

# REQUEST FOR PROPOSALS FOR LONG-TERM LEASE OF LAND FOR RENTAL HOUSING DEVELOPMENT

160-164 Pleasant Street • Town of Dunstable, MA

APRIL 20, 2022

RESPONSES DUE: MAY 25, 2022



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The Town of Dunstable makes no representations or warranties, express or implied, as to the accuracy and/or completeness of the information provided in this RFP. This RFP (including all attachments and supplements) is made subject to errors, omissions, prior sale, lease or financing, and withdrawal without prior notice, and to changes to, additional, and different interpretations of laws and regulations.

# SECTION 1. SUBJECT PROPERTY

## Introduction

On behalf of the Town of Dunstable (the "Town"), the Dunstable Affordable Housing Committee (the "Committee") is pleased to present this Request for Proposals ("RFP") for the development of a 28.5-acre lot ("Property") on Assessor's Map 12, Lots 48 and 49-1 known as the Mixed Use District ("MUD") in Dunstable, MA. This +/-28.5-acre property abuts Salmon Brook which flows from Lower Massapoag Pond and the Craven Conservation Property; it offers an opportunity to create a high-quality housing community for all ages and incomes in the Town on part of the site.

The Property is located at 160-164 Pleasant Street and was acquired by the Town of Dunstable in 1999. The deed to the Town of Dunstable is recorded in Middlesex North Registry of Deeds Book 10022 Page 236, Book of Plans 199 Plan 108. (See Deed Attachment I).

The Committee's primary goal for the Property is to ensure the development of mixed-income rental housing, of which 100 percent of the housing units will be eligible for the Subsidized Housing Inventory. The Committee's decision to build affordable rental housing on the Property was based upon community input, research and an extensive feasibility study. The next step in the process is for the Committee to solicit proposals to enter into a development agreement with the Town that is consistent with the Town's goals and guidelines. The Town expects to lease the property to the selected developer under agreed upon terms which will require general and reasonable conformance and long-term affordability of the housing that is produced.

The lease of the Property is contingent on the satisfaction of the conditions that will be specified in a Land Development Agreement (LDA) to be entered into by the Town and the selected developer. The Town will select a developer with demonstrated experience and capacity to develop affordable housing, and with the most advantageous development concept that addresses the needs and goals of the Town of Dunstable. The Town has determined that this RFP is subject to the Uniform Procurement Act, M.G.L. c. 30B. Therefore, the provisions of M.G.L. c. 30B are incorporated herein by reference.

Prospective developers are responsible for undertaking their own review and analyses concerning physical conditions, environmental conditions, applicable zoning, required permits and approvals, reuse potentials, and other development, and legal considerations. Prospective developers should be aware that any lease agreement will be negotiated with the Board of Selectmen.

To respond to this RFP, submit ten (10) bound hard copies and a USB flash drive with files in PDF format on or before 12:00pm on 5/25/22, at which time and place the responses will be reviewed and recorded. Responses submitted after this time will not be accepted. Responses shall be marked "160-164 Pleasant Street Development Proposal" and must include all required documents. Faxed or emailed proposals will be deemed non-responsive and will not be accepted.



View of the Subject Property at 164 Pleasant Street (source: JM Goldson, July 2021)

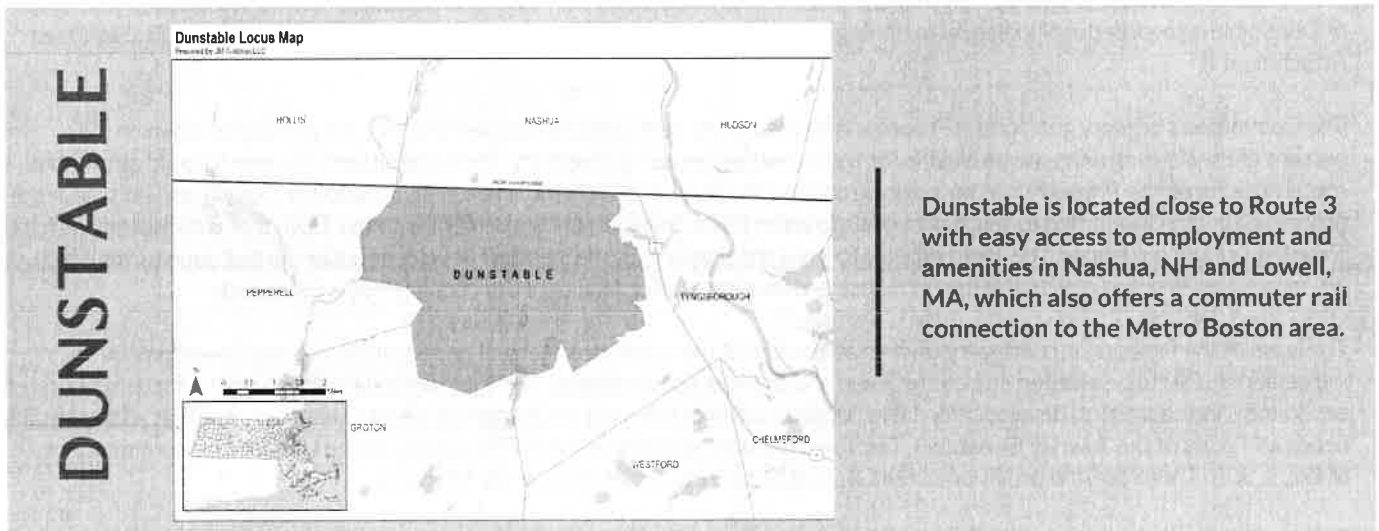
## Town of Dunstable

Dunstable is a rural community that encompasses a little under 17 square miles. The majority of the town is zoned single family and agriculture with a population of about 3,300 people spread out amongst over 1,100 homes.

Today, Dunstable is a beautiful community due in part to the abundance of conserved open space, held both by the Town and the Dunstable Rural Land Trust. This produces a landscape with woods, fields, a river, ponds, and streams. It is a community of farms and residences. Its residents commute to work in Boston and its suburbs. Dunstable retains much of its charm and character from earlier years.



Dunstable Gazebo (source: Freedom's Way NHA)



## Population/Demographic Characteristics

The Town is governed by a three member Board of Selectmen, Town Administrator, and an Open Town Meeting. According to the 2020 Census, there are 3,358 residents representing an increase of about 200 people since 2010. Of these residents, the 2015-2019 American Community Survey (ACS) estimated that 21.4 percent were children under the age of 18, and 14.8 percent were 65 years of age or older. Compared to 2010, the school age population is declining and the over 65 population is increasing.

According to the 2015-2019 ACS, the median household income for a household in the town was \$135,909. This is higher than the Median Family Income of \$112,900 for the Lowell, MA HUD Metro FMR Area in FY2021. More than half (54.8 percent) of residents have a Bachelor's degree or higher.

