

setback. The bulk of the new building will instead be located along the property line shared with the parking lots that serve the commercial buildings at Charles River Court and 4 South Natick Street.

## Natick 2030+ Comprehensive Master Plan

The proposed development aligns strongly with the 2030+ Masterplan. It directly supports many of the Vision Statements that form the basis of the Masterplan's goals:

*Natick is a healthy community of diverse and interconnected citizens, businesses, organizations and neighborhoods, where citizens of all ages, backgrounds and income levels can live, work and thrive*



The proposed 32-units of new rental housing affordable to Extremely Low and Very Low Income households will ensure citizens of all incomes can live, work and thrive in Natick.

*Natick's natural resources are preserved and accessible to the community*



Metro West CD plans to construct a privately owned public path to the Charles River for a new vantage point on the crown jewel of natural resources.

*Natick's public infrastructure and buildings fulfill their function efficiently and effectively to the satisfaction of the community, and are maintained in good working order*



The preservation and repositioning of the Eliot School will ensure a formerly public building is maintained in good working order at private expense.

*Natick is a desirable and accessible destination that marshal local and regionals partners and resources to solves problems and enhance the quality of life for all its citizens*



This development will marshal approximately \$16 million in local and regional resources to solve problems and enhance quality of life.

*Natick's residents, businesses and government adhere to the highest standards for sustainable practices across all sectors and are well equipped as a resilient community to respond, withstand and recover from adverse situations.*



Passive House is the gold-standard for sustainable building practices and we plan to have the first certified multifamily project in Natick.



Image: West Newton Armory, Newton

## Schedule

Projects relying on government subsidy must participate in the Department of Housing and Community Development (DHCD) funding allocation process. This annual competition largely dictates the development timeline for affordable projects, since DHCD only reviews new funding applications during January, with an additional invite-only mini-round in September for projects DHCD determines are highly ready to proceed. Current industry best practice is to assume that a project will not be funded on its first January application, due to demand for Low Income Housing Tax Credits constantly outstripping supply, and that the project will need to apply again the following year. Recently, Metro West CD's 62 Packard Street project in Hudson was invited into the DHCD mini-round, which greatly accelerates the funding timeline, but we have not assumed that will be the case here.

## Option to Purchase

One way in which affordable housing projects differ from market-rate developments is in the execution of a Purchase and Sale agreement for the acquisition of property.

Projects applying for federal funds (i.e. HOME, Section 8, etc.) may not make so-called choice limiting actions before the project secures environmental clearance under the National Environmental Policy Act (NEPA). The signing of a Purchase and Sale agreement is an example of a choice limiting action.

Therefore, affordable housing developments using federal funds will sign an Option to Purchase agreement instead, pursuant to the completion of the environmental review. See applicable NEPA regulation 24 CFR 58.22(d) for reference.

## Closing Contingency

Metro West CD is a mission-driven affordable housing developer. While our experience permitting similar projects indicates the zoning path for Auburn Street will be straightforward, and though we do not foresee any difficulty receiving approval to build a new multifamily structure on the site, our organization is not equipped to develop the parcel for any other use.

We respectfully request the addition of a contingency to the language of the agreement to be signed between the Proposer and the Town, whereby Metro West CD shall have a period of time to seek the necessary land-use approvals prior to closing.

Milestone	Date
Developer selection by Selectboard	April 2023
Site due diligence	April 2023
Option to Purchase agreement executed	April 2023
Architectural and engineering work commence	May 2023
Submit funding request to Natick Affordable Housing Trust	August 2023
Submit request for special permit to Planning Board	September 2023
Submit request for Order of Conditions to Conservation Commission	September 2023
DHCD pre-application submission	October 2023
Receive special permit approval & order of conditions	December 2023
Submit DHCD OneStop application (most likely twice)	January 2024 / 2025
DHCD funding decision announced	May 2024 / 2025
Final construction set of drawing and pricing	August 2024 / 2025
Construction begins	November 2024 / 2025
Marketing for lease-up begins	June 2025 / 2026
Building substantially complete	December 2025 / 2026
Full occupancy	March 2026 / 2027



Image: West Newton Armory, Newton

## Permits & Approvals

An overview of key permits and variances required for the proposed redevelopment is as follows:

- Sec. III-J Historic Preservation Bylaw
  - Determination by the State Historical Commission that the structure is eligible for nomination on the National Register of Historic Places, or is already included in such.
  - Special Permit granted under Sec. III-J, Para. 3 by the SPGA (Planning Board) to allow Apartment House as a permitted use.
  - Modification and/or waiver by the SPGA (Planning Board) of strict compliance with Paragraphs 7.1, 7.2, and 7.3 of Section III-J of the Historic Preservation Bylaw.
- Conservation Commission
  - Order of Conditions to allow work compliant with the Wetlands Protection Act to occur within the 200' River Front setback.

- HUD Environmental Review
  - Required for Federally funded projects under NEPA, as outlined in Option to Purchase section

Additional permits would include those required as typical on any construction project, including Building Permit, Trade Permits (electrical, plumbing, etc.), and an EPA National Pollutant Discharge Elimination System (NPDES) permit.

Importantly, the Eliot School is already listed in the National Register of Historic Places as a contributing property to the John Eliot Historic District.

## Additional Statements

The Proposer, Metro West CD, has visited the Auburn Street Property and is acquainted with the conditions as they exist, provided that the Proposer has not conducted its own due diligence and is relying on the accuracy of statements and exhibits provided with this Request for Proposal.

There are no pending or concluded legal proceedings against the Proposer related to the purchasing of property.

Metro West CD acknowledges receipt of RFP Addendum 1, dated September 29, 2022.

