

*Hamilton Development Corporation*

*REQUEST FOR PROPOSALS:*

59 - 63 Willow Street

Mixed-Use Development

FEBUARY 12, 2015

**REQUEST FOR PROPOSAL**  
**59 – 63 Willow Street, MIXED-USE DEVELOPMENT**  
**Hamilton Development Corporation**  
**Hamilton, MA**

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## **PART I. DECISION TO USE COMPETITIVE SEALED PROPOSALS**

The Hamilton Development Corporation (HDC) owns two parcels of land, totaling approximately one acre, located in Hamilton on Willow Street near Railroad Avenue (the "Parcel"). The HDC seeks to dispose of the Parcel by sale or lease to a developer which will develop it in the most beneficial manner after meeting the HDC's minimum requirements. Since this transaction is based on a disposition of an interest in real property, it is subject to M.G.L. c. 30B, §16. Because the HDC wants to dispose of the Parcel for a development which is most advantageous to the HDC and the Town, taking into account the developer's price and non-price proposals, the HDC has determined that this request for development proposal is best served by utilizing a Request for Proposals (RFP) process. Such a process will enable the HDC to evaluate key factors such as the experience of the developers and its demonstrated success in design and construction of both residential and business projects for a potential mixed-use development. The HDC has made a determination that use of the Parcel for a prospective mixed-use development is an important Town goal. Due to the complexities of a mixed use development, it is important that the HDC has the ability to select the most advantageous proposal on the basis of lease or purchase payments made to the HDC, the quality of the development proposal, and adherence to HDC's desired specifications.

## **PART II. BACKGROUND**

Over the past year and a half the HDC has considered the potential for development on the Parcel, currently improved by a commercial building and single family home on Willow Street. The site is within the downtown Hamilton business district. The intent of the HDC is to have the site redeveloped for a mix of commercial and residential uses, hopefully including some affordable housing. The successful redevelopment of the Parcel will help retain the vitality of the downtown Hamilton business district.

**The Vicinity.** There are several shops, restaurants and offices within downtown Hamilton business district, as well as many of the community's residential units. Downtown Hamilton has excellent transportation access; it is the location of Hamilton's commuter rail station. It has good vehicular access and is pedestrian friendly.

**The Parcel and Existing Uses.** The Parcel is located at 59 and 63 Willow Street in Hamilton, MA. The properties total approximately one acre in area. Currently, there is a two unit commercial building, dating to about 1880, at 63 Willow Street. The building has approximately 900 square feet on the first floor. There is a partial second floor. 59 Willow has a 1,100 square foot, two bedroom single family home with a two car garage. The east side abuts a commercial parking lot behind the Black Cow and Salem Five Bank, on Route 1A. The north side abuts a commercial building on Railroad Avenue. There is also pedestrian access to the Parcel from the north side from a Town owned parking lot on the corner of Railroad Avenue and Willow Street. The west side directly abuts Willow Street. The south side abuts residential homes on Linden Street and currently has a reasonable landscape buffer. The property is approximately 500-600 feet from the Hamilton/Wenham Commuter Rail station.

**Infrastructure.** The Parcel fronts on Willow Street. There is an existing driveway that leads to the single family home. There is currently limited street parking at the Parcel. The developer will be responsible for providing on-site parking for the development project.

The successful developer will be required to install water, gas and electric connections as required for the development. The developer will be required to provide wastewater treatment for the site. There is no sewer in Hamilton. The developer will be required to comply with state and local storm water regulations and guidelines. The developer is expected to be responsible for all infrastructure improvements needed to support the proposed development.

**Other studies and information about the property and vicinity.** There are several studies related to downtown Hamilton that have been prepared under the direction or with the participation of the HDC. These studies can be accessed on the HDC website within the Town of Hamilton website.