## Housing Characteristics and Planning

The 2015-2019 ACS counted 1,178 total households in the Town of which 94.8 percent were owner-occupied, representing a considerably higher level of owner-occupancy than for Middlesex County (62.4 percent). In Dunstable, 99.1 percent of housing structures are one unit, compared to 55.5 percent in Middlesex County.

At the 2011 Annual Town Meeting, the Town amended the General Bylaws to establish an Affordable Housing Trust Fund (AHTF) Board of Trustees. The AHTF currently has a balance of approximately \$150,000. The Town collects Community Preservation Act (CPA) funds annually and the CPA Housing Reserve account currently has a balance of \$267,158.

The Town's Housing Production Plan (HPP) was approved by the Massachusetts Department of Housing and Community Development (DHCD) in the spring of 2016. The HPP outlines goals to address housing needs, including providing a variety of housing opportunities - particularly for households earning below 80 percent of Area Median Income (AMI), creating diverse rental units (both in unit type and bedroom count), and supporting the creation of workforce housing units and options for senior citizens, disabled residents, and veterans.

## Town's Development Objectives for the Site

The primary development objective for the site is the creation of +/- 40 rental housing units that are affordable to a mix of income levels and include options for a variety of household types, including families, seniors, and people with disabilities. The development should attempt to incorporate the spirit of Dunstable architecture and open space. It is the Committee's intention to encourage creativity on the part of the developer's proposal. The Committee would like to take advantage of the developer's experience and knowledge of the marketplace. Parcel 12-48, which has frontage directly on Pleasant Street may provide an opportunity for a commercial/retail use as part of a mixed-use development proposal. A majority of the subject property is relatively isolated and has few direct abutters. The rear parcel is also not visible from a major public way but has access through an existing easement.

### Housing for a Mix of Ages and Income Levels and Needs

The Town encourages proposals that include a mix of ages and income levels with all units eligible to count on the Subsidized Housing Inventory. The Town anticipates that at least 25 percent of units will be affordable at 80 percent of AMI, but would encourage a greater mix of incomes, including some affordable to middle-income households and more deeply affordable units, in addition to market rate units. The Town also encourages proposals with service-enriched housing for special needs populations including veterans. Developers are encouraged to be creative with financing opportunities in this area. To the extent allowable by the DHCD, the Town would encourage a 70 percent local preference for the affordable units. All rental units must count towards the DHCD Subsidized Housing Inventory to help the Town work towards its housing production goals as outlined in the Housing Production Plan.

### Neighborhood and Natural Resources

Proposed uses, developments and designs should be sensitive to the surrounding natural environment and show consideration to the limited number of abutting residential properties. The project should not detract from the scenery or existing resources nor have a significant negative impact on the environment of adjacent natural areas. The Town favors proposals that include sustainable landscaping and building design, including energy efficient construction materials and mechanical systems.

### Design Guidelines

The following Design Guidelines are intended to provide some direction to respondents on the design character and sustainability goals the Committee is seeking in proposals. The order of presentation does not indicate any priority or ranking of trade-offs among the Guidelines.

- Architecture and Site Design
  - Architecture shall be the traditional New England style building patterns, scale and character found in the older areas of Dunstable (not the newer developments). The architecture should be sensitive to the overall scale and style of the Main and Pleasant Streets. The buildings shall have pitched roofs.
  - The building or buildings should be sited to limit negative visual and noise impacts on neighboring residential properties.
  - LED lighting should be used indoors and outdoors. Outdoor lighting should provide for pedestrian and vehicle safety while at the same time located and directed so as to limit its impact on adjacent natural areas and the neighborhood.
  - Developers are encouraged to go above and beyond the minimum accessibility requirements, to the extent possible. Each unit should contain laundry facilities.
  - Building orientation and materials use should utilize passive solar gain. Maximum building exposure should face south wherever possible. Orientation should maximize solar exposure of common areas.
  - Natural materials are the traditional building materials of the area and should be used to the maximum extent possible. Creative use of renewable resource or low maintenance material may be considered in so far as their visual impact does not detract from overall appearance.
  - Appropriate residential and visitor parking should be provided and screened from the Pleasant Street view.
  - A shared outdoor patio and gathering place should be provided. A community garden is another resident amenity that may be considered. Landscaped areas, trails, and other passive recreational spaces should be sited in consultation with the Conservation Commission and Affordable Housing Committee.
  - A buffer shall be provided between adjacent neighbors and the new development and between Pleasant Street and the new development. Trees and other plantings should be of low maintenance species that are native to the area.
- Infrastructure
  - The roadway from Pleasant Street will be constructed in accordance with "Complete Streets" policies, and have a low visual impact on Pleasant Street. This roadway is anticipated to be accepted as a town-owned way.
  - Landscaping including onsite wastewater treatment infrastructure and leaching areas should follow the natural contours of the land as much as possible. Any existing trees shall be preserved to the maximum extent possible.
  - Storm water management shall be consistent, in both wetland and non-wetland areas, with DEP Storm Water Standards and Handbooks. Proposals should utilize best practices for nature-based solutions as much as possible.

# The Development Site

## Addresses / Parcel IDs:

160 Pleasant Street / 12 48 0  
164 Pleasant Street / 12 49 1

**Acreage:** +/- 28.5 acres

**Existing Improvements:** none (partially cleared); public water and natural gas connections are available for the property

**Zoning District:** Mixed Use District

**Owner:** Town of Dunstable

## Abutting Parcels:

To the North:

184 Pleasant Street / 12 51 0 (vacant, Town-owned)  
174 Pleasant Street / 12 50 0 (private residential)  
170 Pleasant Street / 12 49 0 (US Post Office)  
136 Pleasant Street / 12 47 0 (private residential)  
108 Pleasant Street / 17 53 2 (private vacant)

To the East:

0 Pond Street / 17 51 0 (private vacant)  
33 Parkhurst Road / 18 48 2 (private vacant)

To the South:

37 Parkhurst Road / 18 47 18 (private residential)  
51 Parkhurst Road / 18 47 22 (private residential)  
0 Parkhurst Road / 13 47 13 (private vacant)

To the West: Lower Massapoag Pond (water)

## Zoning

A copy of the Zoning Bylaw can be found on the Town's website (<https://www.dunstable-ma.gov/zoning-board-appeals>). The following description of provisions of the Dunstable Zoning Bylaws (the "Zoning Bylaws") is for informational purposes only. It should not be relied upon without independent verification by any proposed developer.

The Property is located in a Mixed Use District (Zoning By-Law Section 23). Below is a summary of the requirements, detailed in the Zoning Bylaws, as it would pertain to the development of 40 +/- dwelling units.

