



March 2023

Request for Proposals

Austin Street Parking Lots

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DRAFT

Public Notice for Language Access

English: Interpretation and translation services are available to you at no cost. If you need them, please contact us at natalie.deduck@boston.gov

Spanish: Tiene servicios de interpretación y traducción a su disposición sin costo alguno. Si los necesita, póngase en contacto con nosotros en el correo electrónico natalie.deduck@boston.gov.

Haitian Creole: Sèvis entèpretasyon ak tradiksyon disponib pou ou san sa pa koute w anyen. Si w bezwen yo, tanpri kontakte nou nan natalie.deduck@boston.gov.

Traditional Chinese: 我們可以向您提供口頭翻譯和書面翻譯服務，並不向您收取費用。如您需要，請與我們連絡，發電子郵件至natalie.deduck@boston.gov。

Vietnamese: Các dịch vụ thông dịch và biên dịch được cung cấp cho quý vị hoàn toàn miễn phí. Nếu quý vị cần những dịch vụ này, vui lòng liên lạc với chúng tôi theo địa chỉ natalie.deduck@boston.gov.

Simplified Chinese: 我们可以向您提供口头翻译和书面翻译服务，并不向您收取费用。如您需要，请与我们联系，发电子邮件至natalie.deduck@boston.gov。

Cape Verdean Creole: Nu ta ofere-se-bu sirvisus di interpretason y traduson di grasa. Si bu meste kes sirvisu la, kontata-nu pa email natalie.deduck@boston.gov.

Arabic: خدمات الترجمة الفورية والترجمة التحريرية متوفرة لك دون أي تكلفة. إذا كنت بحاجة إلى تلك الخدمات، يرجى الاتصال بنا عبر natalie.deduck@boston.gov

Russian: Услуги устного и письменного перевода предоставляются бесплатно. Если Вам они нужны, просьба связаться с нами по адресу электронной почты natalie.deduck@boston.gov.

Portuguese: Você tem à disposição serviços gratuitos de interpretação e tradução. Se precisar deles, fale conosco: natalie.deduck@boston.gov.

French: Les services d'interprétation et de traduction sont à votre disposition gratuitement. Si vous en avez besoin, veuillez nous contacter à natalie.deduck@boston.gov.

01

Introduction & Instructions

Purpose

The purpose of this Request for Proposals ("RFP") is to solicit proposals for the redevelopment and long term ground lease of the Austin Street Parking Lots owned by the Boston Redevelopment Authority ("BRA") doing business as the Boston Planning & Development Agency (the "BPDA"). The Austin Street Parking Lots includes Parcel P 15-b Parcel ID 0203964000 known as 0 Rutherford Ave, and Parcel ID 0203963050, known as 0 Austin Street (the "Property"). The Property is located in the neighborhood of Charlestown, Urban Renewal Area, Project No. Mass. R-55.

The BPDA seeks to convey the Property to allow mixed-use development that, in conformance with PLAN Charlestown, will bring a mix of housing, with an emphasis on affordability, to the Charlestown area along with community-driven ground floor activation and open space. Proposals will be subject to review and approval by the BPDA, the Mayor's Office of Housing, and the City of Boston, including a review of 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.

Instructions

Accessing the RFP and Addenda

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

Proponents 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:

Natalie Deduck
Real Estate Development Officer
Boston Planning & Development Agency (BPDA)
natalie.deduck@boston.gov

The BPDA will not respond to any requests for clarification or questions concerning the RFP received after **X**. With any request for clarification or question, proponents must include their name, address, telephone number, and email address. An addendum with questions and answers will be emailed to all prospective responders on record and posted on the BPDA website no later than five business days before the RFP deadline.

Proponents are advised to view the Property by walking or driving by the Austin Street parking lots at 0 Rutherford Ave and 0 Austin Street.

The BPDA will communicate any updates, corrections, clarifications, or extensions to this RFP through an addendum emailed to all prospective respondents posted to the BPDA website. It shall be the responsibility of proponents to check the BPDA website regularly for any addendum.

Pre-Bid Events

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 TBD	

Submissions

There is a fee of five thousand dollars (\$5,000) (the “Submission Fee”) to submit the RFP; the Proponent should make the check payable to the Boston Redevelopment Authority. This required Submission Fee will be applied to the security deposit for the Selected Proponent, and returned for all other Proponents. The Proponent shall submit the Minimum Submission Requirements (Section 4) electronically on two flash drives placed in a sealed envelope with the submission fee check. One flash drive should include the financial information, the other flash drive should include all remaining components required for the submission, such as:

Flash drive #1

- PDF file containing Development Submission
- PDF file containing Design & Sustainability Submission
- PDF file containing Disclosures
- PDF Submission checklist

Flash drive #2

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

Proposals must be delivered in a sealed envelope and labeled “Austin Street Parking Lots 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
address

No late proposals will be accepted. Any proposals received after the date and time specified in this RFP will be rejected as non-responsive, and not considered for evaluation.

Proposal Opening

The opening of proposals received by the deadline will take place on X (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.

Proponents can access the live-streamed RFP opening at the following link: X. 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 X.

Date	Event	Link / Zoom Info (if applicable)
TBD	Available to download	Procurement Portal
TBD	Virtual Pre-Proposal Conference	
TBD	PRC Applications are issued	
TBD	Last date questions can be asked	
TBD	RFP due	
TBD	RFP Opening	

02

Property Description

Site Description



Aerial photo of the Austin Street Parking Lots

The Property consists of two adjacent parking lots. Parcel P 15-b, includes Parcel ID 0203964000, known as 0 Rutherford Ave, at 122,018 square feet and Parcel ID 0203963050, known as 0 Austin Street, at 99,077 square feet. Both sites have been combined to create the Property. The Property is located between Rutherford Ave to the east, the I-93 Northern Expressway to the west, as well as the Gilmore Street Bridge to the north, and the Galvin Memorial Park to the south.

The Property is near other community amenities such as the Emmons Horrigan O'Neil Memorial Rink, the Bunker Hill Mall, and the Galvin Memorial Park. The Property is located a short walk away from Charlestown's retail corridor on Main Street, Cambridge Crossing, and the Paul Revere and North Point Parks. At the northeast corner of the Property is the Bunker Hill Community College T stop, providing efficient access to the greater Boston area.

History

The Austin Street Parking Lots consists of two large lots, located in the southwest section of Charlestown and bordered by Austin Street, New Rutherford Avenue, the Route-1 on-ramp, and Interstate-93. A portion of the roughly 261,000 square foot combined parcels were created by the 1845-1890 Cambridge-Charlestown landfills to be utilized as freight depots for the Boston & Maine and Fitchburg Railroads along either side of Front Street (discontinued). A portion of the Property was acquired by the Boston Redevelopment Authority from the Boston & Maine Railroad Corporation on February 27, 1968, to be redeveloped through the Charlestown Urban Renewal Plan. The Property is currently being used as a parking lot for the Bunker Hill Community College students and faculty, which is across from the Gilmore Bridge north of the parking lots.

Urban Renewal

The Urban Renewal Plan designated Parcel P 15-b, with Parcel ID 0203964000, known as 0 Rutherford Ave, and Parcel ID 0203963050, known

as 0 Austin Street, in The Charlestown Urban Renewal Plan Project No. Mass R-55 designated for 'Public Uses'. Any necessary changes regarding parcel uses located within *Section 602: Land Use & Building Requirements*, may undergo a Minor Modification to the Urban Renewal Plan (permitted by *Section 1201: Amendment* of said Plan) and adhere to the rules and regulations established by the City Council Urban Renewal Action Plan of 2016.