### **PART III. ANTICIPATED RFP SCHEDULE**

RFP issued	February 12, 2016, at 10:00 a.m.
Pre-bid conference*	February 26, 2016, at 10:00 a.m.
Deadline for submitting questions	March 11, 2016, at 12:00 noon
Proposals due	April 8, 2016, 10:00 a.m.
Award of contract	May 20, 2016
Conceptual Design Due	June 17, 2016 at 4 p.m.
Special Permit Application Due	August 19, 2016

**\*THE PREBID MEETING IS MANDATORY AND WILL TAKE PLACE AT HAMILTON TOWNHALL IN THE MEMORIAL ROOM.**

### **PART IV. PROPOSAL SUBMISSION REQUIREMENTS**

All proposals must be submitted in accordance with the terms and conditions of this RFP to the Hamilton Development Corporation, c/o Dorr Fox, Hamilton Town Hall, 577 Bay Road, Hamilton, MA 01936, no later than **10:00 a.m., on April 8, 2016.**

Developers shall submit original and 9 copies of their Proposals in a sealed envelope together with a compact disc (CD) of the Proposal in pdf format.

Envelopes shall be marked:

**PROPOSAL - WILLOW STREET MIXED-USE DEVELOPMENT**

**Proposals must have information submitted in the same order of the criteria as listed in this RFP and pages shall be numbered in the bottom footer. Proposals must have a Table of Contents listing the page number providing documentation that demonstrates they have met each of the criteria listed.**

**Neither faxed nor emailed Proposals will be accepted.**

Proposals may include any materials and information that the developer feels are necessary to satisfy as many of the recommended features of the Project description as practicable. After the opening of the Proposals, a developer may not correct or modify its Proposal in any manner unless in response to a written request for the HDC in its sole discretion.

Complete Proposal shall include the following:

- A. Transmittal letter signed by a principal(s) of the developer including all contact information
- B. Statement of Qualifications, which includes the following:
  - The composition and structure of the Development Team that sets out all key members of the development team
  - Resumes of key personnel on the Development Team
  - Three (3) references for each key personnel on the Development Team
- C. Completed Reference Form.
- D. Qualifications of the Development Team as they relate directly to designing, financing, constructing and operating similar mixed use developments
- E. A Conceptual Description of the proposed development that includes:
  - Identification of any adjacent parcels proposed to be integrated into this development,
  - Estimated ground coverage, height, and gross floor area of the buildings,
  - Development program, including floor area for the specific types of residential and nonresidential uses that will be sought,
  - The number of dwelling units proposed by size, tenure (whether rented or owned), level of affordability, and accessibility provisions, if any, beyond code compliance,
  - Description of parking arrangements, i.e., how spaces are divided between public and private use,
  - Description of how the proposed uses will relate programmatically to the surrounding land uses, identifying the basis for anticipating the degree to which the nonresidential uses will attract people to and thus enliven the vicinity,
  - Description of the physical design of the development in words, graphics, or both, including indication of the number of buildings anticipated, how parking is to be

accommodated and indication of points of access into the site for pedestrians, autos, and servicing trucks,

- Description of means proposed for promoting sustainability and energy conservation
- Anticipated management arrangement of public and private parking spaces,
- Description of how the other matters of HDC interest described in "Part VI. Project Description" will be addressed.

F. Project Schedule that sets out the anticipated time of commencement of construction, how work would be phased to accommodate adequate on-site parking for the public and construction crews at each phase of development, length of likely construction, and identification of contingencies that might alter the timing.

G. Financial Information that includes:

Anticipated financial and management interests in the development strategy for securing equity and financing Banking references, and Pro Forma.

H. Financial Proposal that includes either the amount to be paid by the developer for purchase of the Parcel; the term of a lease and amount of lease payments for the Parcel; or both.

RFP security in the amount of \$2,500. Such security shall be payable to the HDC in the form of cash, certified check, treasurer's or cashier's check issued by a responsible bank or trust and shall be conditioned upon the faithful performance by the Designated Developer of all agreements contained in its proposal.

