



March 2023

Request for Proposals

Parcel P-12C

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Table of Contents

01 Introductions & Instructions	6
1.1 Purpose	6
1.2 Instructions	7
1.2.1 Accessing the RFP and Addenda	7
1.2.2 Pre-Bid Event	8
1.2.4 Proposal Opening	9
1.2.5 Summary of RFP Dates & Deadlines	9
02 Property Details	11
2.1 Description	11
2.2 History	12
2.3 Access	12
2.3.1 Vehicular	12
2.3.2 Public Transportation	12
2.3.3 Pedestrian and Bicycle	13
2.4 Planning and Zoning Context	13
2.4.1 PLAN: Downtown	13
2.4.2 South Cove Urban Renewal Area	14
2.4.3 Building Height & FAR	14
2.4.4 Easements and Utilities	15
2.5 Title	15
03 Development, Design & Sustainability Guidelines	17
3.1 Development Objectives	17
3.2 Development Guidelines	17
3.2.1 Direct Abutters	17
3.2.2 Housing Affordability	17
3.2.3 Ground Floor Space	19
3.2.4 Transportation	19
3.2.5 Street Design	20
3.2.6 Pedestrian Connectivity	21
3.3 Urban Design Guidelines	21

3.3.1 Building Height and Massing	22
3.3.2 Contextual Architectural Design	22
3.3.3 Open Space/Public Realm/Public Art	24
3.3.4 Service Drive Easement Reconfiguration	25
3.4 Resiliency & Sustainability Guidelines	25
3.4.1 Greenhouse Gas Reduction	26
3.4.2 Higher Temperatures & Heat Events	26
3.4.3 More Intense Precipitation	26
3.4.4 Rising Sea Levels	27
3.4.5 Groundwater Conservation Overlay District	27
3.4.6. Sheltering in Place	28
3.4.7. Green Buildings	28
3.4.8. Property Development	28
04 Public Funding	29
4.1 Minimum Eligibility Requirements for MOH Funding	30
4.2 Additional Eligibility Requirements for Additional MOH Funding	31
4.3 MOH Funding Timeline Requirements	32
4.4 MOH Policies & General Requirements	32
4.4.1 General Compliance with MOH Policies	32
4.4.2 Design & Sustainability	32
4.4.3 Affirmative Marketing Program	32
4.4.4 Wages	32
4.4.5 Public Art	33
4.5 Submission Requirements for MOH Funding	33
4.5.1 Written Narrative	33
4.5.2 Additional Design Submissions	34
4.5.3 'One Stop Application' for Supplemental Budget Information	34
4.4.4 Required Forms	39
4.5 MOH Requirements Following Award of Funding	39
05 Minimum Submission Requirements	40
5.1 Development Submission	40
5.1.1 Introduction/Development Team	40
5.1.2 Development Concept	41
5.1.3 Boston Residents Jobs Policy	42

5.1.4 Diversity and Inclusion Plan	42
5.1.5 Additional Data	44
5.2 Design Submission	45
5.2.1 Design Narrative	45
5.2.2 Design Drawings	45
5.3 Resiliency & Sustainability Submission	46
5.4 Financial Submission	47
5.4.1 Financial Documents	47
5.4.2 Financial Submission Workbook	47
5.4.3 Financial Narrative	47
5.4.4 Ground Lease Price Proposal	48
5.4.5 Preliminary Market Study	49
5.4.6 Financing	49
5.4.7 Formation Documents (at BPDA's request)	49
5.5 Disclosures	49
5.6 Submission Checklist	50
06 Evaluation of Proposals	51
6.1 Description of Evaluation Process	51
6.1.1 Project Review Committee	52
6.1.2 Rule for Award	52
6.1.3 Minimum Threshold Requirements	52
6.2 Comparative Evaluation Criteria	53
6.2.1 Development Concept	53
6.2.2 Urban Design	54
6.2.3 Resiliency & Sustainability	55
6.2.4 Demonstration of the Ability to Execute the Project as Presented	55
6.2.5 Strength of Finance Plan	56
6.2.6 Diversity and Inclusion Plan	56
6.2.7 Interviews (at the BPDA's option)	57
07 Contract Terms & Conditions	59
7.1 Respondent Designation and Conveyance	59
7.2 Ground Lease Terms and Conditions	60
7.2.1 Condition of Premises	60
7.2.2 Footprint	61

7.2.3 Utilities	61
7.2.4 Fixed Rent	61
7.2.5 Transaction Rent	61
7.2.6 Taxes	61
7.2.7 Other Terms of Lease	61
7.2.8 Brokerage	62
7.3 Additional Terms and Conditions	62
7.3.1 Boston Resident Jobs Policy	62
7.3.2 Development Costs	62
7.3.3 Policies and Regulations	63
7.3.4 Signage During Construction	63
7.3.5 Compliance with City of Boston Eviction Prevention Efforts	63
7.3.6 Non-Binding	63
Appendix A: Information Resources	65
Appendix B: Required Forms	66
Appendix C: Additional Required Forms for MOH Funding	67

01

Introduction & Instructions

1.1 Purpose

The purpose of this Request for Proposals ("**RFP**") is to solicit proposals for the redevelopment and disposition of vacant land owned by the Boston Redevelopment Authority doing business as the Boston Planning & Development Agency ("the **BPDA**"). This land consists of approximately 29,153 square feet of vacant land in the South Cove Urban Renewal Area, Project No. Mass. R-92, Parcel P-12C, located at 290 Tremont Street (the "**Property**") in the Housing Priority Area of the Midtown Cultural Zoning District of Downtown Boston.

The Property, which comprises Assessors' Parcel Number 0305599030 and Assessors' Parcel Number 0305599010, is available for disposition through a long-term ground lease for redevelopment into a mixed-use building that shall include affordable housing units. Additional permissible uses include market-rate housing, non-profit, and/or commercial uses. Proposals will be subject to review and approval by the BPDA, the Mayor's Office of Housing ("**MOH**"), and the City of Boston (the "**City**"), including applicable planning and zoning controls, and the development objectives and guidelines described herein.

The BPDA has attempted to be as accurate as possible in this RFP but is not responsible for any unintentional errors herein. No statement in this RFP shall imply a guarantee or commitment on the part of the BPDA as to potential relief from state, federal, or local regulation. The BPDA reserves the right to cancel this RFP at any time until proposals are opened or reject all

proposals after the proposals are opened if it determines that it is in the best interest of the BPDA to do so. The BPDA reserves the right to waive any minor informalities.

1.2 Instructions

1.2.1 Accessing the RFP and Addenda

The RFP will be available for download beginning on [date] on the [BPDA Procurement Webpage](#).

All respondents (referred to herein as “**Respondents**,” each a “**Respondent**”) must register when downloading the RFP to ensure they receive any addendum. Requests for clarification or any questions about the RFP must be submitted by email to:

Emma Bird
Senior Real Estate Development Officer
Boston Planning & Development Agency (BPDA)
emma.bird@boston.gov

The BPDA will not respond to any requests for clarification or questions concerning the RFP received after [date]. With any request for clarification or question, Respondents must include their name, address, telephone number, and email address.

An addendum with questions and answers will be emailed to all Respondents on record and posted on the BPDA website no later than five business days prior to the RFP deadline. The BPDA will also communicate any updates, corrections, clarifications, or extensions to this RFP through an addendum emailed to all Respondents and posted to the BPDA website. It shall be the responsibility of Respondents to check the BPDA website regularly for any addenda.

Respondents are advised to view the Property by walking or driving by 290 Tremont Street.

1.2.2 Pre-Bid Event

The BPDA will host a virtual pre-bid conference where staff will take questions. All those planning to attend must register at the link below.

Event	Date and Time	Registration Link
Virtual Pre-Proposal Conference	[Date]	[Link]

There is a fee of five thousand dollars (\$5,000) (the “**Submission Fee**”) to submit the RFP; the Respondents should make the check payable to the Boston Redevelopment Authority. This required Submission Fee will be applied to the security deposit for the selected respondent (the “Selected Proponent”), and returned for all other Respondents.

The Respondent shall submit the Minimum Submission Requirements ([Section 5](#)) electronically on two flash drives placed in a sealed envelope with the Submission Fee check. One flash drive should include the financial information, and the other flash drive should include all remaining components required for the submission, as outlined below. If Respondents choose to apply for MOH Funding, they should submit a third flash drive with the submission materials to be considered for the funding.

Flash drive #1

- PDF file containing the Development Submission
- PDF file containing the Design Submission
- PDF file containing the Resiliency & Sustainability Submission
- PDF file containing the Disclosures
- PDF of the completed Submission Checklist

Flash drive #2

- PDF file containing the Financial Submission (excluding the financial workbook)
- Excel file containing the Financial Submission Workbook

Flash drive #3 (if the Respondent opts to apply for MOH Funding)

- PDF file containing the additional submission requirements (outlined in [Section 4.5](#)) to be considered for MOH Funding.

Proposals must be submitted in a sealed envelope and labeled “Parcel P-12C RFP Submission” no later than **[week day], [date]** at 12:00 pm (noon) (the “**Submission Deadline**”). The envelope should be addressed to:

Teresa Polhemus
 Executive Director/Secretary
 Boston Planning & Development Agency
 One City Hall, Ninth Floor
 Boston, Massachusetts 02201

No late proposals will be accepted. Any proposals received after the Submission Deadline will be rejected as non-responsive, and not considered for evaluation.

1.2.4 Proposal Opening

The opening of proposals received by the Submission Deadline will take place on **[date]** at 12:00 pm (the “**Proposal Opening Time**”). Proposals will be stored in a secure location until the Proposal Opening Time. The BPDA will hold a virtual proposal opening by live-streaming and recording the event.

Respondents can access the live-streamed RFP opening at the following link: **[link]**. Attendees must also register in advance of the event using such link. The video of the RFP opening will be posted on the BPDA website no later than 5 PM on **[opening date]**.

1.2.5 Summary of RFP Dates & Deadlines

Date	Event	Link / Zoom Info (if applicable)
[Date]	Available to download	Procurement Portal
[Date]	Virtual Pre-Proposal	[Link]

	Conference	
[Date]	PRC Applications are issued	[Link]
[Date]	Last date questions can be asked	n/a
[Date]	RFP due	n/a
[Date]	RFP Opening	[Link]

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02

Property Details

2.1 Description

The Property, with an area of approximately 29,153 square feet, is located on 290 Tremont Street, abutting an eight-story Tufts Medical Center parking garage to the north, the Doubletree Hotel to the south, and property owned by CJ Washington to the east. The BPDA currently utilizes the Property as a surface parking lot operated by ABM Industry Groups LLC doing business as ABM Parking Services (“**ABM**”). The Property is situated at the convergence point of several Boston neighborhoods, including Chinatown to the east, Bay Village to the west, and the Theater District to the north. The Property is also located proximate to the Tufts Medical Center, the YMCA, and the Josiah Quincy Elementary School and Boston Center for Youth and Families (“**BCYF**”) Quincy Community Center.