- Minimum Lot size = 10 acres, Minimum Frontage = N/A, Lot Line Setbacks = 30' minimum
- Maximum Stories = 3, Maximum Lot Coverage = 30 percent

In 2004, Dunstable Town Meeting approved the Mixed Use District bylaw to encourage the development of affordable housing, including rental and ownership units. The district allows for "Planned Unit Development for Mixed Uses", including single and multifamily dwellings by Special Permit from the Planning Board. The bylaw allows two-family dwellings, townhouses, multifamily dwellings, and over-55 housing, providing the minimum area allocated for dwelling units is 5,000 square feet, and that the minimum land area for the development is ten acres. *Town of Dunstable Housing Production Plan (2016-2020)*

## Environmental Conditions and Wastewater Treatment

The map on the following page depicts the primary site constraints, namely the wetlands and buffer areas defined in the Town's Wetlands Bylaw, as well as the 100 year (Zone AE) and 500 year (Zone X) flood zones as delineated by FEMA's Flood Insurance Rate Maps. The developable area of the site is relatively flat terrain and mostly cleared of vegetation. Note, it is anticipated that wastewater treatment will be built on site in accordance with the local septic regulations if seeking a special permit or the State Environmental Code (a.k.a. Title 5) if a Comprehensive Permit is sought. See letter prepared by Hancock Associates Engineering with more detail on septic requirements in the appendices.



South-facing aerial view of Subject Property with approximate boundaries (MassDOT Pictometry Viewer)

### Key Development Constraints

- **Wetlands and flood zones to the west**
- **Steeper slopes along the southeastern perimeter**
- **Site access is through post office driveway easement**



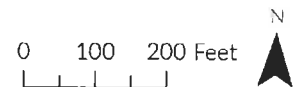
# TOWN OF DUNSTABLE - 160-164 PLEASANT STREET

Prepared by JM Goldson LLC

J M G O L D S O N



Subject Property		Flood Zone Designations	
	Wetlands (MassDEP)		AE: 1% Annual Chance of Flooding, with BFE
	100 ft. wetland buffer		AE: Regulatory Floodway
	10 ft. elevation contours		X: 0.2% Annual Chance of Flooding



Sources: Town of Dunstable,  
MassGIS, MassDEP, FEMA

# SECTION 2. REQUEST FOR PROPOSALS

## Terms of Lease

The Town may award a Land Development Agreement (LDA) governing the development of the Property, which will include as an exhibit the form of a long-term (99 year) lease (Lease) to be executed by the Town and the selected developer when the conditions set forth in the LDA have been satisfied. The parties shall negotiate the LDA and the Lease, with the final forms to be approved by Town Counsel. The Lease shall, at a minimum, require: (i) new construction resulting in the creation of housing units on the Property, and (ii) the Property shall be subject to a regulatory agreement and/or an affordable housing restriction satisfactory to the Town and complying with M.G.L. c.184, §§ 31-33, or incorporate into the Lease terms that will ensure the affordability of all the affordable units for the term of the Lease. The Lease will prohibit the selected developer from transferring or assigning (except for certain permitted transfers) the Lease until and unless the project has been substantially completed; require the selected developer to carry performance and payment bonds; maintain insurance; and shall be a triple net lease, requiring the selected developer to be solely responsible for the maintenance, operation, payment of rent, utilities, taxes and insurance of the Property, among other costs. The Property shall be subject to real estate taxation subject to M.G.L. c. 59, Sec. 2B.

## Selection Process

The Town Administrator, with the assistance of the Affordable Housing Committee, will review and evaluate all proposals that have been received by the submission deadline based on the criteria outlined herein. Evaluation of the proposals will be based on the information provided in the prospective developer's submissions in accordance with the submission requirements of this RFP and any interviews, references, and additional information requested and/or gathered by the Town Administrator. References may be contacted by the Town Administrator and the results of such contact will contribute to the Town's determination that the developer team is responsible.

Developers will have the opportunity to submit questions and attend a meeting about the Property and this RFP prior to submitting their proposal. Questions may include details about the subject Property, zoning ordinances, and the objectives and evaluation criteria outlined in this RFP.

Submitted proposals will first be reviewed to determine compliance with the Minimum Threshold Criteria. All proposals meeting the Minimum Threshold Criteria will then be rated by the Board of Selectmen using the Comparative Evaluation Criteria. Any proposal not meeting the Minimum Threshold Criteria will not be considered further. Responses that comply with the Minimum Threshold Criteria will then be assigned one of the following ratings for each of the Comparative Evaluation Criteria: Highly Advantageous, Advantageous, and Not Advantageous. Final scores for each proposal will be calculated as an aggregated score the Board of Selectmen based on the relative importance of the criteria, summarized in the Developer Selection Criteria section of this document.

Developers that submit proposals with minor discrepancies related to the required contents and submission criteria may be asked to submit additional information at the Town's sole discretion. The Town reserves the right to reject any or all responses or to cancel this RFP if it is in the Town's best interest. All proposals shall remain in effect for a period of one hundred and twenty (120) calendar days from the deadline for submission, or until a Land Development Agreement is executed by the selected developer and the Town, or this RFP is canceled, whichever occurs first.

Following the tabulation of the combined scores for the Comparative Evaluation Criteria, multiple developers may be selected for the next phase of evaluation. Developers will be invited to participate in an interview process led by the Town's Board of Selectmen. The interviews will be conducted as public meetings, with other Town boards, commissions, and staff invited to attend and provide input to the Board of Selectmen. Principals and key members of the proposed developer team must participate in the interview process, during which they will be asked to provide a presentation and respond to questions to further evaluate their development proposal.

### RULE FOR AWARD

A Land Development Agreement and Lease will be awarded by the Board of Selectmen, if at all, to the responsive and responsible developer whose proposal is deemed by the Town to be the most advantageous, taking into consideration price, the evaluation criteria included in this RFP, and the results of the interview process with the Board of Selectmen.

If the Town and the selected developer are unable to negotiate and execute a Land Development Agreement within 30 days, or as extended by the Town, following notice of award, the Town may award a Land Development Agreement and Lease to the next most advantageous proposal.



# Request for Proposals

The following are the terms and conditions of the Request for Proposals (RFP). The prospective developer team responding to this RFP shall be led by a firm or individual who is proposing to enter into a real property transaction with the Town for the project. Responses must also identify members of the proposed team that would be responsible for creating the plan for the redevelopment. Team members may include urban designers, architects, landscape architects, legal counsel, and engineers. Designers must hold all required registrations in the Commonwealth of Massachusetts to perform the work proposed.

## Project Coordinator

David Demont, Town Administrator of the Town of Dunstable, will act as the project coordinator between interested developers and the Town. Inquiries and correspondence shall be directed to:

David DeManche  
511 Main Street, Dunstable, MA 01827  
Email: [ddemanche@dunstable-ma.gov](mailto:ddemanche@dunstable-ma.gov) Phone: (978) 659-1811 x222

## RFP Availability

The Request for Proposal Package containing information relative to the submission requirements will be available at 12:00pm on April 20, 2022 in the Town Administrator's Office, Town of Dunstable, Town Hall, 511 Main Street, Dunstable, Massachusetts 01827, and available via email to [ddemanche@dunstable-ma.gov](mailto:ddemanche@dunstable-ma.gov). The RFP may only be obtained directly from the Town, so that any addenda and notices can be distributed to all interested parties.

