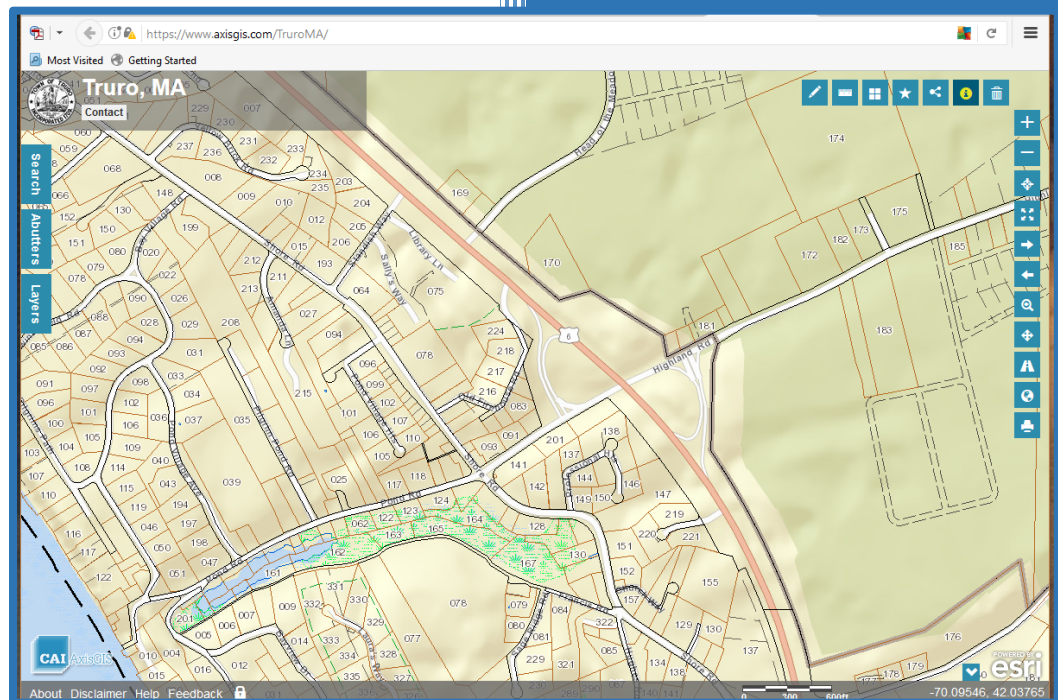


Town of Truro

REQUEST FOR PROPOSALS



CLOVERLEAF
COMMUNITY
HOUSING
August 15, 2018

Town of Truro

RFP for the Development of the Cloverleaf Property

I. Invitation to Bid

The Town of Truro is seeking proposals for the development and ongoing management of an affordable and mixed-income rental housing development, estimated at between 30 and 40 units, on a 3.91 acre parcel of land located off Highland Road in the Town. The Town intends to sell or enter into a long-term lease for the property and enter into a land development agreement with the selected developer requiring the developer to construct affordable, mixed-income housing thereon, restricting the use of the property for such purposes. The purpose of this Request for Proposals is to select a developer with demonstrated experience and capacity to carry out a development project that best addresses the needs and objective of the Town as described herein.

II. General Information and Submission Requirements

- 1) **Proposals are due by 2:00 P.M., Tuesday October 23, 2018**, and will be opened at that time. Proposals are to be submitted to **Truro Town Hall, Office of the Town Manager, 24 Town Hall Road, PO Box 2030, Truro, MA 02666**. **Applicants must submit an original and eight copies marked “Cloverleaf Community Housing” as well as one complete electronic file.** Proposals received after 2:00 P.M., **Tuesday October 23, 2018** will be deemed non-responsive and will not be accepted. Faxed or e-mailed proposals will be deemed non-responsive and will be rejected. Responses to the Request for Proposals (RFP) must include all required documents, completed and signed per the instructions and attached forms included in this bid packet. These guidelines will be strictly enforced.
- 2) A Bidder’s Conference will be held on **Thursday September 13 at 2:00 P.M.** at Truro Town Hall followed by a site visit.
- 3) Award will be made within sixty (60) days after response opening unless otherwise stated in the specifications or the time for award is extended by mutual consent of all parties. All submittals shall be valid for a minimum period of one hundred twenty (120) calendar days following the date established for acceptance.