I. All security shall be retained until the execution and delivery of the Owner/Developer agreement and applied to the deposit required under the Purchase and Sale Agreement executed by the HDC and the Designated Developer. Security provided by unsuccessful bidders shall be refunded.

J. A detailed summary of the assumptions used by the developer to provide Financial Information and prepare the Financial Proposal, including without limitation, budget, rental or sale assumptions for the units and retail space, and calculation of the assumed sale or lease payment(s)

Following the deadline for receipt, the HDC will open the Proposals and prepare a register of those developers submitting Proposals which register shall be available for public inspection. In the event that the Town Hall is not open on the date or at the time the proposals are due, proposals shall be due at the same time on the next following business day that the Town Hall is open.

All proposals shall remain **firm** for ninety (90) calendar days after the Proposal opening.

## **PART V. QUESTIONS/ADDENDA**

QUESTIONS: Inquiries involving procedural or technical matters shall be in writing to [bstein@hamiltonma.gov](mailto:bstein@hamiltonma.gov) no later than 12:00 noon on March, 11, 2016 or to:

Hamilton Development Corporation  
Hamilton Town Hall  
577 Bay Road  
Hamilton, MA 01936

ADDENDA: Each developer is required to acknowledge receipt of any/all Addenda issued by the HDC. Developers shall place their acknowledgment as the first line of their Transmittal/Cover *Page* which shall be placed as the first page of their proposals. Addenda will be posted online at the HDC website and emailed to every individual or firm on record as having received the RFP.

## **PART VI. PROJECT DESCRIPTION**

The HDC intends disposal of the Parcel to a developer for the design and construction of a mixed-use Project. In general, the development of the Parcel should make Hamilton's downtown a more vibrant place.

The proposed project should include the following components. When evaluating a proposal, the HDC shall consider the weighted system shown next to the title of each component.

### **Experience of the development team (20 %).**

**Mixed Use Development (40 %).** The development of the Parcel should include both residential and commercial development.

In regards to housing, units can be either affordable and/or market rate, as required by Town By-laws. There is no preference regarding the mix of units by number of bedrooms or other measure of size or whether the housing may be made available for sale or rental.

In regards to commercial uses, the developer should ensure that the proposed businesses broaden the range of available goods and services, thus making Hamilton's downtown more attractive, benefiting both the public being served and those businesses now in downtown Hamilton. In addition, first floor commercial uses should encourage an active pedestrian oriented streetscape.

**Design Compatibility (15 %).** The development should be compatible with the existing architecture, size and scale of abutting properties.

**Wastewater (10 %).** The proposal must contain a description of the treatment of wastewater. Hamilton does not have sewer service. It is expected that any development would need to provide a modular waste water treatment option.

**Parking (10 %).** The parking needs created by the new development must be met on site. The parking requirements of Hamilton's Zoning Bylaw will apply; however, given the proximity to public transportation and the walkability of the village, parking reductions may be considered at the time of site plan review or special permit review. Mechanisms to foster the use of alternative modes of transportation are encouraged. The provision of parking on the Parcel for the benefit of abutting properties will be seen as advantageous.

**Connectivity, Amenities, and Creativity (5%).** The development proposal should encourage pedestrian flow through the development and surrounding business district. The amenities of the development, including landscaping, benches, walkways and other infrastructure will be considered as advantageous. Creativity in the uses or design of the proposed Project, the inclusion of additional benefits to the town, and/or the mitigation of existing environmental or infrastructure issues will be considered advantageous.

**Consideration of adjacent parcels for development.** This RFP cites preferences for use of HDC-owned property only. However, in the event that a developer with control over adjacent property wishes to integrate additional land into its proposal, such proposal will be considered on its merits for achieving the goals stated in this RFP and consistent with the evaluation criteria.