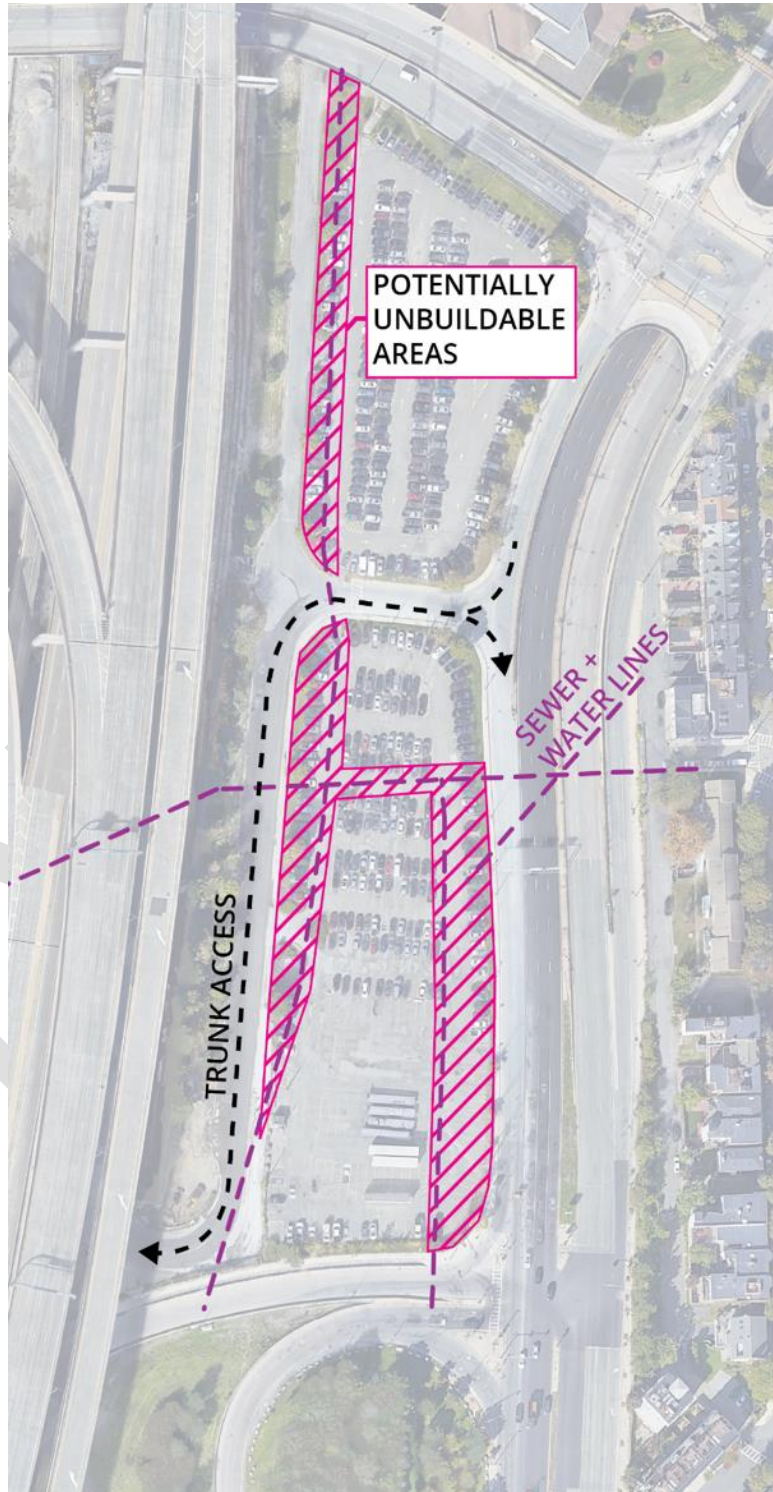
Existing Streets

The northwestern edge of the Property is along the Gilmore Bridge, which is at a higher elevation than the lots. The northeastern edge of Austin Street Parking Lot parcels is Rutherford Avenue, which is undergoing [a redesign effort](#), led by the Boston Transportation Department. To the southeast is a key walking trail that connects from Rutherford Ave, under I-93, towards the Northbank Bridge. Adjacent to this walking trail is an I-93 on ramp. To the southwest of the parcels, as well as existing between the parcels, are streets located on land owned by the Commonwealth of Massachusetts. These streets provide important access which must be maintained to Boston Sand & Gravel, which exists on the other side of I-93. Additionally, the street that runs parallel to I-93 provides an important connection below the Gilmore Bridge to the Bunker Hill Community College campus.

Underground Utilities

The southern parcel of the Austin Street Parking Lots, Parcel P 15-b Parcel ID 0203964000 known as 0 Rutherford Ave, includes several BWSC sewer and stormwater lines below grade. Additionally, running along the western edge of both parcels is a below-grade BWSC water main. These utilities are shown on the site surveys in Appendix A: Information Resources of this RFP. The utilities referenced herein are not an exclusive list of utilities and other easements, which may exist on the property, and Proponents are fully responsible for conducting their own title examination. It is unclear which of these utility lines can be moved or built over. There is potential to better

align the utility lines crossing the Property from west to east with the existing street, which passes between the parking lot parcels.



Austin Street Parking Lots Site Constraints

Planning and Zoning Context

The Property is a part of the Charlestown Zoning Map, as shown on Map 2E of the Boston Zoning Map, and is principally governed by Article 62 of the [Boston Zoning Code](#) ("Code").

For zoning purposes, the Property is situated within the Neighborhood Shopping zoning sub-district as shown on Map 2E of the Boston Zoning Maps in the Charlestown District.

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

All proposals related to The Property are required to be in conformance with [PLAN Charlestown](#), a neighborhood-wide planning initiative that intends to produce a framework to shape Charlestown's future, accommodating new, contextually appropriate growth along the Rutherford Avenue Corridor.

Please refer to the Development Objective section of this RFP for additional information.

Title

Proponents are fully responsible for conducting their 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 further than what is noted in this Request for Proposals. However, the BPDA makes no representations or warranties as to the accuracy of any title examinations it may have conducted and recommends that proponents conduct their own title examinations. The BPDA further recommends that proponents commission their own boundary surveys to determine the existence of any encroachments that could exist.

03

Development Objectives and Design Guidelines

Development Objectives

The BPDA seeks to redevelop the Property in a manner consistent with the following goals:

- Conformance with PLAN Charlestown
- Creation of Affordable Housing
- Ground Floor Activation
- Public/Open Space
- Healthy Development
- Arts and Culture
- Diversity and Inclusion

Conformance with PLAN: Charlestown

The Property is located within the [PLAN: Charlestown area](#). Proponents must incorporate the visions of these planning documents while capturing and addressing the current needs of the community outlined in the development guidelines. Some of the key goals for the Property outlined in PLAN: Charlestown's emerging recommendations include:

- Creation of housing for a range of income levels, with an emphasis on deeply affordable and workforce housing, as well as units with three or more bedrooms ("Family-sized Units").
- Creation of generous on-site public open spaces and a sports practice field.
- Strengthening the pedestrian and bike connection from Rutherford Ave to the North Bank Bridge at the southern end of the site.
- Strengthening the pedestrian and bike connection from the site to the Bunker Hill Community College Campus.
- Improving the public realm at the Austin Street and Rutherford Avenue intersection.
- Improving the sidewalks and public realm at all street edges around the project, in compliance with Boston Complete Streets Guidelines, including generous furnishing zones with street trees and protected bike lanes.
- Incorporating small-scale retail spaces to activate the ground floor and attract local businesses.
- Incorporating space for artists' uses, especially musician rehearsal space, potentially on the ground floor.
- Prioritizing the planting of trees and a high proportion of the permeable land area.
- Minimizing the parking included on the site, in favor of transit-oriented development.

As articulated in the planning documents, mindfulness regarding the mobility connections into and within Charlestown, parks and open space, climate

resiliency, affordable housing, as well as strategies to enhance the existing community and preserve its historic assets within the neighborhood is paramount. Neighborhood amenities such as retail, artist live/work space, community space, and sports uses are strongly favored. Amenities and programming associated with the Property should activate the area.

Affordable Housing

This development offers the opportunity to create a significant number of income-restricted units in an area that has experienced market-rate development pressures. As such, at least sixty percent (60%) of all residential units must be income-restricted to a maximum of 80% Area Median Income ("AMI") for rentals and/or 100% AMI for homeownership.

There also must be 100 deeply affordable replacement Project Based Vouchers ("PBV") units included in this project site from Boston Housing Authority ("BHA"). Restrictions include 50% AMI households and units will be rented at 30% of household aggregate gross income. Please see more in the following subsection Boston Housing Authority Project Based Vouchers.

Consistent with the goals identified in community discussions and surveys, proposals must provide affordability across multiple income levels (e.g. 30%, 40%, 50%, 60%, 80%, 100% of AMI, etc.). Additionally, community members have expressed an interest in both rental and homeownership units, with a preference for plans that maximize the number of homeownership of Family-sized Units. Further consideration of the needs of families in the building design and amenity spaces will be viewed favorably by the evaluation committee.

In addition, preference will be given to proposals that include one or more of the following:

- A higher percentage of income-restricted housing;
- For income-restricted rental units: deeper levels of affordability, with a total number of units restricted for low-income (50% of AMI) and extremely low-income (30% of AMI) households that exceed the

- minimum requirements for funding by the Mayor’s Office of Housing (“MOH”) (see Section 4);
- 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).
 - A higher percentage of family-sized housing units;
 - A higher percentage of homeownership units than rental units;

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

Community members expressed interest in proposals that also include units that are unrestricted and/or restricted at workforce housing levels (e.g., 120% of AMI). City subsidy will not support these units, but the evaluation team will consider these units favorably if this helps to enhance the public benefits of the proposal or can deliver a cross-subsidy to deeply-affordable housing.

The successful Proponent will be responsible for securing the resources necessary to support rental and home ownership opportunities at the Property. As described in *Section 4: Public Funding*, Proponents may apply for MOH funding to support the unit mix and affordability in the proposal. See Section 4 for additional affordability and eligibility requirements of proposals requesting MOH funding.

Boston Housing Authority Project-Based Vouchers

The successful Proponent will be required to apply to the Boston Housing Authority (BHA) through a separate RFP for Project-Based Voucher Section 8 Assistance (“PBVs”). Through their regular citywide RFP process, BHA makes available Section 8 PBVs that may be attached to eligible projects. The successful proposer for the Austin Street Parking Lots RFP must apply, after BPDA designation, to the BHA PBV RFP for 100 units for this project, and should reflect this intention in the financial and development portions of their proposal. A range of 1-4 bedroom PBV units will be required. The Project Based Assistance may be provided for an initial term of 20 years,

subject to the availability of adequate annual appropriations from HUD to the BHA. Eligible proposals must (1) receive a conditional award under this RFP and (2) meet all site selection standards as required under 24 C.F.R. 983.57.

Ground Floor Activation and Public/Open Space

The Property should be developed in a manner that benefits the greater Charlestown neighborhood by investing in the public realm, particularly through ground-floor activation on the site and the creation of open space open to the public. It was determined through the community process that proposals should prioritize uses such as neighborhood services, retail, restaurants, athletic uses, and community spaces within the ground floor activation. Retail spaces should be included in a range of sizes and affordability to allow for local businesses to be included.

Rentable and affordable music rehearsal, dance studios, and makerspaces are a priority for the neighborhood and may be incorporated on the ground floor or upper floors of proposals, with consideration to limiting sound transmission. Please see the Arts and Culture section, below, for more information.

Proponents must demonstrate how the proposed mix of uses will contribute to the community's goals of activating Rutherford Avenue with permanent and programmatic uses for the residents of Charlestown and the City of Boston.

Open space open to the public can provide a place for communal activity. The community has voiced that a sports field should be located on this site to accommodate soccer and lacrosse practices. Proposals should strive to include four practice spaces, each approximately 90'x90'. While these two specific uses have been repeatedly shared, we encourage each development team to consider the greatest amount of uses that could be incorporated into this space for the community's uses. Consideration should be given to the siting of all open space on the parcels, especially sports fields, in a way to

minimize exposure to air pollution from I-93. One mitigation strategy that could be considered would be to enclose the sports field. Alternatively, respondents may propose land swaps to develop sports practice fields in other areas of the neighborhood with less exposure to I-93.

'Green Corridors', or public paths and sidewalks lined with open space are a priority on the site, to provide access between the North Bank Bridge, the underpass to Bunker Hill Community College, and the Austin Street/Rutherford Intersection. See the open space and public realm section of the Design Guidelines, below, for more information.

