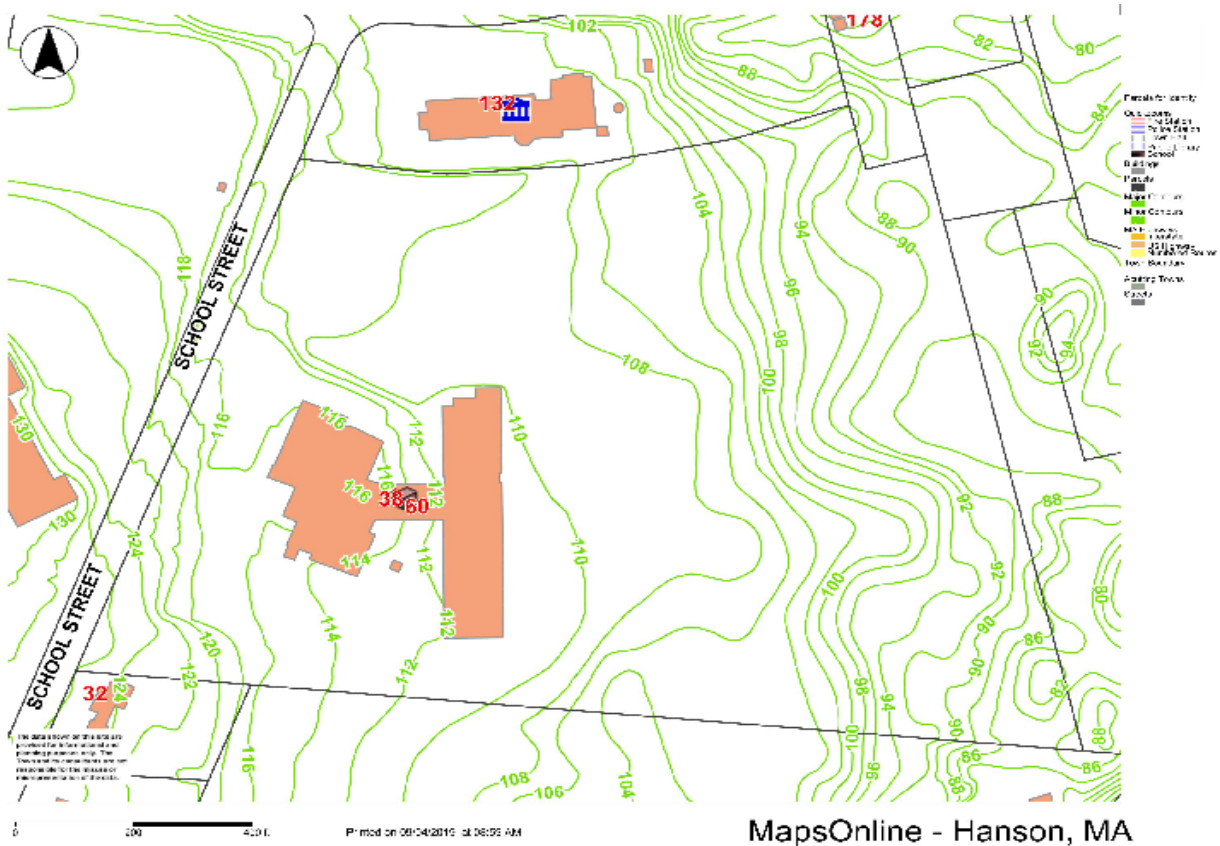


Figure 2 – Maquan School Sr Housing Site

Note that the site shown totals 17 acres. It is Town of Hanson’s desire to use only approximately 8.0 acres for the buildings associated with the SHD. However, additional area within the site is eligible for ancillary uses if stated goals are still met.

The development is being proposed to commence on the west side of the site and encompass about half of the parcel. Access to the site is by School St.

4. Zoning and Other Land Use Criteria:

The property has a base zoning of Residence A, which:

- a. Permitted Use includes single-family detached dwellings, boarding houses or rooming houses for not more than four (4) persons provided that the house is also occupied as a private residence.
- b. Maximum of 25% of the units to have 2 bedrooms, the remainder to be 1-bedroom units. Please see table below.
- c. Setback from exterior property lines Front: 50 feet; Side: 20 feet; and Rear: 40 feet are required for residential housing.
- d. Maximum building height is 40’.
- e. Minimum building separation is 30’.
- f. All residents of every unit in this senior housing development (SHD) must be 62 years of age or older.
- g. Maximum lot coverage including structures, parking and service areas, all paved areas, storage and disposal areas, etc., is 10% (for senior housing), other than that it is 30%.

