



March 2017

# Request for Letters of Interest

# Activation of the

# Charlestown Navy

# Yard Waterfront

**Brian P. Golden**  
Director

**Timothy J. Burke**  
Chairman

**Carol Downs**  
Member

**Priscilla Rojas**  
Member

**Dr. Theodore C. Landsmark**  
Member

**Michael P. Monahan**  
Member

**Teresa Polhemus**  
Executive Director/Secretary

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One City Hall Square  
Boston, MA 02201

# Request for Letters of Interest

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## Activation of the Charlestown Navy Yard Waterfront & Water's Edge

The Boston Redevelopment Authority ("BRA") d/b/a the Boston Planning & Development Agency ("BPDA") is pleased to release this Request for Letters of Interest ("RFI") from qualified parties to contribute to the activation of the waterfront and water's edges of the Charlestown Navy Yard, specifically Dry Dock #2, the foot of Dry Dock #2, Dry Dock #2 Pump House, Pier 5, Shipways, Dry Dock #5, the water's edge, and adjacent watersheets.

### Request for Interest Availability

This RFI is available for download from the BPDA's website at <http://www.bostonplans.org/work-with-us/rfps-rfqs-bids/rfp-listing-page?id=126> beginning on Monday, March 27, 2017.

### Questions

Questions pertaining to this RFI should be directed to Erik Hokenson, Waterfront Planner, by phone at (617) 918-4267 or email at [erikk.hokenson@boston.gov](mailto:erikk.hokenson@boston.gov).

### Letter Submission Deadline

All responses, in the form of a letter of interest ("LOI"), must be returned no later than 12:00 PM on Friday, May 12, 2017.

Teresa Polhemus  
Executive Director/Secretary  
Boston Planning & Development Agency  
One City Hall Square, Room 910  
Boston, MA 02201-1007

with a copy sent to Erik Hokenson, Waterfront Planner, via email at [erikk.hokenson@boston.gov](mailto:erikk.hokenson@boston.gov).

Respondents should be aware that the BPDA may contact them as a result of their Letter of Interest to meet and discuss the concept proposed. The BPDA reserves the right to reject any responses received after the deadline.

# 01

## Background

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In 2007, the Boston Redevelopment Authority (BRA) d/b/a the Boston Planning & Development Agency (BPDA) completed the Waterfront Activation Network and Water-Dependent Use Management Plans for the Charlestown Navy Yard (CNY), which both augment the 1991 Municipal Harborpark Plan and the Charlestown Navy Yard Master Plan. Together, these plans promote and conceptualize a plan for the public's access to and enjoyment of the waterfront and watersheet and Navy Yard. Water-dependent uses, complemented by an open space network, are prioritized and mixed with recreational, residential, and commercial uses. Today, the Charlestown Navy Yard is an active hub of both historic and modern uses for residents, employees, and visitors. In addition to residential properties and a marina with more than 400 slips, it is also home to multiple restaurants, a section of the Freedom Trail, a National Historic Park, a terminal for the MBTA Charlestown-Downtown Boston ferry, offices of Massachusetts General Hospital, and the new Spaulding Rehabilitation Hospital. Historic preservation where possible has maintained the original form and character of the Navy Yard while public and private investment have revitalized the area. A cohesive public realm, including the waterfront Harborwalk, connects the Charlestown Navy Yard with both its past and the historic Charlestown neighborhood fabric. The area continues to transition from the past to present, creating opportunities for short- to mid-term improvements, including public amenities, programming, neighborhood enhancements, and more.

