

Draft 12-8-23 v.1

TOWN OF CHILMARK REQUEST FOR PROPOSALS (RFP) Housing Development at Peaked Hill Pastures

I. Introduction

The Town of Chilmark, acting through its Select Board, invites proposals for the development of rental housing units as part of an overall project to place affordable and community housing on approximately six to eight acres (“Site”). The Site is the southeast portion of approximately 16.67 acres of Town-owned land in the former Peaked Hill Pastures subdivision. This Town-owned land is shown on the 2023 Assessor’s Map as Map 20 Lots 47-4, 47-5, and 47-17, which are in the Agricultural Residential District III. The Peaked Hill Pastures subdivision was a Development of Critical Planning Concern and thus is subject to the jurisdiction of the Martha’s Vineyard Commission as well as the relevant permitting boards of the Town of Chilmark. The Town is making the Site available for disposition under G.L. c. 30B, § 16. Through this Request for Proposals (RFP), the Town intends to offer a portion of the Site under a Land Disposition Agreement (LDA) and long-term Ground Lease to the qualified organization (the “Developer”) that submits a proposal most favorable to the Town for the rental units. The lease of the Site and the overall project are subject to final approval at a Chilmark Town Meeting. The Developer shall be responsible for permitting, funding, and construction of the rental unit portion of the development and may also have responsibility for construction of single-family dwellings on two or more of the four Affordable Homesite lots.¹

The Awarding Authority for this RFP shall be the Chilmark Select Board.

At the Chilmark Annual Town Meeting on April 25, 2022, a majority of residents present and voting approved Warrant Article 25, which provided for the approval in concept of using six to eight acres of Town property for an affordable and community housing development consisting of ten rental units with not more than 20 bedrooms in aggregate and four Affordable Homesite lots. The warrant article stated that two of the four homesite lots could be “turnkey” homes constructed by the developer of the rental units. The Town intends that the rental units, homesite lots, and the associated roads and parking areas and landscape buffers cover not more than six to eight acres of the Town property. The balance of the Town land will be reserved for continued use of the existing ball field and available for future uses.

Attachments to this RFP expand on the subjects and samples of documents mentioned within this RFP. The attachments are under Section IX.

According to the Martha’s Vineyard Commission Watershed Maps, the Site is not located within a watershed area.

¹ See Select Board Issue I

II. General Information

- 1) Proposals must be received at the Chilmark Town Hall, Office of the Town Administrator, Chilmark Town Hall, 401 Middle Road, P.O. Box 119, Chilmark, MA 02535 no later than [DATE].² Responders shall submit one (1) original and six (6) copies of their proposal in a sealed envelope marked “Peaked Hill Pastures Housing Proposal,” together with a complete set of all proposal materials in electronic format (PDF files) on a thumb drive or similar portable storage device. Faxed or emailed proposals will be deemed non-responsive and will be rejected. Proposal submissions will be accepted until the date and time listed above and shall be opened the following business day. If, at the time of the scheduled opening of the responses, Town Hall is closed due to unanticipated events such as fire, snow, ice, wind or building evacuation, the response opening will be postponed until 2:00 PM the next open business day.
- 2) The Town intends to designate the Developer within 60 days after response opening unless otherwise stated in the specifications or the time for award is extended by mutual consent of all parties. All proposals submitted shall be valid for a minimum period of 60 calendar days following the date established for acceptance.³
- 3) All inquiries or questions regarding this RFP must be submitted in writing, by email no later than [DATE] to the Town Administrator at townadministrator@chilmarkma.gov acting as the procurement officer. Any changes made or clarifications required to this RFP and responses to all questions received by the Town prior to the deadline stated herein shall be provided in addenda by email to all entities on record with the Town as having requested the RFP.
- 4) There will be a Pre-Proposal Meeting on site, [DATE]. Responses may be modified, corrected, or withdrawn only by written notice received by the Town of Chilmark Procurement Officer prior to the time and date set for the response opening. Modifications must be submitted in a sealed envelope clearly labeled “Modification No. ___” and must reference the original RFP response.
- 5) Responses received prior to the date of opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a response not properly addressed and identified. Any submissions received after the advertised date and time for opening will be considered non-responsive and be returned to the responder unopened.
- 6) Responses to this RFP must include all required documents, completed and signed as required. Proposals that are incomplete, conditional, or unclear will be rejected. No award will be made to any Responder who cannot satisfy the Awarding Authority that they have sufficient technical ability and sufficient financial capacity to enable them to meet the

² By law, this RFP has to be advertised at least once a week for two consecutive weeks in a newspaper of local circulation. The second ad must run at least eight days before the date the proposals are due. However, you must also advertise the RFP in the Central Register at least 30 days before proposals are due. The Central Register publishes on Wednesdays. To have a notice appear on a given Wednesday, the CR form must be submitted online by the previous Thursday. <https://www.sec.state.ma.us/spr/sprcentral/infosubmit.htm>.