ALLOWED USES	REQUIRED SQ. FT. PER UNIT	SETBACKS FROM EXISTING PROPERTY LINE	REQUIRED FRONTAGE	ALLOWED COVERAGE	PERMIT GRANTING AUTHORITY	UNITS ALLOWED PER ACRE	# POSSIBLE UNITS
RESIDENTIAL HOMES	30,000	50’ FROM FRONT	150 ‘	30%	PLANNING	N/A	18+/-
ADULT RETIREMENT COMMUNITY/ ASSISTED LIVING	Must have 15-acre site/ Must have 5 ac site	100’/50’ 200’/100’ from Residential	150’	30%	PLANNING PLANNING	5* N/A	70** *
ELDERLY HOUSING SEC. VI.B.6.h	N/A	N/A	150	30%	ZONING BOARD		Based on coverage and wastewater

* Cannot include open space acres, which must be at least 20 percent of total land area.

** Number of units may be further reduced by the limitations of the wastewater treatment design (see below). Also, requires minimum tract size of 15 acres.

Please refer to the Protective Bylaw for the complete set of requirements for the base and overlay zones.

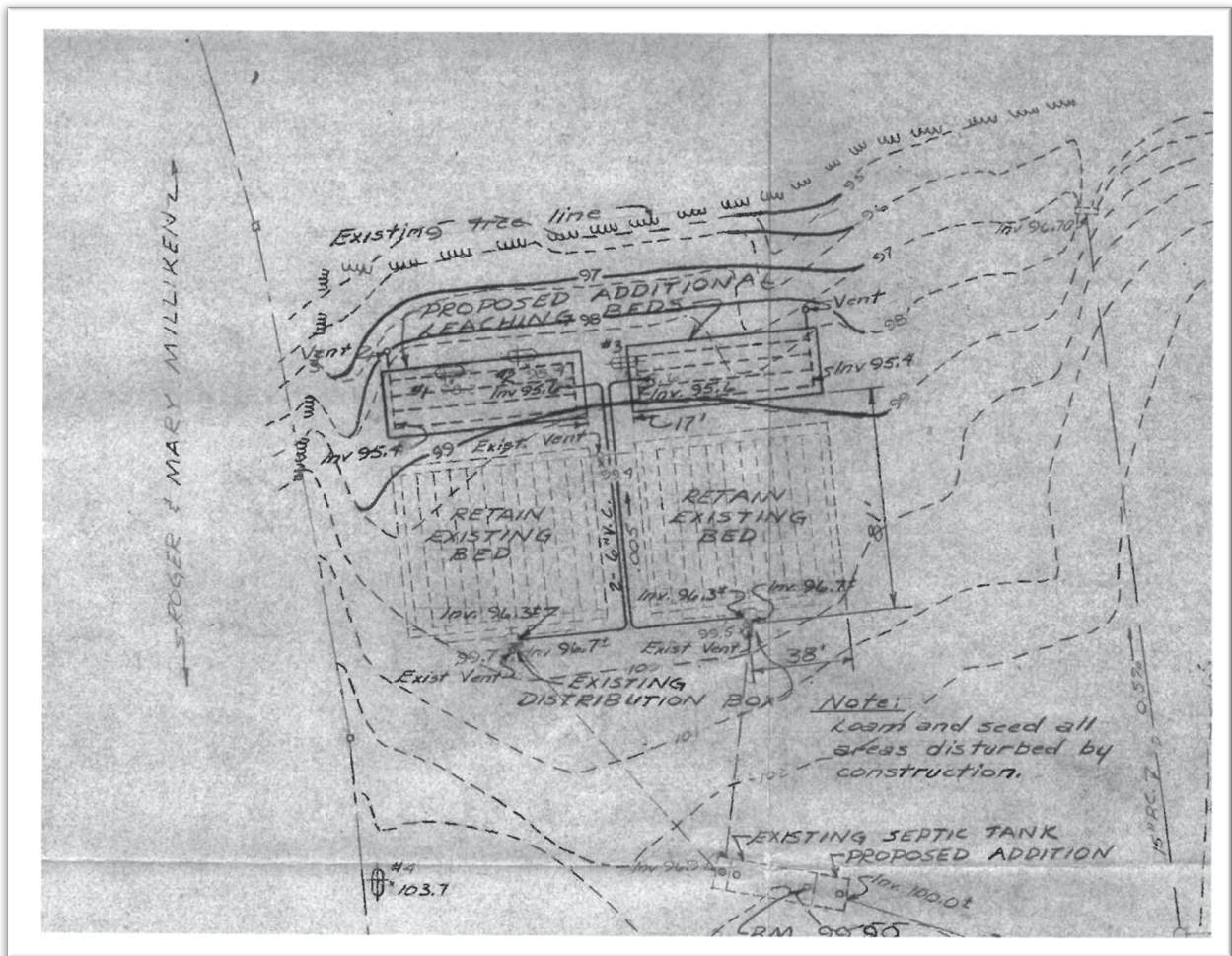
5. Utilities and Other Infrastructure:

- a. **Natural Gas and Electricity:** National Grid is the Town’s electricity and gas provider.

The successful RFP Respondent shall be responsible for obtaining and paying for all utility connections concerning the Property. Natural gas is available in the public ways abutting the Property.

- b. **Water and Sewer:** Public water is available to serve the property. The Maquan School is connected to the municipal water system. The site is served by a 10,000 gpd septic system with very favorable geotechnical soils. Approximate locations of water and sewer mains are shown on the following attached site plan. The water system is managed by the Water Commission and operated by the Hanson DPW. It is the Town's intent to approve connections to the system upon submission and approval of the appropriate plans and fees.

The existing septic system that was constructed to accommodate the Maquan School is dated and not compliant with current codes. The Project Proponent will be responsible to obtain all applicable local, state and federal permits and approvals for any necessary utilities and infrastructure associated with this project. Any above-ground structures required to accommodate utilities must be designed to minimize visual obstructions and incorporate New England architecture styles to help enhance area aesthetics.



6. **Access:** The Property has access off a public way, School Street, that also serves the Town's Council on Aging senior center facility and public library.
7. **Town Master Plan:** There are plans to expand the library in the next 2-3 years to incorporate the current senior center. Based on this plan, the Town would like to

consider saving the front portion of the Maquan School for a community complex that would include the senior center.

8. Ownership: Ownership of the development site is municipal, Town of Hanson. The Town will retain ownership of the parcel and will offer the developer a long-term ground lease with options for a total of up to 50 years. The town will consider a longer term, if requested depending on the proposal submitted.
9. Easements: None
10. Area and Proximity Character: The subject site has the following adjacent land uses:
 - a. North: Town playing fields (about 4 acres), Hanson Public Library and Senior Center.
 - b. South: School St with access to Maquan Pond.
 - c. East: Private property and Maquan Pond.
 - d. West: Current Town elementary school.
11. Taxes and Assessment: The Town plans for property tax valuation in accordance with standard assessing practices.

C. Maquan School Redevelopment Committee and History/Background of Project

The Town of Hanson is not immune to the demographic waves that towns across New England are experiencing. The median age in Hanson, as in many Massachusetts towns, is increasing, and many older residents, approaching or in retirement, are seeking to downsize their residences but want to remain in Hanson. This is a significant challenge because Hanson does not have many smaller residential units, does not have many senior-oriented developments, and has not until now facilitated this type of development with appropriate zoning. Thus, seniors who want to remain in Hanson either have to remain in their larger homes with their big properties or be fortunate enough to obtain one of the few smaller houses, condominiums, or rental units that become available.

Town interest in a SHD adjacent to other town services has been strong for years. Interest in housing around the Maquan school has been keen for over ten years. Beginning with most recent master plan, questionnaires seeking feedback on housing resulted in findings that seniors wanted a place to retire to in their Town of Hanson. They liked the town and wanted to remain here but did not expect to be able to locate appropriate and affordable housing.

One key reason was the lack of available units that met their need to downsize, their demographics and how housing needs continue to change for older residents. Seniors do not feel the need for large homes anymore and are seeking to be remove from the burden of home and yard maintenance. Additionally, aging in many cases makes negotiating multiple stories difficult. Age-friendly design is often at the top of the list when seniors are looking for the next home.

Therefore, the Master Plan focused on creating housing alternatives in town that would meet these needs including:

- Smaller housing units with first floor living (including master bedroom) for seniors who wish to stay in Hanson but no longer need a large single-family home;
- Assisted living, where low-level medical services can help seniors with less serious medical conditions to live semi-independently; and
- Retirement housing, where seniors with common interests can enjoy social interactions and down-size to a smaller unit with minimal yard and house maintenance needs.

