

**Comprehensive Property Management Services  
Request for Proposals for the  
Harbor Hill Complex  
Town of Provincetown, Massachusetts  
October 2017**

The Town of Provincetown through its Provincetown Year Round Rental Housing Trust Board of Trustees [the Trust] is seeking proposals from qualified Property Management Companies for management services for the Harbor Hill residences at 3, 4, 8 Harbor Hill and 37 Bradford Street Extension as year round community rental housing including pre-acquisition assistance [estimated at January 2018], initial rent-up, and day-to-day management as described more fully in the Request for Proposals for the Harbor Hill Resident complex. Consistent with the Scope of Services, the selected firm will act as the sole and exclusive agent and primary contact with tenants on behalf of the Trust, to ensure the safe, efficient, continuous, and economical operation of the Buildings and Property. The Contractor is responsible for operating, managing, and maintaining the Buildings and Property, and for providing identified services.

Qualified persons or firms are requested to submit proposals to the Town Manager as the Chief Procurement Officer, Town of Provincetown, 260 Commercial Street, Provincetown, MA 02657 no later than Thursday, November 9, 2017 at 4:00 pm. Late proposals will not be considered and faxed proposals will not be accepted. Copies of the full Request for Proposals may be obtained at the Town's website <http://www.provincetown-ma.gov/> or from Michelle Jarusiewicz, Community Housing Specialist/Grant Administrator, Town Hall, 260 Commercial Street, Provincetown, MA 02657 or by calling (508) 487-7087, or by emailing [mjarusiewicz@provincetown-ma.gov](mailto:mjarusiewicz@provincetown-ma.gov). The Provincetown Year Round Rental Housing Trust Board of Trustees is the awarding authority and reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; to award contracts or to cancel this Request for Proposal if in the Town's best interest to do so.

A pre-proposal briefing will be held on Tuesday, October 31, 2017 at 2:00 pm at Town Hall located at 260 Commercial Street. All interested qualified proposers are encouraged to attend the briefing.

The Town of Provincetown is an affirmative action/equal opportunity employer.

The selected proposer shall be determined by the Town Manager and is subject to final approval by the Trust. Said Trust is expected to award a contract on or before **December 2017**. The Town of Provincetown reserves the right to withdraw the Request for Proposal; to reject any and all proposals; and to accept any proposal deemed to be in the best interest of the Town of Provincetown.

*David B. Panagore*  
Town Manager  
Chief Procurement Officer

The Provincetown Banner: October 19 & 26, 2017

The Central Register: October 18, 2017

Posted by the Town Clerk [www.provincetown-ma.gov](http://www.provincetown-ma.gov), 10/19/17 8:00 am dv