- 4) If any changes are made to this RFP, an addendum will be issued. Addenda will be e-mailed or faxed to all companies and individuals on record as having requested the RFP.
- 5) **All inquiries or questions regarding this RFP should be submitted in writing no later than 2:00 P.M., Monday October 1, 2018 to Ms. Leedara Zola, c/o Town of Truro, Town Manager, PO Box 2030, Truro, MA 02666 or e-mailed to Ms. Zola at leedarazola@gmail.com.** Written responses will be e-mailed or faxed to all companies and individuals on record as having requested the RFP. The RFP and all addenda will be available the Town's website. Bidders should check this website for updates.
- 6) Responses may be modified, corrected, or withdrawn only by written notice received by the Town prior to the time and date set for the response opening. Modifications must be submitted in a sealed envelope clearly labeled "Modification No. ____" and must reference the original RFP response.
- 7) Negligence on the part of the responder in preparing the proposal confers no rights for the withdrawal of the proposal after it has been opened.
- 8) The Town reserves the right to reject all responses and to waive any minor informality in responses received whenever such rejection or waiver is in its best interest.
- 9) The Town may cancel this RFP, completely or in part, or may reject all Proposals outlined in this RFP whenever such action is determined to be fiscally advantageous to the Town, or if it is otherwise in the best interest of the Town.
- 10) The Town may request that supplementary information be furnished to assure the Town that a proposer has the technical competence, experience, business and technical organization, and the financial resources adequate to successfully construct and operate the community housing project.
- 11) The Town will not be responsible for any expenses incurred in preparing and submitting responses. All submittals shall become the property of the Town. All deliverables, reports, maps, and other documents submitted shall become the property of the Town. The Town has the right to disclose information contained in proposals, and is subject to the Massachusetts Public Records Law, G.L. c. 66, §10.
- 12) The Town has determined that this Request for Proposals is subject to the Uniform Procurement Act, M.G.L. c. 30B. Therefore, the provisions of M.G.L. c. 30B are incorporated here by reference.
- 13) The selected responder is expected to comply with all applicable state and federal laws in performance of service.
- 14) Responses received prior to the date of opening will be securely kept, unopened. No responsibility will attach to an officer or person for the premature opening of a response not properly addressed and identified. Any submittals received after the advertised date and time for opening will be considered non-responsive and be returned to the responder unopened.

- 15) Proposals which are incomplete, conditional or obscure, will be rejected. No award will be made to any proposer who cannot satisfy the Town that it has sufficient ability and sufficient capital to enable it to meet the requirements of these specifications. The Town's decision or judgment on these matters shall be final, conclusive, and binding.
- 16) The Tax Compliance Certification, Certificate of Non-Collusion, Certificate of Authority and Disclosure Statement for Transaction with a Public Agency Regarding Real Property must be included with the response. The authorized individual(s) must sign these forms.
- 17) Response to this RFP acknowledges the proposer's acceptance of all sections and requirements of this document. The proposer's response to the RFP will be incorporated within the agreement between the parties. If the proposer's proposal does not comply with the requirements of this RFP, or if an item is not understood in any way, a copy of that section of the RFP must then be included in the proposal and all its copies clearly stating the deviation, additions, or other comments.
- 18) If, at the time proposals are due, Truro Town Hall is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the deadline will be extended until 2:00 PM on the next normal business day that Town Hall is open.
- 19) The Town is an Affirmative Action/Equal Opportunity Employer. The Town encourages submittals from qualified SBO/MBE/DBE/WBE firms.
- 20) The Town makes no representations or warranties, express or implied, as to the accuracy and or completeness of the information included in this RFP. This RFP, including all attachments, supplements, and/or future addendums, is made subject to errors, omissions, and withdrawal without prior notice, and to changes to, additional, and different interpretations of laws and regulations.

III. Background

A. Property Description

The property is a 3.91 acre parcel of land in the Town of Truro, Barnstable County described in a Release Deed recorded with the Barnstable County Registry of Deeds at Book 30796 Page 289, and shown as “Parcel 1” on a plan entitled “Plan of Land in Truro Massachusetts,” dated September 6, 2017, prepared by VHB, Inc., and recorded with the Barnstable County Registry of Deeds at Plan Book 672, Page 31. See Exhibit A, Deed and Plan. The property is located off Highland Road and was formerly part of the State Highway road-layout, owned by the Massachusetts Department of Transportation. The Massachusetts Department of Transportation conveyed the land to the Town of Truro for affordable housing purposes. Town Meeting voters have authorized the disposition of this property for affordable housing purposes. See Exhibit B.