Aerial View of the Property.

2.2 History

The Property is a portion of a larger disposition parcel that was first occupied by Don Bosco Technical School under the auspices of the Salesian Fathers. In 1998, as a result of declining enrollment into the 1990s, the Salesian Fathers decided to close the school and offer the property for sale. The former school building was subsequently developed as the Doubletree Hotel, with the school's athletic facilities transformed into the Chinatown YMCA.

2.3 Access

The Property is easily accessible by all means of transportation – vehicles, pedestrians, public transportation, and bicycles. The Property is located on Tremont Street, within the block bound Tremont and Washington Streets, and Oak Street West and Stuart Streets.

2.3.1 Vehicular

The Property is located in an area of Downtown Boston with easy access to both Interstate 93 and the Massachusetts Turnpike, I-90.

2.3.2 Public Transportation

The Property is a short walk to both the MBTA Orange Line Tufts Medical Center and Chinatown stops. The MBTA Green Line Boylston stop, as well as multiple Silver Line stops are also proximate to the Property. MBTA Red Line and commuter rail service are also available within walking distance at South Station.



Existing Conditions at the Property.

2.3.3 Pedestrian and Bicycle

The Property is located in a highly walkable neighborhood with extensive bicycle infrastructure and is in close proximity to a wide range of goods, services, open space amenities, cultural resources, residences, and employment centers. The Property is within a short walk from the Bluebikes station located on Stuart Street at Charles Street South.

2.4 Planning and Zoning Context

For zoning purposes, the Property is situated within the General Area zoning sub-district as shown on Map 1A of the Boston Zoning Maps in the Midtown Cultural District and therefore is principally governed by the provisions of Article 38 of the [Boston Zoning Code](#) ("**Code**"). The Property is in the Housing Priority Area of the Midtown Cultural Zoning District, as well as within the Groundwater Conservation Overlay and Restricted Parking Districts.

The Code and maps can be found at www.bostonplans.org/zoning. Zoning relief may be required to achieve the requirements of this RFP.

2.4.1 PLAN: Downtown

The Property is located within the study area boundary of the ongoing BPDA neighborhood plan for Downtown and Chinatown, [PLAN: Downtown](#). Through an ongoing community process, the PLAN has identified on-site

affordability, ground floor activation, mobility, sustainability, and public realm improvement priorities for the site.

The proposed development should align with the building height and FAR recommendations developed by PLAN: Downtown so far and the PLAN's community goals and urban design guidelines, which are reflected in the Development, Design & Sustainability Guidelines ([Section 3](#)).

2.4.2 South Cove Urban Renewal Area

The Property is located in the South Cove Urban Renewal Area, Project No. Mass. R-92. It is subject to "U*" Designation, indicating an Urban Renewal Area overlay district, pursuant to Map Amendment No. 351, effective October 23, 1998 (see [Appendix A](#)).

Most recently, the BPDA Board acting under its power granted under Massachusetts General Laws, Chapter 121B, approved a Minor Modification (the "**Minor Modification**") to the South Cove Urban Renewal Plan on September 14, 2017. The Minor Modification permits land uses on the Property to include hotel and conference center uses, community uses, housing, commercial, local retail businesses and restaurant uses. The use, dimensional, parking, and loading requirements for the Proposed Project Site shall be set forth in an agreement with the BPDA.

2.4.3 Building Height & FAR

The Minor Modification limits the building height on the Property to 360 feet and the floor area ratio ("**FAR**") to 20.0. Likewise, PLAN: Downtown limits the building height on the property to the maximum building height limits established by the Federal Aviation Administration ("**FAA**"), as well as Massport, and is subject to FAA and Massport approval. While the PLAN does not limit the building floor area ratio ("**FAR**"), the building must align with the design guidelines outlined in the Development, Design & Sustainability Guidelines ([Section 3](#)). Under current zoning, the as-of-right building height is 250 feet and the FAR is 12.0.

Additionally, the building height must comply with the requirements concerning shadow impacts on the Boston Public Garden and the Boston

Common set forth in Chapter 362 of the Acts of 1990 ("[An Act Protecting Certain Public Commons](#)"), and Chapter 384 of the Acts of 1992 ("[An Act Protecting the Boston Public Garden](#)"), respectively, both as amended by Chapter 57 of the Acts of 2017 ("[An Act Protecting Sunlight and Promoting Economic Development in the City of Boston](#)").

2.4.4 Easements and Utilities

The Property is subject to the items referenced in the Confirmatory Deed dated March 24, 1999 ([Appendix A](#)), and recorded at the Suffolk Registry of Deeds at Book 23755, Page 101. In particular, the Property is subject to a "Service Drive Easement" as described in the Approval, Waiver, and First Amendment to Disposition Documents ([Appendix A](#)).

Further, the BPDA's preliminary research on the Property conditions indicates the presence of the following utility conflicts, including (i) an MBTA easement for the Orange Line to run under the Property, (ii) abandoned electrical lines, (iii) live electric service to 855 Washington Street, (iv) a sixteen (16) inch water main cutting through a corner of the Property, (v) gas service to 26-32 Oak Street, and (vi) old building foundations.

Respondents must take into account these easements when designing and situating a building on the Property.

The BPDA believes that a reconfiguration of the Service Drive Easement will be necessary to achieve the development guidelines for the Property. As such, the designated developer will be responsible for creating a plan to reconfigure the Service Drive Easement, for conducting due diligence, and for coordinating with all public utilities, public agencies, and private parties with a direct interest in the Property.

2.5 Title

Respondents are fully responsible for conducting their own title examination to ensure that the title to the Property is clear. To the best of the BPDA's knowledge, the BPDA is the owner of the Property and the title is not encumbered. However, the BPDA makes no representations or warranties as

to the accuracy of any title examinations it may have conducted and recommends that Respondents conduct their own title examinations. The BPDA further recommends that Respondents commission their own boundary surveys to determine the existence of any encroachments that could exist.

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03

Development, Design & Sustainability Guidelines

3.1 Development Objectives

The objective for the redevelopment of the Property is to create a dense, mixed-use infill development that prioritizes affordable housing and a vibrant streetscape environment at the ground level. This development is subject to [BPDA Development Review Guidelines](#), as well as the guidelines set forth below. If the Respondent is seeking funding from the Mayor's Office of Housing ("MOH"), the proposed development is additionally subject to MOH Policies, as outlined in [Section 4: Public Funding](#). All guidelines are reflective of the Parcel P-12C community engagement process and are set forth to ensure that submitted proposals are in alignment with community desires.

3.2 Development Guidelines

3.2.1 Direct Abutters

Development on the Property should seek to coordinate with direct abutters, to the extent possible, by consulting and communicating with them early on in the development process.

3.2.2 Housing Affordability

This development is a long-awaited opportunity to create a significant number of income-restricted units in an area that has experienced market-rate development pressures. Consistent with the goals identified in public

discussions with the community, at least sixty percent (60%) of all residential units must be income-restricted to a maximum of 80% Area Median Income (“**AMI**”) for rental units and/or 100% AMI for homeownership units.

In addition, residents highlighted a lack of larger units for families and multigenerational households in the neighborhood and a lack of affordable homeownership opportunities. As such, proposals must include income-restricted units of three or more bedrooms (“**Family-sized Units**”). Additional preference will be given to plans that maximize the number of Family-sized Units provided, and to those that include Family-sized Units for homeownership. Further consideration of the needs of families and multigenerational households in the building design and amenity spaces will be viewed favorably by the evaluation committee.

Community members have expressed a strong preference for projects that maximize affordability and include homeownership units, and preference will be given to proposals that include one or more of the following:

- A higher percentage of income-restricted housing, up to and including 100% of all units;
- For the income-restricted rental units: deeper levels of affordability, with a total number of units restricted for low-income (50% AMI) and extremely low-income (30% AMI) households that exceeds the minimum requirements for Funding by the Mayor’s Office of Housing (“**MOH**”) (see [Section 4.1: Minimum Eligibility Requirements for MOH Funding](#));
- For income-restricted homeownership units: deeper levels of affordability and/or a higher proportion of income-restricted units than the minimum requirements for Funding by MOH (see [Section 4.1: Minimum Eligibility Requirements for MOH Funding](#)).
- A higher percentage of family-sized housing units, and in particular a higher percentage of Family-sized Units for homeownership;
- A higher percentage of income-restricted homeownership units; and

- Affordability across multiple income levels (e.g. 30%, 50%, 60%, 80%, 100% of AMI), to meet the needs of different residents.

Income, rent, and sales price maximums are available on the [BPDA website in the Housing section](#).

The Selected Proponent will be responsible for securing the resources necessary to support rental and homeownership opportunities at the Property. As described in [Section 4: Public Funding](#), Respondents may apply to MOH for public funding to support the unit mix and affordability in the proposal.

Proposals that include units that are unrestricted and/or restricted at workforce housing levels (e.g. 120% AMI) will be considered if the inclusion of such units helps to enhance the public benefits of the proposal and/or can deliver a cross-subsidy for deeply-affordable housing. However, MOH Funding will not support these units and, at minimum, 60% of total housing units must be income-restricted according to the guidelines above.

3.2.3 Ground Floor Space

The Selected Proponent should seek out tenants that include area small businesses and providers of community and cultural uses. The ground floor spaces should seek to enliven the streetscape through local retail; commercial uses, including a grocery store; and/or civic programs.

3.2.4 Transportation

The City is seeking to reduce car dependency by right-sizing the parking supply, providing convenient access to Bluebikes and bike parking, offering a suite of transportation demand management strategies, improving pedestrian amenities, and encouraging public transportation use.

- **Parking.** While there is no minimum parking requirement for the Property, and the BPDA will consider a scenario without any additional parking for accessory uses, the development may include additional off-street parking if it complies with the [BTD Maximum Parking Ratios](#) of 0.35 spaces per rental unit and 0.5 spaces per homeownership unit.

A no-parking scenario is strongly preferred and parking to support off-site uses or the general public is strongly discouraged. Any structured parking should be designed to minimize impacts to the streetscape environment, and, ideally, designed for conversion to other uses in a less car-centric future.