Healthy Development

People living near heavy traffic, including highways and busy roadways, experience significantly higher adverse cardiovascular, pulmonary, and other health outcomes if corrective measures are not incorporated into building design. Developers and owners of housing units are expected to retain the professionals necessary that can incorporate preventive design and building measures of their choosing to reduce indoor ultrafine particle levels by $\geq 80\%$ relative to outdoor ultrafine particle levels. More specific information regarding design can be found in the Resilient Development and Green Building section of the Design Guidelines under the Healthy Development bullet point. **The City of Boston and the Charlestown community are committed to controlling and monitoring air pollutants on this site. As a result, this topic has been elevated to be an individual criterion within the evaluation.**

The successful Proponent must hire a consultant to evaluate the air pollution before construction. The successful Proponent must also monitor indoor and outdoor air particles and provide the results to the BPDA. Proponents should include low-cost sensors in and around the Property that will be able to continuously monitor particle levels internally and externally.

In addition to installation, the Proponent should create a monitoring and maintenance plan as a part of their submission to submit ongoing, reliable data collection from the sensors.

Arts and Culture

Charlestown is currently home to a mix of spaces where creative work is made (including music rehearsal, studios, and light industrial making) as well as historic sites and cultural presenting spaces (including public art and theater). Arts production uses have typically been located in industrial buildings and/or waterfront sites. These uses are vulnerable to displacement and are not always visible or accessible.

The development of the Property provides an opportunity to contribute to contemporary art needs and secure space for creative sector work in the neighborhood. The scale of the Property as well as the level of transit accessibility mean that it is well-positioned to serve Boston's artists and creative workers.

This Property presents an opportunity to create bold new public art projects. Any public art proposed must be included in the project budget, including resources to manage and maintain public art projects. Proponents should anticipate working with the Mayor's Office of Arts and Culture to establish design review, ownership, and maintenance responsibilities. Proponents will be expected to engage with the Boston Art Commission as public art projects here will be sited on public land.

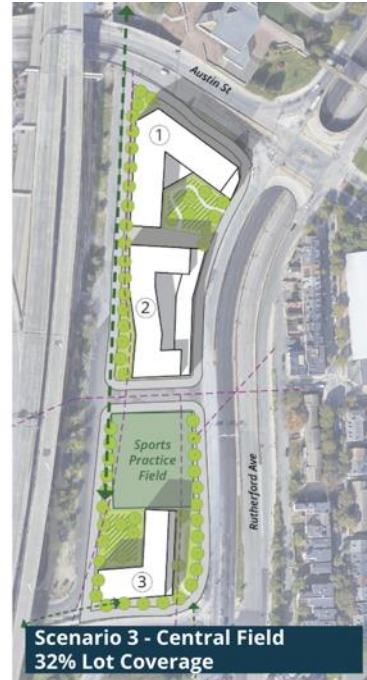
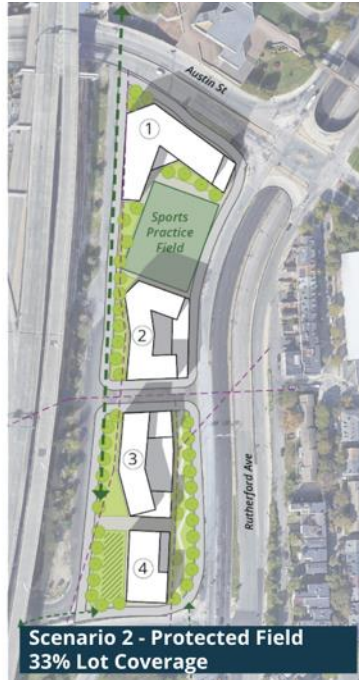
The Property presents an opportunity to reimagine Arts & Cultural Investments in the neighborhood. Preference will be given to proposals that support the current cultural space needs of the neighborhood by including uses such as artist live/work, dance studios, music rehearsal and recording spaces, and makerspaces. The Mayor's Office of Arts and Culture has specifically identified, based on the threat of displacement, music rehearsal space as an urgent need within both Charlestown and city-wide.

Design Guidelines

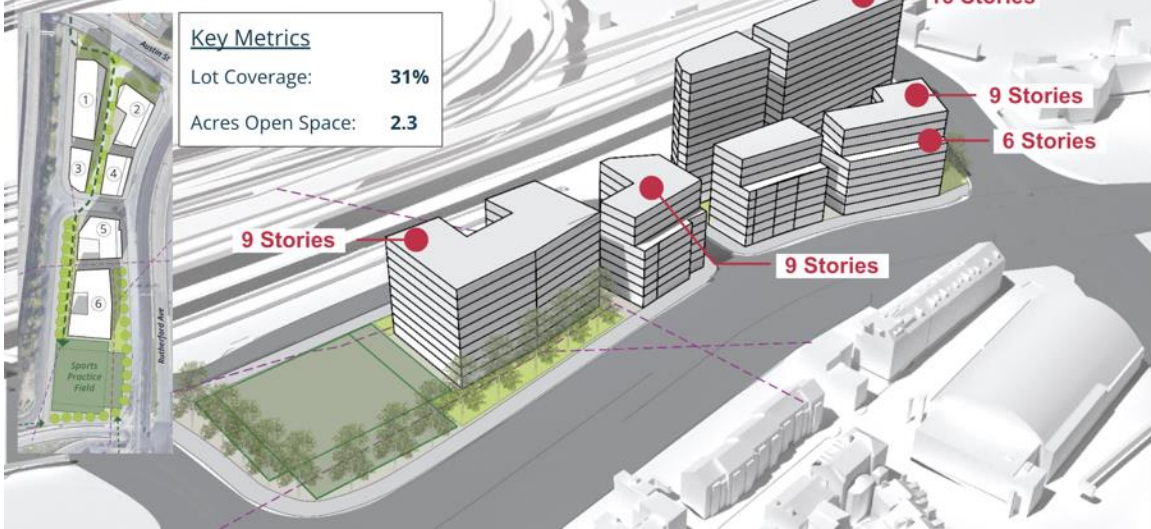
The urban design guidelines are set forth herein to ensure that the development of the Property preserves and respects the general scale of the surrounding area. Proponents are encouraged to present exceptional designs and include quality and creative contributions to the public realm. This development is subject to both [BPDA Development Review Guidelines](#) as well as the guidelines set forth below. All guidelines are reflective of the PLAN: Charlestown community engagement process.

- **Urban Design Context**

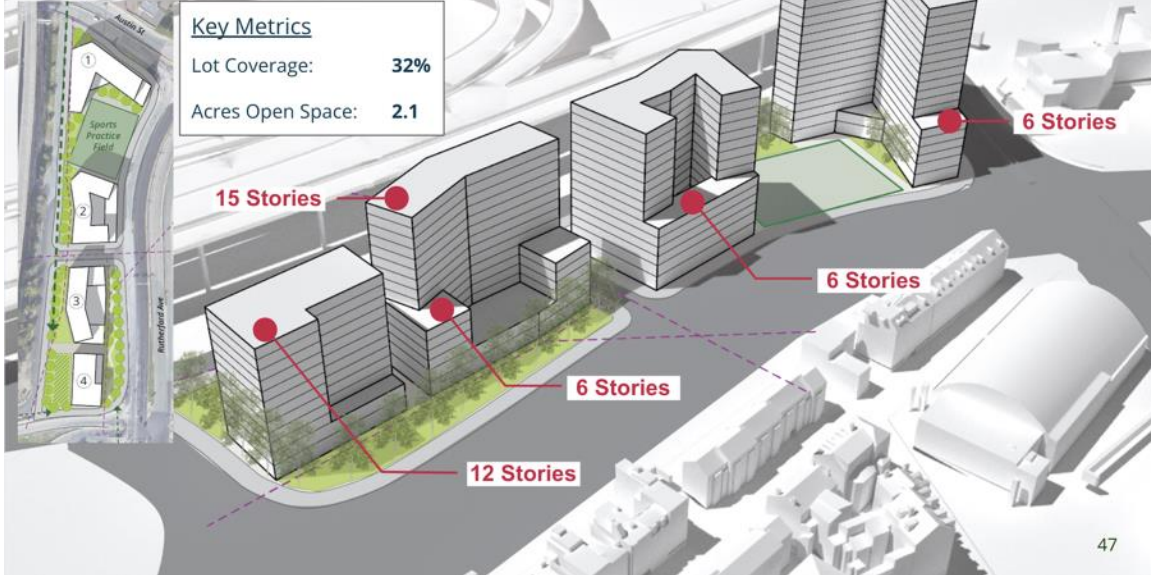
The redevelopment of the Property will play an integral role in ensuring the compatible transition in urban form and scale among the other redevelopments along Rutherford Ave. The illustrative diagrams in the sections below are meant to capture the key urban design principles, such as visual and physical connections, a connectivity network, development edges, and open spaces. These diagrams are not meant to be prescriptive, but intended to provide examples of how the design principles may be realized on the Property.



