



# Belonging to Each Other

**BELONGING TO EACH OTHER, INC. (BTEO)**

**REQUEST FOR PROPOSALS  
RESIDENTIAL PROPERTY ACQUISITION BY BTEO  
FOR ITS HOUSING STABILIZATION PROGRAM**

**SECTION 1  
GENERAL PROVISIONS**

**1.1 GENERAL DESCRIPTION**

Belonging to Each Other, Inc. (BTEO), a Falmouth Massachusetts non-profit corporation, acting by and through its Board of Directors and Executive Director, is seeking to acquire a parcel of real estate with residential dwelling to serve as a new location for a portion of its housing stabilization program in Falmouth Massachusetts (“Town”) for adults experiencing homelessness. (“Housing Stability Program”). Property owners with property in the Town that meets the minimum and mandatory criteria of this Request For Proposal (“RFP”) are invited to respond as set forth below.

**1.2 GENERAL INFORMATION REGARDING THE PROPERTY**

Belonging to Each Other, Inc. is a charitable organization, seeking a new location for its Housing Stabilization Program on a site located in the Town (a “Housing Stabilization Program Property”). At present BTEO does not have a property under its ownership, jurisdiction and control that is sufficiently large enough to meet the needs of its Housing Stabilization Program. Therefore, BTEO is seeking proposals from third party residential property owners who may wish to sell their property in Falmouth to BTEO, for use as a residence for people participating in a Housing Stabilization Program. Funds available for the acquisition of the property include a \$350,000 federal grant (the “Federal Grant”) awarded and administered by Barnstable County Massachusetts (the “County”), gifts and grants from local individuals, businesses, community groups and foundations, and pledge-anticipation financing from a community bank (the “Financing”). To date, more than \$870,000 has been granted to, received by, or pledged to BTEO for the property purchase, and a comprehensive campaign is underway to raise additional funds.

### **1.3 CONDITIONS**

Interested residential property owners seeking to respond are advised that the submitted proposals may become public and the winning bid is subject to review by County officials to determine whether it meets the criteria set forth in the RFP. Furthermore, any proposals submitted which BTEO may find of interest, will only be consummated: after approval of the grant disbursement by the County personnel administering the Federal Grant and 2) after obtaining final approval of the Financing from a community bank after execution of a purchase and sale agreement for the property. Any proposal found to be of interest to BTEO is conditional on these two (2) specific and independent actions being approved. Nothing in BTEO's favorable finding of a property owner's proposal shall be construed as a contract to purchase residential property. A residential property owner who submits a proposal to BTEO that is found to be favorable to BTEO shall not be precluded from continuing to market their property and take secondary offers in the event the two (2) conditions set forth above are not satisfied.

## **SECTION 2 PROPOSAL REQUIREMENTS**

### **2.1 GENERAL TERMS FOR PROPOSALS**

- A. Nothing here is intended to exclude any responsible Proposer or in any way restrain competition. All responsible Proposers are encouraged to submit proposals. BTEO encourages participation by Minority and Women Owned Business Enterprises (M/WBE) and by people residing in the Town.
- B. The following meanings are attached to the defined words then used in this RFP:
  - (1) "Organization": means Belonging to Each Other, Inc.
  - (2) "Minimum and Mandatory Evaluation Criteria": means the criteria for determining whether the proposal is responsible and responsive.
  - (3) "Comparative Evaluation Criteria": means the criteria for determining whether the proposal is in the best interest of BTEO.
- C. All materials submitted by a Proposer become the property of BTEO. BTEO is under no obligation to return any of the material submitted by a Proposer.
- D. The selected Proposer shall execute a contract with BTEO for the purchase of the real estate described in the successful proposal within 30 days of property selection. The purchase must close on or before October 1, 2024, but is expected to close before December 31, 2023.
- E. It is understood and agreed that it shall be a material breach of any contract resulting from this RFP for the Proposer to engage in any practice that shall violate any provision of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions, or

privileges of employment because of race, color, religious creed, national origin, sex, age or ancestry.