# PRO FORMA

SOURCES & USES						
Sources of Funds		Total	Per Unit	Uses of Funds	Total	Per Unit
<b>Equity</b>				Acquisition	\$ 100	\$ 3.13
Federal LIHTC Equity	0.97	\$ 8,893,596	\$ 277,925	Construction	\$ 13,687,123	\$ 427,722.59
State LIHTC Equity	0.83	\$ 1,593,600	\$ 49,800	Soft Costs	\$ 4,025,640	\$ 125,801.26
State Historic Equity	0.75	\$ 587,824	\$ 18,370	<b>Reserves</b>		
<b>Debt</b>				Operating Reserve	\$ 355,150	\$ 11,098.42
First Mortgage		\$ 4,565,664	\$ 142,677	Initial Rent-Up Reserves	\$ 60,000	\$ 1,875
<b>Soft Debt</b>				Developer OH & Fee	\$ 1,812,671	\$ 56,646
AHTF		\$ 1,000,000	\$ 31,250	<b>Total Development Cost</b>	<b>19,940,684</b>	<b>\$ 623,146</b>
HIF		\$ 410,000	\$ 12,813			
HOME		\$ 990,000	\$ 30,938			
HSF		\$ 1,000,000	\$ 31,250			
HOME (CHDO Set-Aside)		\$ 300,000	\$ 9,375			
Natick Affordable Housing Trust		\$ 600,000	\$ 18,750			
<b>TOTAL</b>		<b>\$ 19,940,684</b>	<b>\$ 623,146</b>			
				Surplus/(Gap)	\$ 0	\$ 0

RESIDENTIAL INCOME			
Unit Size	Target Population	# of Units	Forecast Contract Rent
<b>Studio</b>			
	60% AMI	2	\$1,331
<b>Subtotal Studio Units</b>		<b>2</b>	
<b>1 Bedroom</b>			
	30% AMI - S8	3	\$2,388
	60% AMI	6	\$1,421
<b>Subtotal 1 Bedroom Units</b>		<b>9</b>	
<b>2 Bedroom</b>			
	30% AMI - S8	4	\$2,868
	30% AMI - MRVP	6	\$2,552
	60% AMI	8	\$1,700
<b>Subtotal 2 Bedroom Units</b>		<b>18</b>	
<b>3 Bedroom</b>			
	30% AMI - S8	1	\$3,496
	30% AMI - MRVP	2	\$3,103
<b>Subtotal 3 Bedroom Units</b>		<b>3</b>	
<b>Total Units</b>		<b>32</b>	

### About 30% AMI Rents

The rent for 30% AMI units, those shown receiving state and federal project based vouchers from the Section 8 and MRVP programs, is based on Fair Market Rent figures produced by the US Dept. of Housing & Urban Development. This contract rent amount is the total rent the development will receive from both the tenant and the subsidy provider. The share to be paid by the tenant is capped at 30% of their income, with the balance paid by the state or federal subsidy.

**DEVELOPMENT BUDGET**

<b>ITEM</b>	<b>TOTAL PROJECT COST</b>
<b>ACQUISITION</b>	
<i>Acquisition: Land</i>	100
<b>Total Acquisition Cost</b>	<b>100</b>
<b>CONSTRUCTION / REHABILITATION</b>	
<i>Direct Construction Budget</i>	12,912,380
<i>Construction Contingency</i>	774,743
<b>Total Const. / Rehab. Costs</b>	<b>13,687,123</b>
<b>ARCHITECTURE AND ENGINEERING</b>	
<i>Architecture</i>	774,743
<i>Engineering</i>	135,781
<b>Total Arch. / Eng. Costs</b>	<b>910,524</b>
<b>SURVEY &amp; PERMITS</b>	
<i>Survey</i>	14,040
<i>Permit Fees</i>	204,686
<i>Utility Hook Up Fees</i>	119,568
<b>Total Survey &amp; Permits</b>	<b>338,294</b>
<b>GENERAL DEVELOPMENT COSTS</b>	
<i>Owners Rep/Clerk of the Works</i>	135,200
<i>Environmental</i>	25,920
<i>Furniture, Fixtures &amp; Equipment (FF&amp;E)</i>	81,620
<i>Legal</i>	256,633
<i>Title and Recording</i>	53,047
<i>Accounting &amp; Cost Certification</i>	48,206
<i>Marketing</i>	68,152
<i>Real Estate Taxes</i>	139,598
<i>Insurance</i>	266,306
<i>Appraisal and Market Study Costs</i>	16,009
<b>Total General Development</b>	<b>1,090,690</b>

DEVELOPMENT BUDGET (continued)

<b>FINANCING COSTS</b>		
<i>Const. Loan Interest</i>		730,600
<i>Predevelopment Loan Interest &amp; Fees</i>		118,019
<i>Inspecting Engineer/Lender's Inspector</i>		33,000
<i>Loan Fees (Construction and Perm)</i>		89,933
<i>DHCD Fees (LIHTC FEES)</i>		52,067
<i>MassDevelopment Fees</i>		125,553
<i>Syndication Fees</i>		43,264
	<b><i>Total Financing</i></b>	<b>1,192,437</b>
<b>OTHER</b>		
<i>Construction Testing</i>		30,000
<i>Development Consultant</i>		83,200
<i>Historic Consultant</i>		10,000
<i>Commissioning</i>		35,000
<i>Energy Modeling/Green Consultant</i>		143,799
<i>Soft Cost Contingency</i>		191,697
	<b><i>Total Other Costs</i></b>	<b>493,696</b>
	<b><i>Total Soft Costs</i></b>	<b>4,025,640</b>
	<b><i>Subtotal: Acq, Constr and Soft</i></b>	<b>17,712,863</b>
<b>RESERVES</b>		
<i>Operating Reserves</i>		355,150
<i>Lease-up Reserve</i>		60,000
	<b><i>Total Reserve Costs</i></b>	<b>415,150</b>
<b>DEVELOPER COSTS</b>		
<i>Developer Overhead</i>		906,336
<i>Developer Fee</i>		906,336
	<b><i>Total Developer Costs</i></b>	<b>1,812,671</b>
<b>TOTAL DEVELOPMENT COST</b>		<b>19,940,684</b>