³ Sixty days is standard for municipal land disposition projects. I don't know if that's what Chilmark has in mind.

requirements of these specifications. The Awarding Authority's decision or judgment on these matters shall be final, conclusive, and binding.

- 7) The Town of Chilmark reserves the right to reject any and all responses and to waive any portion of responses received whenever such rejection or waiver is in its best interest.
- 8) The Town of Chilmark may cancel this RFP, in whole or in part, or may reject all Proposals, or may procure only some goods or services outlined in this RFP whenever it is determined to be fiscally advantageous, or if it is otherwise in the best interest of the Town of Chilmark.
- 9) The Town of Chilmark may request additional information to determine that a Responder has the technical competence, the business and technical organization, and the financial resources to successfully perform the necessary work.
- 10) The Town of Chilmark will not be responsible for any expenses incurred in preparing and submitting responses. All submissions shall become the property of the Town of Chilmark. All deliverables, reports, maps, and other documents resulting from this contract shall become the property of the Town of Chilmark.
- 11) The Developer shall comply with all applicable state and federal laws in performance of service and acceptance of the land lease from the Town of Chilmark, including but not limited to G.L. c. 44, § 63A, G.L. c. 60, § 77A and G.L. c. 60, § 77B.
- 12) Response to this RFP acknowledges the Responder's acceptance of all sections and requirements of this document. The selected Responder's response to the RFP will be incorporated within the LDA (see Attachment B). If the Responder's proposal does not comply with the requirements of this RFP, or if an item is not understood in any way, a copy of that section of the RFP must be included in the proposal and all its copies clearly stating the deviation, additions, or other comments.
- 13) The Town of Chilmark makes no representations or warranties, express or implied, as to the accuracy and or completeness of the information included in this RFP. This RFP, including all attachments, supplements or future addenda, is made subject to errors, omissions, and withdrawal without prior notice, and to changes to, additional, and different interpretations of laws and regulations.
- 14) The Tax Compliance Certification and the Certificate of Non-Collusion must be included with the response. These forms must be signed by the individual(s) with authority to act on the Responder's behalf.

III. Qualifying Households

A. 2023-24 Dukes County Area Median Incomes

The 2023-24 Dukes County Income Chart below represents a compendium of housing programs for which household income is a function of household size and percentage of the County's Median Family Income. Please contact the Dukes County Regional Housing Authority with any questions regarding the specific program you might be considering.

The 2023 HUD **Median Family Income (MFI)** for Dukes County is **\$124,900 ***

	30%	50%	60%	80%	100%	110%	120%	140%	150%
1 person	\$27,350	\$45,600	\$54,720	\$70,150	\$87,450	\$100,320	\$109,400	\$127,700	\$136,800
2 person	\$31,250	\$52,100	\$62,520	\$80,150	\$99,950	\$114,620	\$125,000	\$145,900	\$156,300
3 person	\$35,150	\$58,600	\$70,320	\$90,150	\$112,450	\$128,920	\$140,600	\$164,100	\$175,800
4 person	\$39,050	\$65,100	\$78,120	\$100,150	\$124,900	\$143,250	\$156,200	\$182,300	\$195,300
5 person	\$42,200	\$70,350	\$84,420	\$108,200	\$134,900	\$154,770	\$168,800	\$197,000	\$211,100
6 person	\$45,300	\$75,550	\$90,660	\$116,200	\$144,900	\$166,210	\$181,300	\$211,500	\$226,700
7 person	\$48,450	\$80,750	\$96,900	\$124,200	\$154,900	\$177,650	\$193,800	\$226,100	\$242,250

B. Maximum Affordable Rental Rate

Pursuant to the warrant article approving the development in concept, the rental units shall be made available to qualifying tenants with incomes up to 150% of the Area Median Income. The financing, grants, and other elements of the proposals submitted by respondents to this RFP shall not incorporate terms that would require a maximum tenant income limitation more restrictive than 150% of AMI as provided in the warrant article. The rental units must remain restricted in perpetuity to tenants with incomes of not more than 150% of AMI.