Two important goals that stemmed from the Plan's housing needs assessment were:

- Amend the zoning bylaws to allow housing alternatives for seniors.
- If feasible, develop housing for seniors adjacent to the Maquan School, including moderate-priced market-rate units, to address the need for down-sized housing units.

This is the first reference in a Town policy document to developing the Maquan School site for seniors, also referring to down-sized and moderate-priced units. As a result of these planning efforts, 2016 Special Town Meeting passed a Planning Board petition to create the **Maquan School Redevelopment Committee**. Essentially, this committee is charged with development of a wider variety of housing unit types and greater density and greater dimensional flexibility.

In November of 2016, the **Maquan School Redevelopment Committee** was created by the Board of Selectmen and charged to “...initiate the process to allow creation of senior housing on “*some or all of the land*” in the Maquan School ...by a private developer.” The phases that the Committee would proceed through include getting “...authorization from Town Meeting to transfer (by sale or possibly long-term lease) of the land and the rights of way required for access” and “...to prepare a Request for Proposal (RFP) to transfer the land based upon appropriate requirements that will ensure desirable senior needs are met.”

The **Maquan School Redevelopment Committee** controls the 17-acre property proposed to be utilized.

Given the constraints on existing 10,000 gpd septic system, the committee believes the project may have a maximum density capacity limited to 131 bedrooms. The Committee determined that they would want the scope of the Sr Housing Development (SHD) be made up of only 1 and 2-bedroom units.

The Committee issued an RFP in the March for Real Estate Consulting Services and Government Services at KW Commercial was selected.

The Committee received authority from Town Meeting in May 2019 for the demolition of all or any portions of the existing buildings on the site.

The Committee was informed by Gov Services that input from interested housing developer should be solicited through the issuing of a Request for Information and Qualification or RFI-RFQ would be a good step that would indicate potential demand for a subsequent RFP and also provide the Town with valuable information that could shape the content of the RFP.

The Committee and its consultant sought the guidance of experienced developers and land use planners for this project. The Committee then ran a RFI to gauge interest and determine next steps based on feedback that helped to shape this RFP with lessons learned from successfully completed similar projects.

D. Project Goals

To make the Subject Property available for a long-term ground lease development, the Town of Hanson seeks to achieve the following goals:

1. Feasibility – both financial and developmental feasibility of building a suitable project on the Subject Property while meeting the other goals as stated herein.
2. Low Income/Affordable Housing – the Town requests that at least 25% of the project's units are for low income senior housing with rates at a maximum of 70% of the area median income in addition to any other conditions needing to be met so that the units created may be eligible for the Town's Subsidized Housing Inventory (SHI) including entering into any long term restrictions on the units created. **This provision shall be included in the Lease Agreement. However, any proposals that are 40B projects will be rejected and developers are expected to obtain unit eligibility through means outside of 40B such as the Local Initiative Program.**
3. Site and Building Design – the site and architectural design shall be in harmony with the historic character of the Hanson and have a strong community orientation. Specific design requirements will be detailed in a subsequent RFP. Design considerations should include green spaces, pathways, pedestrian orientation, outdoor sitting and recreational areas for bocce, pickleball and/or similar activities.

Though not required, a preference will be given to proposals that maintain a portion of the existing building structure and provide other public amenities, such as athletic fields or community centers.
4. Community Integration – The site, located within and adjacent to several municipal and cultural buildings, shall be developed so that it is integrated into the fabric of the surrounding area and become part of the neighborhood. This should be done through well-designed pedestrian connections to existing and any proposed activity centers.

5. Cost – To the extent possible while maintaining project feasibility, keeping the cost for either sale or rental units within a moderate market range by offering affordable features.
6. Payment of Town’s Consultant- As part of this RFP, the selected developer shall be obligated to pay Government Services at KW Commercial a development fee equal to three (3) % of the total SDH project cost. The fee payment schedule to be:
 - 20% due up on execution of a contract between the Town and Developer.
 - 20% due on approval of permitting
 - 30% due on construction commencement.
 - 30% due upon construction completion
7. Committee Charge – Meeting, to the extent possible while also meeting other project goals, the list of conditions, requirements, and standards as listed in the charge of the **Maquan School Redevelopment Committee**.
8. Partnership – Hanson is seeking developers who want to work collaboratively and respect the goals and objectives of the Town. We will be looking for evidence that developers have previously established good working relationships with the communities with which they have worked in.

Model – The Committee hopes that this SHD will successfully serve as a model for future developments in Hanson, the Region and the Commonwealth of Massachusetts.