The Town has performed a preliminary feasibility study. See Exhibit C. Please note that this report was written before the availability of municipal water was confirmed. Proposers may or may not choose to incorporate this work into their proposal. The Town of Truro makes no representations or warranties, express or implied, as to the accuracy and/or completeness of this information.

The Town is working diligently to bring municipal water to the site. See Exhibit D from Mr. Cody J. Salisbury, Water Superintendent, Provincetown Public Works – Water Dept. The Town has been awarded a \$75,000 MassHousing Planned Housing Production grant for the engineering work necessary for the municipal water extension, and is confident in securing funding for the construction work. The Town will provide more details on the status of the water line work at the Bidder’s Conference and/or through an Addendum to the RFP.

The Town has made an initial filing with the Massachusetts Natural Heritage and Endangered Species Program, requesting information on State-listed species. See Exhibit E for submission and response. The Eastern Spadefoot Toad (*Scaphiopus holbrookii*), a Threatened Species, and the Eastern Box Turtle (*Terrapene carolina*), a Species of Special Concern, have been found in the vicinity of the site. The Town has discussed these species with experts in the field, and it is not anticipated that this will affect the size or type of development, but that it will require special care be taken during construction.

B. Project Description

The Town is seeking proposals for the development and ongoing management of an affordable and mixed-income rental housing development, estimated at between 30 and 40 units, on a 3.91 acre parcel of land located off Highland Road in Truro.

- The Town will be responsible for providing municipal water to the site.
- The property is currently zoned Residential. It is envisioned that this project will be permitted under Massachusetts General Law Chapter 40B. The selected responder will be responsible for securing all permits and necessary zoning relief. The Town of Truro will provide assistance from the Town of Truro Housing Consultant. It is envisioned that this will be a major focus of the Truro Housing Consultant, and the Town of Truro is committed to supporting this project with Town resources, including Town personnel.
- The Town of Truro will either convey the property to the selected responder in fee simple absolute or will enter into a long-term lease agreement with the selected responder.

- The selected responder will be responsible for site and unit design, for constructing the housing units and any ancillary facilities, and will be responsible for the necessary on-site infrastructure.
- The selected responder will be responsible for all marketing and tenant selection lotteries, both for the initial rent-up and for subsequent vacancies and will be responsible for ongoing property management and maintenance.

C. Housing Need

The Town has a Community Housing Needs Assessment, prepared by John Ryan of Development Cycles. See https://www.truro-ma.gov/sites/truroma/files/file/file/final_housing_needs_assessment_report.pdf.

The Town also has a Department of Housing and Community Development approved Housing Production Plan. <https://www.truro-ma.gov/housing-authority/pages/housing-production-plan>.

The Town currently has 2.3 % of units listed on the Department of Housing and Community Development Subsidized Housing Inventory (DHCD SHI). The state goal is 10%. With the highest home prices in the Cape region and year-round rental opportunities both rare and expensive, Truro has a significant affordable housing crisis.

| | Income Limits Household of 1 | Income Limits Household of 2 | Income Limits Household of 3 | Income Limits Household of 4 | Income Limits Household of 5 | Income Limits Household of 6 |
|------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| 30% | \$18,950 | \$21,650 | \$24,350 | \$27,050 | \$29,250 | \$32,960 |
| 50% | \$31,600 | \$36,100 | \$40,600 | \$45,100 | \$48,750 | \$52,350 |
| 80% | \$47,600 | \$54,400 | \$61,200 | \$68,000 | \$73,450 | \$78,900 |
| 100% | \$59,500 | \$68,000 | \$76,500 | \$85,000 | \$91,813 | \$98,625 |
| 120% | \$71,400 | \$81,600 | \$91,800 | \$102,000 | \$110,175 | \$118,350 |

IV. Goals and Guidelines

The Town of Truro has established the following guidelines as a reflection of its goals for development of the Cloverleaf property. These guidelines are the result of meetings and forums with housing stakeholders, housing advocates, community members, and the Truro Housing Authority. Priority will be given to proposers who are best able to meet these goals, as determined by the evaluation criteria in this RFP.

