



**TOWN OF HOLLISTON
BOARD OF SELECTMEN**

**703 Washington Street
Holliston, MA 01746**

508-429-0608

***TOWN OF HOLLISTON
REQUEST FOR PROPOSALS
FOR THE
SALE OF THE FORMER ANDREWS SCHOOL
17 SCHOOL STREET***



0 SCHOOL ST





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Board of Selectmen Approval:	Monday, July 24, 2017
Date Issued:	Thursday, July 27, 2017
COMMBUYS:	Thursday, July 27, 2017
Town Hall Posting:	Thursday, July 27, 2017
Central Register Publication Date:	Wednesday, August 2, 2017
Milford Daily News Publication Date:	Thursday, August 3, 2017

Response Date: Friday, September 8, 2017, 12 noon, Holliston Town Hall

Town of Holliston
Request for Proposals
DISPOSITION OF THE ANDREWS SCHOOL AND PROPERTY

The Town of Holliston, acting through its Board of Selectmen, hereby invites sealed proposals for the disposition of a building and real estate at 17 School Street known as the Andrews School Building and Property as shown on Assessors' Map 8E, Block 4, Lot 41 (Parcel ID: 136/00.8E-0004-0041.0), 17 School Street in the Town of Holliston. Request for Proposals documents and Proposal Forms may be obtained from the Office of the Board of Selectmen, Room 103, Town Hall, 703 Washington Street, Holliston, MA 01746, (Tel. 508-429-0608) between the hours of 8:30a.m. and 4:30p.m., Monday, Wednesday, Thursday; and until 7:00p.m. Tuesday; and 1:00p.m. Fridays. Sealed proposals must be submitted to the same office, clearly labeled "Holliston Board of Selectmen, Andrews School Purchase Proposal" until Friday, September 8, 2017 at noon, at which time and place they will be publicly opened, read aloud, and taken under advisement. Each bid must be accompanied by a bid deposit in the form of cash, or a certified check, or a treasurer's or cashier's check issued by a responsible bank or trust company, payable to the Town of Holliston. Such proposal deposit shall be in an amount not less than ten percent (10%) of the total proposed purchase price. The amount of said deposit will be forfeited to the Town of Holliston as liquidated damages in the event that the proposal is accepted and the proposer fails to complete the transaction with the Town with-in forty-five (45) days of proposal acceptance. In the event the proposal is not accepted, the deposit will be returned to the proposer. Proposals may not be withdrawn within thirty (30) days after the date of opening. The Board of Selectmen will award the contract and reserves the right to reject any and all proposals and to make such award as it may determine to be in the best interest of the Town of Holliston.

Board of Selectmen
Mark Ahronian, Clerk

TOWN OF HOLLISTON HOLLISTON BOARD OF SELECTMEN

REQUEST FOR PROPOSALS FOR THE SALE OF THE FORMER ANDREWS SCHOOL

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TOWN OF HOLLISTON BOARD OF SELECTMEN

PURPOSE

The purpose of the Request for Proposals (RFP) is to solicit proposals through a competitive process in order to establish an agreement for the sale of a parcel(s) and or real property with the building commonly referenced as the “Andrews School” located at 17 School Street and shown on Assessors’ Map8E, Block 4, Lot 41 (Parcel ID: 136/00.8E-0004-0041.0), . The building and property will be sold to the qualified and qualified proposer stating the highest price.

THE BOARD OF SELECTMEN ARE SEEKING A PLAN FOR THE REUSE OF 17 SCHOOL STREET. PROPOSALS WILL BE REVIEWED BASED ON THE BEST REUSE OF THE PROPERTY. PROPOSALS MAY BE REJECTED FOR ANY REASON.

THE PROPERTY AND BUILDING WILL BE SOLD AS IS. THE PROPERTY AND BUILDING WILL ALSO BE SUBJECT TO AUCTION TO BE HELD ON TUESDAY, SEPTEMBER 12, 2017. THE BOARD OF SELECTMEN MAY OR MAY NOT DECIDE TO AWARD THE SALE OF THE PROPERTY AND BUILDING TO THE PROPOSER MAKING THE HIGHEST FINANCIAL OFFER TO THE TOWN AND THE BEST REUSE OF THE PROPERTY.