- F. The Proposer will be required to certify that no director, officer or employee of BTEO is interested in this proposal which the Proposer offers to execute or in expected profits to arise therefrom, and that this proposal is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
- G. Proposer represents that no complaint or claim alleging violation by the Proposer of such statutes, rules or regulations is presented to the Massachusetts Commission Against Discrimination (MCAD).

## **2.2 THE PROPOSAL: SUBMITTAL OF NON-PRICE INFORMATION AND PRICE INFORMATION**

Although price will be a factor and considered by BTEO in evaluating responses to this RFP it will not be the sole determining factor. BTEO also is interested in seeking the most beneficial location in BTEO for its Housing Stabilization Program. **Therefore, BTEO will determine the most advantageous proposal taking into consideration all evaluation criteria, as well as price, from responsible and responsive proposers responding to this RFP.**

Proposals, therefore, must include both a “Non-Price” and a “Price” proposal as follows:

- A. Non-Price Proposal information shall state the necessary information as required in the RFP in responding to the Minimum and Mandatory Evaluation Criteria, as set forth herein and the Comparative Evaluation Criteria also set forth herein.
- B. The Price proposal shall be firm.
- C. Each proposal must comply with all requirements as outlined herein.
- D. Proposals that do not comply with all requirements may be rejected by BTEO.

## **2.3 PROPOSAL DUE DATE AND SUBMISSION**

**Proposals considered responsive to this RFP shall be filed with the Office of Matthew Terry, Esq., Ament Klauer LLP at 39 Town Hall Sq, Falmouth, MA 02540 by 12:00 noon on October 6, 2023.** The Proposals will be opened at **12:05 PM** on that date. If, at the time of the scheduled proposal opening, the Office of Matthew Terry is closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the proposal opening will be postponed until 2:00 PM on the next normal business day. Provided no proposals have been opened, proposals will be accepted until that continued date and time.

All Proposers shall submit one (1) package consisting of a sealed envelope marked, **“BTEO Housing Stability Program Property Proposal”** and shall contain all information requested by the Organization as set forth in Sections 3 of this RFP.

## **2.4 MINOR INFORMALITIES**

After all proposals are opened, a Proposer may not change any provision of his/her/its proposal in a manner prejudicial to the interests of BTEO or fair competition. Minor informalities may be waived by BTEO, solely at BTEO's discretion or the Proposer at the sole discretion of BTEO, may be allowed to correct them. BTEO shall have sole authority to determine minor informalities. If a mistake and the intended proposal are clearly evident on the face of the proposal document, the mistake may be corrected to reflect the intended correct offer. A Proposer may withdraw a proposal if a mistake is clearly evident on the face of the proposal document, but the intended correct proposal is not similarly evident. The determination as to whether a mistake has occurred shall rest solely with BTEO.

## **2.5 PROPOSED PRICE**

All prices submitted in response to the RFP shall be firm. Each proposal must state in the Proposal that the Proposal shall remain in effect for forty-five (45) days after approval of the disbursement of the Federal Grant by the County personnel administering that Grant and 2) after obtaining approval of the Financing.

## **2.6 REVISIONS TO RFP**

If it should become necessary to revise any part of the specifications contained in this RFP, an Addendum will be issued and furnished to all individuals and/or firms that have requested specifications.

Any prospective Proposer requesting a change in or interpretation of existing specifications or terms and conditions must do so by October 2, 2023, no later than 12:00 noon. All requests are to be in writing to the BTEO Executive Director. All inquiries must be submitted in writing by email to:

Gina Torielli, Executive Director  
Belonging to Each Other, Inc.  
[gtorielli@bteo.org](mailto:gtorielli@bteo.org)

## **2.7 WITHDRAWAL OF PROPOSALS**

Proposals may be withdrawn, corrected, or modified at any time prior to the deadline for submission of proposals, by a written and sealed notice received by the Office of Matthew Terry prior to the time and date set for opening of the proposals. Proposal modifications must be submitted in a sealed envelope clearly marked with the Proposer's name and the words, "Modification No. [X]"; where "[X]" indicates the modification number for that particular Proposer. Each modification must be numbered in sequence and must reference the original proposal.

