

# **TOWN OF WESTMINSTER**

## **TOWN ADMINISTRATOR**

11 SOUTH STREET  
WESTMINSTER, MASSACHUSETTS 01473  
Phone (978) 874-7400•Fax (978) 874-7411  
*(email: [kmurphy@westminster-ma.gov](mailto:kmurphy@westminster-ma.gov))*

### **INVITATION FOR QUOTES**

#### **Prepare and Manage RFP Process for Senior Housing Project.**

The Town of Westminister is accepting quotes from qualified individuals or firms to manage the Request for Proposal (RFP) process that will lead to finding a private entity that will construct and manage up to 72 affordable senior apartments behind the new Senior Center at 69 West Main Street. If interested, please complete the following form and submit it to Town Administrator Karen Murphy, 11 South Street, Westminister MA 01473 by (Noon on Friday February 3, 2017). (Quotes may be submitted by mail, fax, e-mail or in hand. Please call if any questions.)

### **FORM FOR QUOTATION**

The undersigned hereby submits a quote in the amount of \$\_\_\_\_\_ to prepare and manage the Request for Proposals (RFP) process for a senior housing project in accordance with the scope of work outlined below.

#### **BACKGROUND:**

The need for senior housing was identified as a Town priority in its 2014 Master Plan and 2011 Housing Production Plan. According to the 2010 US Census, Westminister's senior population (65 years and older) and soon-to-be senior population (ages 45 to 64 years) are growing faster than all other age groups. There are a number of senior citizens in town that are living in larger homes than they need and struggling to pay the taxes on them. They would like to downsize their housing and stay in town, but there are presently very few opportunities to do so.

In 2013 the Town of Westminister built a senior/community center at 69 West Main Street, half a mile from the Town Center. The property is 12.3 acres in size and the new center is being built in the front of the property. According to an analysis prepared by the Montachusett Regional Planning Commission (MRPC), there is enough vacant developable land in the rear of the property to accommodate as many as 72 new senior apartment units. The Town is willing to sell the land for a dollar to any entity that will take on the task of building and managing the new housing units. The Town's Department of Public Works has indicated a willingness to waive the sewer and water connection fees for this project. The property is serviced by municipal sewer and water. The interior roadway for the senior center was built to Town road standards and will serve as the primary point of access for the senior apartments in the rear of the property. The property will need to be divided in two (senior center property and senior apartments property) and the Town will undertake this effort and cover all associated costs.

The Town's preference is to have at least 25% of the units be restricted to low and/or moderate-income households, so that all of the apartment units can be counted towards the Town's Subsidized Housing Inventory.

**SCOPE OF WORK:**

1. Meet with Town Planner, Town Administrator and Board of Selectmen to discuss the goals of this project.
2. Educate Westminster policy makers about the State and federal housing programs that potential developers will be able to avail themselves to, their benefits and drawbacks as they relate to the goals of this project, and any responsibilities the Town may have.
3. Write notice of Request for Proposals (RFP) to have an entity build and manage a senior housing apartment complex at 68 Main Street behind the senior center.
4. Work with Town Planner, Town Administrator and Board of Selectmen to write the RFP including proposal scoring criteria.
5. Submit RFP to Town Counsel for review.
6. Coordinate notice of RFP with the Town Administrator for having notice published in the Central Register and any other appropriate locations.
7. Identify and prepare a mailing list of the appropriate entities to receive the RFP, and then send out the RFP.
8. Coordinate and attend a site tour with all interested entities that submit RFPs.
9. Receive questions and prepare answers to questions from all interested entities that submit RFPs.
10. Meet with Town Planner, Town Administrator and representative from the Board of Selectmen to score each submitted RFP and prepare a summary report.
11. Assist the Town with preparing for and interviewing potential developers.
12. Follow up on submitted references and financial data.
13. Work with Town Counsel to assist the Town with execution of a development agreement.

In addition to enclosing your proposal, we ask that you also submit the following materials:

- Resume of all staff expected to work on this project.
- List of housing-related projects your firm has worked on in the past along with references and contact information.

NAME/ADDRESS/TELEPHONE NUMBER OF INDIVIDUAL OR FIRM:

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CONTACT PERSON:

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The undersigned hereby affirms that he/she has read and understood the scope of work and terms of the proposed contract for the work to be performed, is qualified to perform the work, and capable of doing so in a timely and professional manner.