A. Housing Program

The Housing Program was approved by the Truro Select Board at its May 22, 2018 meeting. It is presented as a recommendation, not as a requirement. The Town wants to give a responding developer flexibility to create a high quality, community-accepted neighborhood that fits with the Town character and is financially feasible, and provides housing options to a variety of households.

Housing Type: Rental

Unit Number: 30-40 Units

Unit Sizes:

- 50% 1bedroom
- 40-45% 2bedroom
- 5-10% 3bedroom

Affordability:

- 50% of units affordable to households earning at/below 80% Area Median Income
- 30% of units affordable to households earning at/below 120% Area Median Income
- 20% of units rented at market rates

Local Preference:

The Town is supportive of a local preference for Truro residents to the extent allowable by law.

The Town is interested in exploring the feasibility of making a number of either the market rate units or the units affordable to households earning at/below 120% Area Median Income, or a combination of the two, available directly to municipal employees, if permitted by the subsidizing agency and under law.

The affordable units must be restricted to affordable housing purposes in perpetuity. The Town's preference is for the units to be included on the Department of Housing and Community Development's Subsidized Inventory (SHI).

B. Permitting

It is envisioned that this project will be permitted under Massachusetts General Law Chapter 40B. The project will require an Affordable Housing Regulatory Agreement and/or Affordable Housing Restriction.

The Town will enter into either a purchase and sale agreement or a long term lease with the developer (the “Disposition Agreement”) within one hundred twenty (120) days of selecting the successful proposer, as well as a land development agreement (the “Development Agreement”), the terms of which will govern the post-closing development of the property.

The Disposition Agreement will include terms customary to municipal transactions, including the following conditions:

- *Encumbrances:* The Town shall convey or lease the property subject to (a) a Development Agreement, setting forth the terms of the development of the property for mixed-use affordable housing purposes; (b) a Regulatory Agreement between the developer, the Town, and the subsidizing agency, and (c) a Restriction, enforceable by the Town, and surviving foreclosure, requiring the affordable units to be used for affordable housing purposes in perpetuity, as set forth more particularly in the Development Agreement.
- *Closing Conditions:* The Town will convey or lease the property to the developer upon the satisfaction of the following conditions, among others:
 - (a) *Permits:* The developer shall have obtained all permits, including but not limited to, a building permit, and such other approvals and licenses as may be required, with appeal periods having expired without any appeal being filed, or if filed, the final adjudication of such appeal pursuant to a final court order without further appeal from all federal, state and local authorities necessary to construct and operate the Project on or before June 20, 2021;
 - (b) *Financing:* The developer shall have obtained financing sufficient in the reasonable judgment of the Town and the developer to design, construct, operate and maintain the Project and other improvements required under the Development Agreement. The developer shall provide the Town with firm project financing commitments, including, but not limited to, public funding commitments, construction loan commitments, and/or a permanent loan commitment from institutional lenders and/or public or quasi-public entities, on terms and in amounts reasonably satisfactory to the Town and the developer, and, prior to or simultaneously with the execution and delivery of the deed or execution of the lease to the property, the developer shall close on project financing, whereby the developer shall receive funds from institutional lenders and/or public or quasi-public entities in amounts reasonably satisfactory to the developer and the Town to complete the Project;
 - (c) *Approved Plans and Specifications.* The developer shall prepare plans and specifications for the construction of the Project and for any work done or improvements made on or to the property, showing in detail the location, layout and size of the units, the design of the building(s), the landscaping, and all other improvements to be constructed on the property. Prior to application to the permitting boards/agencies, the developer shall submit the plans and specifications to the Select Board for its approval (the “Approved Plans”), not to be unreasonably withheld. In the event of disapproval, the Town shall give the developer an itemized statement of reasons for disapproval within sixty (60) days after the plans and specifications are submitted to the Select Board. The developer shall use reasonable efforts to cause such item to be appropriately revised as soon as possible after receipt of such notice of disapproval and resubmit the same to the Select Board for

approval. The Town, through its Select Board, and the developer agree to cooperate reasonably and in good faith with each other to resolve any objections of the other to such items and/or requested modifications by the other. If no response is received from the Town within said sixty (60) day period, the plans and specifications shall be deemed approved by the Town. The developer acknowledges and agrees that the review of the Approved Plans by the Select Board shall be independent of, and not substitute for, any review of the Project required under the Town's General and Zoning Bylaws or any Permits. In the event the Approved Plans change materially during the permitting process, the revised plans shall be submitted to the Select Board, for review and approval, which shall not be unreasonably withheld.

