

**Norton Housing Authority**  
**120 W Main Street**  
**Norton, MA 02766**

## **Request for Proposals**

**To select a developer to design, construct, operate and manage approximately of 100 affordable senior rental units, on approximately 5 acres of land at 120 W Main Street, Norton, MA.**

**October 15, 2025**



### **Important Dates**

*Pre-Proposal Meeting/Site Tour:*

Wednesday, October 29, 2025, at 10 a.m.

Proposal Submission Deadline:

Wednesday, December 10, 2025 at 4:00 p.m.

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## **I. Invitation to Bid**

The Norton Housing Authority ("Authority"), through its Chief Procurement Officer, is seeking proposals from qualified developers for the development of approximately 100 units of affordable senior rental housing, on roughly 5 acres of land owned by the Housing Authority in Norton, MA. The parcel is addressed on land at 120 West Main Street, and further identified as "N/F Norton Housing Authority, Assessors Map 22 Par 99" on a plan titled "Plan of Pump Station, Access and Sewer Easements #120 West Main Street, prepared by GCG Associates for the Town of Norton, February 7, 2019" and recorded in the Bristol County Registry of Deeds Plan Book 520, Page 53.

The Authority acquired the land via eminent domain in 1971, using state funds, in order to develop state-aided Chapter 667-1 housing on site. The Authority voted at their Board of Directors Meeting on June 18, 2024 that the land is surplus to the needs of the Authority, and to make the land available for disposition for the purpose of creating affordable rental housing (see record of Board authorization in **Attachment D**).

The Authority intends to enter into a Land Disposition Agreement and a long-term Ground Lease with the selected developer, with affordability restrictions. The developer will be responsible for the design, construction, development, and operation of the rental units at the property.

The purpose of this Request for Proposals ("RFP") is to select a developer with demonstrated experience and capacity to carry out a development project that best addresses the needs and goals of the community as described in this RFP. The most advantageous proposal, from a responsive and responsible proposer, considering all evaluation criteria set forth in the RFP, will be selected.

## **II. Proposal Submission and Selection Process**

The Authority has made a preliminary determination that the value of the site exceeds \$35,000, making the award of this contract subject to Uniform Procurement Act, M.G.L c. 30B. Therefore, the provisions of M.G.L c. 30B are incorporated herein by reference. The NHA shall comply with all other requirements relating to disposition of real property pursuant to M.G.L. c. 30B, Section 16.

Applicants shall submit on or before **December 10, 2025**, a clearly marked original proposal plus 5 (5) copies, including an electronic copy on USB flash drive, to:

**Norton Housing Authority**  
**Attn: Missie Williams, Executive Director**  
**120 W Main Street**  
**Norton, MA 02766**

Faxed or electronically mailed proposals will be deemed non-responsive and will not be accepted.

Proposals submitted after this time will not be accepted. In order to be considered a complete submission, proposals should be marked ***“120 W Main Street Proposal”*** and must include all required documents as described in Section IV of this RFP, completed and signed by a duly authorized signatory, including the following:

1. Cover page labeled “120 West Main Street Housing Proposal” to Norton Housing Authority for the development of affordable senior rental housing, specifying: (1) the development entity, (2) primary contact person, and (3) all contact information.
2. One clearly marked original in a three-ring binder and five (5) copies of the proposal with required attachments.
3. An electronic version of the complete proposal submission on a USB flash drive.

**The Norton Housing Authority reserves the right to reject any or all proposals or to cancel this Request for Proposals if it is in the best interest of the Norton Housing Authority.**

#### **Inquiries on RFP**

All inquiries should be made via e-mail and directed to: Missie Williams, Executive Director, [missie@nortonhousing.org](mailto:missie@nortonhousing.org), no later than **Monday, December 1, 2025**. Inquiries should have a subject line entitled: *120 W Main Street Housing RFP Inquiry*. Any inquiries after such date will not be accepted. All inquiries for which a response is provided, together with the responses, will be shared with all proposers.

#### **Proposers’ Responsibility for due diligence**

NHA has conducted preliminary due diligence on the site, but makes no guarantees about this information. Proposers should undertake their own review and analyses concerning physical conditions, environmental conditions, applicable zoning, required permits and approvals, and other development and legal considerations.