IV. Request for Proposals

A. Project Description

The rental portion of the project must provide for nine (9) units with eighteen (18) bedrooms total. There should be three (3) one-bedroom, three (3) two-bedroom and three (3) three-bedroom units.⁴ All rental units shall meet ADA Accessibility Standards (handicap visitable) on the ground floors and walkways.

For the rental component of the Project, the Developer shall use best efforts to assure the maximum local preference allowed by law in the tenant selection process. The initial tenant selection process shall be managed through a process determined by the Select Board in compliance with applicable law and regulation.

The purpose of this Request for Proposal (RFP) is to select a Developer who can demonstrate the experience and capacity to timely and successfully:

- Enter into a Ground Lease with the Town of Chilmark upon completion of construction.
- Conduct community outreach and design review. Before applying for permitting, the Developer shall present draft plans and specifications to the community including neighbors. The Developer will hold at least two open meetings with the community and will reach out to the neighbors (within 600 feet including those across roadways). At the open meetings, the

⁴ See Select Board Issue 2

Developer will respond to questions and comments pertaining to the project. This meeting shall be advertised in the local papers with details as to how to attend.

- Secure all appropriate approvals and permits, including Board of Health approval. It is anticipated that this project will be permitted under the Town of Chilmark Zoning Bylaws.
- If applicable, execute a Land Disposition Agreement (LDA) in a form acceptable to the Town.

It is anticipated that the management of the rental units will be awarded pursuant to a separate RFP process in which the developer may elect to participate.

B. Design Plan

A Site Plan prepared for the Town by Vineyard Land Surveying & Engineering, Inc. and dated [DATE] presents an approximate building envelope for the rental units and locates the four homesite lots. See Attachment A for Site Plan, Site Analysis prepared for the Martha's Vineyard Commission, and Town Meeting Minutes for Article 25, 2022 Annual Town Meeting.

The selected Developer and the Town of Chilmark will agree upon a Design Plan and Building Envelope prior to execution of the LDA. The Design Plan must include details on the driveway and apron, and the Developer must obtain approval for the driveway and the apron from the Building Inspector and the Town's Fire Chief.

Any substantive changes from the approved Design Plan and Building Envelope made after the execution of the LDA will require written approval of the Chilmark Select Board. Any changes from the approved Design Plan and Building Envelope made after the execution of the Ground Lease will require written approval of the Select Board.

The Select Board will designate a committee consisting of members of relevant Town boards and committees and members of the public to be available for consultation with the developer during the planning and construction of the project. The Select Board may also appoint a Project Manager to oversee the work of the developer.

C. Roads, Utilities, and Infrastructure⁵

The Developer will work with the Town to prepare a final Site Plan showing the location of the rental units, parking areas, and access roads, including access to lot boundaries of the four Homesite Lots. It is expected that there will be a single access to the overall development from Pasture Road located at the eastern boundary of the Town property. The project may not proceed until the Select Board has provided approval in writing of the final Site Plan.

The Developer will be responsible for construction of a low nitrogen advanced septic system and for the wells and water supply serve the rental units

⁵ See Select Board Issue 3

The Developer will coordinate with the Town and its designated electrical engineering services provider to prepare a plan to provide adequate electric service to the site, including the rental units and the four homesite lots. The cost of bringing the electrical service to the site shall be apportioned between the rental units and the homesite lots.

V. Development Guidelines

The Town of Chilmark has established the following quality guidelines for development of the Site. Priority will be given to Responders who demonstrate the best ability to address these guidelines, as determined by the evaluation criteria in this RFP

A. General Design and Construction Guidelines

All structures must comply with any local applicable code, including “stretch code,” Massachusetts State Building Codes, Massachusetts Electrical Code, Massachusetts Plumbing and Heating Code, Massachusetts Fire Code, and Massachusetts Sanitary Code.

Modular, panelized construction, or traditional “stick-built” construction may be used, however, the design and materials must be in keeping with the character of the neighborhood and the Town.