## Questions and Answers

Questions must be submitted in writing only via mail or email, addressed to the Project Coordinator, and received no later than 12:00pm Eastern Time on May 4, 2022. Mailed, telephoned, or in-person questions will not be accepted. All answers and questions will be provided in writing to all parties who have obtained copies of this RFP as addenda to the RFP.

## Pre-Submission Meeting

There will be a pre-submission meeting and site walk held on April 26, 2022 from 10:00am. All interested parties are invited to attend and to meet at Dunstable Town Hall, downstairs Grange Room at 10:30am. Representative(s) from the Town will be available to address any additional questions.

## Cost Liability and Revisions to the RFP

The Town assumes no responsibility and no liability for costs incurred relevant to the preparation of responses to this RFP by prospective developer teams. In the event it becomes necessary to revise any part of this RFP, revisions will be provided to all who received the RFP. The Town shall bear no responsibility or liability due to copies of revisions lost in mailing or not delivered to a prospective Developer due to unforeseen circumstances.

## Response Date

In order to be considered for selection, signed responses to this RFP should arrive at the Town, directed to the attention of David DeManche, Town Administrator on or before 2 PM Eastern Time on May 25, 2022. Prospective Developers mailing responses should allow for normal mail delivery time to ensure timely receipt of their proposals.

No exceptions to this deadline will be made for weather, poor courier service, transportation problems, or any other reason, unless issued by formal addendum from the issuing authority. If, at the time of the scheduled proposal submission deadline, the Dunstable Town Hall is closed due to uncontrollable events such as fire, snow, ice, wind or building evacuation, the proposal deadline will be postponed until 4:00 PM the following business day. All submissions shall become the property of the Town.

In order to be considered for selection, prospective developers should submit a complete response to the RFP. **Submit ten (10) bound hard copies and a USB flash drive with files in PDF format to the attention of the Town Administrator.** The prospective Developer shall make no other distribution of the responses. Responses shall be marked "160-164 Pleasant Street Development Proposal" and must include all required documents. Faxed or emailed proposals will be deemed non-responsive and will not be accepted.

### Important Dates

- RFP available: 4/20/22
- Pre-bid meeting: 4/26/22
- RFP questions due: 5/4/22
- Responses due: 5/25/22

# SECTION 3. SUBMISSION CRITERIA

## Required Response Submission Content

Proposal submissions shall include a complete description of the Development Concept for the subject Property, indicating how the developer team will address the Town's objectives for the Property, and documenting how the team's prior experience and proposed approach would be Highly Advantageous as defined by the Comparative Evaluation Criteria. The Town requires that each prospective Developer follow the guidelines for response format and content so that the evaluation and selection process can occur in an orderly, timely, and equitable manner. The response must include the following items in the following order and identified by the number listed in the following section.

### 1. THE DEVELOPER

The proposal must include a description of the developer team, the individuals and organizations to be involved in the development, in particular the project manager, and their experience. The developer team may include, without limitation, the developer, property manager, architect, contractor, engineers, consultants, lenders, and investors.

Proposals must also include:

- a. The name, address, email address, and telephone number of the prospective developer, the name of any representative authorized to act on their behalf, the name and contact information of the person to which all correspondence should be addressed, and the names and primary responsibilities of each individual on the developer team.
- b. If the prospective developer is not an individual doing business under their name, a description of the firm and status of the organization (e.g. whether a for-profit, not-for-profit or charitable institution, a general or limited partnership, a corporation, LLC, LLP, business association, or joint venture), and the jurisdictions in which it is registered to do business. If the prospective developer is a non-profit, please include a list of the organization's Board of Directors and areas of expertise they represent.
- c. The nature of the entity to enter into the Land Development Agreement for the Property, and the borrower and guarantors of debt, if any.
- d. Identification of all principals, partners, co-venturers or sub-developers participating in the transaction, and the nature and share of participants' ownership in the project.
- e. Discussion of whether the Property developer will also be the property manager and if this is not the case, the legal and financial relationship between the entities. If the developer will not be the property manager, the prospective developer shall describe the process for securing property management services.
- f. Identification of the developer team, such as architects, engineers, landscape designers, contractor, and development consultants. Background information, including firm resumes and resumes for principals and employees expected to be assigned to the project, should be provided.
- g. A description demonstrating the extent to which the members of the developer team have successfully worked together on development projects of a similar scope to the proposed development including completed projects of similar size, total cost, and affordability levels.
- h. For each similar project identified, provide project name, location, project type, start date, projected completion date and actual date of completion, total development costs and key project people. Also indicate the total number of units, number of affordable and accessible units, 1, 2, and 3 bedroom units, rental vs. condo, and whether they are currently managed by the developer.
- i. Information regarding any past, pending or threatened legal or administrative actions that could relate to the conduct of the Proposer, its principals, or any affiliates.
- j. Confirmation that no local, state or federal taxes are due and outstanding for the developer team or any constituent thereof.
- k. Provision of references for three completed projects, with contact names, titles, and current telephone numbers, who can provide information concerning the prospective developer's experience with similar projects.

## 2. DEVELOPMENT CONCEPT NARRATIVE

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

- a. Details on the proposed housing units, affordability levels, and accessibility, including the following information
  - A preliminary estimate of the total number of housing units to be provided.
  - The type of housing to be provided.
  - The proposed distribution of housing units by floor area size and number of bedrooms.
  - The distribution of income levels to be served, expressed as a percentage of the Lowell, MA AMI, including the percentage of housing units that will be priced at a market rate.
  - The number of units that will be accessible to people with mobility impairments, and the number of units that will be accessible to people with hearing or visual impairments.
- b. Discussion of the physical plan and architectural/town design character of the project and the various programmatic and physical elements of the development, including building scale, specifically total height and lot coverage. The following questions should be addressed in the proposal narrative and renderings
  - How will vehicle traffic enter, exit, and circulate within the site?
  - Where will walkways and public amenities be located on the site?
  - How does your proposal address the design standards provided in this RFP?
  - What provisions will be made to ensure accessibility of housing units and common areas, in compliance with state and federal requirements?
- c. Description of all proposed infrastructure and the design of the roadway from Pleasant Street.
- d. Description of elements of the building and site design that address environmental sustainability and mitigate impacts to water resources.
- e. Construction staging plan and discussion of construction impacts, including but not limited to how the project will be managed to limit impact on neighbors - in particular noise, dust, and traffic during the construction period.
- f. Details on potential impacts on traffic associated with the proposed development, including mitigation measures, and proposals to improve bicycle and pedestrian connectivity around the site.
- g. Project financing
  - Sources and uses of funds
  - Construction estimate
  - For rental: 20-year operating Pro-Forma
  - For condominiums: First-year condo budget (if applicable)
  - Pre-development budget
  - For Tax Credit projects: tax credit calculation
  - Evidence of developer's financial capacity to cover equity requirements
  - Pre-commitment letter(s) or letter(s) of interest from construction and permanent lenders and investors (if proposing to use low income housing tax credits)
- h. Outline of the proposed terms of the Land Development Agreement, including proposed compensation for the lease of the Town-owned property.