PROPOSERS SHOULD HAVE A COMPLETE UNDERSTANDING OF THE RECENT REZONING OF THE SITE AS A RESULT OF THE MAY 2017 ANNUAL TOWN MEETING.

INSTRUCTIONS FOR REQUEST FOR PROPOSALS (RFP) RESPONSES

This Request for Proposals (RFP) invites qualified developers to submit proposals to purchase the former school building and land. The Andrews School is owned by the Town of Holliston.

The preparation of the RFP response shall be at the expense of the respondent. It is the sole responsibility of the respondent to fully examine this RFP’s attachments and referenced documents including files at the Town Planner’s Office. Questions shall be addressed in writing to Jeff Ritter, Town Administrator, Town Administrator’s Office, Holliston Town Hall, 703 Washington Street, Holliston, MA 01746-2168 and received at least two (2) weeks prior to the submission deadline of Friday, September 8, 2017 at 12 noon. Any questions that may arise at any time before this date, will be answered in writing. All questions and answers will be shared with everyone who has requested a copy of this RFP.

A Pre-Submission Conference and onsite tour of the property will be held at 11:00 A.M. on Monday, August 28, 2017.

The Andrews School is located at 17 School Street in Holliston. A locus map and directions to this location are included in Attachment 1.

Eight (8) copies of the proposal shall be returned on or before 12 noon on Friday, September 8, 2017 in a sealed envelope clearly marked "Holliston Board of Selectmen, Andrews School Purchase Proposal" on the outside of the envelope to:

Jeff Ritter
Town Administrator
Holliston Town Hall
703 Washington Street
Holliston, MA 01746-2168

All proposals submitted become the property of the Town of Holliston and will be subject to applicable Public Records Laws. Respondents to this RFP will be able to correct or modify their proposals, but must submit these additions in writing to the above contact person and address prior to the RFP deadline. Respondents may also withdraw their proposals at any time during the application and selection process. Moreover, the Town of Holliston reserves the right to reject any and all proposals or to cancel the RFP if for some reason it is determined that decision would be in the best interests of the Town.

The Town of Holliston makes no representations or warranties, express or implied, as to the accuracy and/or completeness of the information provided in this RFP. Therefore, the provisions of M.G.L. Chapter 30B are incorporated herein by reference.

For more details on the Request for Proposals Submission and Selection Process see this RFP.

INTRODUCTION

Holliston is a residential community located approximately 22 miles southwest of Boston in Middlesex County. Population growth has placed enormous pressures on the housing market, especially between 1960 and 1970 when the population nearly doubled in size. The rate of growth has slowed since then, but the Town is still gaining new residents who have been accommodated through comparable growth in the housing stock. Holliston now has almost 5,000 housing units more than 85% of which are owner-occupied, single-family houses on lots that are at least 30,000 square feet with average price of at least \$380,000 according to sales data. To afford this average house price a household would have to earn more than \$100,000 annually.

The Town of Holliston Board of Selectmen, as authorized by Town Meeting is making the Andrews School available for sale. Some illustrative examples of the possible reuse of the property might include residential development, including market rate and or affordable homeownership opportunities.

Holliston Town officials identified the former school for housing redevelopment and plans to convey title of the property to the selected developer for a charge/fee/sale price based on specific development requirements which best fit the character of the existing neighborhood.

The Board of Selectmen prefer to keep the original structure in place although this is not a requirement. For example, some envision the complete removal of the existing structure and the

building of new residential unit(s) that fit the neighborhood. Some envision removal of the rear section of the building while retaining the front section.

PROPERTY DESCRIPTION

The Andrews School is located between Spring and School Streets approximately one block south from Route 16, Washington Street. The specific address is 17 School Street in what is referred to as the Mudville area of Holliston. The Assessor's map is included as Attachment 2. The property is also identified by the Town of Holliston as Parcel #136/008.E-0004-0041.O.

The building was constructed as an elementary school in 1939, and an addition was built sometime prior to 1952. It continued to be used for educational purposes until 1999 when it was vacated. The property includes classrooms, offices, recreational areas, bathrooms, storage and mechanical spaces.