#### **Additional Notes**

Proposals will be opened publicly at **10 a.m. on Thursday, December 11, 2025**. A Proposer may correct, modify or withdraw a proposal by written notice received prior to the time set for opening of proposals. After the opening, a Proposer may not change any provision of the proposal. Each responsive proposal will be evaluated first for compliance with the threshold criteria, and if it meets those criteria, then it will be reviewed according to the criteria set forth in **Attachment A**, titled ‘Comparative Evaluation Criteria’.

The Authority 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 changes to, additional, and different interpretations of laws and regulations. The Proposer assumes all risk in connection with the use of the information and releases the Authority from any liability in connection with the use of the information provided by the Authority. Further, the Authority makes no representation or warranty with respect to the property, including without limitation, the value, quality or character of the property or its fitness or suitability for any particular use

and/or the physical and environmental condition of the property. The property will be conveyed in “AS-IS” condition.

Each Proposer shall undertake its own review and analysis (due diligence) concerning the physical and environmental condition of the property, applicable zoning and other land use laws, required permits and approvals, and other development, ownership and legal considerations pertaining to the property and the use of the property, and shall be responsible for applying for and obtaining any and all permits and approvals necessary or convenient for the Proposer’s use. All costs and expenses of purchasing and developing the property, including, without limitation, the costs of permitting and improvements, shall be the sole responsibility of the successful proposer.

### III. Site Tour and Briefing

Interested Proposers are encouraged to attend a voluntary on-site briefing session at **10:00 a.m. on Wednesday, 2025, at 120 W Main Street, Norton, MA 02766**. To register for the site tour, or to request more information, please contact Missie Williams at [missie@nortonhousing.org](mailto:missie@nortonhousing.org).

### IV. Development Objectives

The Authority is seeking a developer to build affordable rental housing units consisting of approximately 100 units on the site. The development should be designed for a senior (age 55+) population, including considerations for disabled and mobility-impaired residents, and reflect a mix of affordability levels. The bedroom mix should be based on the site’s capacity, good site planning and landscaping considerations, and the market and financial feasibility of an affordable senior rental project at this location.

The Authority plans to lease the land to the selected developer. The development will be subject to a Land Disposition Agreement (See example in **Attachment G**) and Ground Lease (see Attachment H) in forms that are acceptable to the NHA and the Massachusetts Executive Office of Housing and Livable Communities (EOHLC). The developer will be responsible for the design, construction, development, and management of the units and any supportive services at the property.

#### **Affordability**

All the units must be deed-restricted to households earning no more than 80% of the area median income (AMI). The Authority prefers that the units represent a range of incomes from 30% to 80% AMI and serve as many residents at 30% AMI as financially feasible. The proposer should include a clear analysis as to the levels of affordability proposed and the reasoning behind the proposed unit and income mix.

The Authority encourages proposers to utilize local preference for the initial lease-up, in accordance with state and federal fair housing laws and regulations.

#### **Unit Types**

The development should reflect the needs of Norton and provide housing for seniors age 55 and over, at all mobility levels. For this reason, the Authority is interested in ‘universally accessible’ design, in addition to design meeting the Americans with Disabilities Act (ADA) standards, to accommodate households with varying accessibility needs. Ideally, residents should be able to reasonably age in place in the development.

### **Building Design and Aesthetics**

The development’s architecture should reflect the local historical and design vernacular and be a stellar example of superior design in both the interior and exterior. The Authority is looking for creative use of the land and creative space design for the units, and a design that will limit construction costs and fit into the fabric of the neighborhood.

The final appearance of the proposed development should be harmonious with existing norms for attached dwellings in Norton including the use of natural materials throughout. The site design and appearance of the buildings should also take into account the existing adjacent NHA development, with considerations including but not limited to: vehicle and pedestrian access, street views, and landscaping. Proposers are encouraged to use their creativity and experience in the choice of materials and methods of construction so as to minimize regular maintenance costs and promote energy efficiency. If appropriate, the development should include community space and a management office. The overall project design will be judged as part of the Comparative Analysis described in **Attachment A**.

### **Financial Feasibility**

Proposed project financials should reflect an understanding of the process of developing affordable housing in Massachusetts and should show a reasonably economically feasible project, including appropriate sources of funding.

### **Energy Efficiency**

The Authority is looking for proposals that include building and site designs that decrease energy and water usage and limit the project’s environmental impact. Green building certification is a desirable feature, as are the energy efficiency and sustainability standards listed in the most recent EOHLC Qualified Allocation Plan (<https://www.mass.gov/info-details/qualified-allocation-plan>). Details regarding sustainable design features should be incorporated into the project description.