## 3. CONCEPTUAL DESIGN DRAWINGS

The proposal must include 11"x17" plans including:

- a. Conceptual site plan that describes parking layout and numbers of parking spaces and building footprint.
- b. Landscape plan with sufficient detail on how the development is integrated into the neighborhood.
- c. Floor plans indicating location of affordable and market rate units.
- d. Elevation views with material indications from Pleasant Street.
- e. Typical unit plans (for affordable and market-rate units, demonstrating level of comparability).
- f. Concept project images showing the appearance of the building(s) from the main entrance.

#### **4. MARKETING AND MANAGEMENT PLAN**

- a. Description of the target market, unit pricing (sales prices or rents) and the strategy for marketing and lottery process.
- b. A plan for the ongoing management of the development and any resident services that may be provided on site.
- c. For each management agent and service provider, whether affiliated with the prospective developer or a third-party, include details on management/service experience including property types, number of units, familiarity with subsidy programs, key staff, and any other information deemed relevant to demonstrating capability.
- d. Lottery for Affordable Units: To ensure a fair and equitable selection process for the affordable units, whether rental or for-sale, a lottery shall be conducted for all of the affordable units. A marketing/lottery plan shall be required as part of the approval of the units as Local Action Units, and prior to building permit issuance. For the proposal, the prospective developer shall indicate any other lotteries they have been involved in, their role and the outcomes.

At a minimum the prospective developer and/or their agent shall demonstrate the following

- A clear understanding of tenant selection and fair housing requirements/laws.
- A clear understanding of local preference opportunities and requirements, and how the lottery will address these.
- Experience with state standards related to determining, documenting, and maintaining program and unit eligibility – i.e. qualified buyers/renters.

#### **5. REGULATORY APPROACH AND PERMITTING**

- a. Provide an overview of the expected regulatory approach and other potentially necessary development and environmental permits.

#### **6. IMPLEMENTATION PLAN AND TIMETABLE**

- a. Provide a description of how the development concept will be implemented, including:
  - A project schedule detailing key benchmarks for pre-development (including estimated timeline for securing tax credits, if applicable), permitting, construction, marketing and project occupancy.
  - An outline of required land use, environmental, operational and other governmental or regulatory approvals, including land use, zoning, development and environmental permits.

#### **7. REQUIRED FORMS (PROVIDED IN APPENDIX):**

- a. Certification of Tax Compliance, required under M.G.L. c. 62C, §49A, in which the prospective developer certifies that they have complied with all laws of the Commonwealth of Massachusetts relating to taxes.
- b. Certificate of Non-Collusion, required under G.L. c. 30B, §10, in which the prospective developer states that this proposal is made in good faith without fraud or collusion or connection with any other person submitting a proposal signed and dated by the proposer.
- c. Disclosure of Beneficial Interest Form, required under M.G.L. c. 7C, §38, in which the prospective developer identifies the parties who will have an interest in the Property and whether any such party is a state or local employee.
- d. Certificate of Authority, in which the prospective developer, if an entity, identifies the names and addresses of the managers, directors, officers, and/or other parties authorized to act on behalf of the entity.

## Developer Selection Criteria

All proposals submitted by the due date will be evaluated for conformance with the below stated Minimum Threshold Criteria. Those proposals that meet the Minimum Threshold Criteria will then be evaluated by the comparative criteria described below. Prospective developers may be invited for an interview and will be evaluated by the Board of Selectmen.

### MINIMUM THRESHOLD CRITERIA

1. Developer must provide all information described in the Required Response Submission Content.
2. Developer must have a minimum of five years of experience in development of affordable housing that is eligible for inclusion on the Massachusetts Subsidized Housing Inventory (SHI).
3. 100 percent of units proposed must be eligible for inclusion on the SHI.
4. Developer must show a successful track record of at least three projects of similar scope and scale as the proposal, including having completed projects of similar size, total cost, and affordability levels within the past ten years.
5. Developer must demonstrate financial capacity to cover at least two times the total pre-development budget.

### COMPARATIVE EVALUATION CRITERIA

Projects meeting the Minimum Threshold Criteria will then be judged on the following additional Comparative Evaluation Criteria, which will be considered according to their relative importance to the Town, as indicated in parentheses. Multipliers will be used (3X, 2X, 1X) to assign weight to the score for each criteria. Proposals will be rated by combining the results of these weighted Comparative Evaluation Criteria scores as determined by the Board of Selectmen.

Evaluation Criteria	Highly Advantageous (+2)	Advantageous (+1)	Not Advantageous (0)
<b>1. Development meets the Town's affordable/mixed-income housing objectives for the subject Property as stated in this RFP.</b> Importance - 3x	Total income-restricted units comprise more than 50 percent of total proposed units affordable to a range of incomes. All units are rental.	Total income-restricted units comprise more than 25 percent and less than 50 percent of total proposed units affordable to a range of incomes. All units are rental.	Proposal is consistent with the minimum threshold criteria of this RFP and has no more than 25% of total units as income-restricted affordable units at or below 80 percent AMI
<b>2. Development provides maximizes units that count on the SHI</b> Importance - 3x	Proposal includes more than 40 units that will be eligible for inclusion on the SHI.	Proposal includes 40 units that will be eligible for inclusion on the SHI.	Proposal includes less than 40 units that will be eligible for inclusion on the SHI.
<b>3. Development includes housing for special needs populations</b> Importance - 3x	Proposal includes special needs housing including for veterans.	Proposal includes special needs housing.	Proposal does not include any special needs housing.
<b>4. Development concept demonstrates thoughtful consideration of the site and are appropriate in scale and style.</b> Importance - 2x	The design of the new development integrates with the town's traditional architectural style and provides a buffer between abutters and Pleasant Street.	The design of the new development provides a buffer or integrates with the local style of architecture, but not both.	The design of the new development does not include a sufficient buffer, and does not match the local style of architecture.
<b>5. Site layout considers the existing constraints and infrastructure needs on the site.</b> Importance - 2x	Layout shows careful consideration of the wetland resource areas and includes details about the on-site treatment of wastewater.	Layout shows adequate consideration of the site but does not include details about on-site wastewater treatment.	Layout lacks recognition of the site limitations, and does not include details about on-site wastewater treatment.
<b>6. Proposed design meets the sustainability objectives for the site as stated in this RFP.</b> Importance - 2x	The proposed design includes building materials and mechanical systems that are sustainable in terms of energy and water efficiency and nature-based stormwater management measures.	The proposed design incorporates energy and water-efficient building systems, but does not include adequate nature-based stormwater management.	The proposed design does not incorporate any of the defined sustainability objectives for the site.



