

**Sudbury Housing Authority**  
**Residential Home Purchase**  
***Notice of RFP***

## **Section 1: RFP Introduction**

The Sudbury Housing Authority (SHA) is soliciting proposals for the purchase of residential land and dwelling in Sudbury, MA in accordance with the terms and conditions specified.

**Friday October 11, 2013 1 pm to:**

Sudbury Housing Authority  
Attention: Sheila Cusolito  
55 Hudson Road  
Sudbury, MA 01776

The RFP may be obtained from the SHA, Monday through Friday, between 9:00 a.m. and 2:30 p.m. In addition, RFP's will be mailed to interested parties upon request directed to the SHA at 978-443-5112.

Questions regarding this RFP may be directed to the SHA Executive Director, Sheila Cusolito, 55 Hudson Rd., Sudbury, MA 01776, e-mail: [sudburyhousing@verizon.net](mailto:sudburyhousing@verizon.net) , phone: 978-443-5112.

Requests for interpretation or supplemental information must be made in writing via e-mail and must be received no later than September 20, 2013. Any interpretation or supplemental information provided to proposers will be issued in the form of written addenda to the RFP and will be sent by e-mail to all persons on record as having received the RFP no later than September 27, 2013.

Judith Deutsch, Chairperson, Sudbury Housing Authority

## **Section 2: Project Description**

The Sudbury Housing Authority (SHA) currently owns and manages the following affordable rental properties: 64 one-bedroom apartments at Musketahquid Village for elderly or disabled individuals; and 27 two-, three-, or four-bedroom houses on scattered sites for families. Qualified applicants have incomes that are no greater than 80% of the area median for their household size, with monthly rents generally 27–30% of monthly income. The SHA's operating budget is supported in its entirety by its rental income. The SHA is seeking proposals for the purchase of one-, two-, or three-bedroom homes within the Town of Sudbury to add to its portfolio of rental properties.

The property being offered must be located in the Town of Sudbury; the owner must have good and clear record and marketable title satisfactory to the SHA; must have title insurable by a title insurance company acceptable to the SHA, in a fee owner's policy of title insurance at normal premium rates, in the American Land Title Association form currently in use.

The property may not have easements, restrictions and reservations of record, if any, that interfere with use of and access to the property for residential purposes.

The home on the property must pass a home inspection test, with the owner willing to make repairs and corrections as noted in the home inspection report, be free of hazardous materials, be in good condition, ready to be occupied without major repairs or improvements, and be otherwise acceptable to the SHA in its sole discretion. Title V compliance is required.

Any award of an Offer to Purchase as a result of this Request for Proposals will be subject to the SHA being satisfied, in its sole and absolute discretion, with the condition of and title to the property, among other conditions.

The successful property owner must be prepared to enter into an Offer to Purchase within sixty (60) days from the award of this proposal.

The contract award, if any, will take the form of an executed Offer to Purchase between the Sudbury Housing Authority and the Property Owner, with the ultimate goal of a Purchase and Sale agreement and closing.

## **Section 3: Price**

This Request for Proposal is issued pursuant to G.L. c. 30B, § 16. The SHA is interested in securing appropriate residential property at the lowest responsible price.

The SHA reserves the right to award the Offer to Purchase to the proposer offering the most advantageous combination of dwelling characteristics and purchase price, and shall not be required to award the proposer offering the lowest price. The SHA reserves the right to negotiate the purchase price with the selected proposer.

Any award is subject to obtaining the proper regulatory approvals to the extent any may be necessary to carry out the purposes of this Request for Proposal.

## **Section 4: Comparative Evaluation Criteria**

Proposals will be evaluated based upon Minimum and Comparative Criteria. The SHA will offer to purchase residential property from the proposer who submits the most advantageous proposal based on consideration of specified Minimum and Comparative Criteria.

1. Minimum Criteria: Each proposal must meet all of the following criteria in order to be considered for further evaluation:
  - The property must have good clear record and marketable title.
  - The property must have a current Title V certificate.
  - The property must be located in Sudbury.
2. Comparative Criteria: The following Comparative Criteria will be applied to those proposals that meet the Minimum Criteria listed above. Proposals that do not meet the Minimum Criteria will be judged unacceptable and not reviewed any further.

The SHA will consider the following Comparative Criteria and evaluate each proposal based on the preferences listed below:

A. Frontage or Entrance on Town-Accepted Roadway

Highly Advantageous: Property has direct frontage on and access to a Town-accepted roadway.

Advantageous: Property has benefit of valid access and utility easement over private way(s) to a Town-accepted roadway.

Not Advantageous: Property has no access to a public way.