### **Project Permitting**

Proposals should include a description of the permitting process that the developer plans to use. Due to the existing zoning (see next section), the Authority anticipates permitting will most likely be through M.G.L Chapter 40B depending on the final design.

## **V. Property Information**

### **Site Description**

The site is located southwest of Norton Center, on the main thoroughfare known as Rt 123/ W Main Street. The subject site is currently part of a larger parcel, approximately 53 acres, that contains the Authority's existing Chp. 667 Woodland Meadows development, consisting of 130 units of affordable senior housing. The site will be subdivided as part of this project. The site is mainly flat and open, surrounded by woods and vegetation that separates from neighboring properties. Surveys have determined wetlands exist on the western edge of the site. Between the existing development, and the wetland resource buffer zones, the area of the proposed project site is approximately 5 acres. (See Locus Map in **Attachment B** and Existing Condition Maps in the Feasibility Report in **Attachment F**).

Access to the site is via an existing curb cut from W Main Street. It is anticipated that this will continue to be the access point for the Woodland Meadows development, and so an additional easement will be recorded when the site is subdivided.

The site is ideally situated near various transportation options and amenities. It is approximately two miles from Interstate 495, which provides easy vehicular access to Boston and points north and south. It is also approximately 3/4 of a mile from Norton Center. West Main Street has adequate sidewalk infrastructure between the subject site and Norton Center. Additionally, West Main Street is served by public transit through the Greater Attleboro Taunton Regional Transit Authority (GATRA) Bus Route 18, which runs between the Attleboro Transit Center, with connections to MBTA commuter rail service to Boston, and the Taunton Bus Terminal. A stop for this bus route is located conveniently at the driveway entrance to the subject site and has stops in Norton Center. Norton Center offers various community amenities including the Norton Senior Center, shops, a post office, restaurants, libraries, and places of worship.

### Environmental

Initial due diligence has not found any significant environmental concerns or hazards on the site; however, respondents should be prepared to conduct their own environmental due diligence.

### Site Utilities

The site has access to town water and sewer via W Main Street. The public utility infrastructure access to the site was recently constructed; previously the site was served by septic. The abandoned septic infrastructure is still in place on the site and will need to be removed as part of any new construction.

### Utility Providers

- Water: Public- Town of Norton
- Wastewater: Public sewer- Town of Norton
- Electric: National Grid
- Gas: Eversource Energy

### Evidence of Ownership

The Authority acquired the site via eminent domain in 1971. See **Attachment C** for the Recorded Order of Taking and Deed.

## Zoning

The property is currently zoned “Village Commercial District” (VCD) according to the Town of Norton’s zoning ordinance. This zoning does allow for multifamily housing, but the proposed project will most likely exceed the dimensional maximums, so the Authority anticipates that permitting for this project will occur under a comprehensive permit pursuant to M.G.L. Ch. 40B. The Town of Norton’s subsidized housing inventory (SHI) is above 10%, so any project pursuing permitting under 40B will need coordination and approval from the Town. (See **Attachment F** for site feasibility and due diligence report which details the applicable zoning ordinance.)

## VI. Proposal Submission Requirements

### The Development Team

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

- The name, address, e-mail address, and telephone number of the proposer, the name of any representative authorized to act on his/her behalf, the name and contact information of the contact to which all correspondence should be addressed, and the names and primary responsibilities of each individual on the development team.
- If the proposer 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, a general or limited partnership, a corporation, LLC, LLP) and the jurisdictions in which it is registered to do business. If the proposer is a non-profit entity, include a list of the organization’s Board of Directors and areas of expertise they represent.
- The nature of the entity to enter into the purchase and sale agreement for the Property and the borrower and guarantors of debt, if any.
- Identification of all principals, partners, co-ventures or sub-developers participating in the transaction, and the nature and share of participants’ ownership in the project.
- Identification of the property manager if the property developer will also be the property manager and, if this is not the case, state the legal and financial relationship between the entities. If the developer will not be the property manager, the proposer shall describe the process for securing property management services.
- Identification of the development team, such as architects, engineers, landscape designers, contractor, development consultants. Background information, including firm qualifications and resumes for principals and employees expected to be assigned to the project, should be provided.
- A summary of the developer’s and the development team’s experience, both collectively and individually, and with residential projects. Particular attention should be given to demonstrate experience with **projects of a similar scale and complexity of**



**site conditions and design. A team member with experience with affordability requirements and financing are preferred.** Proposers should demonstrate the ability to perform as proposed and to complete the project in a competent and timely manner, including the ability to pursue and carry out design, permitting, financing, construction, and marketing/unit absorption.