SIGNATURE OF AUTHORIZED AGENT:

DATE:

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**Return to:**

**Town Administrator Karen Murphy, Town Hall, 11 South Street, Westminster MA 01473, by mail, email, deliver in hand, or by fax (978 874-7411) no later than (Noon on Friday February 3, 2017).**



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PREVAILING WAGE RATES:

(Not applicable)

TIME FOR COMPLETION:

The Contractor shall complete the project no later than October 31, 2017, or as otherwise agreed in writing by both parties.

PAYMENT TERMS:

The Town of Westminster will pay the Contractor the agreed upon amount of the contract upon conclusion of the project and submission of the final report. The Contractor will invoice the Town for services rendered and payment is due within fifteen (15) days of the invoice date.

PAYMENT BOND:

(Not applicable)

INSURANCE REQUIREMENTS

(Not applicable)

WARRANTY

This Contract shall not be altered in any particular without the consent of all parties to this Contract. All alterations to this Contract must be in writing and authorized as such by the Town and the Contractor.

In the event the Contractor is a corporation, a certificate that the person executing this contract is duly authorized to sign must accompany this contract.

The Contractor agrees to indemnify, save harmless, and defend the Town of Westminster and its respective employees, elected officials, agents, and assigns from and against any and all losses, liabilities, claims, penalties, suits and the cost and expense incident thereto, including the cost of defense, settlement and reasonable attorney’s fees, which the Town may hereafter incur, become responsible for, or pay out as a result of death or bodily injuries to any person, destruction or damage to any property, contamination of or any adverse effects on the environment or any violation of applicable federal, state, and local laws, regulations, bylaws, or ordinances to the extent caused by the contractor’s breach of any term or provision of this agreement.

This contract shall be deemed to be a Massachusetts contract and its interpretation and construction shall be governed by the laws of Massachusetts and the Bylaws of the Town of Westminster.

This Contract shall become effective when signed by both the Contractor and the Town.

IN WITNESS WHEREOF, this Contract has been executed, in triplicate, on the date first above written for the Town of Westminster by its Board of Selectmen, and for the said Contractor by its owner, or duly authorized officer or agent.

TOWN OF WESTMINSTER:

CONTRACTOR:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BOARD OF SELECTMEN

\_\_\_\_\_  
Authorized Signature  
\_\_\_\_\_  
Print Name and Title

Approved as to Appropriation:

\_\_\_\_\_  
Town Accountant

**AFFIDAVIT OF NON-COLLUSION**

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

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

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

Name [Printed]: \_\_\_\_\_

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

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

ATTESTATION CERTIFICATION

Pursuant to M.G.L., Ch. 62C, s. 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Signature of Individual or Corporate Officer

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

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

\* Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether or not you have any tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Chapter 62C, Section 49A, of the Massachusetts General Laws.

**CERTIFICATE OF AUTHORITY**  
(Required if a Corporation)

At a duly authorized meeting of the Board of Directors of the \_\_\_\_\_  
(Name of Corporation)  
held on \_\_\_\_\_ at which all the Directors were present or waived notice,  
(Date)  
it was voted that \_\_\_\_\_ of the company be and  
(Officer and Title)  
hereby is authorized to execute contracts and bonds in the name and on behalf of said  
company, and affix its corporate seal thereto, and such execution of any contract of  
obligation in this company's name on its behalf of such \_\_\_\_\_ under  
(Officer)  
seal of the company shall be valid and binding upon this company.

A TRUE COPY,

Attest: \_\_\_\_\_  
(Signature/Title)

Place of Business: \_\_\_\_\_  
\_\_\_\_\_

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I hereby certify that I am the \_\_\_\_\_ of the \_\_\_\_\_  
(Title) (Corporation)  
and that \_\_\_\_\_ is the duly elected \_\_\_\_\_  
(Name of Officer) (Title)  
of said company, and the above vote has not been amended or rescinded and remains in  
full force and effect as of the date of this contract.

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

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

Name/Title: \_\_\_\_\_

(Corporate Seal)

\_\_\_\_\_  
Notary Public