The Town shall convey or lease the property subject to a Development Agreement that will incorporate the provisions of the developer's accepted proposal and specify how the developer will develop, construct and operate the Project. The parties shall sign the Development Agreement at the closing or simultaneously with execution of the lease and record the same prior to the recording of any mortgages or other liens. The Development Agreement shall include, but is not limited to, the following terms:

- *Construction Obligation:* The developer shall, at its sole cost and expense, construct a new building or buildings on the property to contain approximately 30-40 rental residential dwelling units (the "Project"). The developer shall complete the Project within three (3) years from conveyance of the property or execution of the lease.

Affordable Rental Housing: At least twenty-five (25%) per cent of the dwelling units shall be rented to households earning at/below 80% of the Area Median Income, with the remainder of the Project to be a mixed-income housing development, comprised of a combination of affordable units and/or market rate units. Area Median Income shall be the area median income for the metropolitan statistical area in which Truro is located, as defined by the United States Department of Housing and Urban Development ("HUD"), adjusted for household size.

- *Regulatory Agreement and Affordable Housing Restriction:* The developer shall enter into a Regulatory Agreement and Declaration of Restrictions with the subsidizing agency and the Town at the closing. The developer shall also grant the Town an affordable housing restriction, enforceable by the Town in perpetuity, which survives foreclosure, and meets the requirements of G.L. c. 184, §§ 31 and 32.. The rental and other restrictions contained in the Regulatory Agreement and/or affordable housing restriction shall also be deemed to be an "other restriction" held by a governmental body, as that term is used in G.L. c. 184, § 26 such that the restrictions contained therein shall be enforceable for its full term and not be limited in duration by any contrary rule or operation of law, and in any event shall be enforceable for at least two hundred (200) years
- *Local Preference:* The Town is in support of a local preference for Truro residents to the extent permitted by law and is interested in exploring the possibility of allocating one or more of the units for municipal employees, if permitted by the subsidizing agency and by law.
- *Sale or Transfer of Property:* Until the Project has been substantially completed, the developer shall not convey or transfer the property or any portion thereof to any person or entity, other than the rental of the individual units

- *Subordination*: Any and all mortgages and other liens on the property shall be subordinate to the Development Agreement

C. General Design and Construction Guidelines

To the greatest extent possible, site layout and building plans should be harmonious with the existing architecture of Truro's community character. The following are suggestions rather than requirements as the Town is looking to the developer and the architectural team to make proposals that best fit the site.

- It is envisioned that buildings would be clustered into small but multi-unit structures
- The Town of Truro would be open to plans that include a larger structure housing multiple smaller units with some common space, creating an independent living arrangement that would be appealing to senior citizens.
- The site plan should work with the grade, utilizing walk-out basements and/or under-unit parking
- Parking should be scattered as best as is practical, so there are not large parking lots
- Single family units are not encouraged
- Structures with more than three stories are not encouraged
- "Green" construction, including use of durable and/or recycled materials, and including energy efficient mechanicals (including solar panels) is encouraged
- Landscaping in keeping with Truro's character is encouraged
- Outdoor common areas are encouraged; gathering areas, playground areas and garden areas
- Porches and/or decks for first floor units are encouraged
- Architectural interest and variety is encouraged; different roof planes and angles, etc.
- Plans should include ample storage for residents.
- Plans should include notations for trash and recycling receptacles
- There is no preference for type of construction. Modular or panelized construction is acceptable, as is traditional "stick-built" construction.