**PART VII. SELECTION PROCESS**

The Willow Street Parcel will be awarded to the most advantageous proposer, as determined by the HDC. The selection process will be made in three phases: (1) Each proposal will be reviewed to see whether all Minimum Requirements set forth in Part VIII have been met, and any proposal not meeting those requirements will be eliminated from consideration; (2) the remaining proposals will be evaluated in accordance Section X, with each proposer being assigned criterion and composite rating by the HDC; and (3) the evaluations will be reviewed in conjunction with the financial proposals, the results of any interviews, and any additional information requested by the HDC, on which basis the most advantageous proposer will be identified.

During the Selection Process, the HDC reserves the right for any reason deemed appropriate by the HDC to waive portions of the RFP, to waive any minor informality in a proposal, to request "best and final" offers, to reject any and all Proposals, to terminate the RFP, and to issue a new RFP.

Within 30 days of notification of its selection, the Designated Developer will be required to execute a Memorandum of Intent (MOI). Within 60 days of the execution of the MOI, the parties shall negotiate the terms of a Purchase and Sale Agreement or Lease Agreement with the HDC and submit the following to the HDC unless such date is extended by mutual agreement:

Purchase and Sale or Lease Agreement approved by the HDC and executed by the Designated Developer together with a deposit equal to 10% of the Purchase Price or one year's lease payment.

A signed Disclosure Statement of Beneficial Interest in accordance with M.G.L. c.7, §40J. Any other documents as required by the HDC

If the required documents are not executed and submitted to the HDC within the specified time, the Designated Developer's selection will automatically expire, unless extended in writing by the HDC in its sole discretion.

Following expiration of the MOI, the HDC reserves the right to negotiate with another proposer if the Designated Developer and the HDC are unable to negotiate a Purchase and Sale Agreement or Lease satisfactory to the HDC in its sole discretion.

**PART VIII. PROPOSAL MINIMUM REQUIREMENTS**

In order to be considered for evaluation, the proposal must have met the RFP minimum requirements by providing the following with its proposal:

1. The Proposal must be a Complete Proposal as defined in Part IV above.
2. At least one member of the Development Team must have completed one comparable mixed-use development within the past 7 years.

3. The key members of the Development Team must each submit three (3) satisfactory references.
4. The Developer must provide evidence of financial capacity to undertake the proposed development.
5. Certificate of Non-Collusion.
6. Attestation - Certificate of Compliance with State Tax Laws, M.G.L. c. 62C, §49.
7. Certificate of Authority.
8. Certificate of Foreign Corporation (if applicable).

## **PART IX. EVALUATION OF PROPOSALS**

All proposals will be reviewed by the HDC. Proposals that meet the minimum requirements will be reviewed for responsiveness to the comparative evaluation criteria below.

Final selection of the most advantageous proposal will be based upon an evaluation and analysis of the information and materials required under the Project Description in this RFP. Each member of the Evaluation Committee will assign a rating of Highly Advantageous, Advantageous, Not Advantageous or Unacceptable to each comparative evaluation criterion. Based on these evaluation criteria ratings, a composite rating will be created by each evaluator for each proposal by combining the collective ratings. The Proposals will also be evaluated and ranked based on their financial benefit to the HDC.

Based on the individual member's composite ratings for each Proposal, the HDC will make a determination as to which proposal is most advantageous based on the composite ratings, responsiveness of the Proposal to the HDC's use and design preferences, and financial benefits to the HDC.

### **COMPARATIVE EVALUATION CRITERIA**

#### ***I. Consistency with Project Description***

***Highly Advantageous:*** Conceptual description incorporates all of the desired attributes listed in the Project Description.

***Advantageous:*** Conceptual description includes most of the desired attributes in the Project Description.

***Not Advantageous:*** Conceptual description includes less than half of the desired attributes in the Project Description.

***Unacceptable:*** The project fails to include the desired attributes listed in the Project Description.

## **2. Proposed methods and procedures for accomplishing objectives listed in the Project Description**

*Highly Advantageous:* Methods and procedures achieve project objectives in an efficient, effective, and timely way and emphasize maintaining positive relationships at all times with the residents, commercial businesses in the area, as well as local officials and HDC staff. *Advantageous:* Methods and procedures are generally efficient, effective, and timely and satisfactory relations with residents, businesses, and officials.