In the examination of and building upon the [Waterfront Activation Network](#) and [Water-Dependent Use Management](#) Plans for the Charlestown Navy Yard, the BPDA

is seeking Letters of Interest from interested, able, and ready proponents to contribute to the activation of the waterfront and water's edges of the Charlestown Navy Yard specifically Dry Dock #2, the foot of Dry Dock #2, Dry Dock #2 Pump House, Dry Dock #5, Pier 5, the docks at Harborview Point, the Harborwalk, and adjacent watersheets. The purpose of this RFI is to identify potential qualified parties to activate the Charlestown Navy Yard waterfront and water's edge. The BPDA is seeking temporary, seasonal, recurring, or permanent uses and programming that will activate the area and enhance the user's enjoyment of the Navy Yard and utilize the water's edges and watersheet. The BPDA is particularly interested in uses and programming that generate year-round interest and visitors, as well as educate the public about and enhance the resilience of the area to the impacts of climate change. The BPDA is also open to and interested in partnerships that will use or attract uses to many of the vacant ground-floor facilities along the Harborwalk of the Charlestown Navy Yard. Funding for certain activities, including without limitation, public art, permanent installations, and programming, may be available.

# 02

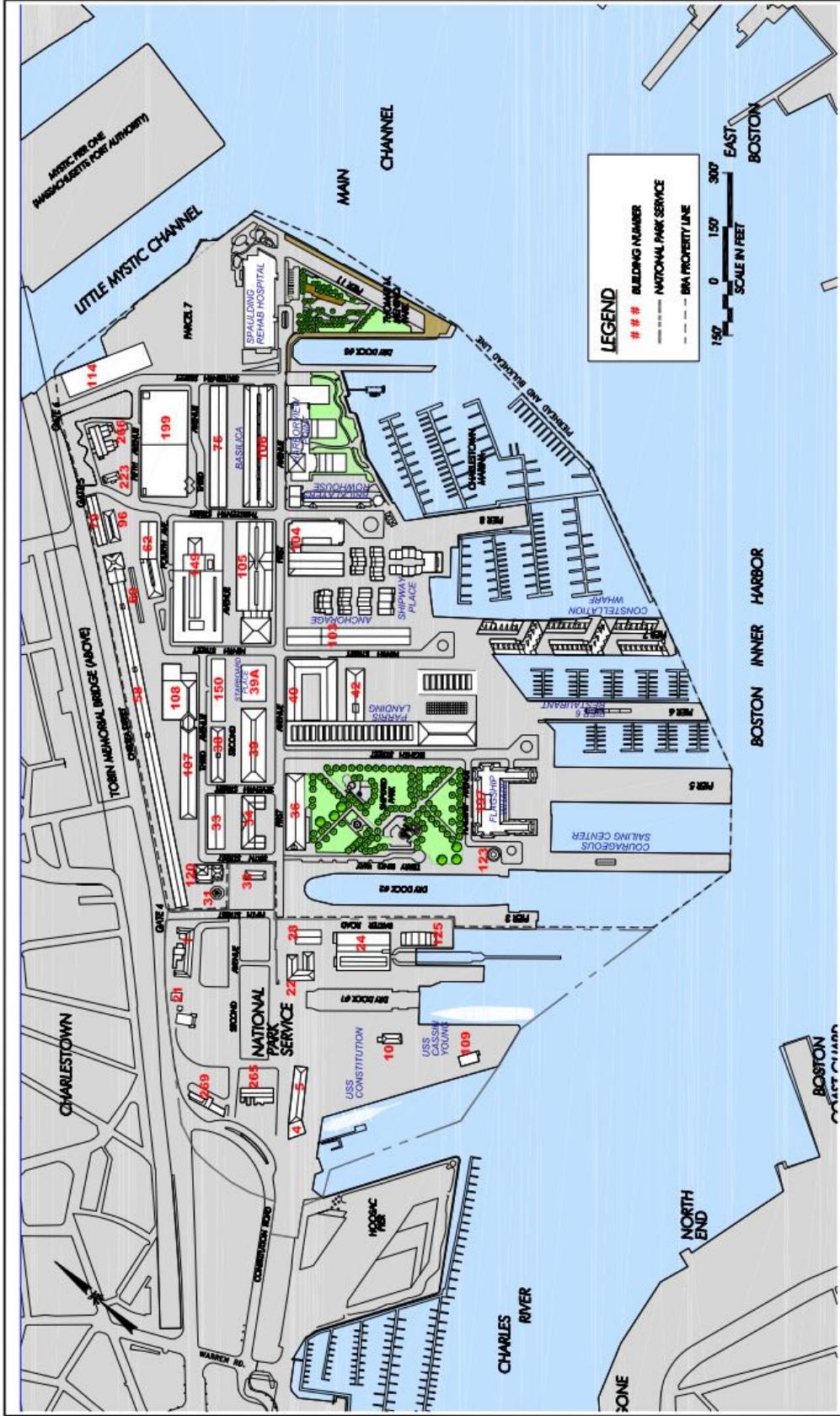
## Subject Area

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The Charlestown Navy Yard (CNY) is a 135-acre former Naval Base in the Charlestown neighborhood of Boston. The CNY is bounded by the USS Constitution National Historic Park to the south, Boston Harbor to the east, the Little Mystic Channel to the north, and Chelsea Street to the west. There are approximately three miles of Harborwalk along its waterfront and it lies less than one mile from the heart of downtown Boston, with direct access via bus and boat to the Financial District.

The existing site assessment is outdated, but will likely be updated in the near future, with a focus on the usability of Pier 5 for various activities and accessory structures. Additional details will be provided as they become available. Specific queries are welcome and best attempts will be made to answer them in the absence of a completed update to the site assessment.

Please see the site map on the following page and feel free to visit the Charlestown Navy Yard.