Submittal Instructions & Site Visits

Interested parties should submit one (1) original signed response to the Request for Proposals (RFP), six (6) paper copies, and one (1) digital copy in either Adobe Acrobat (.pdf) or Microsoft Word (.docx) format and submitted no later than January 15, 2021 at 3:00 pm EST to:

Mr. John Stanbrook
Town Administrator
542 Liberty St, Hanson, MA 02341

The Town Hall offices are currently open by appointment only. When delivering a bid to the Hanson Town Administrator’s office, the bidder must call the Town Administrator’s office at 781-293-2131 Ext. 100 to be allowed into the building to deliver the bid.

If the Town's Offices are closed the day of which bids are due because of uncontrollable events such as weather, COVID-19, or other emergency, the deadline for receipt of bids shall be extended until 11:00 A.M. local time the next business day that the Town's Offices are open.

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to Duncan Chapman at Duncan@KW.com or 978-621-1290
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to Duncan Chapman at Duncan@KW.com.
Proposals Due: January 15, 2021 by 3:00 PM EST

Due to COVID-19 concerns, attendance will be limited to one person per interested party or firm. Upon arrival at the property, all attendees must sign in and provide a business card with contact information. Attendees will have the opportunity to tour the property and ask clarifying questions.

The Town will offer written responses to written questions received within four (4) business days of the Site Visit. In the event the Town determines that formal clarification or modification to the RFP is warranted, the Town will issue a written Addendum to this RFP. Participants are encouraged to bring a copy of this RFP to the site tour. Questions about any matter contained in this RFP should be emailed to Duncan@KW.com no later than ten (10) business days after the RFP has been issued.

All material changes or clarification of any matter contained in this RFP will be published in a timely manner in the form of a written addendum to our web site and e-mailed to all interested parties who have contacted us and/or attended the site tour.

E. Rule for Award:

The most advantageous proposal to achieve the Project Goals with the most secure and available financing from a responsive and responsible Proposer will be selected.

F. Minimum Submittal Requirements

Proposals should, at a minimum, provide the following information:

1. Cover letter.
2. Contact information for the development team including completed form included as Attachment 1 to this RFP.
3. Team capability and experience (including experience in similar projects), including a statement of developer qualifications and financial capability. including completed forms included as Attachments 1 and 2 to this RFP.
4. Preliminary concept program and conceptual site plan. This should include preferences for site control, extent of site proposed to be used, and preferences for building types and site configuration.
5. Description of how this project addresses the Project Goals listed above.
6. Proposed development schedule including key milestones.

7. Description of project financial feasibility and description of any proposed terms of public investment or subsidy. This should include simple pro-forma showing feasibility and expected ROI.
8. Completed Forms: Proposers must complete all of the required forms. Required forms for this RFP are the Disclosure of Beneficial Interests in Real Property Transaction required by G.L. c. 7, § 40J ; and, the Tax Compliance Form requires pursuant to G.L. c. 62C, § 49A; and the Certificate of Non-Collusion required as part of this RFP.

G. Evaluation

In evaluating responses, the Town will consider how the proposed project advances the Project Goals described in this RFP. The Town may request additional information and conduct interviews with responders as part of the evaluation process. This RFP may lead to one of the following outcomes:

- The selection of a potential development team.
- Cancellation of this RFP without further coordination to interested parties.

NOTE: All proposals will be reviewed for the purpose of determining how best to develop the subject site, in accordance with the requirements of M.G.L. 30B, sec. 16 and shall be open to all proposers in accordance with the requirements of the RFP and applicable law.

Comparative Evaluation Criteria

Each proposal that meets the minimum submittal requirements will be evaluated using the following comparative criteria. If a proposal does not meet the minimum evaluation criteria, it will be rejected, regardless of how its corresponding proposal may have been evaluated.

1. Development Capabilities

The developer and the development team must demonstrate that they are qualified and capable to fully accomplish their proposed project. The quality of the development team's reputation and references, and regulatory track record and ability to complete projects as proposed. Documentation of experience and a track record suggesting a high likelihood of success in development of projects of similar size or complexity.

Factors considered will include:

Qualifications and experience of the development team's management, Number of projects. Documentation of experience and a track record suggesting a high likelihood of success in similar development projects.