4

# Certificates & Disclosures



**Appendix 1**  
**Price Proposal Form**  
Page 1 of 2

**Please print legibly.**

**For a purchase, the undersigned hereby submits the following price:**

\$100

---

**Total in numbers**

One hundred dollars and zero cents

---

**Total in words**



**Price Proposal Form**  
Page 2 of 2

Caitlin Madden

**Printed Name**



10/12/2022

**Authorized Signature**

**Date**

**Printed Name** Caitlin Madden

**Printed Title** Executive Director

If a Corporation:

**Full Legal Name** Metro West Collaborative Development, Inc.

**Officers of Corporation and Addresses**

Suneeth John, President, 35 Cherry Street Newton, MA 02465  
Robert Flack, Clerk, 49 Russell Avenue Watertown, MA 02472  
Michael Sherman, Treasurer, 54 Knowles Road Watertown, MA 02472

**State of Incorporation** Massachusetts

**Principal of Business** 79-B Chapel Street  
Newton

**Zip Code** 02458

**Qualified in Massachusetts**

**Yes**

**No**

—

**Place of Business in MA**

**Zip Code**

**Tel.**

**Full Legal Name of Surety Company**

**Principal Place of Business**

**Admitted in Massachusetts**

**Yes**

**No**

**Place of Business in MA**

**Zip Code**

**Tel.**

**Appendix 2**  
**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies, under penalties of perjury, that this 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.

Metro West Collaborative Development, Inc.

Printed Name of Proposer

Printed Address of Proposer

79-B Chapel Street Newton, MA 02458

617-923-3505

Telephone Number

By: \_



(Signature)

Caitlin Madden

Printed Name

Executive Director

Printed Title

10/12/2022

Date

**Appendix 3**  
**CERTIFICATE OF TAX COMPLIANCE**

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that the Proposer named below has complied with all laws of the Commonwealth of Massachusetts pertaining to the payment of taxes, to the reporting of employees and contractors, and to the withholding and remitting of child support.

Metro West Collaborative Development, Inc.

Printed Name of Proposer

Printed Address of Proposer

79-B Chapel Street Newton, MA 02458

617-923-3505

Telephone Number

By: \_

(Signature)



Caitlin Madden

Printed Name

Executive Director

Printed Title

10/12/2022

Date

**Appendix 4**  
**DISCLOSURE OF BENEFICIAL INTERESTS IN REAL PROPERTY**  
**TRANSACTION**

**INSTRUCTION SHEET**

**NOTE:** The Division of Capital Asset Management and Maintenance (DCAMM) shall have no responsibility for insuring that the Disclosure Statement has been properly completed as required by law. Acceptance by DCAMM of a Disclosure Statement for filing does not constitute DCAMM's approval of this Disclosure Statement or the information contained therein. Please carefully read M.G.L. c. 7C, s. 38 which is reprinted in Section 8 of this Disclosure Statement.

**Section (1):** Identify the real property, including its street address, and city or town. If there is no street address then identify the property in some other manner such as the nearest cross street and its tax assessors' parcel number.

**Section (2):** Identify the type of transaction to which this Disclosure Statement pertains --such as a sale, purchase, lease, etc.

**Section (3):** Insert the exact legal name of the Public Agency participating in this Transaction with the Disclosing Party. The Public Agency may be a Department of the Commonwealth of Massachusetts, or some other public entity. Please do not abbreviate.

**Section (4):** Insert the exact legal name of the Disclosing Party. Indicate whether the Disclosing Party is an individual, tenants in common, tenants by the entirety, corporation, general partnership, limited partnership, LLC, or other entity. If the Disclosing Party is the trustees of a trust then identify the trustees by name, indicate that they are trustees, and add the name of the trust.

**Section (5):** Indicate the role of the Disclosing Party in the transaction by checking one of the blanks. If the Disclosing Party's role in the transaction is not covered by one of the listed roles then describe the role in words.

**Section (6):** List the names and addresses of every legal entity and every natural person that has or will have a direct **or** indirect beneficial interest in the real property. The only exceptions are those stated in the first paragraph of the statute that is reprinted in Section 8 of this Disclosure Statement. If the Disclosing Party is another public entity such as a city or town, insert "inhabitants of the (name of public entity)." If the Disclosing Party is a non-profit with no individual persons having any beneficial interest then indicate the purpose or type of the non-profit entity. If additional space is needed, please attach a separate sheet and incorporate it by reference into Section 6.

**Section (7):** Check "NONE" in the box if none of the persons mentioned in Section 6 is employed by DCAMM or an official elected to public office in the Commonwealth of Massachusetts. Otherwise list any parties disclosed in Section 6 that are employees of DCAMM or an official elected to public office.

**Section (8):** The individual signing this statement on behalf of the Disclosing Party acknowledges that he/she has read the included provisions of Chapter 7C, Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts.

**Section (9):** Make sure that this Disclosure Statement is signed by all required parties. If the Disclosing Party is a corporation, please make sure that this Disclosure Statement is signed by a duly authorized officer

of the corporation as required by the statute reprinted in Section 8 of this Disclosure Statement.

DCAMM's acceptance of a statement for filing does not signify any opinion by DCAMM that the statement complies with applicable law.