*Not Advantageous:* Methods and procedures are efficient but may not support optimal outcomes or relationships with stakeholders.

*Unacceptable:* Methods and procedures fail to achieve goals of RFP, nor do they suggest ways to maintain positive relations with stakeholders.

## **3. Qualifications of the Development Team**

*Highly Advantageous:* Development Team consists of licensed and certified architects, engineer(s), contractor(s) and other design and construction professionals that together have completed one or more financially viable mixed-use projects of a scale and scope of this project.

*Advantageous:* Development Team consists of [owner, project and construction managers, licensed and certified architects, engineer(s), contractor(s) and other design and construction professionals that have completed one or more financially viable mixed-use projects of a scale and scope of this project.

*Not Advantageous:* Development Team has preferred credentials in most, but not all areas of design and construction, and/or has development experience in a project of a smaller scale than this project.

*Unacceptable:* Development Team has no prior experience with like-type projects.

## **4. Budget proposal and fiscal benefits to the HDC**

*Highly Advantageous:* Proposed development provides a substantial net positive fiscal benefit to the HDC after considering all infrastructure costs and revenues to the HDC.

*Advantageous:* Proposed development provides a net positive fiscal benefit to the HDC after considering all infrastructure costs and revenues to the HDC.

*Unacceptable:* Proposed project fails to offer net positive fiscal benefit to the HDC after considering all infrastructure costs and revenues to the HDC.

## **5. Project feasibility, including ability to obtain financing**

*Highly Advantageous:* High likelihood that developer has the ability and the resources to complete its project in the manner proposed.

*Advantageous:* Reasonable likelihood that developer has the ability and the resources to complete its project in the manner proposed.

*Not Advantageous:* Not likely that developer has the ability and the resources to complete its project in the manner proposed.

*Unacceptable:* Developer does not have the ability and the resources to complete its project in the manner proposed.

## **6. Viability of Financial Assumption**

In order to prepare its Financial Information and Financial Proposal, the proposer must make certain assumptions with respect to many factors, including but not limited to, budget, rental or sale amounts for the units and retail space, and calculation of the assumed sale or lease payment(s). The viability of the Financial Information and Financial Proposal depends on reasonableness of the assumptions, which shall be evaluated as follows:

*Highly Advantageous:* All financial assumptions are conservative in relation to projects of similar a type with the result that the financial projections support the conclusion that the proposal has a high likelihood of success.

*Advantageous:* Financial assumptions are reasonable in relation to projects of similar a type with the result that the financial projections support the conclusion that the proposal has a moderate likelihood of success.

*Not Advantageous:* Financial assumptions are aggressive in relation to projects of similar a type with the result that the financial projections support the conclusion that the proposal has a slight likelihood of success.

## **PART X. COMPARING OF FINANCIAL PROPOSALS**

Given the broad range of options for disposition and redevelopment of the Parcel, the HDC will need to consider the advantages of each proposal in light of the financial benefits. For purposes of comparing purchase and lease payments under the Financial Proposals, the sale of the Parcel shall be evaluated at 100% of proposed value. A lease of the Parcel shall be evaluated by comparing the present value of all lease payments at a discount rate of 8%.

## **PART XI. AWARD OF CONTRACT**

The RFP contract will not necessarily be awarded to the developer submitting the Proposal that receives the highest rankings or submits the highest financial proposal. The HDC will award the contract to only one responsive and responsible developer submitting the most advantageous Proposal taking into consideration the evaluation criteria and composite ratings, responsiveness of Proposal to the HDC's use and design preferences, financial benefits to the HDC, and the financial proposal. Before awarding the RFP, the HDC may request additional information from prospective developers. The HDC reserves the right to reject any and all Proposals if it determines that the criteria set forth have not been met or for any other reason in its sole discretion.