The school is constructed of concrete and brick masonry, with concrete slab floors, metal and wood window and door systems, a brick and concrete exterior façade, and pitched asphalt shingle and flat rubber roofing systems. Interior finishes in the building include concrete block, sheetrock and plaster walls, suspended tile and plaster ceilings with glued-on 1 foot by 1 foot ceiling tiles; and vinyl and ceramic tile, carpeted, sheet vinyl and bare concrete floors. The remainder of the property is occupied by an asphalt-paved driveway and recreational area, two playgrounds and landscaped areas. The building was heated via a fuel oil-fired steam boiler. The boiler and two above-ground fuel oil storage tanks (ASTs) are located in the ground floor mechanical rooms.¹

Additional information on the property includes:

Square footage: Building with three floors, approximately 7,174 square feet per floor for a total of about 21,522 square feet. The entire parcel of land encompasses almost an acre (0.98 acres).

Dimensions: Each floor is approximately 120 feet by 60 feet, and the entire parcel of land is approximately 210 feet by 200 feet. A survey of the property is included as Attachment 3.

Services: Town water service is available, but there is no Town sewer system; therefore, the Project must rely on a septic system that will meet state Title V requirements. Gas and electric services are available.

***Zoning:* In May 2017, the Town Meeting approved a zoning district change in the Mudville area which changed the zoning for this parcel from Residential to Village Residential. The amendment is pending approval by the Attorney General but would be effective May 9, 2017. The minimum lot size for a single family dwelling unit is 10,000s.f and 20,000 s.f. for a two-family dwelling. A two-family dwelling would also require a Special Permit. The required minimum frontage dimension is 70' with 50' of lot depth and 15' minimum front, side, and rear setbacks. The maximum building height is 3 stories and 40 feet with a maximum of 50% coverage of buildings and accessory buildings. To construct multi-family dwellings or**

¹ Engineering and Fire Investigations, Phase I Environmental Site Assessment, July 13, 2004, p.2.

apartments, relief would be required from the Zoning Board of Appeals via Use Variance. Multiple dwellings on a single lot would also require a Use Variance.

Other uses that might be viable. Religious and educational institutions (including child care centers or school-aged child care program) would be allowed by-right. as would small and large day care homes and customary home occupations.

Proposers should review the Town's Zoning Bylaws.

All bidders are responsible for their own due diligence on all aspects of the Project, including any and all Conservation, Zoning, Health, and Planning Board approvals.

The predecessor Housing Committee engaged an architect, Ed Nunes from Nunes - Trabucco Architects of Needham, to study preliminary design issues. The results of this analysis offered the following input into Project development the following information is provided as an illustrative example only this information may not be suitable for a developer's current proposal:

- The building can accommodate up to 16 units based on 15 two-bedroom units and one one-bedroom unit.
- Approximately 1½ parking spaces per unit, or 24 spaces, can be accommodated on site largely over the proposed soil absorption system for sewerage.
- Access to the parking lot is optimally from Spring Street.
- A small playground, which was strongly advocated by neighbors given the relocation of playground equipment to another location in town, could fit into the back corner of the property next to School Street. The Town has agreed to provide insurance coverage and maintain this small recreational space.
- A retaining wall will be necessary along the access drive to the parking lot.

PROGRAM GUIDELINES

A. Objectives

The conversion of the Andrews School or the redevelopment of the property may involve the adaptive reuse of the site such as for housing, including affordable housing for those earning at or below 80% of area median income. The units may be developed as market rate and affordable senior housing condominiums to provide homeownership opportunities for seniors and to promote a number of local objectives including the following:

- Provide housing options for households looking to down-size from their larger single-family homes, thus freeing-up homes for families looking to live in Holliston;
- Offer residents the opportunity to live in housing that reduces home maintenance demands;
- Promote housing development near the Town Center and in close proximity to transportation and services;
- Support the redevelopment of existing underutilized properties for use as housing, including affordable housing;

- Promote the use of Town-owned property for affordable housing to be sold to a selected developer at nominal costs to help promote affordability; and
- Limit negative impacts to neighboring properties.

All purchasers of the affordable units must occupy their unit as a primary residence and agree to deed restrictions that limit resales to those who are income eligible, earning at or below 80% of median income for the Boston area per HUD guidelines there will be a deed restriction regarding the resale prices in perpetuity.

B. Regulatory Requirements

The Project will involve the need to secure a number of regulatory waivers, and the Town expects that it will be necessary to apply for a comprehensive permit if affordable housing is the developer's option.