- **Bicycling.** The proposed development should encourage bike and public transit use and must provide secure on-site bike storage for all users and residents, in compliance with the Boston Transportation Department's Bicycle Parking Guidelines. The Selected Proponent should expect to comply with the requirements for short- and long-term secure bike parking.
- **Bluebikes Station.** The Selected Proponents should also expect to provide space for a 15- or 19-dock Bluebikes station. The size of the station will depend on the programming and land use of the Property. The siting of this station will be decided upon through conversations between the Respondent, the BPDA, and Boston Transportation Department.
- **Transportation Demand Management.** The Selected Proponent must comply with the Boston Transportation Department's Transportation Demand Management Menu of Options. All efforts should be aligned with the goal to reduce car dependency and encourage and promote public transit and bicycle use.

3.2.5 Street Design

All streets must be designed and built to the Boston Public Works Design Standards, and consistent with Complete Street Guidelines. This will require additional dimension to build all elements of a Complete Street. Street design should also include considerations to encourage a successful street tree planting, including surface dimension for an ample furnishing zone, space below the sidewalk for a healthy root zone that can capture stormwater and store it for passive irrigation, and space above the sidewalk to create room for a mature tree canopy that shades and cools the public realm. Refer to the [Boston Urban Forest Plan](#) for guidance and details on City

goals for successful tree canopy design.

Safe street design is critical. Elements of the City of Boston Street Safety Toolkit are encouraged to be thoughtfully included in proposals, especially including high visibility crosswalks, curb extensions, and clear corners.

3.2.6 Pedestrian Connectivity

Pedestrian connectivity and a relationship with Nassau Street should be a design consideration for any future development on the Property. There is a pre-existing requirement that an accessible pedestrian through-connection be maintained from Tremont Street through to the parcel adjacent to Washington Street. Presently, that connection is maintained alongside the north side of the parcel next to the Tufts Medical parking facility. Design should consider safe street crossings on Tremont Street for how this accessible through-block connection ties into the existing street network. The crosswalk location should align with key connections in Elliot Norton Park and Nassau Street.

The Property represents a significant possibility to improve the character of this portion of Tremont Street, an area located at the crossroads of a dense downtown environment and the Bay Village neighborhood. At a minimum, streetscape design should reflect [BTD's Complete Streets Guidelines](#) and aspire to elevate the quality of the pedestrian sidewalk environment beyond what is there currently. In particular, the curb zone design should anticipate future mobility in an area dominated by public transit and pedestrians, while minimizing vehicular curb cuts.

3.3 Urban Design Guidelines

The following Urban Design Guidelines, developed in consultation with the community, are to inform Respondents about urban design expectations for the designs of their proposed development for the Property. Above all, the BPDA encourages development that prioritizes the public realm. This includes, but is not limited to, the design of the building on the ground level and its relation to the streetscape environment, the relationship of the building podium to adjacent buildings and nearby open space, and the shape

and design of a building tower that will contribute to Boston's skyline. Given the current gap in the urban fabric and the Property's current use as surface parking, there is an opportunity for redevelopment to have a positive impact on the neighborhood(s), from both building design and programming standpoints.

3.3.1 Building Height and Massing

Building height and massing should be thoughtfully designed to contribute to the surrounding multifaceted urban context in time, scale, and development characteristics. While taller heights should be concentrated closer to Tremont Street, heights should step down towards the rear of the site.

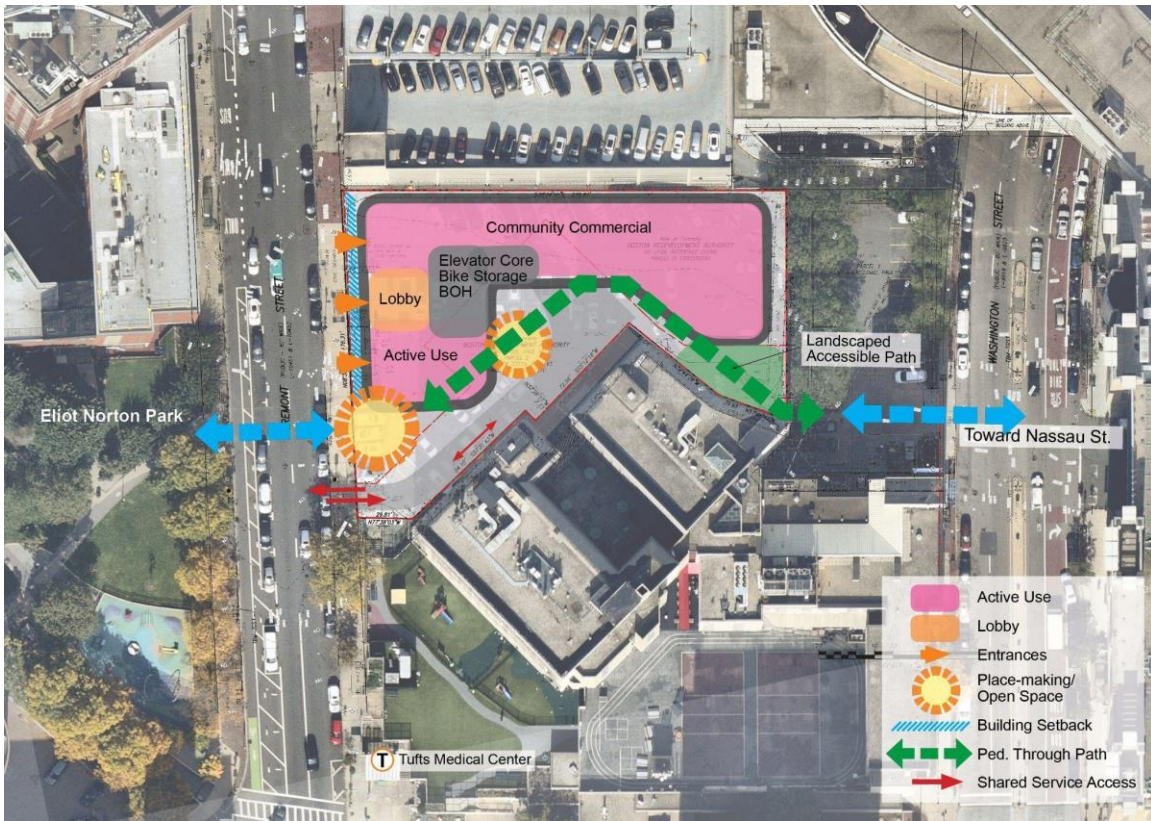
- Massing should be modulated and dynamic by employing a variety of setbacks and varying heights and carefully articulated to fit well into the surrounding context.
- When building massing is composed of a tower component on a lower podium base, podium height, and massing should be aligned with the adjacent Doubletree hotel building, extending a datum line to reinforce street wall conditions along Tremont Street.
- Taller massing should be slender and setback from the front edge of the podium to minimize visual and shadow impacts, allowing natural light down the street and into open spaces that are internal and external to the development.
- The design of massing and height should also attend to the view from the Bay Village neighborhood as a highly visible backdrop for Elliot Norton Park.
- Given the taller heights relative to the surrounding context, building massing should consider wind patterns at the surrounding pedestrian level, while a selected project will need to perform wind tunnel testing as part of the Article 80 Review process.

3.3.2 Contextual Architectural Design

Building design should contribute to the architectural identity of the

surrounding neighborhoods through careful consideration of appropriate, high-quality building materials and façade expression. To design an exterior façade style that will transcend time, Respondents should thoughtfully consider the historical, cultural, and physical context of the surrounding neighborhoods as well as recent building precedents.

- Architectural detailing (windows, doors, exterior cladding, masonry, etc.) must be contextual, compatible with other area buildings, attractive, and should be executed using materials of the highest quality. Materials usage should strive to ground the building in the present and convey stability into the future.
- Designs should express the distinction of retail, commercial, and other community uses at the ground level to activate the building frontage and help redefine the character of the neighborhood along Tremont Street.
- Buildings should be designed to reflect pedestrian paths and/or place-making opportunities and provide building porosity and a high percentage of transparency at the ground level for a continuous and engaging pedestrian experience along Tremont Street.
- Buildings should setback to create a high-quality streetscape design and public realm; building overhangs or cantilevers over public realm or open space are strongly discouraged.
- Disposal areas, accessory storage areas, or structures and dumpsters should be placed at the rear of the building(s) and must be appropriately screened from view.
- Prioritizing the public realm and its role to connect development on the Property to the fabric of the surrounding neighborhoods, the conceptual illustration below is to highlight the principal urban design components at the ground level to guide the site design approach for Respondents.



Site Design Concept

3.3.3 Open Space/Public Realm/Public Art

The quality of the public realm surrounding any new development plays a significant role in shaping the everyday experience of the neighborhood and providing an opportunity for new and existing users to convene. All exterior spaces must be well-maintained throughout the life of the project for the benefit of the neighborhood.

- Ground floor residential and community amenity spaces should be incorporated into the project program in some relative relationship to the number of anticipated building users. To the extent possible, these spaces should be co-located with aligned building uses (community rooms and residential amenity spaces).
- To accommodate the through-block pathway connection, space will be needed at the innermost edge of the parcel to create a sloped

walkway to mitigate the grade change (approximately 6') between the DoubleTree surface parking lot along Washington Street and the P-12C parcel.

- Development of the Property should take into account the existing Elliot Norton Park directly across Tremont Street. Respondents are encouraged to consider enhancements to Elliot Norton Park, including enhanced pedestrian connections to the park across and along Tremont Street, in addition to creating on-site open spaces and/or green spaces for building users.
- Usable rooftop open space or green space should also be included in the building program to provide amenities for the building users.
- Consider the addition or integration of public art to amplify efforts, particularly at the ground level, in creating a public realm (place-making).

3.3.4 Service Drive Easement Reconfiguration

Service needs of the DoubleTree Hotel are currently provided through an existing Service Drive Easement, the limits of which are shown in [Appendix A](#). The BPDA acknowledges that the Service Drive Easement may need to be reconfigured to accommodate a future development of Parcel P-12C. Respondents may propose a reconfiguration to the existing easement to accommodate their proposal as long as it provides adequate access to the DoubleTree Hotel. Careful consideration of access to all programs, including residential and any community commercial/amenity spaces, will be needed to ensure that they can all be accommodated and co-exist together.

3.4 Resiliency & Sustainability Guidelines

The proposed development should support the City of Boston's carbon-free, climate-resilient, and healthy community goals, as outlined in [Imagine Boston 2030](#), the [2019 Carbon Free Boston Report](#), the [Zero Emission Buildings Guidebook for Affordable Housing Projects](#), and [Article 37 Green Building and Climate Resiliency Guidelines](#).

The Respondents should be aware of the [City's climate change preparedness and citywide resilience initiatives](#), which guide the City of Boston's efforts to address climate change.

