

CITY OF CAMBRIDGE
AFFORDABLE HOUSING OUTSIDE COUNSEL SERVICES

The City of Cambridge through its City Solicitor is seeking to retain outside counsel services of an attorney(s) with experience in affordable housing finance and lending, mortgage lending and conveyancing under the direction of the City Solicitor and working in conjunction with the Housing Division in the City's Community Development Department (CDD) to support the City's affordable housing programs. The attorney(s) will provide a range of legal services on-call, which may be project-based, program-based, or smaller, single assignments. Attorney(s) may work in one or more of the following areas, depending on their areas of practice and experience: affordable homeownership programs, housing preservation and development programs, inclusionary housing and incentive zoning. Attorney(s) will draft a wide range of documents, including: affordability restrictions, documents related to financial assistance for the development of affordable housing, inclusionary housing and incentive zoning restrictions, documents relating to the sale of affordable home ownership units, and funding commitment letters for the City's Affordable Housing Trust. Attorney(s) will handle real estate closings and all related tasks, such as title searches, preparing buyer and seller documents, holding funds in escrow, and recording documents at the Registry of Deeds.

If you are interested in providing these services, please submit the following to City Solicitor Nancy E. Glowa at nglowa@cambridgema.gov.

1. A cover letter, including a description of your qualifications and experience with affordable housing practice and a brief history of comparable experience of the attorney(s) who will be providing the requested services. Please include no less than three examples of recent projects that exemplify the types of projects described above, at least one of which should be for a public-sector client.
2. Billing rates of proposed team members.
3. A list of three references, including contact names and telephone numbers.

Please indicate in your cover letter whether you would like us to send you additional detailed information about the services we seek to be provided.