This completed and signed Disclosure Statement should be mailed or otherwise delivered to:

Deputy Commissioner for Real Estate

The undersigned party to a real property transaction with a public agency hereby discloses and certifies, under pains and penalties of perjury, the following information as required by law:

(1) REAL PROPERTY:

*See attached.*

(2) TYPE OF TRANSACTION, AGREEMENT, or DOCUMENT:

*See attached.*

(3) PUBLIC AGENCY PARTICIPATING in TRANSACTION:

*See attached.*

(4) DISCLOSING PARTY'S NAME AND TYPE OF ENTITY:

*See attached.*

(5) ROLE OF DISCLOSING PARTY (Check appropriate role):

Lessor/Landlord

Lessee/Tenant

*See attached.* Seller/Grantor

Buyer/Grantee

Other (Please describe):

(6) The names and addresses of all persons and individuals who have or will have a direct or indirect beneficial interest in the real property excluding only 1) a 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 per cent of the outstanding stock entitled to vote at the annual meeting of such corporation or 2) an owner of a time share that has an interest in a leasehold condominium meeting all of the conditions specified in M.G.L. c. 7C, s. 38, are hereby disclosed as follows (attach additional pages if necessary):

NAME

RESIDENCE

*See attached.*

(7) None of the above-named persons is an employee of the Division of Capital Asset Management and Maintenance or an official elected to public office in the Commonwealth of Massachusetts, except as listed below (Check "NONE" if NONE):

NONE

NAME:

POSITION:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- (8) The individual signing this statement on behalf of the above-named party acknowledges that he/she has read the following provisions of Chapter 7C, Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts:

*No agreement to rent or to sell real property to or to rent or purchase real property from a public agency, and no renewal or extension of such agreement, shall be valid and no payment shall be made to the lessor or seller of such property unless a statement, signed, under the penalties of perjury, has been filed by the lessor, lessee, seller or purchaser, and in the case of a corporation by a duly authorized officer thereof giving the true names and addresses of all persons who have or will have a direct or indirect beneficial interest in said property with the commissioner of capital asset management and maintenance. The provisions of this section shall 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 per cent of the outstanding stock entitled to vote at the annual meeting of such corporation. In the case of an agreement to rent property from a public agency where the lessee's interest is held by the organization of unit owners of a leasehold condominium created under chapter one hundred and eighty-three A, and time-shares are created in the leasehold condominium under chapter one hundred and eighty-three B, the provisions of this section shall not apply to an owner of a time-share in the leasehold condominium who (i) acquires the time-share on or after a bona fide arms length transfer of such time-share made after the rental agreement with the public agency is executed and (ii) who holds less than three percent of the votes entitled to vote at the annual meeting of such organization of unit owners. A disclosure statement shall also be made in writing, under penalty of perjury, during the term of a rental agreement in case of any change of interest in such property, as provided for above, within thirty days of such change.*

*Any official elected to public office in the commonwealth, or any employee of the division of capital asset management and maintenance disclosing beneficial interest in real property pursuant to this section, shall identify his position as part of the disclosure statement. The commissioner 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.*

*The commissioner shall keep a copy of each disclosure statement received available for public inspection during regular business hours.*

- (9) This Disclosure Statement is hereby signed under penalties of perjury.

Metro West Collaborative Development and Subsidiaries

\_\_\_\_\_  
PRINT NAME OF DISCLOSING PARTY (from Section 4, above)



10/12/2022

\_\_\_\_\_  
AUTHORIZED SIGNATURE of DISCLOSING PARTY

DATE (MM / DD / YYYY)

Caitlin Madden, Executive Director

\_\_\_\_\_  
PRINT NAME & TITLE of AUTHORIZED SIGNER

PRINT NAME & TITLE of AUTHORIZED SIGNER



**Attachment to Disclosure of Beneficial Interests in Real Property Transaction**

<b>1</b>	<b>28 Quimby Street, Watertown MA</b>	<b>1060 Belmont Street, Watertown MA</b>	<b>2 Rosary Drive, Watertown MA</b>
<b>2</b>	Purchase	Develop & own affordable housing	Develop & own affordable housing
<b>3</b>	N/A	- Department of Housing and Community Development - Town of Watertown	- Town of Watertown - Massachusetts Development Financing Agency
<b>4</b>	Metro West Collaborative Development, Inc.	1060 Belmont, Inc.	St. Joseph Hall Apartments LLC
<b>5</b>	Owner	Owner	Owner
<b>6</b>	Metro West Collaborative Development, Inc.	N/A - 1060 Belmont, Inc. is a nonprofit	- Cambridge Savings Bank owns 99.99% - SJH LLC owns 0.01% and is the managing member (which is 79% owned by Metro West Collaborative Development)
<b>7</b>	None	None	None

<b>1</b>	<b>40 River Street, Norwell MA</b>	<b>3-4 Glen Brook Way, Medford MA 33 - 35 Glen Brook Way, Medford MA</b>	<b>31 &amp; 37 Glen Brook Way, Medford MA</b>
<b>2</b>	Develop & own affordable housing	Develop & own affordable housing	Develop & own affordable housing
<b>3</b>	Department of Housing and Community Development	Department of Housing and Community Development	Department of Housing and Community Development
<b>4</b>	Herring Brook Hill LLC	Glen Brook Way Apartments LLC	GBW Senior Apartments LLC
<b>5</b>	Owner	Owner	Owner
<b>6</b>	Herring Brook Hill is a single member LLC which is wholly owned by Metro West Collaborative Development	- Massachusetts Housing Equity Fund XXV LLC owns 99.99% - GBW One MM LLC owns 0.01% and is the managing member (which is 79% owned by Metro West Collaborative Development)	- Metro West Collaborative Development owns 99.99% - GBW Senior Two MM LLC owns 0.01% and is the managing member (which is 79% owned by Metro West Collaborative Development)
<b>7</b>	None	None	None

**Appendix 5**  
**CONFLICT OF INTEREST CERTIFICATION**

The Proposer hereby certifies that:

1. The Proposer has not given, offered, or agreed to give any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of a Purchase and Sale Agreement pursuant to this Request for Proposals.
2. No consultant to, or subcontractor for, the Proposer has given, offered, or agreed to give any gift, contribution, or offer of employment to the Proposer, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a Purchase and Sale Agreement by the Proposer.
3. No person, corporation, or other entity, other than a bona fide full time employee of the Proposer has been retained or hired to solicit for or in any way assist the Proposer in obtaining the Purchase and Sale Agreement (pursuant to this Request for Proposals) upon an agreement or understanding that such person, corporation or entity be paid a fee or other compensation contingent upon the award of a Purchase and Sale Agreement to the Proposer.
4. The Proposer understands that the Massachusetts Conflict of Interest Law, Chapter 268A of the Massachusetts General Laws, applies to the Proposer with respect to the transaction outlined in the Request for Proposals.
5. The Proposer understands that the Proposer, his/her/its officers, employees, agents, subcontractors, and affiliated entities, shall not participate in any activity which constitutes a violation of the Massachusetts Conflict of Interest Law or which creates an appearance of a violation of the Massachusetts Conflict of Interest Law.