B. Right-Of-Ways, Easements

Highly Advantageous: It is clearly demonstrated that there are no right-of-ways or easements, either over or under the property.

Advantageous: It is clearly demonstrated that there are no right-of-way or easements, either over or under the property, that will affect the use of the property for residential purposes.

Non Advantageous: There are right-of-ways or easements, either over or under the property, that might affect the use of the property for residential purposes.

C. Lot Characteristics

The following lot characteristics are measured:

1. Lot has a suitable yard for outdoor activities
2. Lot area is less than 25% wetland, as defined by Town GIS wetland layer
3. Lot slopes less than 10% as defined by Town GIS contour layer

Highly Advantageous: Meets all three of the lot characteristics above.

Advantageous: Meets at least two of the lot characteristics above.

Non Advantageous: Meets one of the lot characteristics above.

D. Suitability of Building

Highly Advantageous: Building on property is in good, safe and habitable condition, and can be occupied by a family without the need for any repairs or improvements.

Advantageous: Building on property is in safe and habitable condition, but minimal repairs and improvements are necessary to make the property ready for occupancy and use.

Non-Advantageous: Building is not in safe and habitable condition, and requires major repairs or improvements to make it ready for occupancy.

E. Applicant

Advantageous: Is the listing broker or owner.

Non-Advantageous: Is not the listing broker or owner.

F. If Applicant is a Real Estate Agent

Highly Advantageous: Has experience with greater than two (2) affordable housing units in the last five years.

Advantageous: Has experience with one (1) affordable housing unit in the last five years.

Non-Advantageous: Has no experience with affordable housing unit in the last five years.

## **Section 5: General Conditions**

1. The successful proposer shall comply with all applicable federal, state, and local laws and regulations related to real estate transactions.
2. The SHA does not have a real estate broker representing it, and the proposer must agree to defend, indemnify the SHA against, and hold the SHA harmless from any claim, loss, damage, costs or liabilities for any brokerage commission or fee which may be asserted against the SHA by any broker in connection with this transaction.
3. The SHA will accept proposals from real estate brokers acting on behalf of clients representing various properties that meet the criteria.
4. All proposals submitted to the SHA must include all forms included within the contents of the RFP and they must all be properly completed and executed. Failure to submit all forms properly completed and executed will be grounds for rejection of the proposal.
5. All signatures must be handwritten and in ink by the individual(s) authorized to offer or sell the property. All other words and figures submitted on the proposal shall be neatly written in ink or typed. Proposals that are conditional or obscure, or which contain additions not called for in the specifications, erasures, alterations, or irregularities may be rejected.
6. The SHA reserves the right, in its sole discretion, to reject any or all proposals, to advertise for new proposals, and to make awards as may be deemed in its best interest.
7. The SHA reserves the right, in its sole discretion, to negotiate with one or more proposer, and/or negotiate the sale of the property on terms different from those set forth herein.
8. The SHA likewise reserves the right, at any time, to waive compliance with, or change any of the terms and conditions of this RFP or to entertain modifications or additions to selected proposals. All determinations as to the completeness or compliance of any proposal, or as to the eligibility or qualification of any proposer, will be within the sole discretion of the SHA.
9. All proposals become the property of the SHA. The SHA has the right to disclose information contained in the proposals.

10. The SHA reserves the right to make an award to a proposer that offers other than the lowest price. The SHA will consider the overall value of the offer, including both price and non-price considerations.
11. No proposer may withdraw a proposal for a period of one hundred eighty (180) days after the date and time set for the opening of the proposals.
12. The selection of the proposer shall be made without regard to race, color, sex, age, religion, political affiliation, or national origin.
13. The SHA shall have the right to conduct site visits to verify the information provided in the proposals and to perform detailed evaluations of the property and the dwelling proposed prior to award. Proposers, by submitting proposals in response to this RFP, agree to allow the SHA reasonable access to the property and the dwelling. The proposer's failure to cooperate with the SHA in this regard may result in rejection of the proposal.
14. The SHA reserves the right to request additional information from any and all proposers if it is deemed necessary in order to identify the most advantageous proposal.
15. Prior to opening of the proposals, any person needing to make changes, to correct, modify, or withdraw their proposal which has already been submitted, must submit a request in writing in order to retrieve their proposal.

## **Section 6: Proposal Submission Requirements**

Sealed proposals shall be submitted to the Sudbury Housing Authority, 55 Hudson Road Sudbury, MA 01776 no later than Friday, September 20, 2013 1 pm and will be publicly opened and read at that same time.

Each proposal must be submitted in a sealed envelope which shall be clearly marked "Proposal for Sale of Residential Property to the Sudbury Housing Authority." Proposers wishing to submit more than one property for consideration may submit them together in one proposal.