**PART XII. APPLICABILITY OF PUBLIC CONSTRUCTION LAWS**

It is the HDC's intent that any agreement resulting from this RFP shall be for a private development to which none of the laws and regulations applicable to public construction projects shall apply. The HDC has established certain Proposal Minimum Requirements (See pp.6-7, above), but otherwise the Designated Developer shall be responsible for the design and construction of its Project. The HDC shall have the right to inspect the Project during construction for the purpose of assuring that construction is in accord with the selected Proposal.

**PART XIII. DISCLAIMER/RESERVATION OF RIGHTS**

The HDC makes no representations or warranties, express or implied, as to the accuracy and/or completeness of the information provided in this RFP. The Parcel will be disposed of to the Designated Developer in "AS-IS", "WHERE IS" and with "ALL DEFECTS" without any representation, warranty or covenant of any kind whatsoever, and the successful developer shall agree to accept the Parcel in such condition without recourse to the HDC of any kind or for any reason whatsoever.

The HDC reserves the right to extend the deadline for submission of Proposals, to request supplementary information, to conduct interviews with any or all of the developers submitting proposals, to waive minor informalities, and to reject any or all proposals, in whole or in part, if in its sole judgment the best interests of the HDC would be served in doing so. The HDC will reject any and all proposals when required to do so by applicable law.

The HDC reserves the right to negotiate any and all terms of a Land Disposition Agreement Purchase and Sale Agreement, Lease or other agreement with the Designated Developer. If such negotiations cannot be concluded successfully with the Designated Developer, the HDC may choose to negotiate an agreement with the next Designated Developer from the pool of proposers, to terminate this RFP process, or to begin a new RFP process.

**Execution of a Land Disposition Agreement with the HDC for the Parcel in no way constitutes satisfaction of any applicable Hamilton bylaw nor guarantees issuance of any required municipal permit, including a special permit/site plan approval from the Hamilton Board of Appeals or Planning Board acting as a special permit granting authority.**

**PART XIV. DUE DILIGENCE AND M.G.L. c.21E SITE DISCLOSURE**

The Designated Developer shall be responsible for undertaking an independent review and analysis concerning physical conditions, environmental conditions, applicable zoning, required permits and approvals and other development and legal considerations pertaining to the Parcel and the proposed mixed-use development. The HDC has performed no 21E investigation and makes no representations as to potential contamination.

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**HAMILTON DEVELOPMENT CORPORATION  
REQUEST FOR PROPOSALS  
WILLOW STREET MIXED-USE DEVELOPMENT  
FINANCIAL PROPOSAL FOR RFP**

**TO THE AWARDING AUTHORITY:**

A. The undersigned proposes to undertake the development of the Willow Street Parcel in accordance with the terms and conditions set forth in the Proposal submitted herewith and, in addition, to and in consideration therefore to pay the HDC as provided below.

B. This proposal includes addenda numbers \_\_\_\_\_

C. The proposed price to Purchase: \_\_\_\_\_

If Lease  (Specify term and rental payments)

COMPANY NAME: \_\_\_\_\_

D. The undersigned certifies that this offer fully complies with all of the requirements of the Request for Proposals.

E. The undersigned further certifies under the penalties of perjury that this proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity. The undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing sign design or consultation work in the Commonwealth under the provisions of section twenty-nine F of chapter twenty-nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

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

Name of Developer

BY: \_\_\_\_\_  
(Signature)

Name and Title of Signatory:

\_\_\_\_\_

---

(Town, State Zip)

---

Telephone/Fax

---

Email address

NOTE: If the developer is a corporation, indicate state of incorporation under signature, and affix corporate seal; if a partnership, give full names and residential addresses of all partners; and if an individual, give residential address if different from business address.

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**HAMILTON DEVELOPMENT AUTHORITY**

**DEVELOPER'S REFERENCES FORM**

All questions must be answered, and the data given must be clear and comprehensive. Please type or print legibly. If necessary, attach additional sheets for the information requested. This information will be utilized by the HDC for purposes of determining the developer's responsiveness and responsibility with regard to the requirements and specifications of the Project.