C. Obligations of the Developer

In addition to securing the necessary regulatory approvals for the Project, the developer must insure that the Project meets the requirements set forth by the Board of Selectmen as well as any subsidies that might be secured from local, state and federal sources. The developer must also be prepared to guarantee construction costs that are within approved cost parameters consistent with industry standards for the housing to be built. This is evidenced by the execution of a Property Disposition Agreement (PDA) with the Town of Holliston that will establish total Project cost, sales prices and amount of subsidy available as well as Project terms and conditions. Failure to comply with the terms of this Agreement could result in its termination and the replacement of the developer by the Holliston Board of Selectmen.

If housing is the proposed redevelopment of the site, the selected developer is responsible for securing private construction financing which may include an equity contribution and personal guarantees, if required. In addition, the developer must complete final plans and specifications and arrange for timely commencement and completion of the Project. The plans and specifications, including a schedule of costs, are subject to the review and approval of the Holliston Board of Selectmen.

D. Profit

If the 40B option is proposed, the amount of profit that can be realized through the Project may not exceed that which is allowed under Chapter 40B requirements per Massachusetts General Laws. This requirement will be incorporated into the Property Disposition Agreement based on the number of affordable units, if necessary.

E. Warranty Coverage

Warranty coverage is required for a period of twelve months following substantial completion.

F. Subsidy Funds and Other Resources

1. Town of Holliston

The developer will be required to execute a Property Disposition Agreement with the Town of Holliston that will establish total Project cost, sales prices and amount of

subsidy available as well as Project terms and conditions. The developer will in turn transfer title to the condominium units to individual purchasers upon completion of the Project. The developer will also establish a condominium association to maintain the common areas of the Project.

2. State Funding

The Board of Selectmen may work with the developer to seek additional funding on behalf of the Project and may submit an application to the state for funding to enhance the affordability of the Project, from the required 25% of the units. This application will be prepared as soon as the necessary regulatory relief is secured.

3. Waiver of Permit Fees

Pursuant to the strategies for promoting housing affordability in Holliston's Affordable Housing Plan, the Board of Selectmen will pursue a waiver of any local fees relating to any portion of the affordable units.

4. Assistance with Project Permitting

The Holliston Board of Selectmen will provide support to the selected developer during the regulatory approval process.

G. Construction Financing

The developer will be responsible for securing construction financing for this Project. It is the intent of the Board of Selectmen to have the Town of Holliston transfer title to the selected developer by way of a Purchase and Sales Agreement which will describe the terms and conditions of the Project. This transfer has already been approved by Town Meeting.

H. Equal Opportunity

Respondents, including subcontractors, will be subject to all State and Federal Equal Opportunity laws and regulations.

I. Design and Construction Guidelines

Specific design requirements may include the following:

- Maintain historic character of the structure and keep in compliance with Holliston's historic Town Center if it is determined by the developer that the reuse of the building is the preferred option.
- Maximize privacy by creating a buffer (fencing versus plantings to be determined) around the periphery of the property.
- Minimize any negative impacts to neighboring properties;
- Insure that the drainage system is designed to eliminate any overflow into abutting properties and conforms to state requirements including any proposed alternative systems.
- Provide landscaping that will enhance the appearance of the property and serve as a buffer between the Project and abutting properties.
- Minimize any potential negative impact of the sewage disposal system, particularly in regard to its physical appearance.

J. Implementation Guidelines

Following the selection of a developer, the Holliston Board of Selectmen anticipates the following basic sequence as part of the redevelopment process.

Following the transfer of the property to the selected developer, the Holliston Board of Selectmen will remain involved in the Project to insure that the requirements included in the Purchase and Sales Agreement are met.

K. Community Participation

The selected developer will be required to meet with neighbors on the Project, initially to obtain feedback on the preliminary plans, costs and Project schedule, but to be available for subsequent meetings as needed. The developer may be expected to attend monthly project meetings as determined by the Board of Selectmen to provide updates to the Board.

L. SUBMISSION AND SELECTION PROCESS

Submission of the RFP

The Request for Proposals application package will be available starting at 9:00 A.M. on Thursday, July 27, 2017, at the Town Administrator's Office at Holliston's Town Hall, 703 Washington Street, Holliston, MA 01746-2168.