Respondents should include the following resilient building and site strategies to eliminate, reduce, and mitigate potential impacts:

3.4.1 Greenhouse Gas Reduction

The proposed development should exemplify the BPDA and City of Boston's goals by striving for zero carbon or positive energy performance. New buildings should be designed as low-energy structures with an enhanced envelope and efficient systems, including on-site renewable energy, and identify off-site renewable assets, credits, or certificates sufficient for achieving zero carbon emissions. Respondents should assess these strategies in a first and life cycle cost analysis.

3.4.2 Higher Temperatures & Heat Events

The proposed development should reduce heat exposure and heat retention in and around the building. Strategies should include the use of higher albedo building and paving materials and increased shade areas through landscaping, expanded tree canopy, and shade structures. Consider the inclusion of green roofs with plantings, especially for smaller sites that may include less open space.

The Property design should blend natural and hardscape elements to reduce ground surface temperatures and use the above-described elements to help enhance the public realm and buffer anthropogenic heat effects from adjacent roadways. Respondents should also consider the inclusion of a "cool wall" strategy for the proposed development or other building material-based strategies to reduce heat and glare, for example, LEED v4.1 Heat Island Mitigation and Cool Walls Pilot Credit.

3.4.3 More Intense Precipitation

The proposed development should integrate strategies to both mitigate the impact of stormwater flooding on the Property and reduce the Property's contribution to stormwater flooding in the neighborhood. Strategies should

focus on previous site materials, enhanced landscaping, and low-impact development measures to capture and infiltrate stormwater.

3.4.4 Rising Sea Levels

The proposed development should reduce risks of coastal and inland flooding by elevating the base floor, critical utilities, mechanical systems, and infrastructure to the appropriate BPDA Sea Level Rise-Design Flood Elevations (“**SLR-DFE**”). The proposed development should utilize floodproofing strategies and materials for any spaces below the SLR-DFE and relocate vulnerable uses to higher floors.

3.4.5 Groundwater Conservation Overlay District

The Property is located within the Groundwater Conservation Overlay District (“**GCOD**”). Compliance with the GCOD requires both the installation of a recharge system and a certification that the proposed development cannot cause a reduction in groundwater levels on the Property or on adjoining lots. If the proposed development consists of more than 100,000 square feet of floor area, it will be required to capture the first 1.25 inches of rainfall over the Property’s impervious area. If the proposed development consists of less than 100,000 square feet of floor area it will be required to capture the first 1.0 inch of rainfall over the Property’s impervious area.

The Respondent must provide the BPDA and the Boston Groundwater Trust (“**Trust**”) with 1.) An “Article 32 Compliance Only: Groundwater Storage & Recharge” approval letter from the Boston Water & Sewer Commission (“**BWSC**”) and 2.) A letter stamped by a professional engineer registered in Massachusetts that details how it will accomplish the GCOD requirement certification, for no reduction in groundwater levels on the Property or on adjoining lots. The certification, together with the drawings and specifications for the Respondent’s proposed rainwater infiltration system, shall be submitted by the Respondents and it shall state the substance of the facts and opinions upon which it is based and a summary of the grounds for each opinion. In this regard, the Respondents bear the specific burden of demonstrating that the proposed development will not result in a negative impact on groundwater levels within the Property or adjacent lots.

3.4.6. Sheltering in Place

The Respondents should provide for a cold/warm community room and essential systems to allow for extended sheltering in place and accommodation of local residents during extreme weather events or an extended disruption of utility services.

3.4.7. Green Buildings

Green buildings support a comprehensive approach to addressing the adverse impacts of the built environment and to promoting human health and the well-being of our communities. Accordingly, the proposed development is strongly encouraged to include the following items. Respondents should describe in their Resiliency & Sustainability Submission (see Section 5.3) how each consideration will be incorporated into the proposed development.

- USGBC LEED Platinum Certifiability. Achieve United States Green Building Council's ("**USGBC**") requirements for LEED Platinum Certifiability.
- Integrated Project Planning. Include a LEED Accredited Professional(s) with the appropriate specialty(ies) and, for residential uses, a LEED Home Rater. Respondents should describe the team's approach to integrated project planning, including the use of preliminary and whole-building energy modeling.

3.4.8. Property Development

Respondents should employ strategies to eliminate construction phase environmental impacts including off-site tracking of soils and construction debris.

04

Public Funding

Respondents may apply to MOH for public funding for income-restricted units proposed as part of a project that meets the eligibility requirements outlined below. Public funding available through MOH (hereinafter “**MOH Funding**”), may include, but is not limited to funding from the American Rescue Plan Act (“**ARPA**”). **If a Respondent opts to apply for MOH Funding, the Respondent’s proposal will also serve as its application for MOH Funding.**

This funding should be considered “gap” funding and all other reasonable funding sources should be pursued and maximized in preparing the proposal to MOH. MOH expects funding applicants to present reasonable, feasible financial models and subsidy requests.

MOH reserves the right to exceed the below project caps or source restrictions in order to ensure feasibility and maximize public benefit. MOH reserves the right to change the number of affordable units and other aspects of the development program outlined in this RFP depending on the needs of the development, provided that the rights of the funding applicants are not prejudiced.

For questions pertaining to requests for technical guidance and direction regarding the requirements for MOH Funding, please contact the following MOH Development Officer in writing:

Stephanie Silva, stephanie.silva2@boston.gov

Please note that the MOH Development Officer will only provide necessary background information and guidance; they will under no circumstances change the terms and conditions of this RFP or MOH Funding requirements.

4.1 Minimum Eligibility Requirements for MOH Funding

To be eligible for MOH Funding, Respondents must meet the Development, Design & Sustainability Guidelines of this RFP ([Section 3](#)), the MOH General Policies & Requirements ([Section 4.4](#)), and the following:

- **Homeownership:**
 - Income-restricted homeownership units for which Respondents request funding must not exceed 100% AMI.
 - At least 50% of total income-restricted homeownership units must be affordable to households at or below 80% AMI.
 - All income-restricted homeownership units shall have an affordability term of 30 years with a 20-year extension at the City's option.
- **Rental:**
 - Income-restricted rental units for which Respondents request funding must not exceed 80% AMI.
 - Projects that include ten (10) or more rental units total (income-restricted and/or unrestricted) must comply with [MOH's Homeless Set-Aside Policy](#). Among other requirements, this policy specifies that a minimum of 10% of all rental units must be set aside for homeless or formerly homeless households with an income no greater than thirty percent (30%) AMI.
 - At least 10% of the total rental housing units must be for low-income tenants not to exceed 50% of AMI. Homeless Set-Aside Units may not count toward this 10% minimum.
 - All income-restricted rental units must be subject to an affordable housing restriction requiring that they remain restricted at the established income limits for the term of the ground lease.

Projects proposing both rental and homeownership must comply with the

above requirements of both housing types.

4.2 Additional Eligibility Requirements for Additional MOH Funding

While requests for MOH Funding are typically capped at \$1.5 million per project, MOH recognizes the tremendous demand for more housing units at lower levels of affordability across the city and recognizes that several site-specific and project-specific factors may contribute to higher development costs at Parcel P-12C. Respondents applying for MOH Funding with proposed developments that include deeper affordability than MOH's minimum criteria for funding (outlined in [Section 4.1](#)) will be eligible to be considered for additional MOH Funding. Please note that MOH considers applications with (i) lower subsidy requests per unit, and/or (ii) deeper levels of affordability, more favorably.

To be eligible for additional funding, Respondents must meet the Development, Design & Sustainability Guidelines of this RFP ([Section 3](#)), the MOH Funding Minimum Requirements ([Section 4.1](#)), the MOH General Policies & Requirements ([Section 4.4](#)), and the following:

- For rental units, applicants must designate at least an additional 10% of all rental units for tenants with incomes no greater than 30% AMI. These 30% AMI units must be in addition to those required for minimum funding eligibility in [Section 4.1](#).
- For homeownership units, applicants must propose deeper levels of affordability than MOH's minimum requirements outlined in [Section 4.1](#), or a higher proportion of affordable units than the 60% minimum of overall income-restricted units.

Additional funding priorities can be found in the most recent, now expired, MOH Request for Proposals for Rental, Cooperative, and Homeownership Development ([MOH-CPA 2022 RFP](#)).

4.3 MOH Funding Timeline Requirements

MOH Funding available as a part of this RFP carries timeline obligations

specified as a part of ARPA. As such, these funds must be obligated by December 2024 and spent by December 2026. Respondents requesting MOH Funding must include a development schedule that clearly shows how the proposed development will meet these deadlines. If a proposed development necessitates State funding from the Massachusetts Department of Housing and Community Development (“**DHCD**”), the Selected Proponent must submit for the January 2024 DHCD funding round and indicate this deadline as a part of the proposed development schedule.

4.4 MOH Policies & General Requirements

All Respondents applying for MOH Funding must comply with the following:

4.4.1 General Compliance with MOH Policies

All applicants for MOH Funding are required to be in compliance with MOH policies: <https://www.boston.gov/departments/housing/policies>

4.4.2 Design & Sustainability

Respondents seeking MOH Funding are required to have proposals that comply with [MOH Design Standards](#) and to consult the standards in regard to site planning, unit layout, and other design requirements. The MOH Design Standards include specific requirements related to Zero Emissions Building, Green Building, and Sustainability principles. For additional information on the Design Review process for projects receiving MOH funding, see links to [Design Review](#), and [Design Review Checklists](#) on the [MOH Policies](#) webpage.

4.4.3 Affirmative Marketing Program

All housing developments utilizing City funds must comply with the [City's Affirmative Fair Housing Marketing](#) Program requirements, as specified in [MOH's Affirmative Fair Housing](#) policy.

4.4.4 Wages

If the Respondent seeking MOH Funding is a for-profit firm with 25 or more full-time employees or a non-profit firm with 100 or more employees, it will be required to make best efforts to adhere to the [Boston Jobs and Living](#)

[Wage Ordinance](#), and the provisions of the Promulgated Regulations, including the “First Source Hiring Agreement” provisions of said Ordinance, in order to be eligible for MOH Funding.

4.4.5 Public Art

Where applicable, Respondents must comply with the [MOH Public Art Policy](#), which governs both the installation and/or removal of public art.

4.5 Submission Requirements for MOH Funding

In response to this RFP, Respondents who opt to apply for MOH Funding shall include the following, in addition to the minimum submission requirements of the RFP (see [Section 5](#)).

4.5.1 Written Narrative

Indicate the Need for MOH Funding. Respondents shall include a narrative that indicates their decision to apply for MOH Funding and that clearly demonstrates the need for funding. Additionally, Respondents should demonstrate how the proposed development meets the eligibility criteria for MOH Funding ([Section 4.1](#)) and, if applicable, for Additional MOH Funding ([Section 4.2](#)). Note that Respondents are expected to balance requests for MOH Funding with support from other agencies and sources where appropriate.