D. Project Design Phase

Proposals must submit a plan for the Project Design Phase, including, at a minimum:

1. Goal Setting – a meeting with key architectural, design, and developer staff and the Town of Truro or its designee to review design direction and to understand issues and trade offs
2. Initial Design Presentation – key architectural, design and developer staff will present three design alternatives, of which the Town of Truro or its designee will select one for further refinement
3. Final Design Presentation to Town of Truro or its designee
4. Final Design Presentation to the broader community (a public meeting to solicit community input)
5. Refinements to be made to design based on feedback

V. Evaluation Criteria

The criteria to be used by the Town of Truro in evaluating the proposals are as follows:

A. Minimum Threshold Criteria

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

- 1) The response must be complete and must conform with all submission requirements
- 2) Responder experience must include a developer with a minimum of 5 years' experience in the development of affordable housing
- 3) Responder experience must include a property manager with a minimum of 5 years' experience in property management
- 4) Responder experience must include an affordable housing development of 12 or more units
- 5) Responder must certify compliance on all state and local taxes (attachment)

B. Comparative Evaluation Criteria

Projects meeting the minimum criteria will be judged on the following additional comparative evaluation criteria. The Town reserves the right to award the contract to the responsive and responsible proposal that best meets the Town's needs, taking into account qualifications, submittal quality, and evaluation criteria. The Town's decision or judgment on these matters shall be final; the Town will use the comparative criterion for each separate rating area, and based upon these criteria, will assign an overall rating to each proposal. Each of the criteria may contain ratings of:

- Unacceptable**
- Not Advantageous**
- Advantageous**
- Highly Advantageous**

An "Unacceptable" rating in any one of the criteria will eliminate the proposal from further consideration:

1) Construction Experience

Applicants will be evaluated based on the extent of the Development Team's construction experience with residential new construction of housing projects of 12 units or more.

- Unacceptable: Development Team has less than 3 years construction experience with residential new construction of housing projects of 12 units or more
- Advantageous: Development Team has 4 to 8 years construction experience with residential new construction of housing projects of 12 units or more
- Highly Advantageous: Development Team has more than 8 years construction experience with residential new construction of housing projects of 12 units or more

2) Strength of Development Team

Applicants will be evaluated on the strength of the Development Team as evidenced by the experience with projects similar to the Cloverleaf Community Housing Project. Experience evaluated will be that of the organization's principal (executive director, chief executive officer, or similar position) and the individual designated to lead the Cloverleaf Community Housing Project (project manager or other similar position).

- Unacceptable: Either the organization's principal or the project manager has had no experience with similar projects within the last 7 years.
- Not Advantageous: Either the organization's principal or the project manager have had experience with only 1 similar project within the last 7 years.
- Advantageous: Both the organization's principal and the project manager have had experience with 2 or more similar projects within the last 7 years.
- Highly Advantageous: Both the organization's principal and the project manager have had experience with 3 or more similar projects within the last 7 years.

3) **Financial Experience and Capacity**

Applicants will be evaluated on the extent to which financial references verify financial capacity of applicant and the extent of their financial strength to support the most favorable terms from a construction lender.

- Unacceptable: Applicant has not demonstrated financial capacity by providing adequate documentation to allow reviewers to determine financial viability
- Not Advantageous: Applicant has provided basic documentation regarding financial capacity however it is not clear that applicant has the financing or cash flow to adequately complete the project
- Advantageous: Applicant has provided sufficient documentation to demonstrate financial viability and cash flow to complete the project
- Highly Advantageous: Applicant has provided ample documentation to demonstrate financial viability and cash flow with a letter of credit naming this project and documenting availability of financing

4) **Project Discussion and Cost Projections**

Applicants will be evaluated on the extent of their project understanding, especially pertaining to the goals of creating quality affordable housing that can be rented affordably to income qualified households and quality mixed income rental housing, as evidenced by Applicant's Narrative Description of the Proposed Development and Development Budget.

- Unacceptable - Proposal did not adequately convey Applicant's understanding of the project goals and approach to completing the project successfully.
- Not Advantageous - The response indicates Applicant may understand the project goals, but the materials provided are not clear enough to make a determination. Applicant's approach does not instill confidence in a plan to complete the project in a well thought out manner.
- Advantageous - The Narrative and Budget provided indicate Applicant will meet the project goals and show the Applicant's demonstrated understanding of the project and approach to the work required.
- Highly Advantageous - The Narrative and Budget provided clearly indicate Applicant's understanding of the project goals and ability to successfully meet these goals; shows the Applicant's demonstrated understanding of the project; Applicant's ability to bring leadership to the project and that their approach to the project demonstrates a creative and thorough process.