## **2.8 TIME OF AWARD**

Belonging to Each Other, Inc. shall select the winning proposal no later than twenty-one (21) days after the time and date set for opening of the proposals.

## **2.9 RESERVATION OF RIGHTS**

**BTEO reserves the right to cancel or reject in whole or in part any or all proposals received as it deems in its best interest. BTEO may also waive any defects, informalities, and minor irregularities in any proposals received if such action is determined to be in the best interest of BTEO.**

## **2.10 CERTIFICATE OF VOTE OF AUTHORIZATION**

All Proposers shall certify that the proposal made to Belonging to Each Other, Inc. has been made and submitted in good faith and without collusion or fraud.

Any corporation making an offer shall also provide a certification stating that the person signing the offer is an authorized corporate officer with the authority to bind the corporation. A certificate of corporate authority shall be provided.

## **2.11 NOTICE AND INFORMATION REQUESTS**

Any and all requests for information shall be made in writing and sent via email addressed to: Gina M. Torielli, Executive Director, gtorielli@bteo.org. All questions by prospective bidders will be answered in writing by return email within three (3) days of receipt by the BTEO Executive Director. No questions will be answered by Organization Officials other than in writing.

## **2.12 ASSIGNMENT OF AGREEMENT**

The Proposer shall not assign, transfer, sublet, convey or otherwise dispose of any contract which results from this RFP or any right, title or interest therein, in whole or in part, without the written permission of the BTEO Executive Director. BTEO reserves the right to declare the Proposer in default should the Proposer so act, or attempt to act without such written consent from BTEO.

## **2.13 INDEMNITY**

The selected Proposer shall, as a term and condition of the Purchase Agreement, indemnify, defend and hold harmless Belonging to Each Other, Inc. and all of its officers, directors, agents, and employees against all suits, claims, or liabilities of every name, nature and description arising out of or in consequence of the acts of the Proposer in the performance of the work covered by this RFP and the Purchase Agreement and/or the

Proposer's failure to comply with the terms and conditions thereof.

## **2.14 CHAPTER 30B**

BTEO is a non-profit corporation, exempt from federal taxation under Internal Revenue Code Section 501(c)(3). The purchase of a Housing Stability Property and its award process are not subject to the Uniform Procurement Act pursuant to the MGL c30B. Issuance of this Request for Proposal does not signify BTEO's submission of this proposal to the provisions of the Act, and the purchase of a Housing Stability Property and award will be made at BTEO's Discretion.

### **SECTION 3 NON-PRICE PROPOSAL INFORMATION**

#### **3.1 MINIMUM AND MANDATORY EVALUATION CRITERIA**

Each response to this RFP shall include Non-Price Information, including the following minimal information. Proposals that do not include all of this information, or Proposals without sufficient information to meet the criteria described below, shall be eliminated from further consideration.

3.2 The minimum criteria for the BTEO Housing Stabilization Program Property are as follows:

- A. The offered property is to be located in the Town of Falmouth, Massachusetts..
- B. The property owner agrees to convey the offered property to Belonging to Each Other, Inc., by quitclaim deed in fee simple, without conditions that are objectionable;
- C. The offered property includes an existing building of at least 2000 square feet of living space, and
- D. The property owner agrees to all the terms and conditions of the RFP.

#### **3.3 COMPARATIVE EVALUATION CRITERIA**

Each proposal meeting the Minimum Evaluation Criteria shall be further evaluated and rated according to the Comparative Evaluation Criteria in order to determine the relative merits of each proposal. This review will cover the objectives listed below. Within each category, the degree to which the proposal satisfies the stated objective shall be reviewed and rated on a system of Highly Advantageous, Advantageous and Not Advantageous.