Metro West Collaborative Development Inc.

Printed Name of Proposer

Printed Address of Proposer

79-B Chapel Street, Newton, MA

617-923-3505

Telephone Number

By: \_  
(Signature)



Caitlin Madden

---

Printed Name

Executive Director

---

Printed Title

10/12/2022

---

Date

**Appendix 6**  
**CERTIFICATE OF CORPORATE PROPOSER**

I, Caitlin Madden, certify that I am the Executive Director of the Corporation named as Proposer in the attached Proposal; that Caitlin Madden, who signed said Proposal on behalf of the Proposer was then Executive Director of said Corporation; that I know his/her signature hereto is genuine and that said Proposal was duly signed, sealed and executed for and on behalf of its governing body.

(Corporate Seal)

Printed Name of Proposer  
Metro West Collaborative Development Inc.

Printed Address of Proposer  
79-B Chapel Street  
Newton, MA  
02458

Telephone Number 617-923-3505

By: \_

(Signature)



---

Printed Name  
Caitlin Madden

---

Printed Title  
Executive Director

---

Date 10/12/2022

This Certificate shall be completed where Proposer is a Corporation and shall be so completed by its Clerk. In the event that the Clerk is the person signing the Proposal on behalf of the Corporation, this certificate shall be completed by another officer of the Corporation.

**Appendix 7**  
**CERTIFICATE OF COMPLIANCE WITH M.G.L. c. 151B**

The Proposer hereby certifies that it is in compliance with and shall remain in compliance with Massachusetts General Laws (M.G.L.) Chapter 151B and shall not discriminate on any prohibited basis outlined therein. The Proposer also hereby certifies that it shall comply with any and all Supplier Diversity Office (SDO) thresholds, as applicable, if they have been established in conjunction with this Request for Proposals.

---

Printed Name of Proposer

Metro West Collaborative Development Inc.

Printed Address of Proposer

79-B Chapel Street, Newton, MA 02458

---

617-923-3505

---

Telephone Number

By: \_



(Signature)

Caitlin Madden

---

Printed Name

Executive Director

---

Printed Title

10/12/2022

---

Date

**Appendix 8**  
**CERTIFICATE OF NON-DEBARMENT**

The Proposer hereby certifies that it is presently not debarred, suspended, or otherwise prohibited from practice by any federal, state, or local agency, and that, should any proceeding arise in which it is debarred, suspended, or otherwise prohibited from practice by any federal, state, or local agency, the Proposer shall inform the Town within one (1) business day of such debarment, suspension, or prohibition from practice.

\_\_\_\_\_

Printed Name of Proposer

Metro West Collaborative Development Inc.

Printed Address of Proposer

79-B Chapel Street, Newton, MA 02458

\_\_\_\_\_

617-923-3505

Telephone Number

By: \_

(Signature)



Caitlin Madden

\_\_\_\_\_

Printed Name

Executive Director

\_\_\_\_\_

Printed Title

10/12/2022

\_\_\_\_\_

Date



To: Select Board, Town of Natick  
From: Caitlin Madden  
Date: October 12, 2022  
Re: 5 Auburn Street RFP Response

Dear Members of the Select Board,

Metro West Collaborative Development, if selected to acquire the property at 5 Auburn Street, will enter into negotiations with the Town to execute a Development Agreement consistent with the elements of the Request for Proposal, as more specifically set forth in our response to items Number 11 and Number 17 of the RFP.

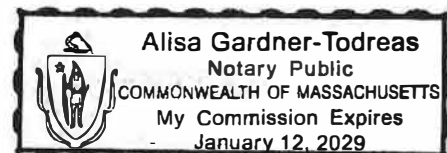
Should you have any questions, please contact me at 617-923-3505 x4 or via email at [caitlin@metrowestcd.org](mailto:caitlin@metrowestcd.org).

Sincerely,

A handwritten signature in blue ink, appearing to read "Caitlin Madden", with a stylized flourish at the end.

Caitlin Madden  
Executive Director  
Metro West Collaborative Development, Inc.

Notarized by:  
Alisa Gardner-Todreas  
A handwritten signature in blue ink, appearing to read "Alisa Gardner-Todreas", with a stylized flourish at the end.  
October 12, 2022



79-B Chapel Street, Newton, MA 02458  
P: 617-923-3505 F: 617-923-8241  
[www.metrowestcd.org](http://www.metrowestcd.org)





# 5



## Appendix

- 
- Metro West CD Board of Directors
  - Selected Resumes
  - Architect Related Projects
  - Civil Engineer Related Projects
  - Metro West CD 2021 Financial Statements
  - Metro West CD 2020 Financial Statements

**Metro West Collaborative Development, Inc. Board Members 2022**

<b>Name</b>	<b>Last</b>	<b>Resident</b>	<b>First Elected</b>
Suneeth	John (President)	Newton	2014
Robert	Flack (Clerk)	Watertown	2017
Cristina	Ayala	Watertown	2019
Dorena	Wong- Deleon	Newton	2019
Mike	Sherman (Treasurer)	Watertown	2018
Eugenia	Chaparro	Watertown	2021
Kathleen	Hobson	Newton	2021
Thelma	Titus	Northborough	2021