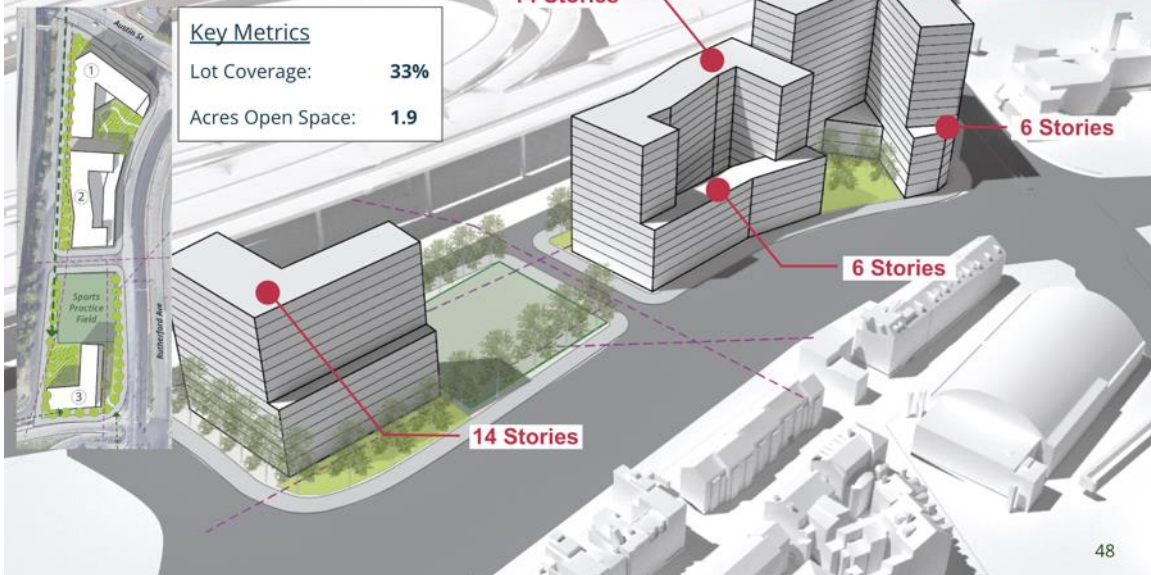
Scenario 1 - 3 FAR



Scenario 2 - 4 FAR



Scenario 3 - 4 FAR



- **Massing, Height, and Orientation**

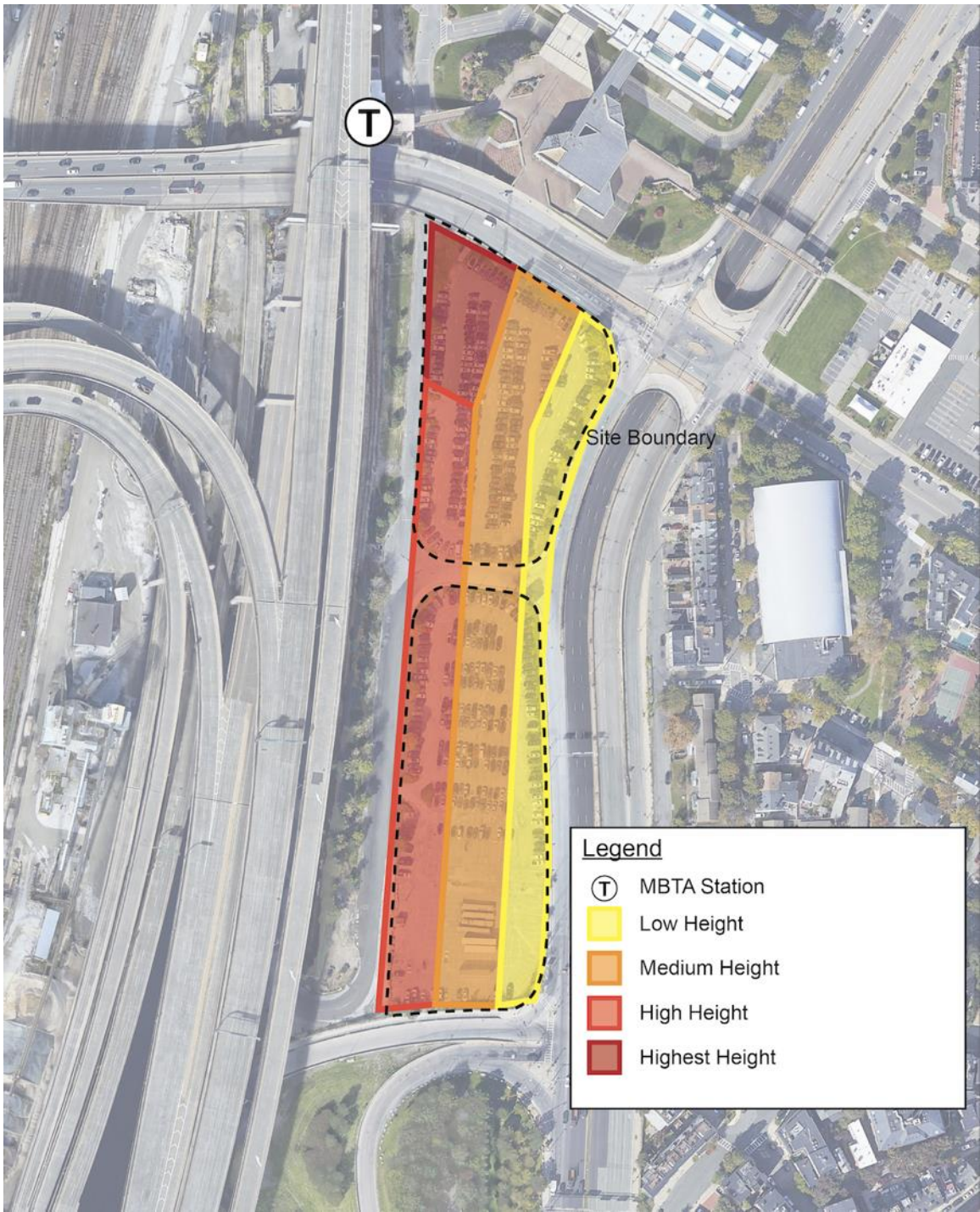
Building heights should be thoughtfully designed to reinforce the surrounding physical characteristics of the site. A preferred distribution of building heights for the site is shown in the illustrative graphics above. Greater heights are appropriate along I-93 and towards the rear of the site

along Austin Street. Proposals that include taller building heights above 150 feet, which is particularly encouraged at the portion of the site closest to the MBTA station, must demonstrate the provision of excellent benefits to the community. A variety of setbacks and building heights should be employed to create volumes that are articulated, varied, and dynamic, reinforcing special views and corridors and existing/future street wall conditions. Massing and buildings should be modulated to reduce the appearance of size and carefully articulated to fit well into the surrounding neighborhood and context. Additional consideration should be given to future considerations of adjacent parcels as noted through PLAN: Charlestown. Heights should step up towards the rear of the parcel.

Any separation of buildings should be designed using a network of pedestrian streets and/or programmable open spaces to provide a visual relief and building porosity in particular along Rutherford Ave. Spaces between buildings should create not just visual relief, but important opportunities for the public realm and placemaking.

The scale of the development should be modulated through the creation of discreet building blocks that respect the surrounding street and block patterns and building types. Building massing should be configured to allow natural light down the street and into open spaces that are internal and external to the building(s). The proposed interior program should be shaped to make use of natural light within the design of the building(s). Special attention should be paid to the distance between buildings as this along with the building massing, height, and setbacks will affect visibility.

A selected project may need to perform quantitative (wind tunnel) analysis of the pedestrian level winds for existing (no-build), build and full build (with BPDA-approved projects not yet under construction), as part of the Article 80 Review process. A determination will be made based on a building's height, relative height, or context during the Article 80 process. All projects should consider wind patterns at the surrounding pedestrian level winds while developing their proposal's massing.



Illustrative Potential Scenario for Suggested Heights for the Austin Street Parking Lot Site

- **Contextual Architectural Design**

Development proposals, through careful consideration of building design and materials, should contribute to a strong architectural identity at this transitional location, recognizing the change in urban context from the formerly industrial/institutional uses to the traditional building types found in the residential sections of the neighborhood.

Material usage should ground the building in the present and convey stability into the future. Architectural detailing (windows, doors, exterior cladding, masonry, etc.) are to be attractive and should be executed using materials of the highest quality and be compatible with new and existing buildings in the area. The selection of building materials should consider the longevity of the building itself in the exterior design of the building.

Designs should express the distinction of retail, commercial, and other public uses at the ground level to activate the edges of the street and help define the character of the neighborhood along Rutherford Ave.

Proposed buildings must maintain the continuity of the street wall and provide a high percentage of transparency at the ground level to achieve a continuous and engaging pedestrian experience.

Building construction, materials, and MEP systems must be of good quality and take advantage of sustainable building principles. Building mechanical equipment and ventilation openings, screen and caps should not be visible from the public streets. 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.

- **Open Space / Public Realm**

The quality of the public realm surrounding any new development plays a significant role in shaping the everyday experience of a district 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.

The proposed open space must sufficiently support the mix of uses proposed. Retaining an appropriate balance between open space and users will be essential as this neighborhood densifies. Larger, consolidated open space is preferred over several smaller open spaces.

Furthermore, the community has expressed the desire for the creation of a sports practice field that can accommodate multiple simultaneous youth soccer practices or lacrosse practices. As previously stated in the RFP, proposals should strive to cause the creation of four soccer practice spaces, each approximately 90'x90', as it will be an influential in the evaluation and ranking process

The proposed open space program shall be complementary to the existing open space network within the neighborhood. Proposals should consider what already exists in the neighborhood and how new open space can be added to support both existing nearby users and new users that will come with the development. Open space siting should be guided by an environmental analysis that considers advantageous sun exposure, building shadow impacts, and compatibility with adjacent uses.