***Highly Advantageous** - All the development team members are identified and fully qualified for all aspects of the project, and the developer has repeatedly demonstrated superior financial and technical capability to accomplish developments like this project within budget and schedule.*

***Advantageous** - The development team members are identified and professionally qualified for key aspects of the project, and the developer has demonstrated good financial and technical capability to timely accomplish developments similar to this project.*

***Non-Advantageous** - The development team members are identified and qualified for aspects of the project but is not complete and is missing key aspects, or the developer has not clearly demonstrated financial and technical capability to accomplish developments similar to this.*

***Not Acceptable** -The development team members are not identified or are not qualified for key aspects of the project, or the developer is unable to demonstrate the capability to accomplish a development like this.*

2. Compatibility with Project Goals

The proposed project should aim to address all the above stated Project Goals. It should be capable of being permitted by the developer and compatible with the surrounding uses and area in terms of scale, activities, appearance, and site design. To illustrate this, it would be advantageous for the proposal to include plans or drawings, and design commitments.

***Highly Advantageous** - The Developer has committed to addressing a majority of the Project Goals listed in RFP. The project is capable of being permitted by the developer and compatible with the surrounding uses and area in terms of scale, activities, appearance and site design. Materials have been included to support the proposal.*

***Advantageous** - The Developer has committed to addressing some of the Project Goals listed in the RFP. The project appears to be capable of being permitted by the developer and compatible with the surrounding uses and area in terms of scale, activities, appearance and site design. Materials have been included to support the proposal but are not fully illustrative of its feasibility.*

***Non- Advantageous** - The Developer has not committed to addressing more than one of the Project Goals listed in the RFP. The project does not appear to be capable of being permitted by the developer and compatible with the surrounding uses and area in terms of scale, activities, appearance and site design. Materials have not been included to support the proposal.*

***Not Acceptable** – The Developer does not address any of the Additional Town Goals. The project is not capable of being permitted by the developer and is not compatible with the surrounding uses and area in terms of scale, activities, appearance and site design. Materials have not been included to support the proposal.*

3. Financial Factors

The proposal should provide value to the Town through direct economic benefits such as increase to tax base and lease payments. The Developer should be capable of developing the property without being contingent upon the use of Town funds or subsidies or other resources such as grants that cannot be guaranteed. The development should proceed as soon as possible and be completed in a timely manner.

Highly Advantageous - The proposal provides a high-quality development that will positively impact the tax base and is not contingent on use of Town funds or subsidies. The project would be completed in a timely manner.

Advantageous - The proposal provides a quality development with moderate to high indirect and direct benefits to the Town and the community. The proposal is not contingent on subsidies, but programs are identified to enhance the quality of the project. The project would be completed in a timely manner.

Non- Advantageous -The proposal provides moderate indirect and direct benefits to the Town and the community. The developer factors in subsidies in the proposal. The project has an extended timeline for completion.

Not Acceptable -The proposal provides minimal direct or indirect benefits to the Town and the community. It would not be completed in a timely manner.

4. Other Community Benefits

The proposal provides additional public benefits to the neighborhood, Town and community such as contribution to the remainder of the parcel that is consistent with the stated Project Goals.

Highly Advantageous - The proposal provides substantial indirect and direct benefits to the Town and community.

Advantageous - The proposal provides moderate indirect and direct benefits to the Town and community.

Non- Advantageous - The proposal provides no indirect and direct benefits to the Town and community.

Not Acceptable -The proposal creates direct or indirect burdens on the Town and community

H. Waiver of Informalities or Irregularities and Rejection of Proposals

The Town may at its selection, waive any minor informality or irregularity in bids received or reject any or all bids or portions thereof.

I. Lease Terms and Conditions

The long-term ground lease between the Town and selected respondent shall constitute the entire agreement between the Town and the selected respondent and shall incorporate the terms of this RFP and respondent's proposal. If the respondent's proposal conflicts with this RFP, the terms of this RFP shall govern.

J. Additional Information

Information supplemental to this RFP will be posted to the project website which is:

<https://kwgovernment.com/rfp%2Fbids>

Attachments:

Attachment 1: Questionnaire Development Team Information

Attachment 2: Financial Statement and Credit Release

Attachment 3: Disclosure Statement for Transaction with a Public
Agency Concerning Real Property

Attachment 4: Certifications

ATTACHMENT 1

QUESTIONNAIRE DEVELOPMENT TEAM INFORMATION

If the Respondent is a joint venture, a separate Respondent Questionnaire must be provided for each entity that comprises the joint venture, as identified below. If additional space is needed, please submit separate sheet(s), stating the question(s) being answered on each sheet. All responses must be typed.

