

WINCHESTER HOUSING AUTHORITY

REQUEST FOR PROPOSALS (RFP)

for

Sale to WHA of a Condominium Unit or Single-Family House

Description of Property Sought

Winchester Housing Authority (WHA) wishes to buy and is seeking proposals to sell to WHA a two or three bedroom condominium unit or single family house in Winchester, Massachusetts that meets or can be rehabilitated to meet the U.S. Department of HUD housing quality standards defined in CFR 887.501 under the Section 8 Project Based Assistance Program.

Application Process

Persons responding to this RFP must provide a document that provides all of the information requested below that relates to the property offered for sale, together with copies of any required documents. Responses may only be submitted by email, by U. S. Postal Service, by a nationally recognized overnight delivery service or by hand to:

John W. Hurd, Executive Director
Winchester Housing Authority
13 Westley Street
Winchester, MA 01890
Email address: JHurd@winchesterha.org

Responses must be in triplicate, typed or printed, dated and signed by or on behalf of the respondent. Responses must be received no later than 12:00 o'clock noon, April 19, 2019. Three copies of each document, attested as a true copy, must accompany the response.

Based on the threshold requirements and the evaluation and rating criteria described below, WHA will either decide on the best proposal or elect to ask for further information by the end of the day Friday, April 19, 2019. WHA will use reasonable efforts to notify all persons submitting a proposal of WHA's decision or other course of action by the end of the day Monday, April 22, 2019.

Description of Property Offered for Sale

If a single family house:

1. Address:
2. Land: description of lot (with a plot plan, if available):
3. Building(s): size, location(s), type, and date(s) of construction:
4. Number and types of rooms:
5. Heating system:
6. Air conditioning (if central):

Description of Single Family House (continued)

7. General condition of building(s) and grounds:

8. Condition problems:

If a condominium unit:

1. Address:

2. Condominium Organization:

3. Condominium Documents: provide copies of the master deed, condominium trust or other owners' organization document(s), and condominium rules and regulations, including amendments. Also, please provide a copy of the condominium's budget and meeting minutes, both board and unit owners (if available) for the past two years.

4. Condominium Building: number of units and date of construction:

5. Number and types of rooms in unit:

6. Parking and storage rights:

7. Heating:

8. Air conditioning (if central):

9. Monthly maintenance fee:

10. General condition of condominium building and grounds:

11. Condition problems:

12. Current balance in the condominium reserve account:

13. Is there any pending or threatened litigation (if yes, please provide a brief description):

14. Describe any current or contemplated special or supplemental assessments:

Owner(s)

1. Name(s): provide the names of all persons or entities who hold an interest in the property

2. Address(es):

Title and Encumbrances

1. Describe how title is held (nature of ownership):

2. Is the property subject to any restrictions or encumbrances that would interfere with its use as a single family dwelling? If so, please provide copies of relevant documents.

Terms of Sale

- 1. Price: \$ _____
- 2. Closing date: the earliest date that the respondent can convey title.

Conditions of Closing

WHA reserves the right to require successful respondent to enter into a purchase and sale agreement in customary form as a condition to proceeding to a closing.

Threshold Requirements for Selection

WHA will only consider proposals for the sale of a single family house or condominium unit with two or more bedrooms in Winchester, Massachusetts that meets or can be rehabilitated to meet the U. S. Department of Housing and Urban Development Housing quality standards defined in Code of Federal Regulations 887.501 under the Section 8 Project Based Assistance Program. Properties that meet those requirements will be evaluated and rated as described below. Properties that do not meet those requirements will not be considered.

Evaluation and Rating Criteria

<u>Criteria</u>	<u>Maximum Points</u>	<u>Score</u>
1. Price	80	_____
2. Location	30	_____
3. Time to Close	20	_____
4. Condition	20	_____
5. Quality of response	20	_____
6. Respondent’s reliability and experience	20	_____
7. Special features of property	10	_____
8. Accessibility	10	_____
Total		_____