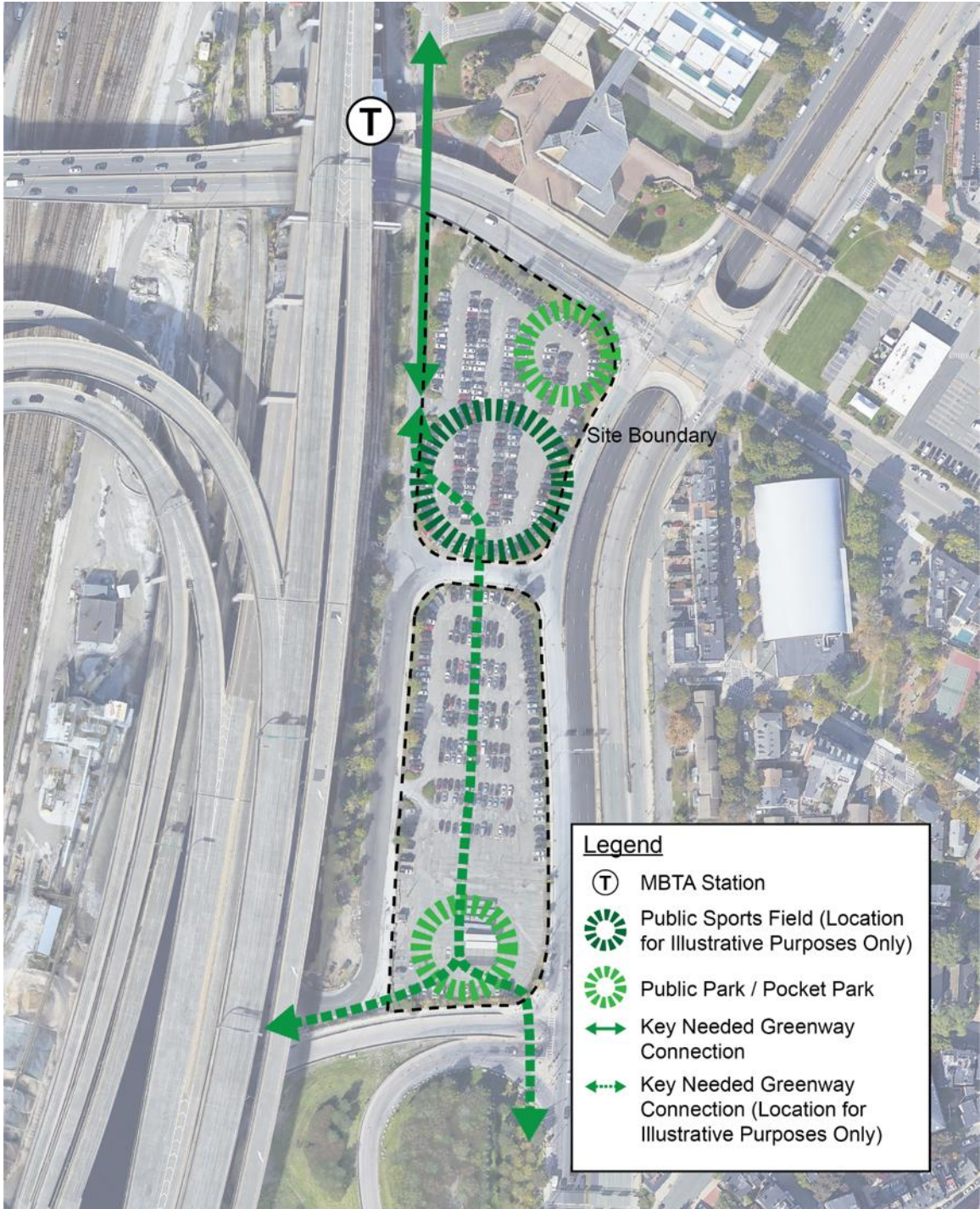
Proposals shall provide a robust tree canopy along sidewalks and in open space, in addition to striving to preserve existing mature trees where possible. In September 2022, the City of Boston published the Urban Forest Plan (UFP). The UFP is a long-term citywide strategic plan to create a sustainable and equitable urban forest in Boston. The UFP promotes the growth, longevity, and protection of Boston's urban canopy over the next 20 years, and creates a framework for tree canopy expansion and modification for projected future conditions such as climate change, development, and other factors.

Proposals shall incorporate the following landscape strategies to foster a sense of place:

- Utilize innovative landscape design, installation of temporary, permanent, and interactive public art in open spaces and the public

realm to build and maintain a vibrant and enlivened streetscape. Include a mix of distinctive street furniture (benches, street trees) and wider sidewalks that allow for public and semi-public active spaces, creating a continuous public realm experience along all streets.

- Use open and green spaces, internal sidewalks, and/or streets to break and organize development on the Property. If open spaces such as courtyards or gardens are included, the community has expressed a preference that those open spaces be open to the public to the extent possible.
- The public realm shall be designed to connect the Property to the existing fabric of the neighborhood. Pedestrian scale amenities and connections should be emphasized to shift this neighborhood away from its automobile oriented, large block character to one that encourages walkability and active streets.
- The public realm shall consist of a robust street network that complies with Boston Complete Streets, providing generous and accessible pedestrian zones, a robust greenscape and furnishing zone, and an activated frontage zone. Buildings should setback as required to create a high quality public realm; building overhangs or cantilevers over public realm or open space are strongly discouraged.
- Provide as much green space as possible. Utilize attractive and well maintained plantings throughout the site, with plants that are appropriate to the region, to all seasons, and are irrigated with collected storm or gray water. Plant trees that will form tree canopies; incorporate neighborhood gardening opportunities; and include rooftop gardens to help to reduce the heat island effect.



Goals for the Austin Street Parking Lot Site: Open Space

- **Access, Circulation, Connectivity, and Continuity**

The new development must be oriented strategically to make easy connections to/through the site and to nearby community amenities and transportation nodes such as the Community College Orange Line station, existing/planned and new bus stops, landmarks, and public parks. The new development should create and strengthen major public corridors to enhance pedestrian connectivity, site access, and circulation, encourage the use of public transit and promote bicycle network connectivity. The new development must provide secure on-site bike storage for all users and residents. The parcel must be divided thoughtfully by connections to provide meaningful access to the public realm and integrated into the existing urban fabric. In alignment with Go Boston 2030, the City is seeking to reduce car dependency by right-sizing the parking supply, providing capacity and access to the bike-share network and bike parking, offering a suite of transportation demand management (TDM) strategies, improving pedestrian amenities and connectivity, and encouraging and enhancing public transportation use. The new development needs to comply with the City's Maximum Parking Ratios which are determined through this site's "mobility score".

RELATED TRANSPORTATION PROJECTS

There is significant, adjacent transportation infrastructure that needs to be considered in the redevelopment of the Property. All transportation analysis and site design should be done considering the future capacities of these transportation networks.

TRANSPORTATION DEMAND MANAGEMENT

Proponents should comply with the Boston Transportation Department's Transportation Demand Management (TDM) Guidelines and utilize the "TDM Point System Tool". All efforts should be aligned to reduce car dependency and encourage and promote public transit, walking, and cycling.

STREET CIRCULATION

All streets must be designed and built to the Boston Public Works Design Standards, and consistent with Boston's Complete Street Guidelines. This will require additional dimension to incorporate all elements of a Complete Street.

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. Streets should be designed as "slow streets" to minimize travel speeds. Streets should be used for site connectivity, and designed in a way that does not encourage cut-through traffic. Safety, views, and ease of navigation must be promoted in the site design. Night safety is a particular concern of some neighborhood residents, so structures must be designed with clear sight lines, and the exterior lighting design must create well-lit open spaces and streetscapes without dark pockets at night.

BIKE SUPPORT

The proposed development should provide safe bike connectivity 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 proponent must comply with the requirements for short- and long-term secure bike parking and contribute to the City's bike-share network.

LOADING

Entrances to off-street loading areas (loading docks, waste pickup, and other areas often required for the efficient operation and maintenance of a building site) should be no larger than necessary to minimize the impact on the public realm and enhance safety for all roadway users.

Service loading and unloading facilities should be located off-street and screened and buffered from view. They should be designed to prevent truck

back-up maneuvers in the public right-of-way and that conflict with pedestrians.

Seamless street wall facades enhance the building and streetscape aesthetically. Garage doors and loading area entrances that interrupt a continuous building facade reduce the opportunity for street-level retail and other active ground floor uses. All efforts should be made to put the activity in a place that limits its impact, as well as minimize its size. The BPDA encourages proponents to strive for only one vehicular entrance and one associated curb cut for a building. This singular access point will ideally allow access for vehicles loading and unloading, as well as to parking areas for passenger vehicles.

Many development projects anticipate having several different types of loading vehicles serving the site over the life of the project. If designated, the Proponent must perform an analysis regarding the anticipated size and relative frequency of each loading vehicle intended to access the site. The Proponent must provide turn radius diagrams to the BPDA as well.

Wherever feasible, the loading drive access point(s) should be on the side or at the rear of the site, and preferably connecting to a side street or alleyway to maintain an uninterrupted sidewalk on the primary street. Coordination must occur with BPDA and other City agencies to determine the appropriate placement of these access drives in relation to intersections including both signalized and unsignalized.

