

Request for Proposal (RFP) Town of Lancaster, MA

1. Invitation to Bid.

The Town of Lancaster Massachusetts is seeking proposals for the purchase of the land and Housing unit(s) located 32 Carter Street, Lancaster, MA Assessors Map 41 Parcel 225; Book Page Worcester registry of Deeds; (the "Premises").

The purpose of this RFP is to select a nonprofit organization that will develop and/or maintain and utilize the Premises (the "Proposed Use") in a manner that will be most beneficial to the Town of Lancaster according to the criteria enumerated in Section 4 of this RFP.

Applicants should submit original and 2 copies of their proposal to this RFP on or before 11 a.m. on 12/4/08, 2008 (the "Submission Deadline") to:

*Town of Lancaster
Attn: Town Administrator
PO Box 293
695 Main Street
Lancaster, MA 01523-0293*

Proposals will be opened and recorded at this time. No proposals submitted after this time will be accepted. Proposals should be labeled "Responses to 32 Carter Street RFP."

Proposals must include all required documents, completed and signed per the instructions and attached forms included in this RFP. The Town of Lancaster reserves the right to reject any or all proposals or to cancel this RFP, if it is in the Town's best interest.

The Town of Lancaster 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; withdrawal without prior notice; and changes to, additions to, and different interpretations of laws and regulations.

The Town of Lancaster has determined that the award of this contract is subject to the Uniform Procurement Act. M.G.L. Chapter 30B. Therefore, the provisions of M.G.L. Chapter 30B are incorporated here by reference.

Any inquiries should be in writing and directed, no later than October 23, 2008 to:

*Town Of Lancaster, MA
Attn: Town Administrator
695 Main Street
Suite #1
Lancaster, MA 01523*

Phone # (978) 365-3326
Fax # (978) 368-8486
e-mail opacheco@lanasterma.net

2. Site Tour and Briefing

Interested purchasers are encouraged to attend an on-site briefing session on October 20, 2008 at 1p.m.

3. Property Description

Location and Site Information: The Premises consists of 1.5 story single family home with land. (For the Town's title, see the deed recorded with the Worcester District Registry of Deeds, Book 41929 Page 100) A copy of the assessor's map and deed with property description is attached.

Buildings and Improvements: The Premises consists of 1.5 story single family home with land

Zoning: The property is currently zoned residential, which allows for the uses enumerated in Article 3.10 et. seq. of the Town of Lancaster Zoning Bylaws.

Deed Restrictions, Easements, or Covenants: None

Regulatory Constraints:

Lead Based paint is present on the dwelling

Utilities and Infrastructure: Public utilities available at the Premises include public water and public sewer

Purchaser's Responsibility for Due Diligence: Prospective purchasers should undertake an independent review and analysis concerning physical conditions, environmental conditions, applicable zoning, required permits and approvals, and other development and legal considerations.

4. Criteria for Evaluating Prospective Purchasers

All proposals must meet the following minimum threshold criteria:

Minimum Threshold Criteria

- Complete conformance with all submission requirements
- Certification of compliance for all state and local taxes

Proposals meeting the minimum threshold criteria will also be judged on the following:

Competitive Evaluation Criteria

- *Price*: Extent to which the acquisition price meets or exceeds \$ 1.00.
- *Compatibility*: Whether the Proposed Use will be compatible with existing surrounding use.
- *Green Space*: Effect of Proposed use on open space.
- *Fiscal Impact*: Whether the cost of local services required by Proposed Use will be less than additional tax or in lieu of tax payments that will be generated by the Proposed Use.
- *Design*: Degree by which Proposed Use will be consistent with existing local and historical architecture.
- *Experience and Financial Capacity*: Experience and financial ability of purchaser to expeditiously implement Proposed Use.
- *Feasibility of Proposed Use*: Environmental, permitting, capital budget and operating costs.
- *Housing*: Extent to which Proposed Use will impact availability of low and moderate income housing in the Town of Lancaster.
- *Financing*: Demonstration of ability of purchaser to secure required financing.

5. Submission Requirements

All proposals must include the following materials:

- A. A written Offer to Purchase executed by the principal(s) or duly authorized officer of the purchaser
- B. Narrative description of Proposed Use and list of any permits or variances that will be necessary.
- C. An assessment of fiscal impact including projections of i) costs arising from increased demands for public services and infrastructure, ii) a financial benefits from increased tax revenues and value of public improvements, and iii) projections of impacts of the Proposed Use on the values of abutting properties.
- D. Financial plan and development budget sources.
- E. Proposed sales prices, analysis of affordability, absorption schedule—if applicable
- F. Preliminary specifications
- G. Preliminary identification of permitting and regulatory relief
- H. Project schedule
- K. Letter(s) of interest from lender(s)—if applicable
 1. Description of individuals responsible for implementing Proposed Use--including previous experience of members of team and references
- M. Developer financials
- N. Description of other real estate owned, including information related to any legal or administrative actions
- P. Disclosure of beneficial interests (M.G.L. c. 7, 40J)
- Q. Certification of tax compliance (M.G.L. c. 62C, 49A)

6. Selection Process

All proposals submitted by the Submission Deadline will be opened and logged in publicly. All information contained in the proposals (with the exception of any financial information protected under the Fair Information Practices Act) will be made public. A proposal must remain in effect for at least 120 days from the Submission Deadline. The Town of Lancaster or its designee(s) will review and evaluate all proposals that have been received by the Submission Deadline within 120 days. Evaluation of the proposals will be based on the information provided in the purchaser's submission in accordance with the submission requirements of this RFP and any interviews, references, and additional information requested by the Town of Lancaster. The Town of Lancaster will notify all bidders in writing of its decision and return the bid deposits to the unsuccessful prospective purchasers. A selected prospective purchaser shall have 30 days from receipt of written notification of acceptance to execute a mutually acceptable Purchase and Sale Agreement that shall include customary terms of sale and a requirement of approval by a Town Meeting non-assignment of interest by purchaser without Town of Lancaster's prior written approval.