## **A. Location**

*Highly Advantageous:* Proposer owns and offers residential property located in the Town and within 1 mile of areas zoned by the Town as Business District 1 or Business District 2 (the “Area”).

*Advantageous:* Proposer owns and offers residential property located in the Town and within 0.5 mile of a Cape Cod Regional Transportation Authority bus route, or along the Shining Sea Bikeway in Town, but not within the Area described above.

*Not Advantageous:* Proposer owns and offers residential property located in the Town but not within 0.5 mile of a Cape Cod Regional Transportation Authority bus route, or along the Shining Sea Bikeway in Town, and not within the Area described above.

## **B. Structures on the Property**

*Highly Advantageous:* Proposer’s offered property has a useable living space for human habitation of at least 2400 square feet, and currently has at least 5 rooms usable as bedrooms, at least 2 of which are accessible without climbing more than 4 stairs, and at least 2 bathrooms with a toilet, sink and shower.

*Advantageous:* Proposer’s offered property a useable living space for human habitation of at least 2400 square feet, and with limited renovation would have at least 4 rooms usable as bedrooms, at least 2 of which are accessible without climbing more than 4 stairs, and at least 2 bathrooms with a toilet, sink and shower.

*Not Advantageous:* Proposer’s offered property is less than 2400 square feet of usable living space for human habitation or does not have more than 1 room suitable for use as a bedroom which is accessible without climbing less than 5 stairs, or has less than 2 bedrooms.

## **C. Structure Condition**

*Highly Advantageous:* Proposer’s offered property has one or more structures for human habitation that are in good, very good or excellent condition and no structures that are in poor or fair condition.

*Advantageous:* Proposer’s offered property may have a structure or structures that would be demolished at no cost to BTEO if BTEO purchases the property, and has one or more structures for human habitation that are in average, good, very good or excellent condition.

*Not Advantageous:* Proposer’s property has one or more structures that would have to be demolished at the expense of BTEO if BTEO purchases the property.

#### **D. Parking**

*Highly Advantageous:* Proposer's offered property has paved or gravel spaces to park up to 4 vehicles concurrently.

*Advantageous:* Proposer's offered property has paved or gravel spaces to part at least 2 vehicles concurrently, and is less than a half mile from other public access overnight parking available to BTEO's Housing Stability Program.

*Not Advantageous:* Proposer's offered property has less than 2 parking spaces and is more than a half mile from other public access overnight parking available to BTEO's Housing Stability Program.

#### **E. Changes In Grade**

*Highly Advantageous:* Proposer's offered property does not contain a significant change in grade.

*Advantageous:* Proposer's offered property has a significant change in grade but does not present significant difficulties in the access to the property residential structures by persons using a walker or wheelchair.

*Not Advantageous:* Proposer's property has a significant change in grade that does present significant difficulties in the access to the property residential structures by persons using a walker or wheelchair.

#### **F. Easements**

*Highly Advantageous:* Proposer's offered property is free of utility and/or other easements on the property owned by a third party.

*Advantageous:* Proposer's offered property is subject to utility easements and/or other easements owned by third parties but which do not impact utilizing the site for the proposed use.

*Not Advantageous:* Proposer's offered property is subject to utility easements and/or other easements owned by third parties which either prohibit utilizing the site for its proposed use or makes such use difficult.

#### **G. Flood Plain**

*Highly Advantageous:* Proposer's offered property is not situated in a FEMA floodway, flood zone or in a flood plain with an impediment or encroachment.

*Advantageous:* Proposer's offered property is in a FEMA floodway, flood zone or in a flood plain but does not create an impediment or encroachment on the property.



*Not Advantageous:* Proposer's offered property is in a FEMA floodway, flood zone or in a flood plain which creates an impediment or encroachment on the property.

#### **H. Environmental Conditions**

*Highly Advantageous:* Proposer's offered property is free of vernal pools, excessive wetlands, intermittent streams, or similar environmental conditions.