# Caitlin Madden

caitlin@metrowestcd.org | 617.923.3505 x4  
Metro West Collaborative Development

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## Current

### **Executive Director | Metro West Collaborative Development**

June 2021 – Current | Newton, MA | Served as Deputy Director through 11/2021

- Create and implement strategic vision of organization, oversee staff, develop and manage corporate budget
- Forge relationships with community, civic, and religious leaders; community advisory board members; other CDCs; and municipal officials
- Initiate real estate development projects and manage related project managers, consultants, and interns
- Work with lenders, investors, and government agencies to secure complex debt and equity project financing including state and federal LIHTCs, state subsidy funds, and state and federal historic tax credits

## Education

University of Michigan | Stephen M. Ross School of Business | MBA | 2015

University of Denver | Bachelor of Arts, Sociology | Magna cum Laude | 2008

## Project Experience

### **Senior Project Manager | Urban Edge**

November 2018 – May 2021 | Boston, MA

- 1599 Columbus Avenue | 65-unit 100% affordable new construction building w/ 3,100 SF of commercial space pursuing Passive House
- Bancroft Dixwell | 78-unit scattered site occupied rehab, including 5 historic buildings

### **Project Manager | Planning Office for Urban Affairs (POUA)**

November 2015 – October 2018 | Boston, MA

- 48 Boylston (Historic Rehabilitation) | 46 units of affordable housing + 10K SF of commercial space. Successfully completed permitting, zoning, DHCD financing application, and construction closing for the adaptive reuse of an individually listed historic building
- 48 Boylston (New Construction) | Managed early schematic, permitting, and financial feasibility for a mixed-income 19-story new construction tower
- Safe Haven | Worked with the Boston Mayor’s office, Attorney General’s office, and a service provider to acquire and rehabilitate a building as emergency transitional housing for victims of human trafficking

### **Development & Acquisitions Intern | Beacon Communities**

Summer 2014 | Boston, MA

- Performed due diligence for purchase of 204 unit mixed-income multi-family community in Amherst, Massachusetts & worked with management to facilitate acquisition
- Attended new construction + substantial rehab development meetings and site visits for potential acquisitions
- Performed analysis of development costs for 15 most recent development projects to identify trends and more accurately estimate future costs

### **Executive Assistant to the President | Telesis Corporation**

June 2011 – August 2013 | Washington, DC

- Assisted with real estate development acquisition, zoning and permitting, and financing efforts for a private, for-profit affordable housing developer

## Etcetera

- Former youth counselor at co-ed group home for at-risk teenagers
- Lover of running, the outdoors, and historic buildings



# Derek Hansen

derek@metrowestcd.org | 617.923.3505 x7  
Metro West Collaborative Development

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## Current

### **Senior Real Estate Manager | Metro West Collaborative Development**

January 2022 – Current | Newton, MA | Planning & Development Committee Member since 2019

- Deliver new affordable housing developments with direct responsibility for construction and design decisions and the management of associated consultants.
- Secure project approval from public partners, including zoning boards, local commissions, and elected officials, and project funding from public/private lenders, tax-credit investors, and State funding agencies.
- Source real estate development opportunities through a mix of open market acquisitions and requests for proposals.
- Underwrite potential and current deals to maximize the affordability impact of each project.
- Support property managers in the on-going asset management of existing portfolio properties.

## Education

Massachusetts Institute of Technology | M.S., Real Estate Development | 2022

Babson College | B.S., Business Administration | 2012

## Past Experience

### **Acquisitions Intern | K2 Developers**

2021 – 2021 | Remote

- Prepared local market research and conducted initial outreach for 68 target properties in Colorado resort towns.
- Assisted underwriting of \$4.5 million adaptive reuse project in Glenwood Springs.

### **Asset Manager | Yanamtemple, LLC**

2018 – 2021 | Boston, MA

- Managed all day-to-day activity for the firm. Responsible for capital improvements, sourcing tenants, lease negotiation, and legal review. Developed close relationships with brokerage and legal partners. Executed \$5.7 million worth of leases.
- Built complex pro forma model in Excel to forecast impact of lease negotiation strategies on underlying value of the building.

### **Assistant Project Manager | Chapman Construction**

2017 – 2020 | Newton, MA

- Delivered multimillion-dollar construction projects with focus on tenant improvements. Created construction budgets and schedules, led subcontractor buyout, submittal process, and design team coordination.
- Supported up to 6 projects simultaneously, ranging in size from \$500k to \$8 million.

### **Marketing Manager | Yzhny Dvor**

2013 – 2017 | Moscow, RU

- Recruited and led team of field merchandisers that accelerated frequency of category resets from annual to semi-annual and quarterly.
- Launched company's first customer loyalty program, Yzhny+. Grew membership to 20,000 active users.

## Professional Certifications

ARGUS Enterprise Certified | Altus Group | Certificate #8003

Building Information Modeling (BIM) Certified | Wentworth Institute of Technology

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# CLIFFORD BOEHMER AIA

## PRINCIPAL

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### PROFESSIONAL EXPERIENCE

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Clifford Boehmer is a co-founder and Principal at Davis Square Architects. In 1989, he was a founder of Dirigo Design, a small Fort Point firm specializing in single-family homes.

Cliff's current responsibilities focus on site and project feasibility analysis, conceptual and schematic design, master planning and programming, project advocacy with government and funding agencies, neighborhood engagement, permitting, and renovation/adaptive reuse of historic buildings. He reviews state-funded housing proposals for the Massachusetts Department of Housing & Community Development (DHCD) and consults with many communities and developers in Massachusetts and Rhode Island.

