

**CITY OF NEWTON  
PURCHASING DEPARTMENT**

***CONTRACT FOR PLANNING & DEVELOPMENT DEPARTMENT***

***EXPRESSION OF INTEREST:***

**DUDLEY ROAD ESTATE  
*EOI #23-43***

**Proposal Opening Date: December 1, 2022, at 10:30 a.m.**

**November 2022**

**Ruthanne Fuller, Mayor**

**CITY OF NEWTON  
PURCHASING DEPARTMENT  
EOI #23-43**

The City of Newton (City) invites sealed proposals for:

**EXPRESSION OF INTEREST (EOI) DUDLEY ROAD ESTATE**

Expressions of interest (Proposals) will be received until: **10:30 a.m., December 1, 2022** at the Purchasing Department, Room 108, Newton City Hall, 1000 Commonwealth Ave., Newton, MA 02459. Immediately following the deadline for proposals, a list will be created of all proposers names received and will be **posted to the City's website: [www.newtonma.gov/bids](http://www.newtonma.gov/bids).**

EOI documents will be available on line at [www.newtonma.gov/bids](http://www.newtonma.gov/bids) or for pickup at Newton City Hall, Room 108, Purchasing Department, 1000 Commonwealth Avenue, Newton Centre, MA 02459 **after 10:00 a.m., November 3, 2022.**

This EOI is soliciting development proposals for the Dudley Road Estate (Property). The Property is not owned by the City, nor does the City have an interest in the Property. Any Proposal would involve acquisition of the Property and its subsequent development. The City is seeking development Proposals that would be beneficial to both the City and the Proposer.

This EOI is soliciting Proposals with respect to real property that the City does not own and in which it has no current or prospective interest (except as set forth in the EOI). The EOI is therefore not subject to the the public procurement laws (including M.G.L. c. 30B, M.G.L. c. 149, §44A et seq., M.G.L. c. 30, §39M). However, Proposers should note that, at some future point in the development process, these laws may apply.

There will be no charge for the EOI documents.

There is no specific form for the Proposal, although it should be responsive to all information requested in the EOI. Proposers interested in being considered for approval should submit two (2) copies and one (1) digital copy of thumbdrive of their Proposal and one (1) completed and signed copy of each of the following attached documents: Bidder's Qualifications and References Form (2 pages); Certificate of Non-Collusion (1 page); Certification of Tax Compliance (1 page); Certificate of Foreign Corporation (if applicable, 1 page); Debarment Letter (1 page); and IRS Form W-9 (1 page); Business Category Information Form (1 page)  
**no later than 10:30 a.m. on December 1, 2022 to:**

Purchasing Department  
Newton City Hall  
1000 Commonwealth Avenue, Room 108  
Newton, MA 02459

**EMAIL OR FAXED PROPOSALS WILL NOT BE ACCEPTED.**

It is the responsibility of a Proposer to inquire about and question any material contained in this EOI which is not fully understood or that is believed to be susceptible to more than one interpretation. All questions and inquiries involving procedural or technical matters should be directed to the City of Newton before noon on November 25, 2022, in writing by email or fax: FAX (617) 796-1227 or e-mail: [purchasing@newtonma.gov](mailto:purchasing@newtonma.gov), referencing EOI Dudley Road Estate #23-44 in all correspondence.

Addenda will be available online with the original bid document as separate files. If you download bids from the internet site and would like to make it known that your company has done so, you may fax the Purchasing Department (617) 796-1227 or email to [purchasing@newtonma.gov](mailto:purchasing@newtonma.gov) with your NAME, ADDRESS, PHONE, FAX AND RFP NUMBER.

The City reserves the right to reject any and all bids. In addition, the City reserves the right to waive minor informalities in any or all bids, or to reject any or all bids (in whole or in part) if it be in the public interest to do so.

In the event that any person wishes to attend a bid opening or pre-bid meeting, accessible and reasonable accommodations will be provided to persons requiring assistance. If you need a reasonable accommodation, please contact the city of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: [jfairley@newtonma.gov](mailto:jfairley@newtonma.gov) or (617) 796-1253. For Telecommunications Relay Service, please dial 711.

CITY OF NEWTON

A handwritten signature in black ink that reads "Nicholas Read". The signature is written in a cursive, slightly slanted style.