- A list of all projects in progress or planned with details of their current status.
- Completed and signed versions of the forms in **Attachments I-N** of this RFP.

### Format

Proposers should use the following format to submit the information required:

- For reference projects – project name, location, project type, project scope, start date, projected and actual completion date, housing affordability levels, total development costs and sources, and key project people.
- Narrative on why your experience is relevant to the 120 West Main Street housing development.
- Description of the organizational structure of the development team and a plan for the maintenance of effective communications between the Norton Housing Authority and the development team during all phases of the project.
- Information regarding any legal or administrative actions past, pending or threatened that could relate to the conduct of the Proposer, its principals or any affiliates.
- Confirmation that no local, state or federal taxes are due and outstanding for the development team or any constituent thereof.
- Provision of references for 3 completed comparable projects, with contact names, title, and current telephone numbers, who can provide information to the Authority concerning the Proposer's experience with similar projects.

### Development Concept

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

- Number and size of units (square footage and bedrooms) and affordability levels. Include narrative as to why/how the mix of bedroom sizes and affordability was determined to ensure project financial feasibility and appropriateness for the marketplace.
- Preliminary site design.
- Discussion of the physical plan and architectural character of the project and the various programmatic and physical elements of the development, including energy savings/green design elements of the building and site designs.
- 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 the adjacent Woodland Meadows Development, and especially with respect to noise and traffic during the construction period.
- Project financing – provide a sources and uses pro forma (see comparative evaluation criteria), and detail previous success in securing such funding. Describe in detail what, if

any, local, state or federal subsidy money will be sought to create affordability and the timeline for securing those sources.

- Operating Budget for Years 1-10
- Lender letters of interest (mentioned in the comparative evaluation criteria)

### **Conceptual Design Drawings**

The proposal must include 11 x 17 plans including:

- Site plan that describes parking layout, numbers of parking spaces, vehicular and pedestrian traffic flow, and building footprints
- Landscape plan with sufficient detail on how the plan addresses limiting the project impact on surrounding areas
- Floor plans
- Elevations with material indications
- Typical unit plans
- Color rendering of the proposed building

### **Management Plan**

Provide a management plan that includes the following:

- Description of the target market (e.g. pricing and the strategy for marketing and lottery process).
- In addition, if the Proposer is including a property manager as part of the team, all relevant information as outlined under 'The Development Team' above should be included as well as details of any projects where the Proposer and Manager have worked together before.
- Lottery for affordable units: To ensure a fair and equitable selection process for the affordable units, a lottery shall be conducted for all of the units. Proposals may include a lottery agent as part of the development team. A marketing/lottery plan shall be required as part of the approval of the units for inclusion on the Subsidized Housing Inventory, and prior to building permit issuance. For the proposal, the Proposer shall indicate any other lotteries they have been involved in, their role and the outcomes.

The Proposer and/or their property manager must demonstrate:

- A clear understanding of fair housing requirements/laws.
- A clear understanding of the local preference opportunities and requirements, and how the lottery will address local preference.
- Ability and commitment to utilize appropriate stated standards to determine program and unit eligibility – i.e. qualified tenants.
- Establishment of clear criteria for tenant selection and a fair and unbiased selection process.
- Responsibility for selecting properly qualified tenants.
- Ability and commitment to maintain all necessary reports and certifications required under state and federal law.

### **Implementation Plan and Timeline**

The proposed development should be completed within 5 years of the execution of the Land Disposition Agreement. The proposal must include a description of how the development concept will be implemented, including, but not limited to:

- Detailed development schedule for all elements of the plan including key milestones, financing benchmarks, zoning approvals and compliance, and projected completion/occupancy timeframes.
- Outline of the required land use, environmental, operation, and other governmental or regulatory approvals, including zoning, development and environmental permits. The proposer should provide a schedule for securing approvals as part of the proposal. The proposer should note what zoning variances, special permits or modifications, if any, are required as part of the development plan.

### Price Proposal

Price Proposal (see Form at **Attachment I**) should be completed and signed. Price proposals should meet a minimum initial ground lease payment threshold of \$150,000.

## VII. Developer Selection Criteria

All proposals submitted by the due date will be evaluated for conformance with the below stated minimum criteria. Those proposals that meet the minimum criteria will then be evaluated by the comparative criteria described below. Proposers may be invited to present their proposal to the review committee. The presentation will not be scored.

