



Medway Affordable Housing Trust

**REQUEST FOR PROPOSALS  
TO PURCHASE**

**MEDWAY AFFORDABLE HOUSING TRUST OWNED PROPERTY  
6 CUTLER STREET – ASSESSOR PARCEL ID 48-070  
(SUBMISSION DEADLINE EXTENDED TO 9/25/19)**

Proposer Information

1. The Medway Affordable Housing Trust requests sealed proposals for its property located at 6 Cutler Street, Medway, Massachusetts, which is an approximately 0.65-acre lot in a predominantly residential neighborhood surrounded by small single-family homes and bordered by a cemetery. All proposals must be in sealed envelopes, marked “6 Cutler Street Response to RFP” and received by the Town Administrator’s office at the Medway Town offices, 155 Village Street, Medway MA 02053 **on or before 11:00 AM on Wednesday, September 25, 2019.**
2. The parcel includes a two-story, 6,168 square foot Italianate-style former schoolhouse, purportedly the first high school in Medway, built in the late 19th century. It is currently unoccupied. The original two-story structure was supplemented with a 1980’s addition. Most of the site is covered with asphalt that is in poor to fair condition. (Title reference Norfolk County Registry of Deeds Book 32776, Page 333, as amended by an affidavit at Book 33031, Page 91; Town of Medway Assessors Map 48, Lot 070). This parcel is zoned Village Residential (VR) and lies within the Multifamily Housing Overlay District.
3. The property is being sold “as is”, and the Medway Affordable Housing Trust makes no representations or warranties, express or implied, as to the accuracy and/or completeness of the information provided in this Request for Proposals (RFP). This RFP (including all attachments and supplements) is made subject to errors, omissions, withdrawal without prior notice, and to changes to, additional, and different interpretations of laws and regulations. Prospective proposers should undertake their own review and analyses concerning physical conditions, environmental conditions, applicable zoning, required permits and approvals, reuse potentials, and other development, ownership and legal considerations.
4. The sale of the property is subject to the following conditions:
  - Proposal, including price, remain in effect no less than eight weeks following acceptance by a vote of Medway Affordable Housing Trust Board.
  - Successful proposer to pay all costs of completing the conveyance, including any engineering, legal, title, and recording costs, including such costs incurred by the Trust.
  - All respondents are responsible for their own due diligence for all representations made in this RFP.
  - Buyer agrees to place a commemorative plaque on the premises with respect to the historic nature of the property.

5. Minimum price for the property is \$285,000.
6. All proposers must include a check payable to the Medway Affordable Housing Trust in the amount of 5% of the proposal amount, to be applied as a deposit for the successful proposer. This check will be returned to unsuccessful proposers.
7. The Medway Affordable Housing Trust reserves the right to reject any and all proposals in the best interests of the Trust, and to waive any informalities of a non-substantive nature.
8. The Trust has determined that this solicitation is subject to the provisions of the Uniform Procurement Act, Massachusetts General Laws, c. 30B, Section 16. Therefore, the provisions of G.L. c. 30B are hereby incorporated by reference in this RFP.
9. All determinations as to the completeness or compliance of any proposals, or as to the eligibility or qualification of any respondent, will be within the sole discretion of the Medway Affordable Housing Trust.
10. This RFP, and any agreement resulting there from, are subject to all applicable laws, rules and regulations promulgated by any federal, state, regional or municipal authority having jurisdiction over the subject matter thereof, as the same may be amended from time to time.
11. The successful proposer is required to enter into a purchase and sale agreement, REBA form 21, within 30 days after award.

### **Proposal Instructions**

1. All proposers must complete the enclosed forms, and submit all forms as part of their proposal. Proposals may be submitted on proposer's letterhead, and must be signed by the proposer.
2. All proposals must be in sealed envelopes, marked "6 Cutler Street Response to RFP" and received by the Town Administrator's office at the Medway Town offices, 155 Village Street, Medway MA 02053 **on or before 11:00 AM on Wednesday, September 25, 2019**, at which time and place all proposals timely received will be opened. The proposer's name and address must also appear on the outside of the submission envelope or package. All forms and certifications are due by the deadline date as part of a complete submission package, except the Purchase and Sale Agreement.
3. Any proposal received after the **11:00 AM on Wednesday, September 25, 2019** submission deadline will not be considered. Proposals may be withdrawn prior to the scheduled time for the opening of proposals. Proposals may be amended up until the deadline for submission of the proposals. Amendments must be submitted sealed and in writing, clearly stating the changes to the proposal.