B. Building and Unit Specifications

The ground floor living space in the rental units and walkways must meet ADA Accessible Standards (visitability). One- or two-units shall meet ADA Accessible Design Standards (liveable). The site plan must include enough off-street parking spaces (according to Town of Chilmark Zoning Bylaw).

C. Energy Efficiency and “Green” Construction

Proposals shall provide the most energy efficient residential development within the constraints of this development. Energy Star Standards shall be adhered to in all structures. The Town of Chilmark encourages design plans that maximize the energy efficiency and maintenance of the housing units, specifically “green” technologies, LEED construction or near Net Zero and Net Zero Building, including, but not limited to the addition of solar energy components, alternative energy components, and possibly fire suppression system.

D. Landscaping and Site Work

Proposals will include finish grade (considering appropriate and reasonable drainage techniques), lawn, shrubs and appropriate driveways. All landscaping shall consist of native, sustainable, low-water species for Dukes County, Proposals shall provide a landscape plan that includes a visual buffer area along the rental property site borders of at least 50 feet.

E. Readiness to Proceed and Timelines

The Developer shall demonstrate the ability to start on the project within a reasonable timeframe after executing the LDA. Start shall be evidenced by securing of a building permit. The ground lease will be executed after receipt of all building permits. Construction shall be completed, as evidenced by a Certificate of Occupancy, and the units shall be available to rent to eligible and qualified households no later than two years after building permits have been issued. Timelines may be extended by mutual agreement of the Developer and the Town of Chilmark.

F. Financial

The Developer shall be responsible for all costs associated with permitting, construction, and site development and landscaping. The Developer shall demonstrate the financial capacity to manage and complete the Project. The financial disclosures described in Section VII(4) shall be submitted as part of the proposal. Assistance shall be provided by the Town of Chilmark in the form of documentation for any grant applications or subsidies for which the Developer may choose to apply.

G. Land Disposition and Ground Lease

The Responder will enter into a Land Disposition Agreement (LDA) with the Town of Chilmark upon choosing of RFP Responder. When all necessary permits are in place and a certificate of occupancy is issued, the Developer and the Town of Chilmark will enter into a Ground Lease. See Attachment C for a sample Ground Lease. The Ground Lease fee will be as determined by the Awarding Authority but not less than the amount offered in the Responder's proposal. The maximum area to be ground leased will be the rental unit lot of approximately four acres as described in this RFP, with exact specifications to be agreed upon before the Ground Lease is executed.

VI. Evaluation Criteria

The Town of Chilmark will apply the following evaluation criteria to its evaluation of all proposals received by the deadline stated in this RFP.

A. Minimum Threshold Criteria

The proposal must meet the minimum threshold criteria in order to proceed through the review process. Proposals failing to comply with one or more of the minimum criteria stated below shall be disqualified from further consideration:

- Proposals must be complete and must conform to all submission requirements.
- Proposals must provide for development of the rental units in the configuration described. .
- Responder must certify compliance on all state and local taxes (see Attachment F).

B. Comparative Evaluation Criteria:

Responses meeting the minimum criteria will be judged on the following additional comparative evaluation criteria. The Town of Chilmark reserves the right to award the contract to the responsive and responsible proposal which best meets the Town's needs, considering qualifications, submittal quality, and evaluation criteria. The Select Board decision or judgment on these matters shall be final. The Town of Chilmark will use the comparative criterion for each rating area, and based upon these criteria, will assign an overall rating to each proposal. Each of the criteria may contain ratings of:

Unacceptable
Not Advantageous
Advantageous
Highly Advantageous

An "Unacceptable" rating in any one of the criteria may eliminate the proposal from further consideration.

1) Strength of Development Team

Applicants will be evaluated on the strength of the development team as evidenced by experience with similar projects. Experience evaluated will be primarily that of the organization's principal (executive director, chief executive officer, or similar position) and the individual designated to lead the Project (project manager or other similar position).

- Unacceptable: Either the organization's principal or the project manager has had no experience with similar projects within the last five (5) years.
- Not Advantageous: Either the organization's principal or the project manager have had experience with only one (1) similar project within the last five (5) years.
- Advantageous: Both the organization's principal and the project manager have had experience with two (2) or more similar projects within the last five (5) years.

- **Highly Advantageous:** Both the organization's principal and the project manager have had experience with three (3) or more similar projects within the last five (5) years.