Completed copies of the RFP application must be returned in a sealed envelope clearly marked "Holliston Board of Selectmen, Andrews School Proposal." Eight (8) copies of the complete proposal must be received by 12 noon on Friday, September 8, 2017, at the same location addressed to –

**Jeff Ritter
Town Administrator
Holliston Town Hall
703 Washington Street
Holliston, MA 01746 – 2168.**

Late proposals will not be accepted.

Review of Applications

The review process will consist of two phases. First, all applications must meet the threshold requirements specified as follows:

- Application must conform to submission requirements.
- Respondent must demonstrate successful construction experience as a housing developer including the successful completion of at least two projects involving the rehabilitation, adaptive reuse of vacant properties and or new construction, demolition and residential building construction;
- Taking into account current workload, respondent has the ability to begin Project development within two (2) months following designation as the winning respondent; and

- Respondent must be up to date on all state and local taxes or have an acceptable explanation as to why tax payments are not current.

FAILURE TO MEET THESE THRESHOLD REQUIREMENTS MAY RESULT IN THE REJECTION OF THE APPLICATION.

Highly Advantageous: Majority of development team has more than five (5) years of experience in housing development including housing rehabilitation and adaptive reuse of existing structures; combined team has had a significant role in at least ten (10) housing developments, at least five (5) of which have included affordable units.

Advantageous: Less than half of the development team has more than five (5) years of experience in housing development; combined team has had a significant role in last least five housing developments, at least two (2) of which have included affordable units.

Less Advantageous: The development team has had no experience in affordable housing development, or any housing development including new construction.

- **Feasibility of Development Plan**

The ability of the development team to understand the complexities of the site including demolition and reuse of the property for residential housing units.

Highly Advantageous: The respondent has a clear development plan, including a reasonable development and construction budget and a thorough understanding of the physical constraints and regulatory issues.

Advantageous: The respondent has a clear plan with a generally acceptable development and construction budget as well as some understanding of the physical constraints and regulatory issues.

Less Advantageous: The respondent does not present a clear plan and acceptable development and construction budget and demonstrates a lack of understanding of the physical constraints and regulatory issues.

- **Quality of the Proposed Design and Product**

Proposals will be evaluated according to how the proposed design is compatible with neighborhood. Applicants are required to provide preliminary schematic designs of floor plans and a site plan. Information on basic construction materials, where appropriate, should also be provided.

Highly Advantageous: The proposed design conforms to all or almost all of the guidelines set forth in the RFP and is appropriate for the property and the target population.

Advantageous: The design conforms to most of the guidelines set forth in the RFP and is appropriate for the property and the target population.

Less Advantageous: The design does not conform to most of the guidelines set forth in the RFP.

- **Cost Control Ability and Current Capacity**

Applicants will be evaluated on their ability to begin and complete the Project quickly and within budget as evidenced by past performance, current commitments and the adequacy of procedures devoted to cost control.

Highly Advantageous: The developer has a number of procedures in place to support efforts to complete housing developments on time and within budget. The developer has a proven track record in beginning and completing projects on time and within budget.

Advantageous: The developer has been able to begin and complete projects on time and within budget for many of his/her completed housing developments.

Less Advantageous: The developer has demonstrated difficulties in beginning and completing projects on time and within budget.

- **Ability to Work with Government**

Applicants will be assessed according to the extent of successful experience working with government-assisted programs under the terms and conditions of a Purchase and sales Agreement.

Highly Advantageous: The developer has substantial experience in affordable housing development.

Advantageous: The developer has limited experience in affordable housing development.

Not Acceptable: The developer has no experience in affordable housing development.

- **Cost Proposal**

Highly Advantageous: The highest cost proposal submitted.

- Advantageous: The next highest cost proposal submitted.

- Not Acceptable: The lowest cost proposal submitted.

CONDITIONS, TERMS AND LIMITATIONS

This Request for Proposals is subject to the specific conditions, terms and limitations stated below:

- The Andrews School property is to be conveyed in its “as is” condition. The Holliston Board of Selectmen makes no representation whatsoever as to the physical condition of the sites.