### Minimum threshold criteria

The following are minimum criteria for Proposal consideration. Proposals that do not clearly and fully convey compliance with these minimum criteria will not be considered.

- Complete conformance with all Submission Requirements (Sec. VI)
- Proposer must have a minimum of 5 years' experience in development
- A successful track record of 3 projects with at least 3 references
- Availability to start with within 90 Days of selection; show sufficient staff resources and availability to perform required services
- Complete required forms found in **Attachments J through N**: Certificate of non-collusion, tax compliance, disclosure of beneficial interests form as required by M.G.L c. 7C, section 38 (formerly c. 7, section 40J)

### Comparative Evaluation Criteria

Projects meeting the minimum threshold criteria above will then be scored based on the Comparative Evaluation Criteria further explained and outlined in **Attachment A**.

## VIII. Selection Process

The evaluation 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 proposers' submissions in accordance with the submission requirements of this RFP and any interviews, references, and additional information requested and/or gathered by the Authority. The Authority will select the developer it or its designee(s) determines has presented the most advantageous proposal. ***The Norton Housing Authority reserves the right to select the proposal that best meets the needs of the community and that may not be the proposal that achieves the highest score.***

The Authority will notify all proposers in writing of its decision.

The Authority reserves the right to reject any or all proposals or to cancel this Request for Proposals at any time if it is in the best interest of the Authority.

## IX. Post Selection

### Land Disposition Agreement

It is the intent of the Authority to enter into a Land Disposition Agreement with the selected proposer within 90 days of selection, and then to lease the land under a long-term ground lease with deed restrictions after certain benchmarks have been met. The Land Disposition Agreement will be finalized after the selection process. An example Land Disposition Agreement can be found at **Attachment G**, and an example Ground Lease can be found at **Attachment (H)**.

### Chapter 30B Real Property Dispositions to Promote Public Purpose Requirements

The name of the selected proposer and the amount of the transaction will be submitted for publication in the state's *Central Register*.

Within 60 days prior to disposition of the Site by the AHA to the Developer, the Developer shall furnish the Authority with an appraisal of the Site based on procedures customarily accepted by the appraising profession as valid, taking into account any restrictions on the use of the Site imposed by the AHA or any other governmental agency.

If the Authority determines that the public purpose of the project is best met by disposing of the property for less than fair market value, the Authority will post a notice in the state's Central Register explaining the reasons for this decision and disclosing the difference between the property value and the price to be received. This notice will be published before the Authority enters into any agreement with the selected developer.

**X. Attachments**

- A. Comparative Evaluation Criteria
- B. Locus Map
- C. Evidence of Ownership
- D. Norton Housing Authority Board of Commissioners Record of Authorization Votes
- E. Property Survey Plans
- F. Preliminary Site Feasibility report
- G. Example Land Disposition Agreement
- H. Example Ground Lease
- I. Price Proposal Form
- J. Tax Compliance Certificate
- K. Certificate of Non-Collusion
- L. Certificate of Authority
- M. Disclosure of Beneficial Interest
- N. Respondent Entity Disclosure Statement

## ATTACHMENT A

### Comparative Evaluation Criteria: 120 West Main Street, Norton, MA

	Unacceptable	Advantageous	Highly Advantageous
<b>Developer Experience &amp; Capacity (Team)</b>			
<ul style="list-style-type: none"> <li>• Demonstrated experience in and capability for designing, permitting, developing and managing similar residential projects.</li> <li>• Outcome of comparable projects</li> <li>• Property management experience with similar projects</li> <li>• The quality of the team's reputation and references, particularly in terms of its regulatory track record and ability to complete projects as proposed</li> <li>• Success in marketing approach, including affirmative fair housing marketing plans and lottery, meeting State requirements</li> <li>• Property management experience with similar projects</li> <li>• Energy Efficient design</li> </ul>	Development team members have only minimal experience in the development of projects with similar scope – including legal, design, development, financing, and management experience with rental housing.	Development team members have significant experience in the development of projects of similar scope – including legal, design, financing, affordable housing management. Significant experience (3 or more projects) Energy efficient buildings part of standard approach.	Development team members have extensive experience in the development of projects of similar scope – including legal, design, financing, affordable housing management. Extensive experience (4 or more projects) with similar projects. Energy efficient design is their standard approach to design and development.
<b>Affordability</b>			
Proposal meets a range of incomes-- 100% of the units must be restricted to households at or below 80% AMI	Less than 100% of units affordable to households at or below 80% AMI.	All of the units are affordable to households at 80% AMI	All of the units are affordable to households earning between 30% and 80% AMI
<b>Site Design</b>			