1. Respondent Information

Name of Respondent:

Address:

Name of Contact for Respondent Entity:

Address:

Telephone: _____

Fax: _____

E-mail Address: _____

2. Composition of Respondent Identity and Experience

a. Is the Respondent a joint venture?

Yes No

If yes, list the name, address, telephone and fax numbers, and e-mail addresses of each individual and/or organization that comprises the joint venture, and the percentage of ownership of each joint venturer.

Name of Individual/Organization Address/Telephone/Fax/E-mail of Owners

b. If Respondent is a joint venture, have the entities involved in the joint venture previously carried out another project? If so, state the name and location of the project(s).

Project Name Project Location

c. Provide the name, address, telephone and fax numbers, and e-mail addresses of at least three business references that we may contact regarding your business experience. For each, identify the property or properties about which the individual is informed. References may include building owners, architects, engineers, subcontractors, and other building or development professionals with whom you have worked in the past.

3. Development Team

a. Identify key members of the development team such as the architects, engineers, historic preservation specialists, construction contractors and/or other development professionals that help demonstrate your qualifications to accomplish this project successfully, and attach qualifications.

4. Financial Capacity and References

a. Provide the name, address, telephone and fax numbers, and e-mail addresses of a contact at one or more financial institutions that is/are familiar with your current financial status and past experience. Provide contacts for lenders on all projects carried out within the last five years, including all current projects (Use a separate sheet if necessary). Please include three lender references.

b. If required by the construction lender, would you be willing to personally guarantee the construction loan?

c. Has any Principal identified in this Proposal, or any organization in which the Principal is or was a general partner, corporate officer, or owned more than 10% of the shares of the corporation, been the subject of any of the following:

- Arson conviction or pending case?

Yes No

- Mortgage foreclosure or currently more than 90 days in arrears on any City loan?

Yes No

- Default on any contract obligation or agreement of any kind or nature entered into with the Town of Hanson or one of its agencies?

Yes No

- In the past five years, failed to qualify as a responsible bidder, or refused to enter into a contract after an award has been made, privately or with any governmental agency?

Yes No

- In the last seven years, filed a bankruptcy petition or been the subject of involuntary bankruptcy proceedings?

Yes No

• In the last five years, failed to file any required tax returns, or failed to pay any applicable Federal, State or municipal taxes or other charges?

Yes No

• Been convicted of fraud, bribery, or grand larceny?

Yes No

If the answer to any question is yes, provide the following information about each instance: name of Principal(s); name(s) of organization(s) or corporation(s); Principal's status in the organization (e.g., officer); date of action; and current status and disposition.

Name of Entity

Signature

Name and Title of Signatory

_____ Date

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

ATTACHMENT 2 FINANCIAL STATEMENT AND CREDIT RELEASE

Financial statements and credit reports of the Respondent will be reviewed to assess the financial condition of the Respondent and to determine if adequate working capital and net worth are available to meet equity and loan security requirements. Individual financial statements will be required if the Respondent is operating as an individual rather than as a corporate entity.

I. Respondent: An audited financial statement for the two most recent fiscal years must be submitted as part of this Exhibit. ***If the most recent audited financial statement is for a period ending more than one year from the date of the application***, then the entity must also submit an unaudited financial statement dated within 6 months of the application submission date. In addition, the treasurer or other appropriate officer of the entity must submit a signed certification (see below) that states that (1) the unaudited financial statement fairly represents the financial condition of the firm, (2) there have been no material adverse changes in net worth or liquidity since the date of the most recent audited financial statement; (3) no significant encumbrances have occurred since the date of the most recent audited financial statement; and (4) the sale, purchase or transfer of any and all major assets since the date of the most recent audited financial statement has been disclosed.

If no audited financial statement exists on the entity, and for entities that have not yet completed their initial fiscal year, the most recent unaudited statement must be submitted together with supporting documentation verifying assets of the entity. In addition, a certification from the treasurer or other appropriate officer must be submitted stating that (1) no audited financial statement exists for the entity; (2) the unaudited financial statement fairly represents the financial condition of the firm, (3) there have been no material adverse changes in net worth or liquidity since the date of the unaudited financial statement; (4) no significant encumbrances have occurred since the date of the most recent financial statement; and (5) sales, purchases or transfers of any major asset since the date of the unaudited financial statement have been disclosed.