Nicholas Read  
*Chief Procurement Officer*  
November 3, 2022

City of Newton



Ruthanne Fuller  
Mayor

City of Newton, Massachusetts  
**Department of Planning and Development**  
**Request for Expression of Interest (EOI)**  
**Dudley Road Estate**

October 2022

**INTRODUCTION**

The City of Newton is seeking Expressions of Interest (EOI) from individuals or development entities to explore a partnership with the City for the possible acquisition of the property known as the Dudley Road Estate ("Property"). The Property consists of three parcels totaling 14.97± acres with approximately 225 feet of frontage on Dudley Road and 100 feet of frontage on Brandeis Road. The Property is improved with a main house at 85 Dudley Road on a 0.90± acre parcel (Lot 1), and a residence at 132 Brandeis Road on a 0.33± acre parcel (Lot 3) that is currently rented. The third parcel is a 13.74± acre vacant land parcel with frontage on Dudley Road (Lot 2). The Property directly abuts Newton South High School. The majority of the Property is wooded with the exception of the yard areas surrounding the two residences. 85 Dudley Road (Lot 1) and the Dudley Road vacant land parcel (Lot 2) have been owned by the same family since 1979. 132 Brandeis Road (Lot 3) was purchased in 2011. The owners of the Property have made an exclusive invitation of offer to the City of Newton for the purchase of the Property, with an offer submission deadline of December 31, 2022. The offer is not supported by consideration.

**RESPONSES TO THE EOI ARE DUE TO THE CITY BY 10:30AM THURSDAY, DECEMBER 1, 2022.**

**DEVELOPMENT OPPORTUNITY**

This EOI provides a unique opportunity for an individual or development entity to express interest in joining with the City to devise the best possible use for the Property. In preparing a response to this EOI request, Proposers should be cognizant of the following specific interests that the City would seek as a partner in a potential acquisition of this property:

1. Development of a cooperative property plan which enables significant open space conservation, tree preservation, and the protection of wildlife habitat;
2. Exploration of development scenarios which employ cluster development to maintain cohesive undisturbed areas for conservation and passive recreation purposes and protect environmentally sensitive site features;
3. Consideration of opportunities for affordable housing development beyond the City's required inclusionary zoning compliance;
4. Support of the City's goals for upholding and furthering Diversity, Equity and Inclusion by engaging historically disadvantaged businesses, including minority- owned and women owned business enterprises (M/WBEs), in the design, construction, and implementation of the project.
5. Reservation of a to-be-determined portion of the Property for future use for school or recreation facility needs.

## **BACKGROUND INFORMATION**

The City received the attached prospectus (**Attachment A**) from Land Vest Real Estate serving as agent for the current Property owner. This prospectus has been solely developed by Land Vest and is made available for informational purposes only. The City did not prepare the attached prospectus nor will it attest to the information and opinions offered in the document.

### **Development Site**

The development site is made up of three separate lots. Lot 1 is .9 acres and includes the house at 85 Dudley Road, Lot 2 is 13.74 acres of undeveloped land, and Lot 3 is a .33 acre lot which includes the house at 132 Brandeis Road. The Property is bordered to the north by Dudley Road, where it has 225 ft. of frontage, and to the south by the Newton South High School Campus and Brandeis Road, where it has 100 ft. of frontage. The property owner has offered the Property to the City with the option to buy all three lots in their entirety or to purchase only Lots 2 and 3. If this second option is pursued, the property owner will adjust the boundary lines between Lots 1 and 2 to ensure that both lots retain adequate frontage on Dudley Road. Currently, Lot 2 has only 20 feet of frontage on Dudley Road and no frontage on Brandeis Street.

While Lots 1 and 3 have cleared yard areas immediately surrounding the two houses, Lot 2 is entirely wooded land with significant rock outcroppings scattered throughout the site. The topography varies widely across the development area, dropping from a high point of approximately 220 feet along Dudley Road to a low point of 120 feet along Brandeis Street. There are no known wetlands on the site.

The existing residence at 85 Dudley Road is a ca. 1912 French Eclectic style house which was renovated and expanded in 1995. According to Assessor records, this house has 8,440 square feet of finished living area, including the basement level office and third floor. The residence at 132 Brandeis Road is a ca. 1965 Contemporary Split-Level style house. According to Assessor's records, it has 2,347 square feet of living area, including a finished basement area. The residence is currently rented until June 30, 2023. Importantly, the 132 Brandeis Road parcel provides approximately 100 feet of frontage on Brandeis Road that would potentially allow a through road connection from Dudley Road to Brandeis Road if the property were developed in the future.