5) **Project Discussion and Design Proposals**

Applicants will be evaluated on the extent of their project understanding, especially pertaining to the goals of creating quality mixed income rental housing that is harmonious with the existing architecture of the neighborhood and the Town of Truro, and meets the Goals and Guidelines in the RFP, as evidenced by Applicant's Narrative Description of the Preliminary Site Plans.

- Unacceptable - Proposal did not adequately convey Applicant's understanding of the project goals, design phase, and approach to designing the project successfully.
- Not Advantageous - The response indicates Applicant may understand the project goals, but the materials provided are not clear enough to make a determination. Applicant's approach does not instill confidence in a plan to design the project in a well thought out manner.
- Advantageous - The Narrative and Preliminary Site and Architectural Plans provided indicate Applicant will meet the project goals and show the Applicant's demonstrated understanding of the project and approach to the design.
- Highly Advantageous - The Narrative and Preliminary Site and Architectural Plans provided clearly indicate Applicant's understanding of the project goals and ability to successfully meet these goals; show the Applicant's demonstrated understanding of the project; Applicant's ability to bring leadership to the project and that their approach to the design demonstrates a creative and thorough process

6) **Ability to Work with Local Government and Funding Sources**

Applicants will be scored according to the extent of successful experience working with government-assisted housing programs and funding sources during the last five years.

- Unacceptable: Applicant with less than one year successful experience working with government assisted housing programs
- Advantageous: Applicant with one to four years successful experience working with government assisted housing programs
- Highly Advantageous: Applicant with five years or more successful experience working with government assisted housing programs

7) **Green Construction**

Proposal will receive additional consideration for green construction as follows:

- Unacceptable: Lack of adherence to Energy Star standards
- Not Advantageous: Adherence to Energy Star standards
- Advantageous: Additional “green” aspects to construction beyond Energy Star
- Highly Advantageous: Proposals that include installation of Solar Panels

VI. Submission Requirements

Applicants must submit all of the following information:

1. Letter of Interest signed by principal of the applicant organization
2. Narrative description of the proposed development and approach, including Plan for Project Design Phase (see Section IV D) and Projected Development Schedule
3. Preliminary/Illustrative Site Plan and Sample Architectural Plans
4. Project Financial Information (please use One Stop Forms or equivalent)
 - a. Development budget sources and uses (if using One Stop, Section 3)
 - b. 20 –year operating proforma and rent schedule (If using One Stop, Section 4 and Output Section)
 - c. Lending letter of interest
5. Developer information:
 - a. Description of development team, including key consultants, property manager, architect, contractor and attorney, detailing previous experience of members of team and references; identify process for selecting members not yet identified
 - b. Developer financial information. Please submit most recent available audited financial statements or other documentation of financial standing.
6. Required Forms
 - a. Certification of Tax Compliance (form included at Exhibit F)
 - b. Certification of Non Collusion (form included at Exhibit F)
 - c. Corporate Authority Document (form included at Exhibit F)
 - d. Disclosure Statement for Transaction with a Public Agency Concerning Real Estate (form included at Exhibit F)
 - e. Description of Other Real Estate. Please complete this as if you were the Developer for this project, completing the MHIC One Stop form (One Stop form included at Exhibit F)
 - f. Information regarding any legal or administrative actions, past, pending, or threatened that could relate to the conduct of the applicant’s business (form included at Exhibit F)

VII. Selection Process

A Selection Committee will review and evaluate all proposals that have been received by the submission deadline. The Selection Committee will make a recommendation to the Truro Select Board. The Select Board will make the final selection. Responders may be asked to make a presentation to the Select Board.

Evaluation of the proposals will be based upon the information provided in the applicant’s submission in accordance with the selection criteria outlined in this RFP and any interviews, references and additional information requested by the Town. The Town of Truro will notify all applicants in writing of its decision.

VIII. List of Attachments

| | |
|---|-----------|
| Deed and Plan of Land..... | Exhibit A |
| Town Meeting Vote..... | Exhibit B |
| Engineering Feasibility..... | Exhibit C |
| Municipal Water Memo | Exhibit D |
| Massachusetts Natural Heritage and Endangered Species | Exhibit E |
| Forms and Certifications | Exhibit F |