*Advantageous:* Proposer's offered property is not free of vernal pools, excessive wetlands, intermittent streams but the location of the same does not prohibit construction on the property or utilization of the property for its intended use.

*Not Advantageous:* Proposer's offered property is not free of vernal pools, excessive wetlands, intermittent streams to such extent that utilization of the property for its intended use is environmentally prohibited.

### **SECTION 4 PRICE PROPOSAL INFORMATION**

#### **4.1 PRICE INFORMATION**

- A. Price information submitted as part of a Proposer's response to this RFP shall be submitted in the Price Proposal portion of the proposal template attached hereto as Exhibit A.
- B. The Price information submitted shall reflect the full purchase price of the Property being offered by the Proposer, without condition. Said purchase price may, however, be subject to negotiation with BTEO if BTEO selects the Proposer as the Proposal that meets the best interests of BTEO.

### **SECTION 5 PROPOSAL SUBMISSION FORMATION AND CHECKLIST**

- 5.1** The Proposer should review the RFP to be sure that all necessary documentation is submitted. Proposals that do not contain all of the documentation required in this RFP will not be considered and shall be immediately rejected from further consideration. Proposers should also review Comparative Evaluation Criteria to determine how proposals will be evaluated after meeting the Minimum Evaluation Criteria as set forth in this RFP.
- 5.2** Proposals must be submitted in one (1) package pursuant to Section 2.3. The package must be labeled as follows:

BTEO Housing Stability Program Property Proposal  
Office of Matthew Terry, Esq.,  
Ament Klauer LLP  
39 Town Hall Sq, Falmouth, MA 02540

Late submissions will be rejected, regardless of circumstances. BTEO is not responsible for submittals not properly marked.

**5.3 Proposal Checklists.** To assist Proposers in responding to the RFP, BTEO provides the following checklist of items to be submitted:

- A. Non-Price Information (See Section 3);
- B. Price Proposal Information (See Section 4); and
- C. Certificates and Disclosures (See the Signature and Certification portion of the proposal template attached hereto as Exhibit A.

Please note that the Checklist above is provided solely as a convenience for the Proposers. The Proposers shall not assume that the checklist provided is complete. It remains the sole responsibility of the Proposers to ensure that they provide all the information to BTEO as required by this RFP.

**EXHIBIT A  
BELONGING TO EACH OTHER  
HOUSING STABILIZATION PROGRAM PROPERTY  
PROPOSAL SUBMISSION TEMPLATE  
ATTACH ADDITIONAL PAGES AS NEEDED**

**MINIMUM QUALIFICATIONS CRITERIA**

1. Address and Falmouth parcel number and Zoning of the offered property:

\_\_\_\_\_

2. Do you agree to convey the offered property to Belonging to Each Other, Inc., by quitclaim deed in fee simple, without conditions? If no, explain any conditions. \_\_\_\_\_

\_\_\_\_\_

3. What structures are on the property? How large is the square footage of the living space in each structure?(attach property tax card or other proof of living space square footage) \_\_\_\_\_

\_\_\_\_\_

4. Do you agree to all the terms and conditions of the RFP? If not, explain

\_\_\_\_\_

\_\_\_\_\_

**COMPARATIVE EVALUATION CRITERIA**

**A. Location**

5. Is the property located within 1 mile of areas zoned by the Town as Business District 1 or Business District 2 (the "Area")? \_\_\_\_\_

6. If No, is the offered property located within 0.5 mile of a Cape Cod Regional Transportation Authority bus route, or along the Shining Sea Bikeway in Falmouth? \_\_\_\_\_.

**B. Structures on the Property**

7. Does the offered property have a useable living space for human habitation of at least 2400 square feet? \_\_\_\_\_

8. How many bedrooms does the offered property have ? \_\_\_\_\_
9. How many of those bedrooms are accessible without climbing more than 4 stairs? \_\_\_\_\_
10. How many bathrooms with a toilet, sink and shower are in the offered property? \_\_\_\_\_.