### **Zoning**

Any development of this site will be subject to the City's zoning requirements. Proposers are responsible for verifying and interpreting the zoning requirements. The northeast half of the 14.97± acre site, including all of Lot 1 and half of Lot 2, is zoned as Single Residence 1 (SR1). The southwest half of the site, including all of Lot 3 and the remaining half of Lot 2, is zoned as Single Residence 2 (SR2). There are no known constrained due to floodplain, wetlands, and/or easements.

Under current zoning, these parcels could be developed by right with single-family lots. The minimum lot area is 25,000 sq. ft. in the SR1 District (northeast half of site) and 15,000 sq. ft. in the SR2 District (southwest half of site). Attached single family and multi-family dwellings could be allowed here by Special Permit. Cluster Developments are also allowed by Special Permit as an alternative to conventional subdivision development and are allowed certain reduced lot dimensional requirements in exchange for permanently protecting open space areas that would otherwise be developed in a conventional subdivision. The City's Inclusionary Zoning Ordinance would also apply to any new development of seven or more proposed units. Additional information on the dimensional requirements and the number and type of affordable housing required is included in the attached prospectus.

Given the topography of the site, certain areas of the site are anticipated to need alterations of the grade of more than 3 ft. Grade changes of 3 ft. or more require approval from the City Council through the Special Permit process. Any proposed development alternative that may require a change in zoning would also need approval from the City Council.

The City strongly supports a creative development of the Property which takes full advantage of the site's potential for affordable housing development and conserves undisturbed natural and open space features. The City will consider responses that are not in strict compliance with current zoning requirements which meet the City Goals as listed above. If zoning relief or a zoning amendment is necessary, the Proposer would be required to follow the standard zoning review procedures. Any necessary zoning reviews or other permitting reviews would occur subsequent to the completion of this bidding process. The City cannot guarantee the outcome of any application for zoning relief.

## **Subdivision Control Law**

All subdivisions will be reviewed in strict accordance with the "Rules and Regulations of the Planning Board Acting as a Board of Survey" (M.G.L. c.41, §§81K-81GG), which can be obtained from the Engineering Division of the Public Works Department in Newton City Hall. A definitive subdivision submittal would be accompanied by the following studies: 1. Hydraulic (water) Study, 2. Hydraulic (sanitary) Study, 3. Stormwater Management Plan (to include both quantity and quality), and 4. Transportation Impact Study.

## **Other City Ordinances**

Potential projects which require the full or partial demolition of either of the existing houses would trigger review under the City's Demolition Delay Ordinance (Chapter 22, Sec. 22-50 – 22-59). The Proposer will be required to file an application for demolition with the Newton Historical Commission to review the historic and/or architectural significance of the existing structures and may be subject to a one year demolition delay and/or design review from the Newton Historical Commission.

Dudley Road is a designated Scenic Road. Scenic Road designation requires Planning Board approval for the removal of any trees or stone walls located within the Dudley Road public right of way.

Additionally, the City's Tree Preservation Ordinance (Chapter 21, Sec.21-80 – 21-89) and Stormwater Management and Erosion Control Ordinance (Chapter 29, Sec. 29-148 – 29-154) will apply to any proposals for this property. Applicants will be required to apply for approval or certificates of exemption according to the processes outlined in each of these ordinances.

## **AREA CHARACTERISTICS**

The City is located seven miles west of downtown Boston in eastern Massachusetts. Newton had a population of 88,923 at the time of the 2020 U.S. Census in a land area of 18.33 square miles. The median age in 2020 was 39.2 compared to 38.7 in 2000. The total minority population (non-Caucasian) in Newton also increased over the last twenty years from 11.9% in 1999 to 29% in 2020.

The Dudley Road property is in the Newton village of Thompsonville, which is just west of Chestnut Hill and the Town of Brookline along Route 9. It is located in Census Tract 3739.02, Block Group 3. According to the 2020 U.S. Census, this Block Group has a population of 1,307. Approximately 961, or 73.5%, of its population are white. Asian is the largest minority in this Block Group with 260 residents or 19.8% of its population. In 2020 this area included approximately 527 households and had a median household income of \$150,521. There were also an estimated 24 households with incomes below the poverty level over the last twelve months at that time. The Block Group has 605 housing units, 527 of which are occupied. Of the occupied units, 423 are owner-occupied and 104 are renter occupied.