PARKING

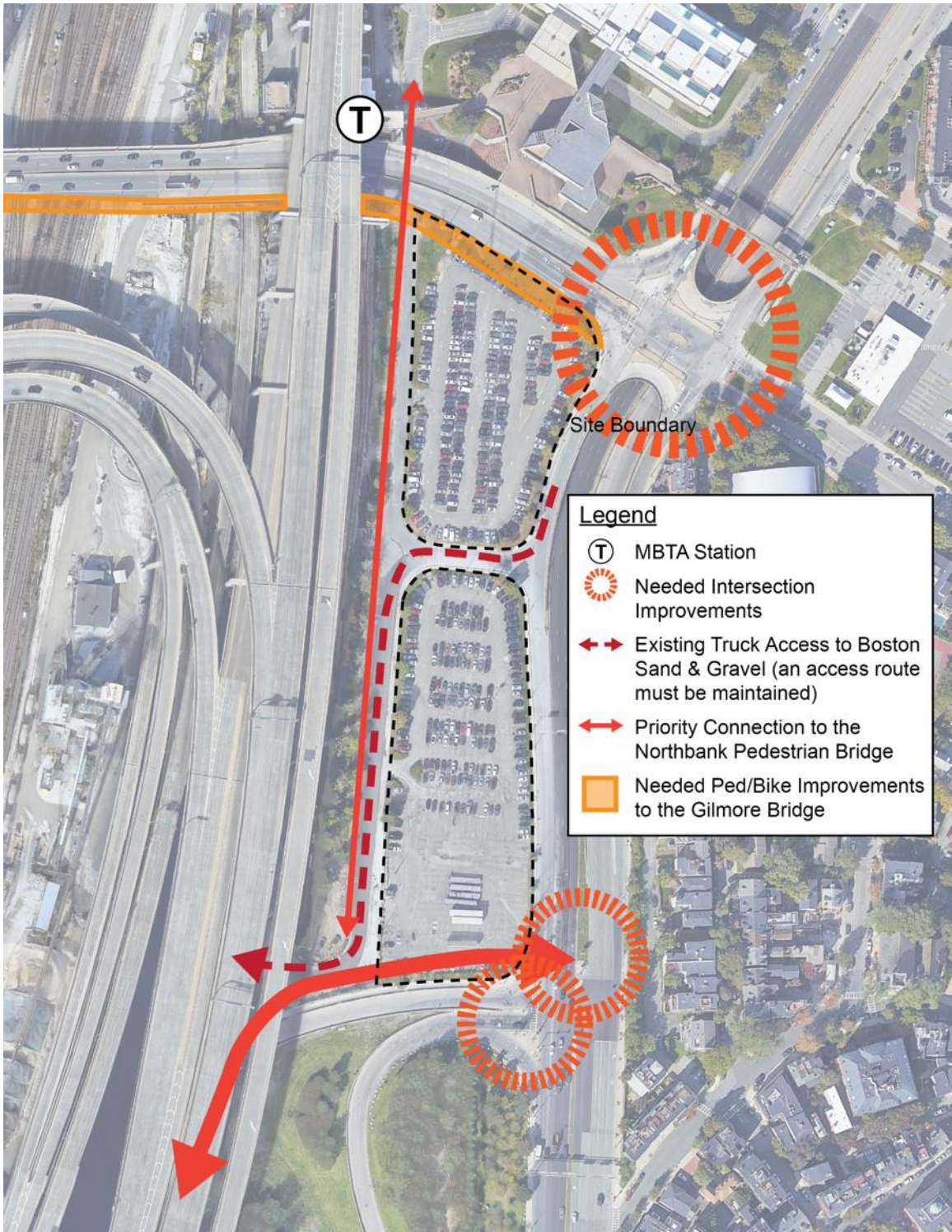
Given the proximity of the site to rapid transit and the vision of PLAN: Charlestown, parking ratios on the site should not exceed 0.4/unit for residential uses and 0.4/1,000 SF for commercial and retail uses. The Proponent should aspire to make parking entrances no larger than necessary to minimize the impact on the public realm and enhance safety for all roadway users. Minimizing the size of parking entrances will enhance

sidewalk accessibility, improve the public realm, allow for other on-street uses, and improve building architecture. Proposals with parking areas with fewer than 50 cars can be considered for one drive aisle and a maximum driveway width and curb cut of 10 feet. Proposals with parking areas housing over 50 parking spaces should consider a two-way drive aisle and a maximum driveway width and curb cut of 20 feet. It is not required that each building on the project site have parking, or parking access. Shared and consolidated access to minimize the curb cuts and impact on the public realm are highly encouraged.

Any structured parking must be well designed and buffered with residential or other uses that limit visibility of the garage use from the public ways. It is strongly preferred that the parking is below grade and that no off-street surface parking areas be included in this proposal.

Creative and innovative alternatives are encouraged to minimize the need for the creation of additional parking square footage. Strategies could include the installation of hydraulic parking lifts within proposed buildings, etc. Consider shared parking strategies that maximize off-hours use of commercial parking spaces (for use by residents and other establishments) and minimize the overall need and cost for off-street parking.

Selected projects will be required to undergo a transportation/traffic study as part of the Article 80 Review process. The proponent must make reasonable attempts to comply with the Boston Transportation Department's Electric Vehicle Readiness Policy for New Large Developments. This requires that 25% of their parking spaces be equipped with electric vehicle charging stations and the remaining 75% be ready for future installation.



Goals for the Austin Street Parking Lot Site: Circulation

- **Resilient Development and Green Building Design Guidelines**

Proposed projects should support the community and City of Boston's Carbon Free, Climate Resilient, and Healthy Community goals including the 2019 Carbon Free Boston report and Zero Emission Buildings guidebook for affordable housing projects. [See Article 37 Green Building and Climate Resiliency Guidelines](#) and the [Mayor's Office of Housing Design Standards - Zero Emissions Building requirements \("MOH's ZEB"\)](#) for additional information.

Proponents 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, available here: [Climate Ready Boston 2016](#). Based on this study, the Charlestown area is subject to multiple climate change related hazards. Proposed projects should include resilient building and site strategies to eliminate, reduce, and mitigate potential impacts, as follows:

- **Greenhouse Gas Reduction:** Proposed projects should exemplify the BPDA and the 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 that include on-site renewable energy and identifies off-site renewable assets, credits, or certificates sufficient for achieving zero carbon emissions. Projects should assess these strategies in a first and life cycle cost analysis.
- **Higher Temperatures & Heat Events:** Proposed projects 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.
- **More Intense Precipitation:** Proposed projects should integrate strategies to both mitigate the impact of stormwater flooding on the

site and reduce the Property's contribution to storm water flooding in the neighborhood. Strategies should focus on pervious site materials, enhanced landscaping, and Low Impact Development measures to capture and infiltrate storm water.

- **Rising Sea Levels:** Proposed projects 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”). Proposed projects should utilize flood proofing strategies and materials for any spaces below the SLR-DFE and relocate vulnerable uses to higher floors. Due to the Property's current and future vulnerability to coastal storm events, any improvements should utilize at a minimum, SLR-DFE of 20.5 Boston City Base (“BCB”). All critical infrastructure, mechanical systems, and residential uses should have two feet of elevation (freeboard) above the site's base flood elevation. Proponents may view details on the [BPDA Sea Level Rise Flood Hazard Mapping Tool](#), and should follow the best practices outlined in the [Coastal Flood Resilience Design Guidelines](#)
- **Sheltering in Place:** Proposed projects should provide for a cool/warm community room and essential systems to allow for extended sheltering in place and accommodation of residents during an extreme weather event or an extended disruption of utility services.

Green buildings support a comprehensive approach to addressing the adverse impacts of the built environment and to promoting human health and the wellbeing of our communities. **Accordingly, proposed projects should include the following items. Proponents should describe in their design narratives how each consideration will be incorporated into their proposed project.** Additionally, if the project will use city-subsidy to create income-restricted housing units, proponents must comply with the Mayor's Office of Housing's Zero Emissions Building (ZEB) Requirements as outlined in the [MOH Design Standards](#).

- **Green Buildings:** Achieve the United States Green Building Council's ("USGBC") requirements for LEED Platinum Certification.
- **Integrated Project Planning:** Include a LEED Accredited Professional(s) with the appropriate specialty(s) and, for residential uses, a LEED Homes Rater. Proposals should describe the team's approach to integrated project planning, including the use of preliminary and whole-building energy modeling.
- **Site Development:** Employ strategies to eliminate construction phase environmental impacts including off-site tracking of soils and construction debris. Site designs should include strategies to reduce heat island and storm water runoff impacts, and promote area natural habitats.

The site is located within an area subject to long-term heat events, including an urban heat island. Please provide further information on the following:

- Heat mitigation strategies
 - Site elements to provide cooling strategies
 - The site design should blend natural and hardscape elements to reduce ground surface temperatures.
 - Use the above described elements to help to enhance the public realm and buffer anthropogenic heat effects from adjacent roadways.
 - Consider the inclusion of a "cool wall" strategy for the proposed building or other building material based strategies to reduce heat and glare, for example, LEED v4.1 Heat Island Mitigation and Cool Walls Pilot Credit.
- **Connectivity:** Promote and support non-personal vehicle means of travel including walking and bicycling public transit, and reduced personal vehicle travel. Strategies should include easily accessible, secure, and enclosed bicycle storage space (see [Boston Bicycle Parking](#))

[Guidelines](#)), shared parking, transit pass programs, and car and bike share programs. Other elements that promote connectivity include open space courtyards with landscaping and seating, desire-line footpaths, public viewing areas, and communal gardening spaces.

- **Water Efficiency:** Minimize water use and reuse storm and wastewater. Strategies should include low-flow plumbing fixtures; rainwater harvesting for gardens and building systems and ground water recharging; and drought-resistant planting and non-potable water irrigation.
- **Energy Efficiency:** Minimize all energy uses with a priority on passive building strategies. Small residential buildings should target a HERS Index of 40 (based on a current Commonwealth of Massachusetts Stretch Code of 55). Large residential/commercial buildings should target modeled performance 25% below the current Commonwealth of Massachusetts Stretch Code.
 - Passive building strategies should include building orientation and massing; high performance building envelopes that are airtight, well insulated, have an appropriate window-to-wall ratio, and include high-efficiency windows and doors; and natural ventilation and daylighting.
 - Active building strategies should include Energy Star high-efficiency appliances and equipment, dedicated outside air systems with energy recovery ventilation, air and ground source heat pump systems for building thermal conditioning and hot water systems, high-efficiency LED lighting fixtures, and advanced lighting control systems and technologies.
- **Renewable, Clean Energy Sources and Storage:** Include and maximize the potential for onsite solar PV. Additionally, clean energy (e.g. combined heat and power), electric battery, and thermal energy storage systems should be considered.

- **Energy Efficiency Incentives:** Fully utilize any available federal, state, and utility energy efficiency and renewable energy programs.
- **Indoor Environmental Quality:** Provide high-quality healthy indoor environments by utilizing strategies that include extended roof overhangs, proper ground surface drainage and non-paper gypsum board in moist areas; passive and active fresh air systems and active ventilation at moisture and combustion sources; building products and construction materials that are free of VOC's, toxins, hazardous chemicals, pollutants, and other contaminants; entryway walk-off mats and smooth floors that reduce the presence of asthma triggers, allergens, and respiratory irritants; and easily cleaned and maintained finishes.
- **Materials Selection:** Include sustainably harvested and responsibly processed materials. Strategies should include products made with recycled and reclaimed materials; materials and products from responsibly harvested and rapidly renewable sources; and locally sourced products and materials (within 500 miles).
- **Innovation:** Utilize both "off-the-shelf" products and practices as well as innovative strategies and "cutting edge" products to increase the sustainability and performance of the building.
- **Healthy Development:** In order to reduce the effects of air pollutants, provide high quality ventilation systems, strategic placements of air intakes away from sources of air pollution, high levels of recirculation, and quality air filters.