The following must be filled out for the Mortgagor/Borrower (if formed) and the Respondent (use additional sheets as necessary):

a) Name of Entity: _____

b) Nature of Entity (circle one): Mortgagor/Borrower/Developer/Sponsor
Audited financial statements are attached for fiscal years ending

c) Check either (i), (ii) or (iii) as applicable:

- (i) The most recent audited financial statement is for a period ending less than one year from the date of the application.
- (ii) The most recent audited financial statement is for a period ending more than one year from the date of the application, and a six-month unaudited statement is attached, dated

_____. In addition, the treasurer or other appropriate officer of the applicant entity hereby attests that, to the best of his/her knowledge, (1) the unaudited financial statement fairly represents the financial condition of the firm, (2) there have been no material adverse changes in net worth or liquidity since the date of the most recent audited financial statement; (3) no significant encumbrances have occurred since the date of the most recent audited financial statement; and (4) the sale, purchase or transfer of any and all major assets since the date of the most recent audited financial statement has been disclosed as follows:

Signed: _____, its _____ Date _____

- (iii) No audited financial statement exists on the entity. The most recent unaudited statement is attached, dated _____. In addition, the treasurer or other appropriate officer of the applicant entity hereby attests that, to the best of his/her knowledge, (1) the unaudited financial statement fairly represents the financial condition of the firm, (2) there have been no material adverse changes in net worth or liquidity since the date of the most recent unaudited financial statement; (3) no significant encumbrances have occurred since the date of the most recent unaudited financial statement; and (4) the sale, purchase or transfer of any and all major assets since the date of the most recent unaudited financial statement has been disclosed as follows:

Signed: _____, its _____ Date _____

II. Respondents who are individual persons: For each Respondent who is working as an individual rather than through a corporation, a Personal Financial Statement must be submitted on a conventional individual bank application form. The Credit Reference Authorization Form below must also be submitted.

CREDIT REFERENCE AUTHORIZATION

Note: This credit reference authorization must be submitted for the Respondent that will be seeking financing for the development.

Name

Home Address

Home Phone

Employer

Position

Business

Address

Business

Phone

Social Security Number

- Are you presently in default on any loans? If yes, please attach an explanation.
 Yes No
- Are there any judgments, liens or attachments against you? If yes, please attach an explanation.
 Yes No
- Have you had property foreclosed upon, or given title in lieu thereof, in the past five years? If yes, please attach an explanation.
 Yes No
- Have you ever been through bankruptcy or settled any debts for less than the amount owed? If yes, please attach an explanation.
 Yes No
- Are you a maker, co-maker or guarantor on any financial obligation that is in default or has been demanded? If yes, please attach an explanation.
 Yes No
- Have you failed to respond to a public filing such as a lien or a judgment? If yes, please attach an explanation.
 Yes No

I hereby attest under the pains and penalties of perjury that the above information is correct. Further, I hereby give my consent for the agency/lender and its assigned Credit Bureau(s), to have any and all information regarding my employment, checking and/or savings accounts, credit obligations, and all other credit matters

which they may require in connection with my application for financing through said lenders/agencies. This form *may be* reproduced, and that copy shall be as effective as the original consent that I signed.

I am aware that the assigned Credit Bureau may call me to clarify information obtained in my credit history or application, in order to expedite the process of the application.

Signature:

Date:

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

**ATTACHMENT 3
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)**

Required by Section 38 of Chapter 7C of Massachusetts General Law
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:

- (2) TYPE OF TRANSACTION, AGREEMENT, or DOCUMENT:

- (3) PUBLIC AGENCY PARTICIPATING in TRANSACTION:

- (4) DISCLOSING PARTY'S NAME AND TYPE OF ENTITY:

- (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):

<u>NAME</u>	<u>RESIDENCE</u>
_____	_____
_____	_____

(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 (Check "NONE" if NONE):

NONE

<u>NAME:</u>	<u>POSITION:</u>
_____	_____
_____	_____
_____	_____

(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 4
CERTIFICATIONS**

STATEMENT OF TAX COMPLIANCE

CERTIFICATE OF STATE TAX COMPLIANCE

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A

_____, authorized signatory for

name of signatory _____, whose

name of contractor

principal place of business is at _____,

_____ does hereby certify under the pains and penalties of perjury that
_____ has paid all

name of contractor

Massachusetts taxes and has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Federal Identification No. of _____: _____

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

CERTIFICATE OF NON-COLLUSION

CERTIFICATION OF GOOD FAITH

The undersigned certifies under pains and penalties of perjury that this bid or proposal has been obtained 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.

CONTRACTOR

By: _____

Name: _____

Title: _____

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