The Property is approximately 1.7 miles from the Chestnut Hill Station of the MBTA Green Line and a ten minute walk to the MBTA #60 bus route which runs between the Chestnut Hill Mall and Kenmore Square. It is located in the Memorial-Spaulding Elementary School district, Oak Hill Middle School district, and the Newton South High School district.

## **DEVELOPMENT TEAM QUALIFICATIONS**

Responses to this EOI may include any individual or development entities with interest in a project on the Property including, but not limited to, individuals, for-profit and non-profit developers, institutions, businesses, or organizations. In general, a Proposer must be able to assemble a team that can address complex issues relating to affordable housing development, open space conservation, preservation of neighborhood character and quality of life, and financing. Additionally, the Proposer must demonstrate an ability to assemble a team that includes historically disadvantaged businesses, including minority-owned and women owned business enterprises (M/WBEs), in the design, construction, and implementation of the project. The team must include the professionals necessary to carry out a development project of this scale involving intense community interest and involvement. The City may choose one or more partners in connection with any development plan.

## **SUBMISSION REQUIREMENTS**

- 1) Individual/Development Entity name, mailing address, contact name, telephone numbers, and email addresses**
- 2) Qualification Statement**
  - a) Describe the composition and structure of the Development Team, including the developer, architect, lawyer, engineer, and any other firms and professionals who will be part of the team;
  - b) Describe the qualifications of the Development Team as they relate directly to developing a project which makes best use of the affordable housing and open space conservation potential of the site;
  - c) Describe the prior experience of the principals and key staff assigned to the project, including the project manager, in structuring and implementing similar projects that integrate affordable housing and open space conservation and which also include a community review process.
  - d) Describe the Development Team's plan to include historically disadvantaged businesses, including minority- owned and women owned business enterprises (M/WBEs) to grow and enhance their capacity.
- 3) Comparable Projects & References**
  - a) Provide a description of similar projects completed, under construction, or planned within the past 5 years, listing location, size, ownership entity, income groups served, development costs, current status, and contact names and telephone numbers.
  - b) Describe the relevant experience of the other members of the Development Team (e.g., architect, lawyer, engineers, etc.) and the staff assigned to this project.
- 4) Development Approach**
  - a) Provide a brief narrative describing the Development Team's approach to affordable housing, land conservation, and the use of a portion of the site for future municipal and/or school purposes. The narrative should include preliminary details on the possible housing types, affordability range, density range, siting of the development, amount of protected open space, and community benefits.
  - b) Legal & ownership structure: Describe proposed ownership structure of potential development and open space.
- 5) Creditworthiness (*Please submit in a separate envelope marked "Financial Statements"*)**
  - a) Provide evidence of the individual/development entity's financial capacity to undertake development of any or all of the Property. At a minimum the information supplied must include a summary statement of current assets and liabilities and a summary statement of income and expenses for the previous fiscal year. Audited or certified financial statements are not required at this time.

**PLEASE SUBMIT RESPONSES TO THIS EOI NO LATER THAN 10:30AM ON THURSDAY, DECEMBER 1, 2022 TO:**

Purchasing Department  
City of Newton  
1000 Commonwealth Avenue, Room 108  
Newton, MA 02459

Emailed or Faxed Submissions will not be accepted

## **EVALUATION CRITERIA**

The City will evaluate Proposals based upon the information contained in the submitted responses, the City's internal review, and any oral presentations and interviews. The City reserves the right to request additional information from any or all respondents in writing and to use that information in evaluating the responses. The criteria to be used in evaluating the responses includes the following:

1. Completeness of Proposal and inclusion of all submission requirements
2. Development approach which complies with all or nearly all of the City goals
3. Demonstration of ability to execute an exceptional project
4. Quality of individual/development team
5. Relevancy of Experience
6. Adequate credit worthiness

## **SUBSEQUENT STEPS**

Subsequent steps for the developer designation process will be based on the number, nature, and quality of the responses. The City reserves the right to issue a request for proposals to all interested parties or to EOI respondents only, to discontinue the developer designation process, or to take such other action as it deems appropriate. Failure to respond to this EOI may preclude consideration in future stages of the designation process.

At the City's discretion, oral presentations and interviews may be scheduled with all respondents, some respondents, or none. If interviews are held, respondents will be contacted by the City with dates, times, and locations.