- The proposed Project shall conform to, and be subject to, the provisions of all other applicable laws, regulations, and ordinances of Federal, State and Town authorities having jurisdiction as amended from time to time.
- Valid permits and approvals, as required by Town, State and Federal agencies, shall be obtained by the developer/contractor prior to commencing work.
- The selection of a developer will depend on satisfying any additional documentation and review requirements described in this RFP.
- No transaction will be consummated if any principal of any selected developer is in arrears or in default upon any debt, lease, contract or obligation to the Town of Holliston, including without limitation, real estate taxes and any other municipal liens or charges.
- The Holliston Board of Selectmen is not obligated to pay, nor shall in fact pay, any costs or losses incurred by any applicant at any time including the cost of responding to the RFP.
- This RFP does not represent any obligation or agreement whatsoever on the part of the Holliston Board of Selectmen.
- Selection of an applicant's proposal will not create any rights on the applicant's part, including, without limitation, rights of enforcement, equity or reimbursement, until all related documents are fully executed and approved by the Holliston Board of Selectmen.
- The Holliston Board of Selectmen reserves the right, in its sole discretion, to reject at any time any or all proposals, for any reason, and to withdraw the RFP, to negotiate with one or more applicants.
- All determinations as to the completeness or compliance of any proposals, or as to the eligibility or qualification of any applicant, will be within the sole discretion of the Holliston Board of Selectmen.
- This RFP, and any agreement resulting there from, are subject to all applicable laws, rules and regulations promulgated by any Federal, State, or municipal authority having jurisdiction over the subject matter thereof, as the same may be amended from time to time.

SAMPLE DEED

The Town will present a deed to the successful proper in substantially to the following form:

Town of Holliston, a municipal corporation of Holliston, Middlesex County, Massachusetts, for consideration paid, and in full consideration of _____ (\$_____) grant to _____ of _____ With quitclaim covenants the land and building in Holliston held by the Town, containing of approximately one (1) acre more or less shown on Assessors' Map 00.8E, Parcel ID: 136/00.8E-0004-0041.0, Block 004, 17 School Street.

This conveyance is made subject to restrictions and easements of record so far as the same may be in force and applicable.

The Town hereby acknowledges that the grantor has satisfied the requirements of section 63A of Chapter 44 of Massachusetts General Laws regarding payment of pro forma real estate taxes.

IN WITNESS WHEREOF, said Town of Holliston, acting by its Board of Selectmen, has caused its Corporate Seal to be hereto affixed and these presents to be signed, acknowledged and delivered on this _____ day of _____ 2017.

AGREEMENT

This Agreement, made this _____ day of _____ 2017, by and between the Town of Holliston acting through its Board of Selectmen (hereinafter called "Town") _____ (hereinafter called "Buyer").

WITNESSETH: That for and in consideration of the payment and agreements hereinafter mentioned:

- The Buyer will purchase the Andrews School and property, as specified in the Request for Proposals documents.
- The Town will provide a properly executed deed, suitable for recording at the Middlesex South Registry of Deeds, conveying all of the Town's rights, title and interest in and to the property to the buyer.
- The Buyer will pay to the Town in the manner and at such times as set forth in the Request for Proposals documents such amounts as required by said Request for Proposals documents.
- This Agreement shall be binding upon all parties and their respective heirs, executors, administrators, successors and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in two (2) copies, each of which shall be deemed an original on the date first written above.

TOWN OF HOLLISTON

BUYER

**PROPOSAL SUBMITTED TO
COST/BID PROPOSAL
TOWN OF HOLLISTON**

ANDREWS SCHOOL AND PROPERTY

Proposer's Name: _____

Proposer's Address: _____

Proposer's Telephone/E-Mail: _____

The undersigned, being a duly authorized representative of the above named proposer, hereby declares as follows:

- the only parties interested in this bid as principals are named herein and that the Disclosure Statement attached to this Proposal Form has been completed;
- no officer, agent or employee of the Town is directly or indirectly interested in this proposal;
- the proposer has carefully examined the property and fully informed and satisfied himself as to the conditions there existing, the character of the property and the difficulties attendant upon execution of the sale; the proposer has carefully read and examined the Request for Proposals documents including maps, exhibits and addenda, and knows and understands the terms and provisions thereof;
- the proposer certifies under the pains and penalties of perjury that this proposal is in all respects bona fide and fair and 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;
- the proposer agrees that, if this proposal is accepted, the proposer will enter into an Agreement with the town as set forth in the Request for Proposals documents;
- the proposer will make full payment for the property in the stipulated sum stated below to be paid in the manner set forth in the Request for Proposals documents;
- the proposer has submitted a proposal deposit herewith and documents the provisions of the request for Proposals documents relating to forfeiture of the proposal deposit;
- the proposer states the following stipulated sum for the building and parcel;

Total stipulated sum of _____ **(\$**_____ **)**

- the proposer provides the following responses to the evaluation criteria:
 - a. has the proponent submitted a completed proposal form with the required ten percent (10%) deposit? _____.
 - b. can the proponent tender the balance of the full purchase price to the Town within forty-five days of the award? _____.