<b>Evaluation Criteria</b>	<b>Highly Advantageous (+2)</b>	<b>Advantageous (+1)</b>	<b>Not Advantageous (0)</b>
<b>7. Proposal provides sufficient parking for building residents.</b> Importance - 1x	Site design includes vehicle and bicycle parking for residents and screens parking areas from Pleasant Street.	Site design addresses parking requirements and provides screening but does not provide bicycle parking for residents.	Site design lacks bicycle parking and has inadequate vehicle parking.
<b>8. Developer exhibits a willingness to work with the community and Town officials to refine the conceptual design.</b> Importance - 2x	Developer provides descriptions of at least two previous instances of working with a community to develop land and demonstrates how specific conflicts were resolved with mutual satisfaction.	Developer provides at least one example of working with a community to develop land and demonstrates how specific conflicts were resolved with mutual satisfaction.	Developer does not demonstrate previous collaboration with communities to develop land or does not demonstrate how specific conflicts were resolved with mutual satisfaction.
<b>9. Development project provides outdoor amenities for residents.</b> Importance - 1x	Project design includes an outdoor patio and gathering place and incorporates additional features such as community gardens or trails.	Project design includes an outdoor patio and gathering place but does not provide additional outdoor amenities.	Project design does not include either outdoor patio space or other amenities.
<b>10. Developer identifies anticipated traffic mitigation measures, including bicycle and pedestrian improvements.</b> Importance - 1x	Developer provides an analysis of changes in traffic circulation and volume associated with the site and demonstrates commitment to mitigation measures including improvements to bicycle and pedestrian infrastructure.	Developer provides an analysis of changes in traffic circulation and volume associated with the site but does not demonstrate commitment to mitigation measures including improvements to bicycle and pedestrian infrastructure.	Developer does not provide an analysis of changes in traffic circulation and volume associated with the site or provide a description of related improvements.
<b>11. Quality of proposed property management approach and provision of services to support low-income residents.</b> Importance - 3x	Management approach appears adequate and includes resident services.	Management approach appears adequate but does not include any resident services.	Management approach is not adequate.
<b>12. Developer specifies how noise, traffic, construction debris will be mitigated during the construction phase.</b> Importance - 1x	Developer demonstrates high level of commitment to and understanding of best practices to mitigate construction impacts.	Developer demonstrates moderate commitment to and understanding of best practices to mitigate construction impacts.	Developer does not demonstrate commitment to or understanding of best practices to mitigate construction impacts.
<b>13. Developer's business location</b> Importance - 1x	Developer's headquarters local (within 15 mile radius of Dunstable - see Appendix for rough diagram of geography)	Developer's headquarters located within Southern New England.	Developer's headquarters located outside of Southern New England
<b>14. Provision of public amenities or other benefits</b> Importance - 1x	Developer demonstrates provisions of public amenities or other benefits.	NA	Developer demonstrates no public amenities or other benefits.

## Proposal Submission Terms and Requirements

- a. The Town reserves the right to cancel this RFP, reject any or all proposals, waive any informalities in the proposals, and to accept the proposal deemed to be in the best interest of the Town.
- b. Proposals that meet Minimum Threshold Criteria shall be evaluated based on responsiveness to the Comparative Evaluation Criteria, terms and conditions contained in this RFP and its attachments. Failure to follow the instructions, meet the criteria, or agree to the terms and conditions contained in this RFP may be cause for rejection of the proposal as non-responsive.
- c. All proposals shall be submitted to the Town of Dunstable, as and where set forth above, on or before the proposal deadline. Proposals and unsolicited amendments to proposals received by the Town after the proposal deadline will not be considered, and requests for extensions of time will not be granted. Prospective developer s who mail proposals should allow sufficient time for receipt by the Town by the proposal deadline. Proposals received after the proposal deadline will be returned to the prospective developer unopened.
- d. All proposals shall be signed in ink or electronically by the prospective developer. If the prospective developer is a corporation, the authority of the individual signing shall be endorsed upon, or attached to, the proposal and certified by the clerk of the corporation.
- e. All proposals submitted shall be binding upon the prospective developer for a minimum period of one hundred twenty (120) calendar days following the opening of proposals submitted to the Town. Proposals shall be securely kept and shall remain unopened until the proposal deadline and the opening of proposals.
- f. Proposals once submitted may, upon request of the prospective developer prior to the proposal deadline, be withdrawn or amended. If amended, resubmission of the proposal shall comply with all requirements of this RFP.
- g. Negligence on the part of the prospective developer in preparing the proposal confers no right of withdrawal after the proposal deadline. The Town does not assume any responsibility for errors, omissions, or misinterpretations, which may have resulted in whole or in part from the use of incomplete proposal documents. Any prospective developer finding an ambiguity, inconsistency, or error shall promptly notify the Town.
- h. If it becomes necessary to revise any part of this RFP, or if additional data are necessary to enable an exact interpretation of provisions, such addenda will be provided to all prospective developers who have requested this RFP. No addenda will be issued within the immediate three (3) business day period prior to the proposal deadline.
- i. By submitting a proposal in response to this RFP, the prospective developer shall be deemed to have certified that no officer, agent, or employee of the Town has a direct or substantial financial interest in the procurement, that the proposal is submitted in good faith and exclusively on the prospective developer's own behalf, without fraud, collusion or connection of any kind with any other prospective developer for the same work or with any undisclosed party. Prospective developers will be required to execute the "CERTIFICATE OF NON-COLLUSION" contained in the "Contract," which shall be filed with the Office of the Inspector General.
- j. All terms and provisions contained in the "LEGAL NOTICE" of this procurement (a copy of which is attached hereto) are incorporated by reference into this RFP.
- k. Prospective developers may add additional stipulations or otherwise qualify their proposals, but the Town shall retain the sole right to judge the importance of any such stipulation or qualification. If the Town determines that the stipulation or qualification is not in its best interest and/or is materially unacceptable, and if the prospective developer does not clearly indicate this to be an alternative for consideration, then the Town reserves the right to reject such proposal.
- l. Selection of a prospective developer's proposal will not create any rights on the prospective developer's part, including, without limitation, rights of enforcement, equity or reimbursement, until a Land Development Agreement and all related documents are approved by the Town and fully executed.
- m. It is understood, agreed upon and made a part hereof, and shall be a part of the contract, that the contract entered into between the Town and the selected developer shall not be assigned or assignable by way of sub-contract or otherwise, unless or until the Town shall have first assented thereto in writing.
- n. The Town reserves the right to modify any specifications and submission requirements associated with the proposal and the scope of the project.
- o. All proposals must be submitted on the forms provided or on attachments approved in advance by the Town.
- p. All information concerning materials, warranties, guarantees, complete plans, and complete specifications are due at the time of the proposal opening.