Before pursuing a full-time architectural career, Cliff was known throughout the Early Music world as a maker of historically informed keyboard instruments. He has taught studios at the Graduate School of Design (Harvard), Massachusetts Institute of Technology, the Museum of Fine Arts (Boston), and the National Conservatory in San Sebastian, Spain. His housing designs, musical instruments, and architectural photographs have been published in magazines, journals, and city guides. He sits on boards of the Cambridge Society for Early Music and the Boston Clavichord Society.

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### EDUCATION

Harvard Graduate School of Design  
Master in Architecture, 1987

Massachusetts Institute of Technology  
Bachelor of Science in Art and Design, 1974

### REGISTRATION

Architect Licensure: Massachusetts

### AFFILIATIONS

American Institute of Architects  
Boston Society of Architects



DAVIS  
SQUARE  
ARCHITECTS

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# LAURA CELLA-MOWATT RA

## ASSOCIATE

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### PROFESSIONAL EXPERIENCE

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Laura Cella-Mowatt is an Associate and Vice President of Business Development at Davis Square Architects. She has been with the firm since 2006 and has professional architectural experience working as a designer, clerk-of-the-works, job captain, and project architect. A leader at the firm, she works on a range of project types including adaptive reuse, historic renovation, and new construction. Laura excels at problem solving and welcomes the challenges associated with the fast-paced nature of construction administration.

Laura is currently working with OppCo and Nuestra Comunidad Development Corporation on the design of Dudley Crossing, an exciting new transit-oriented, mixed-use project featuring both new construction and historic renovation. The new building will be Passive House certified, bringing 24 affordable units and retail space to Roxbury's Nubian Square neighborhood. She is also working with Lena New Boston on 47 affordable family apartments at Olmstead Green, currently under construction in Mattapan. Her past projects include rehabilitating 146 units of housing in 25 buildings scattered throughout Boston's Historic South End with The Community Builders, and working with Roxbury Tenants of Harvard on the renovation of their Longwood properties. Additional projects include the adaptive reuse of an historic mill building in Leominster, MA with NewVue Communitites; with Preservation of Affordable Housing (POAH) on an occupied rehab of senior apartments in Orleans, MA; and with Bridge Over Troubled Waters on the renovation of shelter for teenage runways and young mothers.

Outside of the office, Laura has worked as a studio instructor at the Boston Architectural College and has served as a design mentor for the FHLB Greater Boston Affordable Housing Development Competition.

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### EDUCATION

Virginia Tech  
Bachelor of Architecture, 2006

### REGISTRATION

Architect Licensure: Massachusetts





# VILLA AT MEADOW VIEW

Villa at Meadow View is the new construction of 33 units of senior housing located in Tewksbury, MA. Beginning with a master plan, Davis Square Architects worked with Elder Services of the Merrimack Valley in partnership with the Tewksbury Housing Authority to transform a vacant parcel of land located between existing multi-family housing into an exciting addition to the neighborhood.

The property amenities and highlights include a library equipped with a computer room as well as an arts and crafts room, dining room, patio, and an entryway with a fireplace. Villa at Meadow View has met all of the Enterprise Green Building Criteria, and is the first new senior housing complex to open in Tewksbury in over 30 years. ■

## LOCATION

Tewksbury, MA

## DEVELOPERS

Elder Services of the Merrimack Valley,  
Tewksbury Housing Authority

## SCOPE

New construction  
Masterplanning  
Age-restricted housing  
HUD 202  
33 units

## SUSTAINABLE DESIGN

Project has met all Enterprise Green Building Criteria



**HOUSING & MIXED-USE**  
[davissquarearchitects.com](http://davissquarearchitects.com)



# WAVERLEY WOODS

Affirmative Investments retained Davis Square Architects for the design of 40 affordable family units on a tight, steeply-sloped site (a 36-foot grade change from front to back) in Belmont, MA. After considering a variety of approaches, the design team arrived at a dramatically terraced scheme with the 40 units distributed throughout six buildings. A new stone-faced retaining wall also provides an attractive “gateway” into Belmont. Wayfinding, graphics and signage were also part of the project scope.

The structures and site are designed to exceed the Massachusetts DHCD standards for sustainable and accessible housing, with all units built to ENERGY STAR® Home standards. They have also been carefully detailed to fit into the scale and vocabulary of Belmont’s finest homes. ■

## LOCATION

Belmont, MA

## DEVELOPER

Affirmative Investments

## SCOPE

New construction  
Transit-oriented design  
40 units

## AWARD-WINNING

Boston Society of Architects “John M. Clancy” award for Socially Responsible Housing, Affordable Housing Tax Credit Coalition “Charles Edson Tax Credit Excellence” (Honorable Mention), ABC Excellence in Construction “Residential” & “Green” award, Real Estate & Construction Review’s “Green Building of America” award

## SUSTAINABLE DESIGN

All units built to ENERGY STAR® Home standards



HOUSING & MIXED-USE  
davissquarearchitects.com





# VILLAGE HILL AT NORTHAMPTON

Davis Square Architects is currently working on Village Hill at Northampton. Developed by The Community Builders and Valley Community Development Corporation, Village Hill consists of two buildings: North Commons, which will house 53 apartments and be Passive House-certified, and 35 Village Hill Road, which will contain 12 units and commercial space. Targeting low- to middle-income households, the community will be mixed-income, and continues the redevelopment of the former Northampton State Hospital site. ■

## LOCATION

Northampton, MA

## DEVELOPER

The Community Builders, Valley Community Development Corporation

## SCOPE

New construction  
 2 buildings  
 65 rental units  
 Commercial space

## SUSTAINABLE DESIGN

North Commons will be Passive House-certified



**HOUSING & MIXED-USE**  
 davissquarearchitects.com



# ALEWIFE BROOK CONDOMINIUMS

On the site of the former Joyce Chen restaurant, Davis Square Architects designed this eight-unit development (one six-unit building, and one two-unit). While the site is very tight, the design of the units and site provides each resident with some private outdoor space. In order to achieve accessibility, the larger structure is a hybrid of townhouses and flats. The Alewife Brook condominiums received the ENERGY STAR® Outstanding Achievement Award for its energy-efficient windows, insulation, and heating and mechanical systems. In addition, the development is a five-minute walk from the MBTA Alewife subway station, making it an early great example of transit-oriented design and smart growth. ■