04

Public Funding

Overview

Proponents 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, may include, but is not limited to funding from the American Rescue Plan Act (“ARPA”). **If a Proponent opts to apply for MOH Funding, the Proponent’s response to this RFP 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 funding 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.

Minimum Eligibility Requirements for MOH Funding

To be eligible for MOH Funding, Proponents must meet the Development Objectives & Design Standards of this RFP ([Section 3](#)), the MOH General Policies & Requirements (outlined in this Section 4: Public Funding), and the following:

- **Homeownership:**
 - Income-restricted homeownership units for which Proponents 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 Proponents 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 length of the ground lease.

Projects proposing both rental and homeownership must comply with the above requirements of both housing types.

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 the Property. Proponents applying for MOH Funding with proposed developments that include deeper affordability than MOH's minimum criteria for funding (outlined above) 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 when considering whether to fulfill a funding request.

To be eligible for additional MOH Funding beyond \$1.5 million, Proponents must meet 1) the Development Objectives and Design Guidelines of this RFP (Section 3), the MOH Funding Minimum Requirements (outlined above), 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.
- For homeownership units, applicants must propose deeper levels of affordability than MOH's minimum requirements, 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](#)).

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. Applications requesting city funds must include a development schedule that clearly shows how they will meet these deadlines. Proponents must propose a phased approach that prioritizes the construction of income-restricted units built with City funds to ensure completion by the 2026 deadline. The inclusion of affordable homeownership in the first phase of development is mandatory. If a proponent intends to pursue state funding from the Massachusetts Department of Housing and Community Development (“DHCD”), they must submit for the January 2024 funding round and indicate this deadline as a part of the proposed development schedule.

MOH Policies and General Requirements

General Compliance with MOH Policies: All applicants and proposals for MOH Funding are required to be in compliance with MOH policies:

<https://www.boston.gov/departments/housing/policies>

Design & Sustainability: Proponents 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.

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.

Wages: If the Proponent 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.

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

Submission Requirements for MOH Funding

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

Indicate Need for MOH Funding: Proponents shall include a narrative that indicates their decision to apply for MOH Funding and that clearly demonstrates the need for funding. Additionally, Proponents should demonstrate how the proposed development meets the eligibility criteria for MOH Funding and/or for Additional MOH Funding. Note that Proponents are expected to balance requests for MOH Funding with support from other agencies and sources where appropriate.

Point(s) of Contact: Proponents 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, the Proponent must indicate dates relevant to achieving the ARPA funding deadlines noted above. In addition, the Proponent should note key deadlines for state or other funding sources.

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

MOH Design Review Checklist: Proponents shall include a completed [Design Review Checklist](#), along with all supplementary design documents

outlined in the checklist.

'One Stop Application' for Supplemental Budget Information: Proponents applying for MOH Funding must include all budget information, outlined below, using the One-Stop Application format that can be downloaded 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, the Proponent 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 cost. 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. Applicants 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 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, the developer 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, the developer is 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 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 the "survey and permits" line item.
- **Construction Financing Interest.** Please provide information on how this line item was determined, including: the interest rate used, the draw on 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 Proponent's legal expenses for proposals seeking MOH funding. The Proponent's legal budget should be sufficient to cover all phases of the development for the Proponent 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 Borrowers 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 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, 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 upon 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 to cover these annual expenses. For rental, provide a property management line item or similar.

Required Forms: In addition to all documents required by this RFP, Proponents requesting MOH Funding must submit the below, completed forms:

- [MOH Form Links- Proposal Form](#)
- [MOH Form Links- Project Summary](#)
- [Statement of Proposer's Qualifications Form](#)
- [Construction Employment Statement Form](#)
- [MOH Form Links- Property Affidavit Form](#)
- [MOH Form Links- Affidavit of Eligibility Form](#)
- [Conflict of Interest Affidavit Form](#)
- [MOH Form Links- Chapter 803 Disclosure Statement Form](#)
- [MOH Form Links- Disclosure/Beneficial Interest Statement Form](#)
- [City of Boston-Beneficiary Affidavit Form](#)
- [City of Boston- Beneficiaries of Assistance Form](#)
- [Notice to Beneficiaries](#)
- [Equity and Inclusion Plan](#)

MOH Requirements Following Award of Funding

Following successful award of MOH Funding, the awarded 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 awarded Proponent 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 01 of this RFP. Omission of any of the required information may lead to a determination that the proposal is non-responsive.

Development Submission

The following information shall be submitted in the written Development Submission. This is an opportunity for the proponent to convey how the proposed development will be a highly beneficial use of the Property that will be cost-effective, completed in a timely fashion, and provide options superior to those currently available to the community.

Please provide the following items as listed:

- Introduction/Development Team:
 - Provide a letter of interest signed by the principal(s) of the proponent. This letter must 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 development teams with more than one entity, the proponent 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 past experience with similar projects. Proponents must provide detailed descriptions of previous relevant work completed and the results or outcome of that work. Proponents shall also furnish three (3) current references including names, addresses, e-mail addresses, phone numbers, and principal contacts in which the Proponent has provided comparable services. Include resumes for key personnel of the development team, including lead designers. Please emphasize past experience with mixed-use facilities and the team's design portfolio examples.
 - If applicable, explain the relationship(s) between the proponent and any third-party developers, subcontractors, or community partners that might influence the proponent's development plan.
 - The proponent shall provide a listing/description of any lawsuits brought against the proponent or any principles of the proponent in courts situated within the United States within the past five years.
- 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 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 must 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 city funds, 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. The proponent must 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.

- If applying for city funds, the proponent must indicate dates relevant to achieving the ARPA funding deadlines noted in section 4: Public Funding, Funding Timeline Requirements. In addition, note key deadlines for state or other funding sources.
- **Boston Residents Jobs Policy.** Proposals must describe the planned approach to meeting the goals outlined in the Boston Residents Jobs Policy (Appendix A).
- **Diversity and Inclusion Plan.** The City of Boston and the BPDA are strongly committed to ensuring that the disposition of BPDA properties provide opportunities for diversity and inclusion, wealth-creation, and workforce participation for businesses and individuals who have historically been underrepresented in real estate development. The Diversity and Inclusion Plan must discuss why it 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.
 - Proponents must submit a Diversity and Inclusion Plan which reflects the extent to which the proponent 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 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 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 proponents should include detailed information on the M/WBE role, responsibility and total contract value in the development.
 - The proponent's strategy for supplier diversity and M/WBE outreach, including its goals and its good faith efforts the proponent 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 which 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 proponent'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 must address all **phases** of development, including but not limited to:
 - pre-development (ex. development entity, ownership, equity and debt investment, design, engineering, legal, other consultants);
 - construction (ex. general contractor, sub-contractor, trades, workers performing construction, suppliers, engineering and other professional services); and
 - ongoing operations (ex. building tenants, facilities management, contracted services).
- **Additional Data.** Any other relevant information the proponent 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.).

Design Submission

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

Design Narrative

- A written and graphic description explaining how the proposed design will meet the Development Objectives and Design Guidelines of this

RFP. 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 outlined in this RFP.
- A written narrative describing the commitment to apply for an [MBTA License](#) if the proposed design is within 30 ft from the MBTA's property line.
- A preliminary zoning analysis.
- A written and graphic description of how the proposed development will satisfy the Resilient Development and Green Building guidelines of this RFP that includes:
 - The team's approach to integrated project design and delivery;
 - Zero Carbon Building Assessment including performance targets for energy use and carbon emissions (or Home Energy Rating System ("HERS") index score);
 - Preliminary LEED Checklist;
 - Preliminary Boston Climate Resiliency Checklist reflecting proposed outcomes;
 - Key resilient development; and
 - Green building strategies
- Narrative and description of how the project will meet the Zero Emissions Building requirements outlined in the [MOH Design Standards](#), for any project that will use city-subsidy to create income-restricted housing units. Note any incentives or sources of green funding.

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. Proponents should coordinate the neighborhood plan and site plan 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.

Financial Submission

The Financial Submission must include, but not be limited to the information listed below. If applying for city funds, the proponent must provide a financial submission that complies with all MOH policies for allowable costs, sales prices, rents, and other categories. Refer to Section 4: Public Funding.

- **Financial Documents:**
 - Financial Statements or Annual Reports for the three most recent fiscal years;
 - Interim Financial Statements for Proponent (if applicable, most recent month ending within thirty days);
 - Personal Financial Statement of principal owners of Proponent (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.
- **Financial Submission Workbook:** Using the template provided in Appendix B, provide the following information:
 - **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

- **Sheet 5:** Breakdown of condominium/HOA fee structure, if applicable. See [MOH's Affordable Condominium Fees Structure Policy](#) for requirements.
- **One-Stop:** If the sources of funds for the proposed project include City or State subsidies for affordable housing, the financial submission must include a One-Stop Application that can be downloaded from www.mhic.com (see tab "One Stop Center," then "Downloads," then "OneStop2000.") The One Stop should only include financial information for the affordable housing portion of the proposed project. Sources must have equal uses. If applicable, land costs for privately owned parcels that would be included in the proposed development must be identified in the "Acquisition" line. At the time of application, the proponent must have an accepted offer to purchase, an executed purchase and sale agreement, or a deed and the price must be supported by an as-is appraisal for that property.
- **Financial Narrative:** In addition to the pro forma spreadsheets, the Proposal must include a narrative that describes the following:
 - An implementation plan for the proposed development, including a development schedule with key milestone dates and 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 lease acquisitions, pre-development, construction, and permanent loans;

- Any other project-related expense not included in the above categories; and
- Calculation of total project costs.
- **Ground Lease Price Proposal:** The selected proponent 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, proponents 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 proponent 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, clearly outline the financial offer to the BPDA by indicating the amount of your offer per gross square foot of the development constructed. This form must be signed by the authorized principal.

- **The preliminary market study**, using empirical market data, demonstrates the feasibility of the proposed lease rates of the project.
- Financing:
 - Developer Equity: The proponent 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.
- Proponents must 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).

Disclosures

Proponents 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)

Submission Checklist

Proponents must submit the Submission Checklist (Appendix B).

