

MEMORANDUM

DECEMBER 5, 2013

**TO:** BOSTON REDEVELOPMENT AUTHORITY AND  
PETER MEADE, DIRECTOR

**FROM:** KAIROS SHEN, CHIEF PLANNER  
PRATAAP PATROSE, DEPUTY DIRECTOR FOR URBAN DESIGN  
JILL OCHS ZICK, LANDSCAPE ARCHITECT

**SUBJECT:** AUTHORIZATION TO ADVERTISE A REQUEST FOR PROPOSALS  
DESIGN SERVICES FOR STREETScape AND DESIGN STANDARDS  
FOR BOYLSTON STREET: FENWAY TO ARLINGTON STREETS,  
BOSTON, MA

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**SUMMARY:** This Memorandum requests that the Boston Redevelopment Authority (“BRA”) authorize the Secretary to advertise and issue a Request for Proposals (“RFP”) for design services for the project titled: “Streetscape and Design Standards for Boylston Street: Fenway to Arlington Streets in Boston’s Back Bay” (the “Project”).

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**BACKGROUND**

The BRA is initiating a study to develop a conceptual design and streetscape standards for Boylston Street in the Back Bay. The Project will focus on delivering a conceptual design plan for the public sidewalk, sidewalk design standards, and a long-term capital project implementation strategy for the identified area.

The City of Boston’s Office of Budget Management (OBM) has requested the work and made funds available to the BRA to obtain design services to achieve a 25% approved design plan, after which under a separate effort, the Department of Public Works will complete the design to bid and construct the work over a projected 10-year time frame.

The RFP will address the scope through outreach to local consulting engineering firms. The BRA will require that the Consultant/Consultant Team meet with Boylston Street stakeholders throughout the Project and vet design concepts and proposed standards with all appropriate City Departments.

## DESIGN SERVICES CONTRACT

The Scope of Work includes the following primary tasks:

- Update of the existing site survey for the sidewalk surface, areaways and utility survey, and geotechnical analysis of existing soils;
- Site analysis of existing conditions to gain understanding of existing surface material failure, levels of accessibility to code, and various ownership and review jurisdictions along the street;
- Development of the 25% approved plans and associated standard details to establish a basis for the final design;
- Establish an approvals process to acknowledge all jurisdictions on the street;
- Develop a 10-year implementation/reconstruction strategy; and
- Public participation process to engage stakeholders and vet work product with all appropriate City departments.

An appropriate vote follows:

**VOTED:** That the Boston Redevelopment Authority authorize the Secretary to advertise and issue a Request for Proposals (“RFP”) for design services in connection with the Streetscape and Design Standards for Boylston Street: Fenway to Arlington Streets in Boston’s Back Bay.