<ul style="list-style-type: none"> <li>• Thoughtful and efficient site design</li> <li>• Uses standards of low impact development</li> <li>• Underground utilities</li> <li>• Exterior lighting – minimal impact to neighbors</li> <li>• Storm water management</li> <li>• Landscape plan including parking area</li> <li>• Area designated for snow</li> <li>• Adequate parking</li> </ul>	Proposal fails to meet RFP site design requirements.	The proposal generally meets site design requirements of the RFP.	Proposal meets all site design requirements with an exceptionally creative and thoughtful approach.
	<b>Unacceptable</b>	<b>Advantageous</b>	<b>Highly Advantageous</b>
<b>Building Design</b>			
<ul style="list-style-type: none"> <li>• Exterior is of high quality, while remaining compatible with local vernacular</li> <li>• Creative design that is cost effective and high quality</li> <li>• Interior layouts meet a variety of household types and mobility needs</li> <li>• Finishes support durability and low maintenance requirements for tenant and owner</li> </ul>	Design appears incongruous with Norton architecture; interior layout does not meet a variety of household types and mobility needs.	Design reflects a traditional design and provides layouts for senior households and a variety of mobility needs.	Design proposal articulates a creative development vision with an exceptionally cost-effective, energy efficient, attractive design that reflects the design standards, and provides layouts for senior households and a variety of mobility needs.
<b>Financial Feasibility</b>			
<ul style="list-style-type: none"> <li>• Adequacy of proposed budgets (development and operating)</li> <li>• Appropriateness of rents in relation to the market</li> <li>• Track record of securing proposed financing</li> </ul>	Proposal does not demonstrate an understanding of development costs and operating budgets for affordable housing.	Proposal contains realistic development and operating budgets and evidence of success in securing necessary financing.	Proposal contains realistic development and operating budgets and evidence of a high degree of success in securing necessary financing and other sources of funding.
<b>Sales Price</b>			
<ul style="list-style-type: none"> <li>• Amount proposed to acquire the property from the NHA</li> </ul>	Proposed price does not meet the \$150,000 minimum threshold.	Proposed price is not the highest nor the lowest received.	Proposed price is the highest of the proposals received.

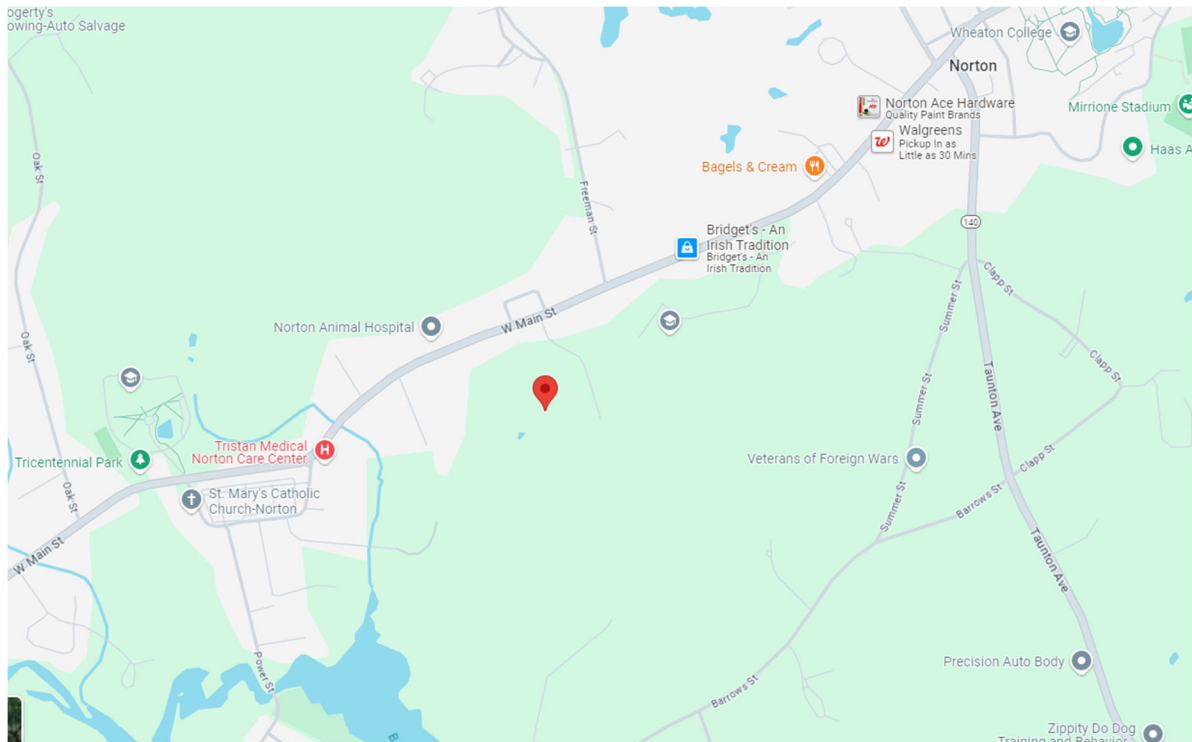
References, Site Visits, and Interviews			
<ul style="list-style-type: none"> <li>• A minimum of three references, include references from all projects undertaken in the last 5 years</li> <li>• The evaluation committee may choose to visit proposers' completed projects</li> <li>• The evaluation committee may choose to have proposers present their proposals.</li> </ul>	<p>Did not provide minimum of 3 references, or references were poor and/or inadequate. Properties visited were in poor condition.</p>	<p>Strong references reflecting projects came in on time and within budget, good property management structure. Properties visited were in good condition, site layout was efficient, buildings were well designed</p>	<p>Strong references reflecting timely completion, excellent budget control, excellent property management structure and professionalism of developer. Properties visited were in great condition, site layout building design, and landscaping excellent, and use of energy efficient and durable materials.</p>