## SECTION 4. APPENDICES

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# Quitclaim Deed Including the Access Easement

3 1 0 0 2 2 P 2 3 6

## QUITCLAIM DEED

We, Nancy J. Finnegan and Nancy J. Loiselle, Trustees of the Jeffrey Realty Trust, u/d/t dated May 19, 1987, recorded with Middlesex North District Registry of Deeds in Book 4061, Page 326 for consideration of Three Hundred Ninety Thousand and 00/100 Dollars (\$390,000.00) paid, grant to The Town of Dunstable, a municipal corporation in the County of Middlesex, Commonwealth of Massachusetts, 511 Main Street, Dunstable, Massachusetts 01827 acting by and through its Board of Selectmen with QUITCLAIM COVENANTS

The land with the buildings thereon shown as Lot 1, Lot 2 and Parcel A on a plan entitled "Plan of Land, Location: Pleasant Street, Dunstable, MA, Prepared For Jeffrey Realty Trust, dated 02/01/99, Howe Surveying Associates, Inc., 73 Princeton Street, No. Chelmsford, MA recorded with Middlesex North District Registry of Deeds on March 3, 1999 as Instrument Number 16334, together with an easement to pass and repass, and for all purposes for which public ways are ordinarily used in the Town of Dunstable, over the area within Lot 3 denominated as "Access Easement" as shown on said Plan.

Excepted from this conveyance is Parcel B containing 3,781.0 square feet or .09 acres of land as shown on said Plan.

For title to Lot 1 see deed recorded with Middlesex North District Registry of Deeds in Book 4061, Page 335, for title to Lot 2 see deed dated recorded with Middlesex North District Registry of Deeds in Book 4726, Page 220, and for title to Parcel A see deed recorded with Middlesex North District Registry of Deeds in Book 4208, Page 136.

Witness our hands and seals this 11 <sup>th</sup> day of March, 1999

*Nancy J. Finnegan, Trustee*  
Nancy J. Finnegan, Trustee  
of the Jeffrey Realty Trust

*Nancy J. Loiselle, Trustee*  
Nancy J. Loiselle, Trustee  
of the Jeffrey Realty Trust

## COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

March 11, 1999

Then personally appeared the above-named Nancy J. Finnegan and Nancy J. Loiselle, Trustees as aforesaid and acknowledged the foregoing instrument to be their free act and deed, before me,

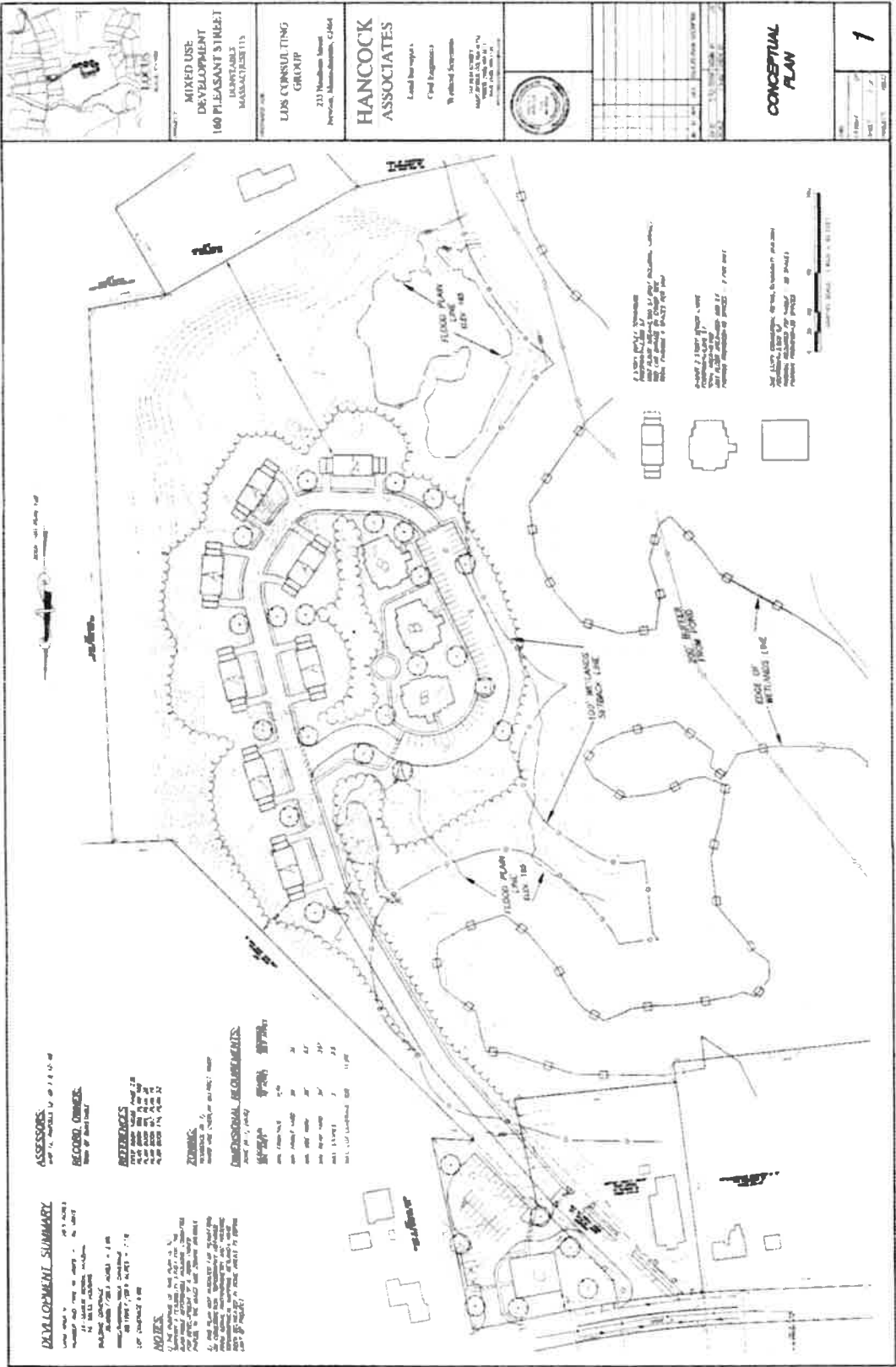
*Notary Public*  
Notary Public

My commission expires: June 10, 2003

*Address of grantee:  
160 + 170 Pleasant St  
Dunstable, MA 01827*

03/23/99 03:44:08 21798 25.00

Conceptual Site Plan





# Letter about Septic Requirements

## HANCOCK ASSOCIATES

December 13, 2016

Tracey Hutton  
Town Administrator  
Town of Dunstable  
511 Main Street  
Dunstable, MA 01827

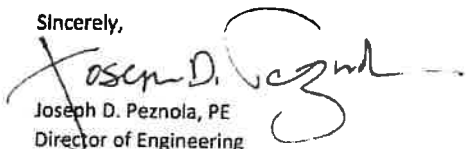
Subject: Dunstable Affordable Housing Committee  
160 Pleasant Street Housing Study  
Septic System Requirements

Dear Tracey:

In assisting in preparation of the housing study for 160 Pleasant Street, Hancock Associates investigated the soil conditions at the subject site to assess their suitability to support the project envisioned. The existing soils have been mapped as Hinckley Loamy Sand by the U.S. Natural Resource Conservation Service. This soil is considered excessively drained (less than 2 minute per inch percolation rate) with seasonal high groundwater 80 inches or more from the surface. This is consistent with my personal knowledge of the site, having performed engineering studies in 1999 when the site was an active gravel operation. The elevations of the site that are targeted for development under the study and accompanying plan are some 10 feet above the wetlands and pond. It is my professional opinion as a Professional Engineer and Certified Soil Evaluator that on-site septic system(s) can be installed without needing to raise site levels to achieve the required groundwater offsets. I envision the project could have two separate systems to support the sixteen 3-bedroom townhouses (5,280 gallons per day) and the twenty-four senior living residences (3,600 gallons per day).