2) Construction Experience

Applicants will be evaluated based on the demonstrated extent of the organization's construction experience with residential new construction of affordable rental and homeownership projects.

- **Unacceptable:** Applicant has no construction experience with residential new construction affordable rental projects.
- **Not Advantageous:** applicant has less than five (5) years of the above stated construction experience.
- **Advantageous:** Applicant has five (5) to eight (8) years of the above stated construction experience.
- **Highly Advantageous:** Applicant has more than eight (8) years of the above stated construction experience.

3) Financial Experience and Capacity

Applicants will be evaluated on the extent to which financial references verify financial capacity of applicant and the extent of their financial strength to support the most favorable terms from a construction lender.

- **Unacceptable:** Applicant has not demonstrated financial capacity by providing adequate documentation to allow reviewers to determine financial viability.
- **Not Advantageous:** Applicant has provided basic documentation regarding financial capacity however it is not clear that applicant has the financing or cash flow to adequately complete the project.
- **Advantageous:** Applicant has provided sufficient documentation to demonstrate financial viability and cash flow to complete the project.
- **Highly Advantageous:** Applicant has provided ample documentation to demonstrate financial viability and cash flow with a lending letter of interest naming this project.

4) Project Discussion and Cost Projections

Applicants will be evaluated on the extent of their project understanding, especially pertaining to the goals of creating quality affordable and community housing and a project design that is in keeping with the character of the Town, as evidenced by Applicant's Project Description and Project Proformas.

- **Unacceptable:** Proposal did not adequately convey Applicant's understanding of the project goals and approach to completing the project successfully.
- **Not Advantageous:** The Proposal indicates Applicant may understand the project goals, but the materials provided are not clear enough to make a determination. Applicant's

approach does not instill confidence in a plan to complete the project in a well thought out manner.

- Advantageous: The Proposal indicates Applicant will meet the project goals and show the Applicant's demonstrated understanding of the project and approach to the work required.
- Highly Advantageous: The Proposal clearly indicates Applicant's understanding of the project goals and ability to successfully meet these goals; shows the Applicant's demonstrated understanding of the project; Applicant's ability to bring leadership to the project and that their approach to the project demonstrates a creative and thorough process.

5) Project Discussion and Design Proposals

Applicants will be evaluated on the extent of their project understanding, especially pertaining to the goals of creating quality affordable housing that is harmonious with the existing architecture of the neighborhood and the Town of Chilmark, and meets the Goals and Guidelines in the RFP, as evidenced by Applicant's Project Description, including Preliminary Site Plans and Architectural Plans.

- Unacceptable: Proposal did not adequately convey Applicant's understanding of the project goals, and approach to designing the project successfully.
- Not Advantageous: The response indicates Applicant may understand the project goals, but the materials provided are not clear enough to make a determination. Applicant's approach does not instill confidence in a plan to design the project in a well thought-out manner.
- Advantageous: The Project Description provided indicate Applicant will meet the project goals and show the Applicant's demonstrated understanding of the project and approach to the design.
- Highly Advantageous: The Project Description provided clearly indicate Applicant's understanding of the project goals and ability to successfully meet these goals; shows the Applicant's demonstrated understanding of the project; Applicant's ability to bring leadership to the project and that their approach to the design demonstrates a creative and thorough process.

6) Readiness to Proceed

Applicants will be evaluated on their ability to begin the project in a timely manner as demonstrated by the Projected Development Schedule.

- Unacceptable: Applicant did not provide a Projected Development Schedule.
- Not Advantageous: Applicant has provided a Projected Development Schedule that documents the ability to secure all necessary permitting approvals and financing within twenty-four (24) months of the project award, and construction completion within thirty-six (36) months of project award.
- Advantageous: Applicant has provided a Projected Development Schedule that documents the ability to secure all necessary permitting approvals and financing within

nine (9) months of the project award, and construction completion within twenty-four (24) months of project award.

- Highly Advantageous: Applicant has provided a Projected Development Schedule that documents the ability to secure all necessary permitting approvals and financing within six (6) months of the project award, and construction completion within eighteen (18) months of project award.

7) Ability to Work with Local Government and Funding Sources

Applicants will be scored according to the extent of successful experience working with government-assisted programs and funding sources during the last five (5) years.