DAVIS  
SQUARE  
ARCHITECTS

## LOCATION

Cambridge, MA

## DEVELOPER

Just-A-Start Corporation

## SCOPE

New construction  
Transit-oriented design  
8 units



## AWARD-WINNING

ENERGY STAR® Outstanding  
Achievement Award



## SUSTAINABLE DESIGN

All units built to ENERGY STAR® Home  
standards



HOUSING & MIXED-USE  
[davissquarearchitects.com](http://davissquarearchitects.com)



## Related Experience & References

There are many projects in our 40 years of professional land surveying and civil site design that are similar to this project. The examples selected below are recent projects that required innovative design, site planning and permitting, as well as our participation in bidding and construction management.

For additional projects please visit our company website at [www.merrillinc.com](http://www.merrillinc.com)

### Project: Craftsman Village

Location: Beal Street, Hingham MA

Client: Strekalovsky Architecture, Inc.



Merrill was responsible for the civil/site plan design for an eight (8) unit of Affordable Housing Development in Hingham, Massachusetts. Merrill provided land surveying and design services and assisted the design team in the successful permitting of this project. Attention to stormwater management and Best Management Practices were critical to the design. The selection of the location and design of the sewer connection was also an important consideration in the planning of this project. Merrill also provided construction layouts and handled the NPDES permitting for construction.

### Project: Torrey Woods

Location: Pond Street, South Weymouth MA

Client: South Shore Affordable Housing



Torrey Woods is a 20-unit affordable housing development for working families and seniors in a heavily wooded area off Pond Street in South Weymouth, Massachusetts. Torrey Woods was developed as a collaboration with South Suburban Affordable Housing, Inc. to provide more affordable housing to the community. The apartment complex is convenient to Main Street's commercial district and incorporates numerous energy efficiency strategies including a solar thermal system for hot water.

[merrillinc.com](http://merrillinc.com) / 427 Columbia Road, Hanover, MA 02339 / Tel: (781) 826-9200  
26 Union Street, Plymouth, MA 02360 / Tel: (508) 746-6060 // 9

## Project: Herring Brook Hill

Location: 40 River Street, Norwell MA

Client: Norwell Community Housing Trust



Merrill worked with the Norwell Community Housing Trust to re-develop the Town of Norwell Police Station into Herring Brook Hill. Norwell Community Housing Trust met with residents and obtained, through Town Meeting, an agreement to commit \$1 million in Community Preservation Act and other local funds towards the redevelopment of the site. Merrill was instrumental in conceptual layout through construction. Stormwater and Conservation Commission permitting were key to maximizing the use of the re-developed property.

## Project: Pembroke Community Center Site Feasibility Study

Location: 128 Center Street, Pembroke MA

Client: Bargmann Hendrie + Archetype, Inc.  
9 Channel Center Street, Boston, MA



Merrill was part of the project team that was commissioned by the Town of Pembroke to explore the feasibility of constructing a Community Center, combining Pembroke's Recreation Department with the Council on Aging's Senior Center. This facility will replace the current facility which no longer adequately serves the aging population in Pembroke. The study investigated the existing Community Center site chosen by the Town. Floor plans, conceptual site plans, and building renderings were designed and a cost estimated was prepared for purpose of enabling Town Officials and the public to make an informed decision about next steps for addressing the needs of the community.



**AND SUBSIDIARIES**

**CONSOLIDATING FINANCIAL STATEMENTS  
DECEMBER 31, 2021 AND 2020**

**METRO WEST COLLABORATIVE DEVELOPMENT, INC. AND SUBSIDIARIES**

Contents  
December 31, 2021 and 2020

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	<u>Pages</u>
<b>Independent Auditor’s Report</b> .....	1 - 1A
<b>Consolidating Financial Statements:</b>	
Consolidating Statements of Financial Position .....	2 - 3
Consolidating Statements of Activities .....	4 - 5
Consolidating Statements of Changes in Entities’ Equity (Deficit) .....	6
Consolidating Statements of Cash Flows .....	7 - 8
Consolidating Statements of Functional Expenses .....	9 - 10
Notes to Consolidating Financial Statements .....	11 - 38



50 Washington Street  
Westborough, MA 01581  
508.366.9100  
aafcpcpa.com

## Independent Auditor's Report

To the Board of Directors of  
Metro West Collaborative Development, Inc. and Subsidiaries:

### **Opinion**

We have audited the consolidating financial statements of Metro West Collaborative Development, Inc. (a Massachusetts corporation, not for profit) and Subsidiaries (collectively, the Organization), which comprise the consolidating statements of financial position as of December 31, 2021 and 2020, and the related consolidating statements of activities, changes in entities' equity (deficit), cash flows, and functional expenses for the years then ended, and the related notes to the consolidating financial statements.

In our opinion, the accompanying consolidating financial statements present fairly, in all material respects, the consolidating financial position of Metro West Collaborative Development, Inc. and Subsidiaries as of December 31, 2021 and 2020, and the changes in their entities' equity (deficit) and their cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

### **Basis for Opinion**

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidating Financial Statements section of our report. We are required to be independent of the Organization and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Responsibilities of Management for the Consolidating Financial Statements**

Management is responsible for the preparation and fair presentation of the consolidating financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidating financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidating financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern within one year after the date that the consolidating financial statements are available to be issued.

## Auditor's Responsibilities for the Audit of the Consolidating Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidating financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the consolidating financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the consolidating financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the consolidating financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the consolidating financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Organization's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

*AAFCPA, Inc.*

Westborough, Massachusetts  
May 31, 2022