Based on the written responses, internal review, interviews, and community comments, the City may select one or more development partners to submit a joint bid for the acquisition of this land by December 31, 2022. The City reserves the right to select finalists, to enter into negotiations with one or more respondents, or to reject any or all proposals.

*Please Note: The City has made every effort to provide accurate information and important summary information about the project, including site characteristics and development controls. However, such information is not exhaustive and other factors may be relevant. Interested individuals/developers are urged to carry out their own review and investigation.*

*Confidentiality: To the extent permitted under the Massachusetts Public Records law, the City of Newton intends to keep confidential the submissions received in response to this request. The City intends to carry out discussions and public meetings in a manner that will not compromise the effectiveness of submitting a competitive bid(s) to the owner of the Property. However, the submissions and records of meetings may become public at some point in the future.*



CITY OF NEWTON

BIDDER'S QUALIFICATIONS AND REFERENCES FORM

All questions must be answered, and the data given must be clear and comprehensive. Please type or print legibly. If necessary, add additional sheet for starred items. This information will be utilized by the City for purposes of determining bidder responsiveness and responsibility with regard to the requirements and specifications of the Contract.

- 1. FIRM NAME:
2. WHEN ORGANIZED:
3. INCORPORATED? YES NO DATE AND STATE OF INCORPORATION:
4. IS YOUR BUSINESS A MBE? YES NO WBE? YES NO or MWBE? YES NO
5. LIST ALL CONTRACTS CURRENTLY ON HAND, SHOWING CONTRACT AMOUNT AND ANTICIPATED DATE OF COMPLETION:

Blank lines for listing current contracts.

- 6. HAVE YOU EVER FAILED TO COMPLETE A CONTRACT AWARDED TO YOU? YES NO IF YES, WHERE AND WHY?

Blank lines for providing details on failed contracts.

- 7. HAVE YOU EVER DEFAULTED ON A CONTRACT? YES NO IF YES, PROVIDE DETAILS.

Blank lines for providing details on defaulted contracts.

- 8. LIST YOUR VEHICLES/EQUIPMENT AVAILABLE FOR THIS CONTRACT:

Blank lines for listing available vehicles/equipment.

- 9. IN THE SPACES FOLLOWING, PROVIDE INFORMATION REGARDING CONTRACTS COMPLETED BY YOUR FIRM SIMILAR IN NATURE TO THE PROJECT BEING BID. A MINIMUM OF FOUR (4) CONTRACTS SHALL BE LISTED. PUBLICLY BID CONTRACTS ARE PREFERRED, BUT NOT MANDATORY.

PROJECT NAME:
OWNER:
CITY/STATE:
DOLLAR AMOUNT: \$ DATE COMPLETED:
PUBLICLY BID? YES NO

TYPE OF WORK?: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ TELEPHONE #: (\_\_\_\_)\_\_\_\_\_  
CONTACT PERSON'S RELATION TO PROJECT?: \_\_\_\_\_  
(i.e., contract manager, purchasing agent, etc.)  
\_\_\_\_\_

PROJECT NAME: \_\_\_\_\_  
OWNER: \_\_\_\_\_  
CITY/STATE: \_\_\_\_\_  
DOLLAR AMOUNT: \$ \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_  
PUBLICLY BID? \_\_\_\_\_ YES \_\_\_\_\_ NO  
TYPE OF WORK?: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ TELEPHONE #: (\_\_\_\_)\_\_\_\_\_  
CONTACT PERSON'S RELATION TO PROJECT?: \_\_\_\_\_  
(i.e., contract manager, purchasing agent, etc.)  
\_\_\_\_\_

PROJECT NAME: \_\_\_\_\_  
OWNER: \_\_\_\_\_  
CITY/STATE: \_\_\_\_\_  
DOLLAR AMOUNT: \$ \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_  
PUBLICLY BID? \_\_\_\_\_ YES \_\_\_\_\_ NO  
TYPE OF WORK?: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ TELEPHONE #: (\_\_\_\_)\_\_\_\_\_  
CONTACT PERSON'S RELATION TO PROJECT?: \_\_\_\_\_  
(i.e., contract manager, purchasing agent, etc.)  
\_\_\_\_\_

PROJECT NAME: \_\_\_\_\_  
OWNER: \_\_\_\_\_  
CITY/STATE: \_\_\_\_\_  
DOLLAR AMOUNT: \$ \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_  
PUBLICLY BID? \_\_\_\_\_ YES \_\_\_\_\_ NO  
TYPE OF WORK?: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ TELEPHONE #: (\_\_\_\_)\_\_\_\_\_  
CONTACT PERSON'S RELATION TO PROJECT?: \_\_\_\_\_  
(i.e., contract manager, purchasing agent, etc.)  
\_\_\_\_\_

10. 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 City in verification of the recitals comprising this statement of Bidder's qualifications and experience.