Point(s) of Contact. Respondents applying for MOH Funding shall provide the name(s), phone number(s), and email address(es) of qualified representative(s) to serve as the point of contact to assist the MOH Development Officer, as needed, throughout the MOH Funding application review process and, if selected, the award and project development.

Demonstrate Ability to Meet ARPA Funding Deadlines. If applying for MOH Funding, Respondents must indicate dates relevant to achieving the ARPA funding deadlines noted in [Section 4.3: MOH Funding Timeline Requirements](#). In addition, Respondents should note key deadlines for state or other funding sources.

4.5.2 Additional Design Submissions

Zero Emissions Building Requirements. Respondents shall include a narrative and description of how the proposed development will meet the Zero Emissions Building requirements outlined in the [MOH Design Standards](#). Respondents shall note any incentives or sources of green funding.

MOH Design Review Checklist. Respondents shall include a completed [Design Review Checklist](#), along with all supplementary design documents outlined in this checklist.

4.5.3 'One Stop Application' for Supplemental Budget Information

Respondents applying for MOH Funding must include all budget information, outlined below, using the One-Stop Application format, which can be downloaded as an Excel document from www.mhic.com (in the site, select the "Resources" drop-down menu and then click "OneStop Application"). If the proposal includes a combination of unit types for different income categories, Respondents will be required to demonstrate in the required Financial Submission Workbook ([Appendix B: Required Forms](#)) how the costs associated with the development of the different income levels are covered by eligible sources. The budget must balance such that sources equal uses.

MOH has participated in the Commonwealth's working group to reduce development costs. As a result of this work, MOH has adopted streamlined and simplified Design Standards & Guidelines that should assist with cost containment. In addition, similar to MOH's existing cap on allowable developer fee, overhead, and consulting line items in a development budget, MOH has implemented limitations on certain other third-party costs, such as architectural and legal costs. These measures are being taken to meet the State's newly established per-unit cost limits.

The following information must be included in the relevant One Stop Exhibits, where appropriate, or provided on a separate sheet(s). Costs ineligible for certain funding sources must be broken out separately.

Acquisition. If applicable, explain how the acquisition cost was derived. All

debt obligations must be described in detail, particularly those that include a proposed restructure, or full or partial debt forgiveness. Please explain what parties and steps are involved in any proposed restructure, as well as the anticipated timeline for decision-making.

Construction. Respondents are required to provide a General Contractor estimate for hard costs at the time of application (Section 3 of the One Stop). Note who specifically prepared the cost estimates. Cost estimating must be within 30 days of the MOH application due. Costs must be broken down by building (if applicable). Commercial and Residential Sources and Uses must be clearly broken out within the One-Stop (if applicable). Income-Restricted and Market-Rate Residential Sources and Uses must be broken out within the One-Stop.

- **Property Work.** Base the cost of site work and grading on all foreseeable (known) site dimensions, topography, and visible ledge, including what is evidenced on the Property. Assume building site(s) will contain an old foundation(s) and fill debris when calculating site costs unless there is accurate historical information that indicates there were no previous structures on the Property. All such historical information must be included in the RFP submission.
- **Environmental Property Costs.** In the proposal, Respondents shall include sufficient funds to cover environmental remediation costs for typical urban sites (One Stop, Line 150). (The Environmental allowance and Hard Cost contingency should be combined on Line 165, but broken out in the Comments field.) The soft cost budget (Line 170) shall include sufficient funds to cover all expected and unforeseen environmental testing. Fundamentally, Respondents are responsible for typical urban site redevelopment costs, and these costs must be clearly itemized and carried in the hard and soft cost budgets.
- **Roads, Walks, and Utilities.** Include all fees and costs associated with street and sidewalk reconstruction. It is essential to consult with the Public Works Department to determine the required scope of work for all impacted sidewalks and streets, as well as for curb-cut and street-

opening permits. Costs of cutting and capping existing utility lines are also the responsibility of the developer.

- **Contingencies.** Contingencies are limited to the following in accordance with MOH policy: The hard cost contingency amount shall be 5% of construction costs for new construction projects.
- **Construction Waste Management.** Diverting as much waste from landfills as possible is an important green building and environmental protection goal and, increasingly, due to the escalation in tipping fees, a financially prudent strategy as well. The Selected Proponent’s development team should work with contractors to develop a construction waste management plan, and to identify end markets for construction waste and debris. While this strategy could involve higher trucking costs, tipping fees for mixed debris will be reduced.

Soft Costs

- **Architectural & Engineering.** MOH has implemented cost containment requirements that limit costs associated with this line item for developments seeking MOH funding assistance. The total amount of all architectural and engineering fees must not exceed the following:

Project Size	Percent of Estimated Construction Contract
1-35 units	6.8%
36-70 units	6.3%
71+ units	5.8%

This line item must cover all typical architectural services items, including all phases of design, plan development, and construction monitoring. This line item must include all trades subcontracted to the architectural firm and civil engineering expenses. Please provide information on how the architecture and engineering budget has been derived and what is included in the line item (i.e. does it include all necessary civil, MEP, structural, or other engineering) requirements.

- **Sustainability Consultant.** Sustainability consultants work to mitigate a building's environmental impact by incorporating sustainable solutions into the planning, design, construction, and operation of a building. As part of MOH's goal of moving to a net-zero carbon standard for new construction, MOH recognizes the growing need for this service. If sustainability consultants are being utilized, identify who (if known) will provide the services and how the budget was derived. Sustainability consultant fees need not be included when calculating the maximum allowable developer fee and overhead amount.
- **Survey and Permits.** If applicable, include an explanation of what costs are included in this budget item.
- **Construction Financing Interest.** Please provide information on how this line item was determined, including the interest rate used, the draw on the construction loan, terms, and other details needed to verify the proposed amount.
- **Financing Fees and Costs.** Bank letters of interest are required from all proposed lenders. Letters must include a term sheet that provides standard DSC requirements, fees, reserve requirements, terms, and amortization. Where terms are not available, the proposal must separately explain what assumptions were used, and how the specific line-item amounts were determined.
- **Other Financing.** Identify and break out the costs associated with the various lenders, including construction, permanent, subsidy, and other third-party fees. Explain how these costs were calculated.
- **Tax Credit Syndication Cost.** Must provide a strong letter of interest that includes the projected raise, and explains the associated costs included in the budget.
- **Legal.** Through Mass Docs, public lenders have worked diligently to reduce legal expenses and reviews associated with soft debt provided in affordable housing developments. In the City's continued effort to control costs, MOH is implementing limitations applicable to the

Borrower's legal expenses for proposals seeking MOH funding. The Borrower's legal budget should be sufficient to cover all phases of the development for the Borrower and should not exceed the current legal median cost of approximately \$150,000 for the development. Proposals must include a break-out of all legal expenses. The breakout budget should include amounts for the Mass Docs lenders, Lender Legal, and Borrower's Legal costs.

- **Construction Management.** Identify who (if known) will provide clerk and management services on behalf of the owner, and how this budget item was derived.
- **Consultant.** If a consultant or consultants (e.g., environmental, traffic, development) are being utilized, identify who they are and what services will be provided by each. Consultant fees are included in the calculation of the maximum fee and overhead for a development.
- **Carrying Costs.** Identify additional costs associated with the pre-development period, including pre-development loans/ interest, maintenance, insurance, and taxes. Confirm the time period that these costs support.
- **Soft Cost Contingency.** This line item should not exceed 2.5% of the total soft cost budget.
- **Furniture, Fixtures, and Equipment (FFE).** Developers must explain what costs are carried in this line item. City of Boston funds cannot pay to support this line item.

Developer Fee and Overhead. Confirm that the developer fee, overhead and consultant items in the budget reflect MOH policy.

Sources. For each permanent financing source, identify the reasonableness of the request based on program eligibility, limits, and/or per-unit caps. Sources must be clearly defined for residential and commercial.

Rebates. All projected rebates (e.g., Energy Star, utility, etc.) should be

itemized and included as a source of permanent funding in the One Stop.

Reserves. Identify the amount of operating or capital reserves that have been specifically required by either equity or debt lenders. Explain how these reserves were determined and sized.

Operating Budget. Identify anticipated operating expenses. For homeownership units provide a schedule of HOA/Condominium Association fees that complies with to cover these annual expenses. Refer to [MOH's Condominium Fees Policy](#) for requirements. For rental, provide a property management line item or similar.

4.4.4 Required Forms

In addition to all documents required by this RFP, Respondents requesting MOH Funding must complete and submit the forms outlined in [Appendix C](#).

4.5 MOH Requirements Following Award of Funding

Following the successful award of MOH Funding, the Selected Proponent shall submit a detailed predevelopment schedule to its assigned MOH Development Officer, and prepare and deliver a monthly status report against this schedule. The report should include a description of the work completed that month regarding, but not limited to, the following:

- Zoning Board of Appeal (ZBA) Application(s)
- Inspectional Services Department (ISD) Permit(s)
- Final Design Specifications
- Environmental Testing or Remediation
- Acquisition of Financing

The determination of whether the services were performed satisfactorily is at the sole discretion of MOH. Following the Award of Funding and prior to initiating work, the Selected Respondent shall confirm all scheduled project milestones with its assigned MOH Development Officer.

05

Minimum Submission Requirements

Proposals must include the Submission Requirements outlined in this section. These Submission Requirements must also be submitted per the instructions outlined in [Section 1](#) of this RFP. The omission of any of the required information may lead to a determination that the proposal is non-responsive. **As noted in [Section 4](#), there are additional eligibility requirements and submission requirements to be considered for MOH Funding.**

5.1 Development Submission

The Development Submission is an opportunity for the Respondents to convey how the proposed development will be a highly beneficial use of the Property that will be cost-effective, completed on time, and provide options superior to those currently available to the community. Respondents shall submit the following information for the Development Submission:

5.1.1 Introduction/Development Team

- **Letter of Interest:** Provide a letter of interest signed by the principal(s) of the Respondent. This letter should introduce the development team and organization structure, including the developer, attorney, architect, contractor, marketing agent/broker, management company, and any other consultants for the proposed development. For joint ventures, the Respondent shall provide a copy of the Partnership Agreement detailing the authority and participation of all parties. Include all contact information for team principals, including full addresses, phone numbers, and e-mail addresses.