FIRM NAME: \_\_\_\_\_

WHEN ORGANIZED: \_\_\_\_\_

INCORPORATED? YES/NO: \_\_\_\_\_. IF YES, DATE AND STATE OF INCORPORATION:

LIST ALL CONTRACTS CURRENTLY ON HAND, SHOWING CONTRACT AMOUNT AND ANTICIPATED DATE OF COMPLETION: (USE SEPERATE PAPER IF NEEDED)

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

HAVE YOU EVER FAILED TO COMPLETE A CONTRACT AWARDED TO YOU?

\_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, WHERE AND WHY?

HAVE YOU EVER DEFAULTED ON A CONTRACT? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, PROVIDE DETAILS.

IN THE SPACES FOLLOWING (OR SEPARATE PAPER), PROVIDE INFORMATION REGARDING CONTRACTS COMPLETED BY YOUR FIRM SIMILAR IN NATURE TO THE PROJECT.

PROJECT NAME: \_\_\_\_\_  
OWNER: \_\_\_\_\_  
TOWN/STATE: \_\_\_\_\_  
DOLLAR AMOUNT: \$ \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_  
TYPE OF WORK: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ TELEPHONE #: (\_\_\_\_) \_\_\_\_\_  
CONTACT PERSON'S RELATION TO PROJECT: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_  
OWNER: \_\_\_\_\_  
TOWN/STATE: \_\_\_\_\_  
DOLLAR AMOUNT: \$ \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_  
TYPE OF WORK: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ TELEPHONE #: (\_\_\_\_) \_\_\_\_\_  
CONTACT PERSON'S RELATION TO PROJECT: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_  
OWNER: \_\_\_\_\_  
TOWN/STATE: \_\_\_\_\_  
DOLLAR AMOUNT: \$ \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_  
TYPE OF WORK: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ TELEPHONE #: (\_\_\_\_) \_\_\_\_\_  
CONTACT PERSON'S RELATION TO PROJECT: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_  
OWNER: \_\_\_\_\_  
TOWN/STATE: \_\_\_\_\_  
DOLLAR AMOUNT: \$ \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_  
TYPE OF WORK: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ TELEPHONE #: (\_\_\_\_) \_\_\_\_\_  
CONTACT PERSON'S RELATION TO PROJECT: \_\_\_\_\_

The undersigned certifies that the information contained herein is complete and accurate and hereby authorizes and requests any person, firm, or corporation to furnish any information requested by the HDC in verification of the recitals comprising this statement of Proposer's qualifications and experience.

DATE: \_\_\_\_\_ PROPOSERS COMPANY NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

## CERTIFICATE OF NON-COLLUSION

Pursuant to the requirements of M.G.L. c.30B, §10, the undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith 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 or individuals.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name of Business**

**CERTIFICATION OF TAX COMPLIANCE**

Pursuant to M.G.L. c.62C, §49A and requirements of the HDC, the undersigned acting on behalf of the Contractor certifies under the penalties of perjury that the Contractor is in compliance with all laws of the Commonwealth relating to taxes including payment of all local taxes, fees, assessments, betterments and any other local or municipal charges (unless the Contractor has a pending abatement application or has entered into a payment agreement with the entity to which such charges were owed), reporting of employees and contractors, and withholding and remitting child support.\*

\_\_\_\_\_  
\*\*Signature of Individual  
or Corporate Contractor (Mandatory)

\_\_\_\_\_  
\*\*\* Contractor's Social Security Number  
(Voluntary) or Federal Identification  
Number

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

By: \_\_\_\_\_  
Corporate Officer  
(Mandatory, if applicable)

Date \_\_\_\_\_

\* The provision in this Certification relating to child support applies only when the Contractor is an individual.

\*\* Approval of a contract or other agreement will not be granted until the HDC receives a signed copy of this Certification.

\*\*\* Your social security number may be furnished to the Massachusetts Department of Revenue to determine whether you have met 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.