- Unacceptable: Applicant has no experience working with government assisted programs
- Not Advantageous Applicant with less than one (1) year successful experience working with government assistance programs.
- Advantageous: Applicant with one to five (5) years successful experience working with government assistance programs
- Highly Advantageous: Applicant with more than five (5) years of successful experience working with government assistance programs

8) Green Construction

Proposal will receive additional consideration for green construction as follows:

- Unacceptable: Proposal does not meet Energy Star standards
- Not Advantageous: Proposal adheres to Energy Star standards
- Advantageous: Proposal incorporates additional “green” construction elements that surpass Energy Star standards
- Highly Advantageous: Proposal incorporates Low Energy Emission Definition (LEED) certified construction

VII. Submission Requirements

Applicants must submit all of the following information:

- 1) Letter of Interest signed by all principals of the applicant organization.
- 2) Project Description
 - Project Narrative
 - Preliminary Site Plans and Architectural Plans (floor plans and elevations); 11” x 17” format.
 - Projected Development Schedule

- Description of the proposed housing units, affordability levels, and accessibility. Affordability levels shall be stated in terms of the Dukes County percentages of Median Family Income in Section III.A of this RFP.
- Information on the Development team (i.e., developer, key consultants, property manager, architect, contractor, attorney, etc.), including details on previous experience of members of the team and details on similar projects completed. If an entity other than the Developer will be the property manager, the Responder must explain how property management services will be secured.

3) Project Proformas

- a. Sources and Uses of Funds (Construction Budget)
- b. Predevelopment Budget

4) Financial and Developer Information

- a. Development Entity: The nature of the entity to enter into the LDA with the Town, and the borrower and guarantors of debt, if any. Proposals shall identify all principals, partners, co-venturers or sub-developers participating in the project, and the nature and share of participants' ownership in the project.
- b. Developer Financials: Most recent federal tax forms and audited financial statements
- c. Disclosure of any past, pending, or threatened legal or administrative actions that may relate to the conduct of the Proposer, its principals, or any affiliates.
- d. Letters of interest from lender(s) or other documentation of funding sources
- e. Equity: Evidence of developer's financial capacity to cover equity requirements
- f. References (no more than three), including the project name and location, year completed, name, title, and contact information
- g. List/description of other real estate owned
- h. Confirmation that no local, state, or federal taxes are due and outstanding for the development team or any entity participating in the team.

5) Additional Financial and Related Party Disclosures

- a. Please identify all parties not employed by your organization who will participate in the project design and its financing, including structuring, placement of debt or tax credits, or seeking grants from governmental bodies or private sources and briefly describe their roles.
- b. For each third party identified above, please provide the names of the principals who will be providing or overseeing their work in support of the project.
- c. Describe any fees that your organization or third parties identified in (a) would anticipate receiving for work on the project including project management, oversight, structuring, or financing; state the amount of such fees and the methodology by which they will be determined; include any fees that may be paid indirectly by deductions from loan or grant proceeds or the value of any tax credits or preferences.
- d. State whether your organization or any of its principal officers or any of the third parties identified in (1) above have:

- i) been the subject of legal or ethical complaints in connection with any real estate related or financial activities including breach of fiduciary duties;
 - ii) been a party to a bankruptcy proceeding related to real estate activities whether as an individual or as an officer or director of a corporation or partnership.
- 6) Forms and Certificates (Required from Responder)
- a. Certification of Tax Compliance (M.G.L. c. 62C, 49A) (Attachment D)
 - b. Disclosure of Beneficial Interests (M.G.L. c.7, 40J) (Attachment E)
 - c. Certificate of Non-Collusion (Attachment F)

VIII. Selection Process

All packages received by the deadline will be opened in public and logged in. All information contained in the proposals is public. The Select Board and its designees will review and evaluate all proposals that have been received by the submission deadline. Evaluation of the proposals will be based upon the information provided in the Proposer's submission in accordance with the selection criteria. Final award shall be by vote of the Select Board.

IX. Attachments

Attachment A: Maps, Site Information and Town Annual Meeting Vote

Attachment B: Sample Land Disposition Agreement

Attachment C: Sample Ground Lease (including Sample Management Agreement)

Attachment D: Certificate of Tax Compliance Form

Attachment E: Disclosure of Beneficial and Other Financial Interests Form

Attachment F: Certificate of Non-Collusion Form