- **Developer Qualifications, Experience, and References:** A narrative supported by relevant data regarding qualifications and experience with similar projects. Respondents must provide detailed descriptions of previous relevant work completed and the results or outcome of that work. Respondents shall also furnish three (3) current references including names, addresses, e-mail addresses, phone numbers, and principal contacts in which the Respondent has provided comparable services. Include resumes for key personnel of the development team, including lead designers. Please emphasize experience with mixed-use facilities and the team's design portfolio examples.
- If applicable, explain the relationship(s) between the Respondent and any third-party developers, subcontractors, or community partners that might influence the Respondent's development plan.
- Respondents shall provide a listing/description of any lawsuits brought against the Respondent or any principles of the Respondent in courts situated within the United States within the past five years.

5.1.2 Development Concept

- Describe the proposed development's uses and the total square footage of each use, along with a description of how the proposed uses and design will satisfy the Development Objectives ([Section 3.1](#)) and Development Guidelines ([Section 3.2](#)) of this RFP.
- Describe how the proposed development will benefit the surrounding community.
- Estimate the number of construction and permanent jobs that will be generated by the proposed development.
- Proposals must include a narrative of the community benefits supported by the development, including any benefits to the local community that are above those generated by the development itself.
- **Development Plan:**

- Describe how the development concept will be implemented. The description should include a detailed timeline that lists all pre-development tasks from the date of Tentative Designation by the BPDA through loan closing and construction commencement. It should also indicate the start and end dates for each pre-development task within a larger phasing plan for the timeline of implementation.
- Provide a summary of the plan for the operation of the proposed development upon development completion. Include the anticipated annual costs, as well as the planned sources of funding. For projects requesting MOH Funding, note that MOH requires developers of homeownership projects to establish a condominium association and sit on the board for as long as legally allowed to support the establishment of strong budgeting and operations practices on the part of the condominium board.
- Provide an outline of all required regulatory approvals and a projected timeline to obtain these approvals. Respondents should note the currently applicable zoning districts, overlays, and provisions that govern the development of the Property and discuss the type of zoning amendments or variances that are required for the proposed development, or indicate if the proposed development can be constructed “as-of-right” under existing zoning.

5.1.3 Boston Residents Jobs Policy

Proposals must describe the planned approach to meeting the goals outlined in the Boston Residents Jobs Policy (see [Appendix A](#)).

5.1.4 Diversity and Inclusion Plan

The City of Boston and the BPDA are strongly committed to ensuring that the disposition of BPDA properties provides opportunities for diversity and inclusion, wealth-creation, and workforce participation for businesses and

individuals who have historically been underrepresented in real estate development. The Respondent shall include a Diversity and Inclusion Plan that is specific, realistic, executable, and impactful. The Diversity and Inclusion Plan evaluation criterion shall comprise 25% of the BPDA's comparative evaluation of each proposal submitted.

- Respondents must submit a Diversity and Inclusion Plan which reflects the extent to which the Respondent plans to include significant and impactful economic participation, employment, and management roles by people of color, women, certified Minority-Owned Businesses (“**MBEs**”), and Women-Owned Business Enterprises (“**WBEs**”) (collectively referred to as “**M/WBEs**”) on this project.
- MBEs and WBEs must have received or have pending applications for certification under the State of Massachusetts Supplier Diversity Office or the City of Boston. Firms with pending certification may be included in a proposal on the condition that certification is granted by the start of work or the firm is replaced by a firm certified under the State of Massachusetts Supplier Diversity Office or the City of Boston. All replacements or substitutions must be approved by the BPDA.
- The Diversity and Inclusion Plan should include the following good-faith measures relating to M/WBE participation:
 - Providing information as to the M/WBE-owned firms participating in the development, the nature of their participation in the particular phase(s) of the development, and the extent to which such M/WBE involvement is committed as of the date of proposal submission. Where possible, Respondents should include detailed information on the M/WBE role, responsibility, and total contract value in the development.
 - The Respondent’s strategy for supplier diversity and M/WBE outreach, including its goals and its good faith efforts the Respondent may propose for M/WBE participation. Proposals should indicate what strategies will be pursued or are being

pursued to identify M/WBE participation, including outreach and identification activities to timely inform the M/WBE community of upcoming opportunities.

- Strategies that support sustainable capacity development in M/WBE firms, such as mentor-protégé relationships or joint ventures. These partnerships for capacity development should describe the impact of participating in this project on the M/WBE firm's future business growth and opportunities.
- The Respondent's strategy to support workforce training/capacity building for populations underrepresented in the construction trades as well as other fields of real estate development.
- A description of the development team's prior experience and track record undertaking similar programs at other locations including examples deployed on private property.
- The Diversity and Inclusion Plan should address all phases of development, including but not limited to:
 - pre-development (i.e., development entity, ownership, equity and debt investment, design, engineering, legal, and other consultants);
 - construction (i.e., general contractor, sub-contractor, trades, workers performing construction, suppliers, engineering, and other professional services); and
 - ongoing operations (i.e., building tenants, facilities management, contracted services).

5.1.5 Additional Data

Any other relevant information the Respondent believes is essential to the evaluation of the proposal (i.e., aesthetic designs, environmental

sustainability goals, property management plans, ideas for selection of subcontractors, methods of obtaining community engagement, etc.).

5.2 Design Submission

The Design Submission should include, but not be limited to, the following materials:

5.2.1 Design Narrative

- A written and graphic description explaining how the proposed design will meet the Development Objectives ([Section 3.1](#)) and Urban Design Guidelines ([Section 3.3](#)). These documents must describe and illustrate all program elements and the organization of these spaces within the building.
- A description and illustration of the bicycle parking, automobile parking, and transportation and circulation plan for the proposed development based on the Urban Design Guidelines ([Section 3.3](#)).
- A preliminary zoning analysis

5.2.2 Design Drawings

- A neighborhood plan (at an appropriate scale, e.g. 1" = 40') as well as a site plan (1" = 20') showing how the proposed design will fit within the immediate context of existing buildings and the larger context of the neighborhood. The purpose of the neighborhood plan is to illustrate how the project meets the Design Guidelines outlined in this RFP. Therefore, the proposed building(s), existing building footprints, lot lines, streets, street names, and any other relevant contextual information should be included in the neighborhood plan. The purpose of the site plan is to illustrate the building footprint and its placement on the site, the general building organization, open space, landscape elements, driveways, curb cuts, fencing, walkways, and streetscape improvements. The neighborhood plan and site plan should coordinate through the inclusion of renderings, perspective drawings, and aerial views of the project.

- Schematic floor plans (1/8" = 1'-0" scale) showing the basement, ground floor, upper floor(s), and roof, including room dimensions, square footage of rooms, overall building dimensions, and the gross square footage of the building.
- Building Elevations (1/8" = 1'-0" scale) showing all sides of the proposed building, architectural details, building height, and notations of proposed materials.
- Street elevations (at an appropriate scale, e.g. 1/8" = 1'-0") showing the relationships of the proposed building to the massing, building height, and architectural style of adjacent buildings. This street context drawing may combine drawings with photographs in any manner that clearly depicts the relationship of the new building to existing buildings.
- Perspective drawings drawn at eye level and aerial views that show the project in the context of the surrounding area.

5.3 Resiliency & Sustainability Submission

For the Resiliency & Sustainability Submission, the Respondent shall include a written and graphic description of how its proposed development will satisfy the Resiliency and Sustainability Guidelines ([Section 3.4](#)). This submission should include, but is not limited to the following:

- A narrative outlining the team's approach to integrated project design and delivery and key resilient development and green building strategies of the proposal;
- Zero Carbon Building Assessment including performance targets for energy use and carbon emissions (or Home Energy Rating System ("HERS") index score);
- Preliminary LEED Checklist; and
- Preliminary [Boston Climate Resiliency Checklist](#) reflecting proposed outcomes.

5.4 Financial Submission

The Financial Submission should include, but not be limited to the information listed below.

5.4.1 Financial Documents

- Financial Statements or Annual Reports for the three most recent fiscal years;
- Interim Financial Statements for Respondent (if applicable, most recent month ending within thirty days);
- Personal Financial Statement of principal owners of Respondent (upon request); and
- Financial Statements of any tenants, lessees, and occupants intended to occupy the premises (if applicable); and financing commitments or project-specific letters of interest from recognized funding sources.

5.4.2 Financial Submission Workbook

Using the template provided in [Appendix B](#), provide the following information in the Financial Submission Workbook:

- **Sheet 1:** Development Program
- **Sheet 2:** Development Cost Pro Forma. All costs identified must be supported by realistic funding sources and uses must equal sources.
- **Sheet 3:** Stabilized Operating Pro Forma
- **Sheet 4:** Fifteen-Year Operating Pro-Forma

5.4.3 Financial Narrative

In addition to the pro forma spreadsheets, proposals must include a narrative that describes the following:

- An implementation plan for the proposed development, including a development schedule with key milestone dates and the projected occupancy date. The development schedule should outline the

required regulatory approvals for the proposed development and the anticipated timing for obtaining such approvals;

- All contingencies, specifying whether for hard costs, soft costs or total costs, design or construction, financing or other critical components of the total project costs;
- Sources of debt and equity for the total project cost;
- All assumptions regarding financing terms on acquisitions, pre-development, construction, and permanent loans;
- Any other project-related expense not included in the above categories; and
- Calculation of total project costs.

5.4.4 Ground Lease Price Proposal

The Selected Respondent will enter into a 70-year ground lease with the BPDA. The full and fair market value of the Property, as determined through a valuation done by a professional appraiser licensed by the Commonwealth of Massachusetts, was determined to be **[\$XX.XX]** per square foot per year. To prepare a Development and Operating Pro Forma, Respondents should use this amount. While the BPDA expects a Ground Lease price offer of at least **[\$XX.XX]** per square gross foot of floor area per year, a lower price proposal will not be automatically rejected. A Respondent offering less than **[\$XX.XX]** per square gross foot of floor area per year shall provide with their price proposal a compelling and quantifiable narrative as to the merits and strengths of their proposal, while also setting forth the reasons as to why the proposal cannot meet the **[\$XX.XX]** per square foot of floor area per year price threshold.

Using the price proposal form included in [Appendix B](#), Respondents should clearly outline the financial offer to the BPDA by indicating the amount of their offer per gross square foot of the development constructed. This form must be signed by the authorized principal of the Respondent.

5.4.5 Preliminary Market Study

Respondents should submit a preliminary market study, which should use empirical market data and should demonstrate the feasibility of the proposed sale and/or lease rates of the project.

5.4.6 Financing

- **Developer Equity:** Respondents must demonstrate the availability of financial resources to fund working capital and equity requirements for the proposed project. Acceptable documentation includes current bank statements, brokerage statements, and/or audited financial statements; and
- **Financing Commitments:** Letters of interest and/or commitment from debt and equity sources for construction and permanent financing. Letters should include a term sheet that provides the Loan-To-Value ("**LTV**") and Debt Service Coverage ("**DSC**") requirements, fees, terms, amortization, etc.