**C. Structure Condition**

11. What is the condition of each structure on the offered property? Please name each structure (dwelling, shed, garage, etc) and list whether condition is poor, fair, good, very good or excellent condition. \_\_\_\_\_  
\_\_\_\_\_.
12. Does the offered property may have a structure or structures that would be demolished at no cost to BTEO if BTEO purchases the property? Which structure(s)? \_\_\_\_\_  
\_\_\_\_\_
13. Are there any structures that might have to be demolished at the expense of BTEO if BTEO purchases the property.(Explain) \_\_\_\_\_  
\_\_\_\_\_

**D. Parking**

14. How many parking spaces does the offered property have that are paved or gravel spaces?  
\_\_\_\_\_
15. Is the offered property less than a half mile from other public access overnight parking available to BTEO's Housing Stability Program? Please describe \_\_\_\_\_  
\_\_\_\_\_

**E. Changes In Grade**

16. Does the offered property contain any significant change in grade? Describe location on the property and the nature of the change. \_\_\_\_\_  
\_\_\_\_\_
17. If yes, would the changes in grade possibly or definitely present difficulties in the access to the property residential structures by persons using a walker

or wheelchair? Describe \_\_\_\_\_

\_\_\_\_\_

**F. Easements**

18. Is the offered property free of utility and/or other easements on the property owned by a third party? If no, describe all easements \_\_\_\_\_

\_\_\_\_\_.

**G. Flood Plain**

19. Is the offered property situated in a FEMA floodway, flood zone or in a flood plain with an impediment or encroachment? Provide map and detail to verify your answer. \_\_\_\_\_

**H. Environmental Conditions**

20. Is the offered property free of vernal pools, wetlands, intermittent streams, or similar environmental conditions? Provide a map, photograph and details to verify your answer. \_\_\_\_\_

**I. Deed Restrictions, liens that would survive a purchase**

21. Is the offered property free of deed restrictions, and would it be conveyed free of any liens? If not, to what restrictions or liens would the offered property be subject? \_\_\_\_\_

\_\_\_\_\_.

**J. Current Use of the Property**

22. What is the current use of the Property, including whether it is currently being leased or lived in? \_\_\_\_\_

\_\_\_\_\_

**PRICE PROPOSAL**

- A. All prices submitted in response to the RFP shall be firm. The Price proposed for purchase of the offered property is \$ \_\_\_\_\_. Please attach a list of any caveats, qualifications, or additional costs not included in this proposal.
- B. Is the Price provided above the full purchase price of the offered Property, without condition? Of no, describe any conditions \_\_\_\_\_

**SIGNATURE AND CERTIFICATION OF PROPOSER**

I, \_\_\_\_\_, \_\_\_\_\_  
(Title)  
of \_\_\_\_\_,  
(Company name)  
\_\_\_\_\_  
(Company address)

certify that:

- 1. I duly represent the Proposer and have full authority to execute any and all documents for and on behalf of the Proposer relative to its operation; and
- 2. If an out-of-state company, a resident agent in the Commonwealth of Massachusetts must be appointed for the service of process. The name and address of the company's resident agent is: \_\_\_\_\_.
- 3. I certify that no director, officer or employee of BTEO is interested in this proposal which the Proposer offers to execute or in expected profits to arise therefrom, and that this proposal is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
- 4. I certify that the Proposal, including the Price Proposal shall remain in effect for forty-five (45) days after approval of the disbursement of the Federal Grant by the County personnel administering that Grant and 2) after obtaining approval of the Financing.

5.. I certify that all statements contained herein are true and may be relied upon by Belonging to Each Other, Inc. as true and accurate statements of ability to perform the scope of services set forth in this RFP.

Witness my hand and seal this day of \_\_\_\_\_ 2023.

Agent of Proposer: \_\_\_\_\_  
(Name)

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

Telephone Number: \_\_\_\_\_