<p><b>BOSTON REDEVELOPMENT AUTHORITY</b></p> <p>Mayor Martin J. Walsh Director Brian Golden</p>	<p><b>CAPITAL CONSTRUCTION DEPARTMENT</b> 22 DRYDOCK AVENUE, SUITE 201, BOSTON, MA 02210 (617) 722-4300</p> <p>FILE NAME: DRAWING.DWG SCALE: NOT TO SCALE DATE: MAY 2014</p>	<p>LOCATION: CHARLESTOWN NAVY YARD, MASSACHUSETTS</p> <p>PROJECT NAME: GENERAL LOCATION PLAN</p>	<p>DATE: MAY 2014</p>
	<p><b>C-1</b></p> <p>SHEET 1 OF 1</p>		

# 03

## Potential Activation Activities

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The [Waterfront Activation Network Plan for the Charlestown Navy Yard](#) contemplates a variety of uses and programming that would activate the area and augment the public's access to and enjoyment of the waterfront. Potential activities, as identified in Waterfront Activation Network Plan's conceptual plan of "The Story Loops", which create thematic areas within the Navy Yard and provide choices for visitor and resident experiences, include:

- An outdoor maritime interactive park at the foot of Dry Dock #2;
- Protected water demonstration and learning center for public waterborne activities such as kayaking, sailing, and canoeing at Dry Dock #2;
- Visitor booth and concession stand at the Pump House of Dry Dock #2;
- Improvements to the Pier 4 and Flagship Wharf public plaza such as water transportation passenger or visitor amenities, lighting, signage, etc.;
- An outdoor interactive maritime park at the Parris Landing Harborwalk;
- Public art at the Shipways;
- Programming of the Harborview Point on Parcel 4 and use of the docks; and
- Docking for permanent and visiting vessels at Dry Dock #5, including historic- and marine-science-themed ships.



Complementing the concept of “The Story Loops”, is the three-mile section of Harborwalk within the Charlestown Navy Yard. Further activation of this critical connection to the rest of Boston and the history of the Boston Harbor cleanup is also suggested. Other potential uses previously contemplated include:

- Dining facilities;
- Art galleries or other establishments dedicated to public presentation of the fine arts;
- Educational, historical, or other cultural institutions open to the public;
- Interior spaces dedicated to the programming of community meetings, informational displays, special recreational events, or other public activities;
- Sports or physical fitness facilities open to the public;
- Open spaces, pedestrian walkways, or outdoor recreation facilities open to the public;
- Retail sales or service facilities;
- Marina berths for transient use; and
- Public/farmer’s markets.