4. The Trust will not accept proposals by fax, email, telephone, or any electronic means. The proposer is solely responsible for ensuring that the proposal is received by the Trust in a timely manner. The Trust is not responsible for deliveries attempted outside of Town Hall office hours or otherwise not received on time. Any proposals received after the scheduled proposal opening time will be returned to the proposer unopened.

5. If, at the time of the scheduled proposal opening, the Medway Town Hall is closed due to uncontrollable events such as fire, snow, ice, wind, or building evacuation, the proposal opening will be postponed until 11:00 AM on the next regular business day. Proposals will be accepted until that date and time.

6. All questions about the meaning and intent of this RFP shall be received in writing by mail, fax (508-321-4988) or email (ta@townofmedway.org) to the Town Administrator's office. Questions must be received no later than ten days before the date specified for receipt of proposals. Answers will be in the form of an addendum and will be sent by the Procurement Officer to all prospective proposers.

### **Rule of Award**

The proposal will be awarded to the qualified and responsible proposer that meets the requirements of this RFP and offers the highest amount of money for the property. All timely proposals will be evaluated by the Chair of the Medway Affordable Housing Trust, the Town Affordable Housing Coordinator, and the Director of Community and Economic Development. The Medway Affordable Housing Trust will select the successful proposer. The Trust reserves the right to reject any and all proposals and waive any technicalities in the best interests of the Trust. The award shall not be considered final until a written purchase and sale agreement is executed by the parties.

### **Contract Forms – See Attachments – All must be completed and submitted with proposal**

- Certification of Vote of Organization authorizing submittal of proposal
- Certificate of Non-Collusion
- Disclosure of Beneficial Interest in Real Property Transaction
- Statement of Tax Compliance
- Draft Purchase and Sale Agreement (REBA, form 21)

**CERTIFICATE OF VOTE  
OF CORPORATION  
(if applicable)**

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

I, \_\_\_\_\_, Clerk-Secretary of the corporation named in the foregoing  
(name)  
Proposal, certify that \_\_\_\_\_ who signed the said  
(name)  
Proposal on behalf of said corporation, was then the \_\_\_\_\_ of said  
(title)  
corporation; that I know his/her signature;  
and that his/her signature thereto is genuine and that said Proposal was duly executed on  
\_\_\_\_\_, 2019.

\_\_\_\_\_  
(Clerk-Secretary)

Date of Incorporation: \_\_\_\_\_

(Corporate Seal)

**CERTIFICATE OF NON-COLLUSION**

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

**DISCLOSURE OF BENEFICIAL INTERESTS – PAGE 1**

1. PUBLIC ENTITY INVOLVED IN THIS TRANSACTION:  
**Medway Affordable Housing Trust.**
2. LEGAL DESCRIPTION OF THE PROPERTY: **6 Cutler, Street Medway MA**
3. TYPE OF TRANSACTION:     **Sale**
4. SELLER: **Medway Affordable Housing Trust.**
5. PURCHASER: Name: \_\_\_\_\_

Type of Entity: \_\_\_\_\_

6. Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above. (Note: if a corporation has, or will have a direct or indirect beneficial interest in the real property, the names of all stockholders must also be listed except that, if the stock of the corporation is listed for sale to the general public, the name of any person holding **less than ten percent** of the outstanding voting shares need **not** be disclosed.)

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(None of the persons listed in this section is an official elected to public office in the Commonwealth of Massachusetts except as noted below:)

Name	Title or position
_____	_____
_____	_____

**DISCLOSURE OF BENEFICIAL INTERESTS – PAGE 2**

7. This statement must be signed by the individual(s) or organization(s) entering into this real property transaction with the public agency named in item 1. If this form is signed on behalf of a corporation, it must be signed by a duly authorized officer of that corporation.

The undersigned swears under the pains and penalties of perjury that this form is complete and accurate in all respects.

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

Printed Name: \_\_\_\_\_

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

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

(This form contains a disclosure of the names and addresses of all persons with a direct or indirect beneficial interest in the real estate transaction described above. This form must be filed with the Massachusetts Division of Capital Planning and Operations, as required by M.G.L. c. 7, section 40J, prior to the conveyance of or execution of a lease for the real property described above. Attach additional sheets if necessary.)

**STATEMENT OF TAX COMPLIANCE**

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify  
under the penalties of perjury that \_\_\_\_\_ has fully  
Name of Entity

complied with all laws of the Commonwealth of Massachusetts relating to the payment of taxes.

Company Name: \_\_\_\_\_

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

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

Printed Name: \_\_\_\_\_

Title of Signatory: \_\_\_\_\_

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

Federal Tax ID or Social Security Number: \_\_\_\_\_