## **ATTACHMENT B**

### **Locus Map of Property**

# Site Context



## **ATTACHMENT C**

### **Evidence of Ownership**

## **ATTACHMENT D**

### **Record of NHA Board Authorization Votes**

## **ATTACHMENT E**

### **Property Survey Plans**

## **ATTACHMENT F**

### **Preliminary Site Feasibility Report**

## **ATTACHMENT G**

### **Example Land Development Agreement**

**ATTACHMENT H**  
**Example Ground Lease Draft**



**ATTACHMENT I**  
**Price Proposal Form**

**NORTON HOUSING AUTHORITY**  
**REQUEST FOR PROPOSALS (RFP)**

**Lease of Property at 120 West Main Street, MA 02766**

**PRICE PROPOSAL FORM**

**PRICE**

*Please write your proposal offer:*

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Print/Type your proposal amount above in written form

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Print/Type your proposal amount above in number form

**Note:** *Both the written form and the number form should indicate the same total amount. If there is a conflict between the written form and the number form amounts, the written form will control.*

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Name of proposer

---

Name and Title of person signing proposal

---

Signature of person signing proposal

---

Address

---

Date

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

**ATTACHMENT J**  
**Tax Compliance Certification**

**NORTON HOUSING AUTHORITY**  
**REQUEST FOR PROPOSALS (RFP)**  
**Disposition of Property at 120 West Main Street, Norton, MA 02766**

**CERTIFICATE OF TAX COMPLIANCE**

Pursuant to Chapter 62C, §49A(b) of the Massachusetts General Laws, I,

\_\_\_\_\_ authorized signatory for  
(Name)

\_\_\_\_\_, do hereby certify under the pains and  
(Name of Proposer)

penalties of perjury that said proposer has complied with all laws of the Commonwealth  
of Massachusetts relating to taxes.

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Business: \_\_\_\_\_

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

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

**ATTACHMENT K**  
**Non-Collusion Certification**

**NORTON HOUSING AUTHORITY**  
**REQUEST FOR PROPOSALS (RFP)**  
**Disposition of Property at 120 West Main Street, Norton, MA 02766**

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under the pains and 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.

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Name of Business: \_\_\_\_\_

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

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

**ATTACHMENT L**  
**Certificate of Authority**

**NORTON HOUSING AUTHORITY**  
**REQUEST FOR PROPOSALS (RFP)**  
**Disposition of Property at 120 West Main Street, Norton, MA 02766**

**CERTIFICATE OF AUTHORITY FORM**

**(To be used by corporations and limited liability companies)**

At a duly authorized meeting of the Board of Directors/Members of

\_\_\_\_\_, held on \_\_\_\_\_, 202\_\_, it was  
(Name of Corporation/Limited Liability Company) (date)

VOTED, that \_\_\_\_\_,  
(Name) (Title)

of this corporation/company, be and hereby is authorized to execute proposals, contracts and bonds in the name of said corporation/company, and to affix its seal thereto; and such execution of any proposal, contract or obligation in this corporation's/company's name on its behalf by such officer under seal of the corporation/company, shall be valid and binding upon the corporation/company.