I met with the Dunstable Board of Health while completing the study. Dunstable has local regulations for septic systems that require a Long Term Acceptance Rate (LTAR) of 0.33 gallons per square foot regardless of the percolation rate found at a site. We discussed recent research pertaining to actual flows in larger residential projects being significantly less as compared to the Massachusetts required (Title 5) design flows of 110 gallons per bedroom per day and 150 gallons per senior housing unit per day. The Board was open to the furthering the discussions with the future developer. They understood the implications of the local regulations and overly conservative design flows leading to a system that may be too large. It is my opinion the subject site can support septic systems fully compliant with Title 5 and the Dunstable septic regulations given the project goals, the layout of the housing project presented in study, the available land, the existing soils and considering all defined site constraints.

Sincerely,

  
Joseph D. Peznola, PE  
Director of Engineering

Cc: LDS Consulting

# Percolation Test Results

## Results of Deep Hole Test

On July 11, 2019 testing was performed in the MUD to determine the suitability of the site a multi-family/mixed use development. Four test pits were excavated at:

PT #1 N 42°40'06.9" W 71°29'29.0"

PT #2 N 42°40'06.7" W 71°29'25.2"

PT #3 N 42°40'05.0" W 71°29'25.2"

PT #4 N 42°40'02.7" W 71°29'28.1"

The pits for tests #1, #2 and #4 varied in depth from 9 feet to 11 feet. All of them showed the material to be sand and there was no indication of water in any of the pits. Pit #3 located closest to the toe of the slope was abandoned after excavating to a depth of approximately 3 feet due to the presents of broken shale and a significant amount of cobbles. A percolation test was performed adjacent to Pit #1 at a depth of approximately 3 feet. The percolation rate was determined to be less than 2 minutes/ inch since it was not able to maintain the required depth of water for the pre-soak period after using 24 gallons of water. Based on the results of this test and observations of the material in the other two pits it was determined that the rate in the other two pits would be the same and no further testing would be needed.

JSR Civil Engineering

61 Barretts Hill Road

Hudson, NH 03051

Jeffrey S. Rider, P.E., P.L.S.

Tel: (603) 595-0331

Cell: (603) 459-3492

E-mail: [jsreng@comcast.net](mailto:jsreng@comcast.net)

## Required Forms

### Non-Collusion Form

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

---

Name of Business

---

Signature of Individual Corporate Name

---

Signature of individual submitting bid or proposal

---

Social Security Number or Federal Identification Number

### **CERTIFICATE OF TAX COMPLIANCE**

Pursuant to Massachusetts General Law Chapter 62C, § 49A, I hereby certify under penalties of perjury that the entity listed below has to the best of my knowledge and belief, complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

---

Social Security or Federal I.D. Number

---

Signature: Individual or Corporate Officer

---

Date

---

Printed Name

---

Corporate Name of Prospective developer

---

Address

---

PO Box

---

City, State, Zip Code

\*Your Social Security Number or Federal Identification Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Prospective developers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or executed. This request is made under the authority of M.G.L. c. 62C, § 49A.

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

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

(1) REAL PROPERTY:

(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):

NAME

RESIDENCE

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

☐

NONE

NAME:

POSITION:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**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)**

- (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 arms 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

**CERTIFICATE OF VOTE (required if Contractor is a Corporation)**

I, \_\_\_\_\_, hereby certify that I am duly qualified and Acting Secretary of  
\_\_\_\_\_ and I further certify that a meeting of the Directors of said  
Company, duly called and held on \_\_\_\_\_, at which all Directors were present  
and voting, the following vote was unanimously passed:

Voted to authorize and empower the person signing the Bid Certification Sheet on behalf of the  
Corporation. I further certify that the above vote is still in effect and has not been changed or  
modified in any respect.

BY: \_\_\_\_\_  
(Secretary of Corporation)

## Legal Notice

### **TOWN OF DUNSTABLE REQUEST FOR PROPOSALS**

#### **Long-Term Lease of Land for Rental Housing Development**

Pursuant to M.G.L. c. 30B, § 16, the Town of Dunstable is requesting sealed proposals for the development of rental housing on Town-owned land. The Town intends that the selected developer will propose approximately 40 rental housing units with 25-percent restricted as affordable and all dwelling units qualifying for the state's subsidized housing inventory. The Town expects to enter a land development agreement and a 99-year lease with the selected developer.

The Town-owned property is a 28.5-acre parcel located at 160-164 Pleasant Street and identified on Assessor's Map 12 as Lots 48 and 49-1. The property is located in the Town's Mixed Use Zoning District.

The Request for Proposal Package (RFP) containing information relative to the submission requirements will be available at 12:00pm on December 7, 2021 in the Town Administrator's Office, Town of Dunstable, Town Hall, 511 Main Street, Dunstable, Massachusetts 01827, and available via email to [bpalaia@dunstable-ma.gov](mailto:bpalaia@dunstable-ma.gov).

Sealed proposals will be received at the Town Administrator's Office, Town of Dunstable, Town Hall, 511 Main Street, Dunstable, Massachusetts 01827 until 12:00pm on February 8, 2022. Ten (10) hard copies of the proposal must be delivered in a sealed package, plainly marked "160-164 Pleasant Street Development Proposal" along with a USB flash drive with files in PDF format.

All proposals shall remain in effect for a period of 120 calendar days from the deadline for submission, or until a land development agreement is signed by a selected developer and the Town, or this Request for Proposals is cancelled, whichever occurs first.

The Town of Dunstable reserves the right to cancel the RFP, reject any or all proposals, waive any informalities in the proposals, and to accept the proposal deemed to be in the best interest of the Town. A land development agreement and lease will be awarded by the Board of Selectmen, if at all, to the responsive and responsible developer whose proposal is deemed by the Town to be the most advantageous, taking into consideration price, the evaluation criteria included in the RFP, and the results of an interview process with the Board of Selectmen. The RFP and supporting documentation do not constitute an offer or agreement to lease the property. Such an offer and agreement may result only from the execution of a land development agreement and lease by the Town's Board of Selectmen.

## Diagram of Approximate 15-Mile Radius from Dunstable Town Hall