DATE: \_\_\_\_\_ BIDDER: \_\_\_\_\_

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

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

## 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 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 of individual)

Name of Business

**CERTIFICATION OF TAX COMPLIANCE\*\***

Pursuant to M.G.L. c.62C, §49A and requirements of the City, 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 (Mandatory)

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

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

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

\_\_\_\_\_  
Corporate Name

By: \_\_\_\_\_

Date:

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

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

\* 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 City 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.

**CERTIFICATE OF FOREIGN CORPORATION**

The undersigned hereby certifies that it has been duly established, organized, or chartered as a corporation under the laws of:

---

**(Jurisdiction)**

**The undersigned further certifies that it has complied with the requirements of M.G.L. c. 30, §39L (if applicable) and with the requirements of M.G.L. c. 156D, §15.03 relative to the registration and operation of foreign corporations within the Commonwealth of Massachusetts.**

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**Name of person signing proposal**

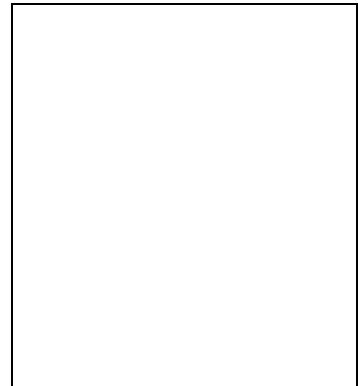
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**Signature of person signing proposal**

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**Name of Business (Please Print or Type)**

*Affix Corporate Seal here*



City of Newton



Mayor  
Ruthanne Fuller

**Purchasing Department**  
Nicholas Read @ *Chief Procurement Officer*  
1000 Commonwealth Avenue  
Newton Centre, MA 02459-1449  
purchasing@newtonma.gov

Telephone  
(617) 796-1220  
Fax:  
(617) 796-1227  
TDD/TTY  
(617) 796-1089

Date

Vendor

Re: Debarment Letter for Invitation For Bid # \_\_\_\_\_

As a potential vendor on the above contract, the City requires that you provide a debarment/suspension certification indicating that you are in compliance with the below Federal Executive Order. Certification can be done by completing and signing this form.

**Debarment:**

**Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds, and all sub-recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.**

I hereby certify under pains and penalties of perjury that neither I nor any principal(s) of the Company identified below is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
PHONE \_\_\_\_\_ FAX \_\_\_\_\_  
EMAIL \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If you have questions, please contact Nicholas Read, Chief Procurement Officer at (617) 796-1220.

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <hr/> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC      <input type="checkbox"/> C Corporation      <input type="checkbox"/> S Corporation      <input type="checkbox"/> Partnership      <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p><b>6</b> City, state, and ZIP code</p> <hr/> <p><b>7</b> List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/> <hr/>

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: 1px solid black; text-align: center;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: 1px solid black; text-align: center;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
OR					
Employer identification number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: 1px solid black; text-align: center;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

**Business Category Information Form\***

**IFB No. 22-43**

**EOI Dudley Road Estate**

<b>Business Type Categories*</b>	<b>Select All That Apply</b>
MBE: Minority-Owned Business Enterprise	
WBE: Women-Owned Business Enterprise	
VBE: Veteran Business Enterprise	
SDVOBE: Service-Disabled Veteran-Owned Business Enterprises	
DOBE: Disability-Owned Business Enterprise	
LGBTBE: Lesbian, Gay, Bisexual, Transgender Business Enterprise	

\*Information is being collected as part of a City initiative to open contract opportunities to underrepresented vendors.

I do not wish to complete this form.

There is no penalty for persons who do not complete this Form, and whether or not the Form is completed will not be taken into consideration in awarding a bid.

I certify that the foregoing information is true and correct.

\_\_\_\_\_  
By: \_\_\_\_\_

Date:



**ATTACHMENT A:**

Dudley Road Estate Property Profile (separate file, 42 pages)