I hereby certify that I am the secretary/authorized representative of the above-named corporation/company and \_\_\_\_\_ is the duly elected officer as  
(Name)

stated above of said corporation/company, and that the above vote has not been amended or rescinded and remains in full force and effect as of the date of this proposal.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Secretary Name)

Seal:

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

**ATTACHMENT M**  
**Disclosure of Beneficial Interest**

**NORTON HOUSING AUTHORITY**  
**REQUEST FOR PROPOSALS (RFP)**  
**Disposition of Property at 120 West Main Street, Norton, MA 02766**

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:

A lease of a parcel of land located at **120 West Main Street, Norton, MA 02766**, containing 5 acres of land, more or less, and further identified as "N/F Norton Housing Authority, Assessors Map 22 Par 99" on a plan titled "Plan of Pump Station, Access and Sewer Easements #120 West Main Street, prepared by GCG Associates for the Town of Norton, February 7, 2019" and being a portion of the premises described in a deed recorded with the Bristol County Registry of Deeds in Book 1586, Page 170.

(2) Type of Transaction, Agreement, or Document: Lease of Property by Norton Housing Authority

(3) Public Agency Participating in Transaction: Norton Housing Authority

(4) Disclosing Party's Name and Type of Entity (if not an individual):

(5) Role of Disclosing Party (Check appropriate role):

\_\_\_\_ Lessor/Landlord \_\_\_\_ Lessee/Tenant

\_\_\_\_ Seller/Grantor \_\_\_\_ Buyer/Grantee

\_\_\_\_ Other (Please describe): \_\_\_\_\_

(6) The names and addresses of all persons and individuals who have or will have a direct or indirect beneficial interest in the real property excluding only 1) a stockholder of a

corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation or 2) an owner of a time share that has an interest in a leasehold condominium meeting all of the conditions specified in M.G.L. c. 7C, s. 38, are hereby disclosed as follows (attach additional pages if necessary):

<u>NAME</u>	<u>RESIDENCE</u>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

(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 (insert "none" if none):

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(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.

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Print Name of Disclosing Party (from Section 4, above)

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Authorized Signature of Disclosing Party

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Date (mm / dd / yyyy)

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Print Name & Title of Authorized Signer

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

**ATTACHMENT N**  
**Respondent Entity Disclosure Statement**

**NORTON HOUSING AUTHORITY**  
**REQUEST FOR PROPOSALS (RFP)**  
**Disposition of Property at 120 West Main Street, Norton, MA 02766**

**RESPONDENT ENTITY DISCLOSURE STATEMENT**

Give full names and residences of all persons and parties interested in the foregoing proposal:

(Notice: Give first and last name in full; in case of a corporation, give names of President and Treasurer; in case of a limited liability company, give names of the individual members, and, if applicable, the names of all managers; in case of a partnership or a limited partnership, all partners, general and limited and; in case of a trust, all the trustees)

NAME	ADDRESS	ZIP CODE
_____	_____	
_____	_____	
_____	_____	

Kindly furnish the following information as applicable regarding the Respondent, and complete signatures on final page:

**1) IF A PROPRIETORSHIP**

Name of Owner: \_\_\_\_\_

Home Address: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Address: \_\_\_\_\_



## 2) IF A PARTNERSHIP

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Names and Addresses of Partners:

PARTNER NAME	ADDRESS	ZIP CODE
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_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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## 3) IF A CORPORATION OR A LIMITED LIABILITY COMPANY

Full Legal Name: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Principal Place of Business \_\_\_\_\_

Qualified in Massachusetts: Yes \_\_\_\_\_ No \_\_\_\_\_

Place of Business in Massachusetts: \_\_\_\_\_

## 4) IF A TRUST

Full Legal Name: \_\_\_\_\_

Recording Information: \_\_\_\_\_

Full names and address of all trustees (con't next page):

NAME	ADDRESS	ZIP CODE
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_____	_____	_____
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_____	_____	_____
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Signature

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Printed name and Title

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Name of Business

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Date

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