Five (5) copies of the proposal shall be submitted.

The Sudbury Housing Authority shall be the awarding authority.

All Proposals shall include, as a minimum, the following information:

1. Name and address of the proposer, with contact person, including phone, fax, and email information.
2. Demonstration that the proposal meets the Minimum Criteria.
3. Demonstration that the proposal meets the Comparative Evaluation.
4. Demonstration that the proposer has the authority to present the property.
5. Information form completed for each property.
6. Price Form.
7. Certificate of Taxes, Tax Attestation.
8. Disclosure of Beneficial Interests.

## **Section 7: Review of Proposals, and Award**

The SHA reserves the right to accept or reject any or all proposals, to waive minor informalities, and to make awards as may be deemed in its best interest.

Proposal corrections, modifications, or withdrawals may be submitted until the proposal deadline; any such shall be in writing in a sealed envelope appropriately labeled and delivered as indicated above.

The SHA reserves 60 days from the proposal deadline to make an award if it is in its best interest to do so.

Material submitted in response to this RFP will not be considered confidential under the terms of the Massachusetts Public Records Law.

The SHA will review and rate the proposals received, and may select the most highly advantageous proposals for site visits.

The contract award(s), if any, will be made by the SHA upon determination of the most advantageous proposal from a responsible, qualified, and responsive proposer, taking into consideration all evaluation criteria set forth in the RFP. The contract award, if any, will take the form of an executed Offer to Purchase between the Sudbury Housing Authority and the Property Owner, with the ultimate goal of a Purchase and Sale agreement and closing.

## **INFORMATION FORM**

Proposal to sell residential property to the Sudbury Housing Authority. *Submit one Information Form for each property.*

Property address: \_\_\_\_\_, Sudbury, MA

Total Acreage, in square feet: \_\_\_\_\_

Amount of Frontage on \_\_\_\_\_

Setbacks: Front \_\_\_\_\_ Sides \_\_\_\_\_, \_\_\_\_\_ Rear \_\_\_\_\_

Wetlands: \_\_\_\_\_ (yes/no) Slope percentage: \_\_\_\_\_

Easements, restrictions, if any:

---

---

---

Town Water (yes/no): \_\_\_\_\_

Title V (yes/no): \_\_\_\_\_

Home specifics (or attach MLS Listing):

year built:

gross and livable square footage:

total number of rooms:

number of bedrooms:

number of bathrooms:

heating system type, fuel source, and age:

shed or garage (y/n)

basement (y/n)

Condition of home: \_\_\_\_\_

Known defects, maintenance items:

---

---

---

Attach photo of home taken from front



## **PRICE FORM**

Proposal to sell residential property to the Sudbury Housing Authority as described in the Property Form.

### **Property #1**

Property Address: \_\_\_\_\_, Sudbury MA

Price in words: \_\_\_\_\_ (\$ \_\_\_\_\_)

### **Property #2**

Property Address: \_\_\_\_\_, Sudbury MA

Price in words: \_\_\_\_\_ (\$ \_\_\_\_\_)

### **Property #3**

Property Address: \_\_\_\_\_, Sudbury MA

Price in words: \_\_\_\_\_ (\$ \_\_\_\_\_)

### **Property #4**

Property Address: \_\_\_\_\_, Sudbury MA

Price in words: \_\_\_\_\_ (\$ \_\_\_\_\_)

## **CERTIFICATE OF NON-COLLUSION**

Proposer certifies under the pains and penalties of perjury that this proposal represents an Offer to Purchase and is in all respects bona fide, fair, and made 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. Proposer further certifies that he understands the conditions of sale and will abide by the terms set forth.

### **PROPOSER**

\_\_\_\_\_  
By:

Print Name

Proposer's Address: \_\_\_\_\_

\_\_\_\_\_

Proposer's Telephone: \_\_\_\_\_

Proposer's e-mail \_\_\_\_\_

SS or TAX ID# \_\_\_\_\_

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

## **CERTIFICATE OF TAXES/TAX ATTESTATION**

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required by law.

\_\_\_\_\_  
Social Security Number, or  
Federal Identification Number

\_\_\_\_\_  
Signature of Individual, or  
Corporation Name

By: \_\_\_\_\_  
Corporate Officer & Title (if applicable)

**AFFIX CORPORATE SEAL**

**DISCLOSURE OF BENEFICIAL INTERESTS** (submit one per  
property)

Pursuant to M.G.L. Chapter 7, Section 40J, I certify under penalties of perjury that the following is a list of true names and addresses of all those who have or will have a direct or indirect beneficial interest in \_\_\_\_\_  
(property address)