5.4.7 Formation Documents (at BPDA's request)

Applicants may be required to provide formation documents at the BPDA's request, such as Articles of Incorporation; Certificate of Status/Good Standing; Certificate of Incorporation; By-laws; Certificate of Organization (LLC 1, or LLP 1 in some states, if applicable); Borrowing Resolution; Operating/Partnership Agreement (if LLC or LLP); and Certificate of Registration as a Foreign Entity (if applicable).

5.5 Disclosures

Respondents must submit the following forms, which are referred to as the "Disclosures" ([Appendix B](#)):

- Disclosure Statement for Transaction with a Public Agency Concerning Real Property
- BPDA & City of Boston Disclosure Statement
- Certificate of Tax, Employment Security, and Contract Compliance

- HUD Form 6004: Developer's Statement for Public Disclosure and Developer's Statement of Qualifications and Financial Responsibility (Only required for property in an Urban Renewal Area with a housing use)

5.6 Submission Checklist

Respondents must complete and submit the Submission Checklist ([Appendix B](#)).

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Evaluation of Proposals

6.1 Description of Evaluation Process

All proposals meeting the Minimum Threshold Requirements will be reviewed by BPDA staff, City staff, and members of the Project Review Committee (“**PRC**”) (together, the “**Evaluation Committee**”). Based on the Evaluation Committee’s review and analysis of the proposals per the information and materials required under this RFP, BPDA staff will recommend a Respondent to the BPDA Board for Tentative Designation. Tentative Designation will be recommended for the responsive and responsible Respondent who submits the most advantageous proposal, taking into consideration the comparative evaluation criteria outlined in [Section 6.2](#). If this RFP results in Tentative Designation, the BPDA Board will award Tentative Designation status to only one Respondent.

The Evaluation Committee reserves the right to seek clarifying information from Respondents in writing. If requested, clarifying information will be used only to further the Evaluation Committee’s understanding of the original proposal submitted. **Respondents will NOT be allowed to change the content of their submission after the submission deadline; proposals, including the price offer, must be best and final at the time of submission.**

As part of the comparative evaluation process, the BPDA further reserves the right to interview Respondents at a date and time to be scheduled and held virtually or at BPDA offices. Should a determination be made that interviews are necessary, the Evaluation Committee shall interview all Respondents

meeting Minimum Threshold Requirements outlined in [Section 6.1.3](#). Respondents will NOT be allowed to change the content of their submission after the submission deadline or, to the extent applicable, during the interview process.

6.1.1 Project Review Committee

The BPDA is committed to making sure that community feedback is part of the evaluation process. In addition to each respondent presenting their proposals as part of a public community meeting, the BPDA will be working to establish a PRC. The PRC will serve in an advisory capacity and provide a community perspective throughout the RFP review process. As part of the review process, members of the PRC will evaluate the proposals based on the criteria developed through the RFP process. The PRC will provide recommendations to BPDA and City staff, where they will work towards a consensus on the preferred Respondent.

The goal for the PRC is to craft a recommendation on which proposal should be granted Tentative Designation. Members of the PRC should expect to attend at least 5-7 meetings to discuss the proposals.

On [\[date\]](#), the BPDA will issue an application for interested Project Review Committee members.

6.1.2 Rule for Award

The most advantageous proposal from a responsive and responsible Respondent, taking into consideration all comparative evaluation criteria outlined in this RFP, shall be recommended to the BPDA Board for Tentative Designation.

6.1.3 Minimum Threshold Requirements

All proposals must meet the following minimum threshold criteria:

- Only proposals that are received by the date, time, and at the location indicated in [Section 1](#) of this RFP will be accepted.
- Proposals must include all documentation specified under Submission Requirements.

- Respondents shall have the necessary finances in place to pursue this project.
- Respondents must demonstrate that it has adequate insurance.
- Respondents shall comply with the Conflict of Interest Law.

6.2 Comparative Evaluation Criteria

Select BPDA and City staff (the “**Selection Committee**”) will use the following Comparative Evaluation Criteria to compare the merits of all qualifying proposals. For each evaluation criterion set forth below, the Selection Committee will assign a rating of Highly Advantageous, Advantageous, or Not Advantageous. The Selection Committee will then assign a composite rating of Highly Advantageous, Advantageous, or Not Advantageous for each proposal it evaluates. The composite rating will weigh the Diversity and Inclusion evaluation criterion at 25%. The other evaluation criteria comprising the remaining 75% will be weighted equally.

6.2.1 Development Concept

This Criterion is an evaluation of the Respondent’s development plan relative to the Development Objectives ([Section 3.1](#)) and Development Guidelines ([Section 3.2](#)). Proposals that better fulfill the Development Objectives and Guidelines and affordability requirements relative to other proposals will be considered to be more advantageous. Proposals that do not meet the objectives specified in the Development Objectives and Guidelines will be considered less advantageous. **To facilitate its evaluation of this criterion, the Selection Committee will seek community input in the form of a developer’s presentation with an opportunity for public comment.**

- Detailed, realistic proposals for the development of the Property that are fully consistent with and which successfully address all of the Development Objectives and Development Guidelines, including delivering affordable housing options that significantly exceed the affordability and unit type requirements outlined in the Development Objectives, will be ranked as **Highly Advantageous**.
- Realistic proposals for the development of the Property that are consistent with the Development Objectives and Development

- Guidelines but do not completely or satisfactorily address all issues identified in them, and deliver affordable housing options that meet the minimum affordability requirements outlined in the Development Objectives, will be ranked as **Advantageous**.
- Proposals for the development of the Property that are not consistent with the Development Objectives or Development Guidelines, and deliver affordable housing options that do not meet the affordability requirements outlined in the Development Objectives, will be ranked as **Not Advantageous**.

6.2.2 Urban Design

This Criterion is an evaluation of the Respondent's development plan relative to the Urban Design Guidelines outlined in [Section 3.3](#). Proposals that better fulfill the Urban Design Guidelines relative to other proposals will be considered to be more advantageous. Proposals that do not meet the objectives specified in the Urban Design Guidelines will be considered less advantageous. **To facilitate its evaluation of this criterion, the Selection Committee will seek community input in the form of a developer's presentation with an opportunity for public comment.**

- Proposals that are highly compatible with the Urban Design Guidelines of this RFP and fully address each subsection, provide more detail, and meet more of the identified objectives than other proposals will be ranked as **Highly Advantageous**.
- Proposals that are mostly compatible with the Urban Design Guidelines of this RFP and address each subsection), provide less detail, and meet fewer of the identified objectives than other proposals will be ranked as **Advantageous**.
- Proposals that are not compatible with the Urban Design Guidelines of this RFP and fully address each subsection provide little detail and meet fewer or none of the identified objectives than other proposals will be ranked as **Not Advantageous**.

6.2.3 Resiliency & Sustainability

This criterion is an evaluation of the extent to which the Respondent addresses the Resiliency and Sustainability Guidelines outlined in [Section 3.4](#). Proposals that better fulfill these objectives relative to other proposals will be considered to be more advantageous. Proposals that do not meet these objectives will be considered less advantageous. **To facilitate the evaluation of this criterion, BPDA will seek community input in the form of developer(s)' presentation(s) with an opportunity for public comment.**

- Proposals that meet and exceed all requirements outlined in the Resiliency and Sustainability Guidelines will be ranked as **Highly Advantageous**.
- Proposals that meet the Resiliency and Sustainability Guidelines, will be ranked as **Advantageous**.
- Proposals that address few subsections and do not meet the minimum Resiliency and Sustainability Guidelines, will be ranked as **Not Advantageous**.

6.2.4 Demonstration of the Ability to Execute the Project as Presented

The purpose of this criterion is to assess the extent to which proposals can demonstrate the organization and qualifications of the development team to deliver a quality project that can be developed as presented, based upon the team's professional credentials and experience completing projects similar to the one proposed. The criterion is also designed to evaluate the Respondent's ability to adhere to the proposed delivery schedule.

- Proposals that most thoroughly and most effectively address all of the above requirements compared with other proposals submitted will be ranked as **Highly Advantageous**.
- Proposals that address the above requirements, but do not address these requirements as effectively and thoroughly as other submitted proposals, will be ranked as **Advantageous**.
- Proposals that do not offer sufficient detail or do not address all of the above requirements, and/or do not demonstrate experience with

other projects similar to the one they propose, will be ranked as **Not Advantageous**.

6.2.5 Strength of Finance Plan

This criterion will evaluate the relative strength of the Respondent's equity, debt, and capital sources and the overall viability of the plan to finance the project. The Respondent's experience in financing projects of a similar complexity will also be taken into consideration.

- Proposals with Financial Submissions that provide a well-substantiated, viable financing plan and include development teams with experience in financing similar projects of a similar complexity will be ranked as **Highly Advantageous**.
- Proposals with Financial Submissions that provide a viable financing plan and include development teams with some experience in financing similar projects, will be ranked as **Advantageous**.
- Proposals with Financial Submissions that provide financing plans that are less feasible than other projects and include development teams that do not have experience financing similar projects; and/or do not meet the requirements described above will be ranked as **Not Advantageous**.

6.2.6 Diversity and Inclusion Plan

This criterion evaluates the comprehensiveness of the Respondent's Diversity and Inclusion Plan for creating increased opportunities for people of color, women, and M/WBEs to participate in the development of the Property, including specific strategies to achieve maximum participation by people of color, women, and M/WBEs in pre-development, construction, and operations. The Diversity and Inclusion Plan should be specific, realistic, and executable. **This criterion shall comprise 25% of the BPDA's comparative evaluation of each proposal submitted.**

- Proposals that provide a Diversity and Inclusion Plan for a project of the type proposed that includes all of the elements described above

and is clearly superior to that of all other proposals will be ranked as **Highly Advantageous**.

- Proposals that provide a Diversity and Inclusion Plan for a project of the type proposed that includes all of the elements described above and is similar or equal to other submitted proposals will be ranked as **Advantageous**.
- Proposals that do not provide a detailed Diversity and Inclusion Plan for a project of the type proposed, and/or it does not include the elements described above or propose a Diversity and Inclusion Plan that is inferior to other submitted proposals will be ranked as **Not Advantageous**.