06

Evaluation of Proposals

Description of Evaluation Process

All proposals meeting the Minimum Threshold Requirements detailed herein will be reviewed by the Evaluation Committee composed of BPDA, City Staff, and the Project Review Committee. The final selection will be based on an evaluation and analysis of the information and materials required under this RFP. Tentative Designation will be recommended for the responsive and responsible proponent who submits the most advantageous proposal. If this RFP results in Tentative Designation, the BPDA will award Tentative Designation status to only one developer.

The Evaluation Committee reserves the right to seek clarifying information from proponents in writing. If requested, clarifying information will be used only to further the Evaluation Committee's understanding of the original proposal submitted. **Proponents 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 proponents 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 proponents meeting Minimum Threshold Requirements. Proponents will NOT be

allowed to change the content of their submission after the submission deadline or, to the extent applicable, during the interview process.

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 Project Review Committee (“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, the PRC will evaluate the developer submissions based on the criteria developed through the RFP process and PLAN: Charlestown. The PRC will provide recommendations to the Boston Planning and Development Agency, which will work towards a consensus on the preferred development team.

Members of the Project Review Committee are expected to be a resident of their community that can provide a unique perspective to the evaluation process. The goal for the committee is to craft a recommendation on which proposal should be granted tentative designation. Members of the Project Review Committee should expect to attend at least 5-7 meetings to discuss the proposals.

On X, the BPDA will issue an application for interested Project Review Committee members. Selections will be made by X date.

Rule for Award

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

Minimum Threshold Requirements

All proposals must meet the following minimum threshold criteria:

- Only proposals that are received by the date, time, and at location indicated in Section 1 of this RFP will be accepted.
- Proposals must include all documentation specified under Submission Requirements.
- The proponent shall have the necessary finances in place to pursue this project.
- The proponent must demonstrate that it has adequate insurance.
- The proponent shall comply with the Conflict of Interest Law.

Comparative Evaluation Criteria

The BPDA will use the following Comparative Evaluation Criteria to compare the merits of all qualifying proposals. For each evaluation criterion set forth below, the BPDA's 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.

Development Concept

This Criterion is an evaluation of the Proponent's development plan relative to the Development Objectives set out in Section 03. Proposals that fulfill the Development Objectives and affordability requirements will be considered to be more advantageous. Proposals that do not meet the objectives specified in the Development Objectives will be considered less advantageous. **To**

facilitate its evaluation of this criterion, the PRC and the internal 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.**

Urban Design

This Criterion is an evaluation of the proponent's development plan relative to the Urban Design Guidelines. Proposals that better fulfill the Urban Design Guidelines 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 PRC and the internal 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 section of this RFP and fully address each subsection and provide more detail will be ranked as **Highly Advantageous**.

Proposals that are mostly compatible with the Urban Design section of this RFP and address each subsection and provide less detail will be ranked as **Advantageous**.

Proposals that are not compatible with the Urban Design section of this RFP and/or do not fully address each subsection and provide little detail will be ranked as **Not Advantageous**.

Sustainable and Healthy Development

This criterion is an evaluation of the extent to which the Proponent addresses the Resilient Development and Green Building Guidelines, with a particular emphasis on healthy development regarding air pollutants. Proposals that better fulfill these objectives 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 provide a detailed plan that addresses all subsections, achieves LEED Platinum certifiability, exceeds Zero Carbon Building performance, and exceeds the other requirements outlined in the Resilient Development and Green Building Design Guidelines, with a particular emphasis on healthy development and design strategies mitigating air pollution near and around the site, will be ranked as **Highly Advantageous**.

Proposals that address most subsections, provide a feasible plan for LEED Gold certifiability and meet Resilient Development and Green Building Design Guidelines, including some healthy development and design strategies mitigating air pollution near and around the site, will be ranked as **Advantageous**.

Proposals that address few subsections, do not provide a plan for LEED Gold certifiability and do not meet minimum Resilient Development and Green Building Design Guidelines, including few, if any, healthy development and design strategies mitigating air pollution near and around the site, will be ranked as **Not Advantageous**.

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 proponent's ability to adhere to the proposed delivery schedule.

Proposals that most thoroughly and most effectively address all of the above requirements submitted will be ranked as **Highly Advantageous**.

Proposals that address the above requirements, but do not address these requirements as effectively and thoroughly, 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, will be ranked as **Not Advantageous**.

Diversity and Inclusion Plan:

This criterion evaluates the comprehensiveness of the proponent'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 in the Development Submission subsection within the Minimum Submission Requirements section will be ranked as **Highly Advantageous**.

Proposals that provide a Diversity and Inclusion Plan for a project of the type proposed that includes most all of the elements described in the Development Submission subsection within the Minimum Submission Requirements 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 in the Development Submission subsection within the Minimum Submission Requirements will be ranked as **Not Advantageous**.

Interviews (at the BPDA’s option):

As part of the comparative evaluation process, the BPDA reserves the right to interview proponents at a date and time to be scheduled and held virtually. Should a determination be made that interviews are necessary, the Evaluation Committee shall interview all proponents 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. Proponents 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 proponent thoroughly and effectively addresses their 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 proponent somewhat effectively and thoroughly addresses their proposal, their 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 proponent 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 their realistic ability to implement a comprehensive diversity and inclusion plan will be ranked as **Not Advantageous**.

07

Contract Terms and Conditions

Proponent 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 proponent whose proposal best meets the objectives set forth herein. BPDA staff will request BPDA Board approval to award a proponent Tentative Designation status. The Tentative Designation status of such proponent (the “selected proponent”) shall be for a nine-month period. During the Tentative Designation period, the selected proponent 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.
- Application to the Boston Housing Authority's (BHA) RFP for Project-Based Voucher Section 8 Assistance ("PBVs") per the requirements outlined in Section 03, Development Objectives and Design Guidelines: Affordable Housing.

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 if required. 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.

Ground Lease Terms and Conditions

The ground lease will require the selected proponent to be responsible for paying applicable taxes and fees as well as the fixed rent. The selected proponent must indemnify and hold harmless the BPDA during the term of Tentative Designation.

The following are additional terms of the lease:

Premises. The area included in the lease will be property as descriptive in the selected proponent's proposal.

Condition of Premises. The selected proponent acknowledges that it is familiar with the Property and agrees to accept it in "as-is" condition.

The selected proponent will be solely responsible to obtain all permits and approvals necessary to obtain a Certificate of Occupancy for the building. The selected proponent 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 proponent will pay for the cost of any utility relocation not paid by a utility company.

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

Footprint: Any proposed redevelopment plan must assume that any new construction must occur entirely within the footprint of the Property, with the possible exception of a land swap relating to the location of sports fields.

Maintenance. The selected proponent shall be responsible for maintenance, cleaning, utilities, rubbish disposal, and snow removal.

Utilities. The selected proponent 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.

Fixed Rent. Fixed rent shall be NNN to BPDA. Three percent annual increases must be applied as a part of the ground lease within the financial workbook submission. Payments would be made due monthly.

Market Reset. The BPDA may include a market reset provision in the ground lease upon date certain or upon any extensions or renewals to the lease term.

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, which shall only be granted through written approval; and b) two percent (2%) of any refinancing proceeds after paying any outstanding debt secured by a BPDA approved leasehold mortgage. With respect to portions of Homeownership

Units sold to individual homeowners, when such units are sold without use and price restrictions, 2% of the sales proceeds shall be due to the BPDA.

Taxes. Upon the lease commencement date, the selected proponent 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.

Notice. Notice shall be given in writing to the BPDA and/or the selected proponent, and their designated agents, at their respective addresses noted in the Lease.

Cause to Terminate the Lease. Include notice prior to termination, and what opportunity to cure.

Conflict of Interest. Any activity that would constitute a violation of the conflict of interest law (M.G.L. c. 268A) is prohibited.

Certifications and Disclosures. The Lessee shall complete and submit a certification of tax compliance (M.G.L. c 62C, section 49A) and a disclosure of beneficial interests (M.G.L. c. 7C, section 38).

Other Terms of Lease. The BPDA reserves the right to negotiate any other terms of the lease. The ground lease term will be 70 years.

Entire Agreement. The Lease constitutes the entire agreement and there are no agreements other than those incorporated herein.

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

All other material terms and conditions of the ground lease will be negotiated following Tentative Designation of a selected proponent within the time period specified in the Tentative Designation Board Vote.

Additional Terms and Conditions

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 the City of Boston Code, Ordinances, Section 8-9, and Appendix B.

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. Proponents 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 proponents for such costs.

Site improvements. All site improvements, including sidewalks, street lights and street trees, shall be paid by the Selected Proponent, and the estimated costs for such improvements must be documented in the development pro forma. The Selected Proponent will pay for the cost of any utility relocation not paid by a utility company. The Selected Proponent will assume any and all liability for any environmental clean-up pursuant to Chapter 21E of the Massachusetts General Laws. The Selected Proponent may be responsible 49

for having the Property surveyed, with plans that are suitable for recording, at the expense of the proponent.

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.

Signage During Construction. During the construction of the Property, the proponent 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 proponent should also provide signage that describes the project, including the number of affordable units, if applicable.

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. Selected proponents developing affordable housing financed with public resources 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. They may also be asked to submit an eviction prevention plan. If the information received from selected proponents receiving City of Boston funding indicates a significant presence of evictions or terminated tenancies, the award of these funds may be suspended.

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 Proponents or other interested parties relating to this RFP or any responses prepared in conjunction therewith.

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Appendix A: Information Resources

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

- **Plan of the site** ([link](#))
- **PLAN: Charlestown**
- **Relevant zoning code** ([link](#))
 - BPDA Development Review Information, including Article 80 and Article 37 ([link](#))
- **Boston Residents Jobs 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

- **Price Proposal** ([link](#))
- **Financial Submission Workbook** ([link](#))
- **For entering Sources and Uses of Funds, operating budget, and other budget items, Proponents must use a One-Stop Application format that can be downloaded from www.mhic.com (in the site, select the “Resources” drop-down menu and then click “OneStop Application”)**
- **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](#))