In addition to these suggestions from past planning initiatives, **the BPDA is also interested in new ideas** that will further activate the Charlestown Navy Yard. Such uses should be consistent with the spirit of the Waterfront Activation Network Plan and the Public Waterfront Act (Massachusetts General Laws Chapter 91), meaning they should be accessible to the public and promote the public’s use of the waterfront and watershed. Placemaking on Pier 5 is of particular interest and funding from the BPDA to assist with implementing such activities may be available. Potential respondents should not limit themselves only to the ideas contemplated in this RFI. The following page includes examples how other waterfronts and public spaces – near and far – have been activated in the recent past.



Barge Pool?



Artificial Beach?



Outdoor Movies?



Public Art?



Lawn on Pier 5?

# 04

## Letters in Response to Request for Letters of Interest

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Responses to this RFI shall assist the BPDA in identifying qualified users for the activation of the Charlestown Navy Yard waterfront and water's edges. Responding to this RFI is entirely voluntary, and will in no way affect the consideration of any proposal submitted in any subsequent solicitation. This RFI is not a formal procurement process to select a user for the space; it is an informal solicitation to gauge interest from qualified users.

Parties interested in responding to this RFI shall do the following:

- Review this RFI in detail.
- Review the Municipal Harborpark Plan (1991), Waterfront Network Activation Plan of the Charlestown Navy Yard (2007) and the Water Dependent Use Management Plan (2007), provided as "Supplemental Materials" to this RFI.
- Provide a written response to the this RFI consisting of the Letter of Interest in accordance with the form attached hereto as Exhibit A and a Form of Application with the information set forth in Exhibit B, also attached hereto (collectively, a "Response").
- A Response shall be received to the BPDA by mail on or before 12:00 PM on Friday, May 12, 2017 to the following address:

Teresa Polhemus  
Executive Director/Secretary  
Boston Planning & Development Agency  
One City Hall Square, Room 910  
Boston, MA 02201-1007

with a copy sent to Erikk Hokenson, Waterfront Planner, via email at [erikk.hokenson@boston.gov](mailto:erikk.hokenson@boston.gov).

Additional information that may become available will be posted on the RFI's webpage: <http://www.bostonplans.org/work-with-us/rfps-rfqs-bids/rfp-listing-page?id=126>.

All responses to this RFI will be public record under the Commonwealth's Public Records Law, Massachusetts General Laws Chapter 66 s. 10, regardless of confidentiality notices set forth in such responses to the contrary. Respondents should be aware that the BPDA may contact them as a result of their Letter of Interest to meet and discuss the concept proposed. Additionally, respondents should be aware that they may be asked to present or provide materials for public input and consensus building.

The BPDA reserves the right to reject any submissions filed after the deadline and to select a respondent at any time during the selection process. The BPDA appreciates your interest in this exciting potential partnership and welcomes your comments.

# 05

## Review & Evaluation of Responses

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A key objective of this process is to encourage Responses that meet the spirit of the planning objectives for Charlestown Navy Yard to provide a vibrant and popular year-round public destination for a diverse demographic and of Chapter 91, the Massachusetts Public Waterfront Act, to promote and protect the public's access to and enjoyment of the waterfront.

The BPDA will review the Responses submitted to determine whether a potential activity meets these objectives with the following values as guides: the degree of activation of the waterfront and water's edge, benefit to the public, climate resilience, and/or public education, especially of local history or marine science; financial and logistical ability to manage the space (if applicable) and/or deliver relevant programs, services, and/or products.

It is the respondent's responsibility to provide as much information as possible. Responses will be evaluated based on the above values as well as their viability and a respondent's experience and qualifications.

Notwithstanding the foregoing, the BPDA reserves the right to pursue any, all, or no expression of interest at any time during the review process.