Principal Parties:

Name	Title	Address

<div>Signature</div>	<div>Title</div>	<div>Date</div>
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DISCLOSURE STATEMENT
MASSACHUSETTS GENERAL LAWS, CHAPTER 7, SECTION 41J

The proposer hereby states, under the penalties of perjury, that the true names and addresses of all persons who have or will have a direct or indirect beneficial interest in said property are listed below. The provisions of this paragraph do 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 percent (10%) of the outstanding stock entitled to vote at the annual meeting of such corporation. Any official elected to public office in the Commonwealth, or any employee of the division of capital planning and operations disclosing beneficial interest in real property pursuant to Section 40J of Chapter 7 of the General Laws, shall identify his position as part of this disclosure. The Commissioner of capital planning and operations 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.

NAME

ADDRESS

Signature of Person completing this form

Name of Person Completing this Form

Date: _____

**ANDREWS SCHOOL PROPOSAL
STATEMENT OF TAX COMPLIANCE
MASSACHUSETTS GENERAL LAWS, CHAPTER 62C, SECTION 49A**

**Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify under the
Penalties of perjury that _____ has fully complied with all laws of
Name of Entity
the Commonwealth of Massachusetts relating to the payment of taxes.**

Name: _____

Address: _____

Signature: _____

Name & Title of Signatory: _____

Date: _____

Federal Tax ID or Social Security Number: _____

ATTACHMENT
Map and Directions to Pre-Submission Conference
Andrews School -- 17 School Street

From Route 495

Take Route 495 to Route 16 East and look on your right for School Street. Route 16 is Washington Street in Holliston. Take a right onto School Street and the Andrews School will be on your right.

From Boston

Take the Mass Turnpike to Route 495 and follow directions above or take Route 16 West from Route 95/128 or Route 9 until you reach the Holliston Town Center. Route 16 is Washington Street in Holliston. Look for School Street and take a left. The school will be on the right side of the road.

**ATTACHMENT
TOWN OF HOLLISTON
DISCLOSURE OF BENEFICIAL INTERESTS**

1. Public agency involved in this transaction: **Town of Holliston.**
2. Legal description of the property: **approximately one acre located at 17 School Street and shown as Lot 41 of Block 4 on Assessors' Map 8E.**
3. Type of transaction: **Sale.**
4. Seller: **Town of Holliston.**

Purchaser:

5. 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

_____	_____
_____	_____

6. This section 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 acknowledges that any changes or additions to item 4 of this form during the term of any lease or rental will require filing a new disclosure with the Division of Capital Planning and Operations within 30 days following the change or addition.

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

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.)

ATTACHMENT

**TOWN OF HOLLISTON
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: _____

Name & Title of Signatory: _____

Date: _____

Federal Tax ID or Social Security Number: _____

ATTACHMENT

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

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §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.

Name of Business

Signature of Individual/Corporate Name

Signature of individual submitting bid or proposal

Social Security Number or Federal Identification Number

ATTACHMENT

DOCUMENTS AVAILABLE FROM THE LAND USE DEPARTMENTS BASEMENT HOLLISTON TOWN HALL

AHERA Floor plan from Universal Engineering Corporation (1989)

Several full-size “existing conditions” plans prepared by Sugrue & Associates (2004) and Preliminary Floor Plans and Elevation Studies prepared by Nunes Trabucco Architects (2004)

Copies of the Phase I ESA (21E) Report Prepared by Engineering and Fire Investigations (2004)

Copies of the 40B Comprehensive Permit Application (2007), including Conley Associates Traffic Study, Stormwater Management Calculations (2007) and the Beals and Thomas Site Plan

Copies of septic plans prepared by Beals & Thomas (2006). Design approved with waivers. Approval has expired.