6.2.7 Interviews (at the BPDA's option)

As part of the comparative evaluation process, the BPDA reserves the right to interview Respondents at a date and time to be scheduled and held at BPDA offices. Should a determination be made that interviews are necessary, the Evaluation Committee shall interview all Respondents meeting Minimum Threshold Requirements. If the Evaluation Committee chooses to hold interviews, the interviews will be one criterion within the comparative evaluation criteria matrix. The evaluation criteria for interviews are described below. **Respondents will NOT be allowed to change the content of their submission after the submission deadline or, to the extent applicable, during the interview process.**

- Interviews where the Respondent, compared with other Respondents, most thoroughly and most effectively addresses its ability to execute the project, the excellence of the design and program contributions of the development, the viability and competitiveness of their financial plan, and their realistic ability to implement a comprehensive diversity and inclusion plan will be ranked as **Highly Advantageous**.
- Interviews where the Respondent addresses in detail, but not as effectively or as thoroughly compared to other Respondents, its ability to execute the project, the excellence of the design and program contributions of the development, the viability and competitiveness of

their financial plan, and their realistic ability to implement a comprehensive diversity and inclusion plan will be ranked as **Advantageous**.

- Interviews in which the Respondent does not offer sufficient detail or does not address its ability to execute the project, the excellence of the design and program contributions of the development, the viability and competitiveness of the finance plan, and its realistic ability to implement a comprehensive diversity and inclusion plan will be ranked as **Not Advantageous**.

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Contract Terms & Conditions

7.1 Respondent Designation and Conveyance

Upon a satisfactory review of all proposals submitted to the BPDA pursuant to this RFP, as well as the completion of any subsequent applicable reviews resulting therefrom and relating thereto, BPDA staff will recommend Tentative Designation for the Respondent whose proposal best meets the objectives set forth herein. BPDA staff will request BPDA Board approval to award a Respondent Tentative Designation status. The Tentative Designation status of the Selected Respondent shall be for a nine-month period. During the Tentative Designation period, the Selected Respondent shall accomplish, among other things, the following to be considered for Final Designation status:

- Provide evidence of necessary financing and equity;
- Obtain approval of its development schedule including the submittal of development plans;
- BPDA Design Review;
- Article 37 Initial Filing Compliance;
- Completion of the Article 80 process with the BPDA;
- Issuance of all required building permits;
- Negotiated terms and conditions of a ground lease; and
- Application to the next (Winter 2023-2024) Massachusetts Department of Housing and Community Development (DHCD) funding round and receipt of all funding outlined in the One-Stop that was submitted to, and approved by, this RFP review committee.

Immediately upon receiving Tentative Designation status from the BPDA Board, the Selected Respondent shall pay to the BPDA a Seventy-Five Thousand Dollar (\$75,000.00) Tentative Designation fee which shall be applied to the purchase price. The Tentative Designation fee will be refundable only in the event that the BPDA Board does not approve the BPDA staff recommendation to award Final Designation status.

Final Designation will be granted upon the satisfactory completion of all required terms and conditions. The proposal will be subject to subsequent stages of BPDA development and design review, including Article 80. The Final Designation will be automatically rescinded without prejudice and without any further authorization or approvals by the BPDA's Board, if the Property has not been conveyed by a designated time frame established by the BPDA Board.

7.2 Ground Lease Terms and Conditions

The ground lease will require the Selected Respondent to be responsible for paying applicable taxes and fees as well as the fixed rent. All other material terms and conditions of the ground lease will be negotiated following the Tentative Designation of a Selected Respondent within the time period specified in the Tentative Designation Board Vote.

The following are additional terms of the lease:

7.2.1 Condition of Premises

The Selected Respondent acknowledges that it is familiar with the Property and agrees to accept it in "as-is" condition.

The Selected Respondent will be solely responsible to obtain all permits and approvals necessary to obtain a Certificate of Occupancy for the building. The Selected Respondent acknowledges that required upgrades include, but may not be limited to utilities and other essential base-building needs, such as electricity, sewer, sprinkler, and heating systems. Estimated costs for such improvements must be documented in the development pro forma. The

Selected Respondent will pay for the cost of any utility relocation not paid by a utility company.

The Selected Respondent will assume any and all liability for any environmental clean-up pursuant to Chapter 21E of the Massachusetts General Laws.

7.2.2 Footprint

Any proposed redevelopment plan must assume that any new construction must occur entirely within the footprint of the Property.

7.2.3 Utilities

The Selected Respondent shall make arrangements with the utility providers to separately meter and pay utility provider(s) directly, for required needs on-site, such as but not limited to electricity, gas, and water and sewer usage in the Property.

7.2.4 Fixed Rent

Fixed rent shall be NNN to BPDA. Three percent (3%) annual increases must be applied as a part of the ground lease within the financial workbook submission.

7.2.5 Transaction Rent

Shall be due to BPDA as additional rent in the following amounts and for the following capital events: a) two percent (2%) of the gross sale price for any sale or assignment of the Ground Lease; and b) two percent (2%) of any refinancing proceeds after paying any outstanding debt secured by a BPDA approved leasehold mortgage.

7.2.6 Taxes

Upon the lease commencement date, the Selected Respondent shall be responsible to pay all real property taxes, personal property taxes, and/or PILOT payments assessed or otherwise imposed upon the Property by the City of Boston in accordance with Chapter 59 of the Massachusetts General Laws.

7.2.7 Other Terms of Lease

The BPDA reserves the right to negotiate any other terms of the lease.

7.2.8 Brokerage

If the Selected Respondent is represented by a real estate broker, currently licensed in the Commonwealth of Massachusetts, the Selected Respondent is fully responsible for any brokerage commission. The BPDA will not pay a broker's fee to any individual or concern.

7.3 Additional Terms and Conditions

7.3.1 Boston Resident Jobs Policy

Construction on this redevelopment project must comply with the Boston Residents Jobs Policy. Compliance review includes an assessment of whether the project is meeting the following employment standards:

- At least fifty-one percent (51%) of the total work hours of journey people and fifty-one percent (51%) of the total work hours of apprentices in each trade must go to Boston residents;
- At least forty percent (40%) of the total work hours of journey people and forty percent (40%) of the total work hours of apprentices in each trade must go to people of color, and
- At least twelve percent (12%) of the total work hours of journey people and twelve percent (12%) of the total work hours of apprentices in each trade must go to women.

For more information on how to achieve compliance with the Boston Residents Jobs Policy, please see [Appendix B](#).

7.3.2 Development Costs

The preparation and submission of all proposals by any person, group, or organization are totally at the expense of such person, group, or organization. Respondents shall be responsible for any and all costs incurred in connection with the planning and development of the Property. The BPDA

and the City of Boston shall not be liable for any such costs nor shall be required to reimburse the Respondents for such costs.

7.3.3 Policies and Regulations

Development of the Property shall comply with the City of Boston's zoning and building regulations and procedures and any other applicable City and/or State code(s). The project will be assessed and taxed by the City of Boston under normal real estate taxation procedures pursuant to M.G.L. Chapter 59.

7.3.4 Signage During Construction

During the construction of the Property, the Selected Respondent shall provide and display, at their expense, appropriate signage as required by the BPDA. Such signage must be approved by the BPDA before installation. The Selected Respondent should also provide signage that describes the project, including the number of affordable units.

7.3.5 Compliance with City of Boston Eviction Prevention Efforts

Data collected from Boston Housing Court in 2015 indicates that at least 67% of evicted tenants were evicted from subsidized units. Because tenants that are evicted are often unable to secure alternate housing and also may be disqualified from future affordable housing opportunities, the City of Boston and BPDA are implementing eviction prevention strategies. The Selected Proponent developing affordable housing financed with MOH Funding will be required to submit data on the number of evictions and terminated tenancies that exist in their portfolio of property during the previous twelve-month period. The Selected Respondent may also be asked to submit an eviction prevention plan. If the information received from the Selected Respondent receiving MOH Funding funding indicates a significant presence of evictions or terminated tenancies, the award of these funds may be suspended.

7.3.6 Non-Binding

This RFP and all proposals accepted as a result are deemed non-binding in nature. The BPDA makes no representations or guarantees with respect to the redevelopment project selection process or awarding of development

rights. The BPDA reserves all rights including its right to cancel the RFP, cancel the selection process, or cancel subsequent lease negotiations at any time, with or without cause and at the BPDA's sole discretion. In such an event, the BPDA shall not be liable for costs or expenses incurred by Respondents or other interested parties relating to this RFP or any responses prepared in conjunction therewith.

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Appendix A: Information Resources

Respondents should consult the following web links for information to assist in proposal preparation.

- Property Maps ([link](#))
- Easement Plan ([link](#))
- Map Amendment No 351 ([link](#))
- Confirmatory Deed ([link](#))
- Approval, Waiver and First Amendment to Disposition Documents ([link](#))
- PLAN: Downtown ([link](#))
- Relevant zoning code ([link](#))
- BPDA Development Review information, including Article 80 and Article 37 ([link](#))
- Boston Residents Job Policy ([link](#))
- Resources for M/WBE Outreach
 - Builders of Color Coalition ([link](#))
 - Black Economic Council of Massachusetts ([link](#))
 - Massachusetts Minority Contractors Association ([link](#))
 - City of Boston Certified Business Directory ([link](#))
 - Commonwealth of Massachusetts Certified Business Directory ([link](#))

Appendix B: Required Forms

Respondents should complete and include the following documents in their submissions:

- Price Proposal ([link](#))
- Financial Submission Workbook ([link](#))
- Disclosures
 - HUD Form 6004: Developer's Statement for Public Disclosure and Developer's Statement of Qualifications and Financial Responsibility ([link](#))
 - Disclosure Statement for Transaction with a Public Agency Concerning Real Property ([link](#))
 - BPDA & City of Boston Disclosure Statement ([link](#))
 - Certificate of Tax, Employment Security, and Contract Compliance ([link](#))
- Submission Checklist ([link](#))

Appendix C: Additional Required Forms for MOH Funding

If the Respondent is applying for MOH Funding, as outlined in [Section 4: Public Funding](#), it must complete and submit the following forms in addition to the forms outlined in [Appendix B](#):

- MOH Design Review Checklist ([link](#))
- One-Stop Application format for submission of information outlined in [Section 4.4.3](#) (visit www.mhic.com, select the “Resources” drop-down menu, and then click “OneStop Application” to download the form as an Excel document).
- MOH Proposal Form ([link](#))
- MOH Project Summary Form ([link](#))
- Statement of Proposer’s Qualifications Form ([link](#))
- Construction Employment Statement Form ([link](#))
- City of Boston Property Affidavit Form ([link](#))
- MOH Affidavit of Eligibility Form ([link](#))
- MOH Conflict of Interest Affidavit Form ([link](#))
- MOH Chapter 803 Disclosure Statement Form ([link](#))
- City of Boston Notice to Beneficiaries: Requirements of the Boston Jobs and Living Wage Ordinance ([link](#), please review)
 - City of Boston Beneficiary Affidavit Form ([link](#))
 - City of Boston First Source Hiring Agreement: Beneficiaries of Assistance Form ([link](#))
- Equity and Inclusion Plan ([link](#))