EXHIBIT A

LETTER OF INTEREST

[Letterhead of the Applicant]

< date >

To: Boston Planning & Development Agency

Re: RFI for the Activation of the Charlestown Navy Yard Waterfront & Water's Edge

Being duly authorized to represent and act on behalf of <name> (the "Applicant"), and having reviewed and fully understood all of the requirements and information provide, the undersigned hereby submits the attached Application and supporting materials and hereby applies for the opportunity to provide or submit a proposal for the activation of the Charlestown Navy Yard waterfront and water's edge as described in the RFI for the Activation of the Charlestown Navy Yard Waterfront and Water's Edge (the "RFI"). Capitalized terms used herein but not otherwise defined shall have the meanings ascribed to such terms in the RFI.

The BPDA is hereby authorized by the Applicant to conduct any inquiries and investigations to verify the statements, documents, and information submitted in connection with this Application, and to seek clarification from references and other third parties regarding any financial and experience issues.

If the BPDA has any questions regarding this Application, please contact the following individual(s):

<Name>  
<Title>  
<Address>  
<Telephone No,>  
<Email>

The undersigned confirms and warrants that there is no officer, director, partner, employee or spouse of any of the foregoing categories of individuals who is:

- (a) An elected official of the City of Boston or an employee of the City of Boston; or
- (b) Related to or has any business or family relationship with any elected official of the City of Boston or any employee of the City of Boston, such that there would be any

conflict of interest or any appearance of conflict of interest in the evaluation or consideration of this Application by the BPDA<.>

<except as set forth below:>

The undersigned declares that the statements made and the information provided in the duly completed Application are complete, true and correct in all respects.

<Name of Company>

By: \_\_\_\_\_

Name:

Title:

## EXHIBIT B

### FORM OF APPLICATION

The following format and questions are intended to help you structure your response and describe how your response meets these requirements.

#### 1.0 ORGANIZATION STRUCTURE

1.1 Please provide your organization's name (full legal name) and state of incorporation and your:

- Mailing address;
- Primary contact and title;
- Telephone;
- Fax;
- Email; and
- Website address (if available).

1.2 If your organization is a non-profit, please provide a copy of your organization's certificate of incorporation, a copy of your determination letter from the Internal Revenue Service, and if applicable, a copy of your organization's last Form PC filed with the Massachusetts Office of the Attorney General, Non-Profit Organizations/Public Charities Division.

#### 2.0 SUMMARY OF ACTIVITY

2.1 Please provide a description of your proposed activity for the activation of the Charlestown Navy Yard waterfront and water's edge.

2.2 Please detail how your proposal would achieve the goals detailed in the RFI, namely the activation of the Charlestown Navy Yard waterfront and water's edge. If applicable, please describe if and how your proposal:

- promotes the public's use of the waterfront and water's edge in accordance with M.G.L. Ch. 91;
- is consistent with the Waterfront Activation Network and/or Water-Dependent Use Management Plans for the Charlestown Navy Yard;
- activates the waterfront and water's edge temporarily, seasonally, on a recurring basis, or year-round;
- is complementary to the special public destination facility ("SPDF")-like destinations in the Charlestown Navy Yard, e.g. the USS, Constitution, USS Cassin Young, Courageous Sailing, Constitution Museum, etc.;
- educates the public about climate change and climate resilience, especially in the Charlestown Navy Yard; and



- promotes or enhances the climate resilience of the Charlestown Nay Yard.

Please be as descriptive as possible, providing images if beneficial.

### **3.0 FINANCIAL VIABILITY AND CAPABILITY**

3.1 Please provide evidence of the financial viability of your organization.

3.2 Please describe your plans to fund or contribute to the costs of your activity, funding sources, contingency plans, and insurance requirements. Parties interested in funding from the BPDA must provide detailed financial information, including, if applicable, sources and uses, a business plan, maintenance/management plans, etc.

### **4.0 ORGANIZATION PROGRAMMING AND SERVICE DELIVERY**

4.1 Please describe the programs and service delivery your organization provides including a summary of target user groups and the relationship of the proposed activity to your organization's program and services.

### **5.0 COLLABORATION OPPORTUNITIES**

5.1 If the Proposal would require, facilitate, or benefit from a partnership with another organization, the BPDA, or a department within the City of Boston, please explain.