

DRAFT Parcels 9 and 10 Request for Proposals – FOR PUBLIC COMMENT

January 9, 2009

Attention Roxbury Community Members:

The attached Draft Request for Proposal (“RFP”) for the redevelopment of Parcels 9 & 10 located at the intersection of Washington Street and Melnea Cass Boulevard, in Roxbury is for Public Comment.

Over the past twelve months, the Boston Redevelopment Authority (“BRA”) in collaboration with the Roxbury Strategic Master Plan Oversight Committee (“RSMPOC”) has held several community meetings and workshops to engage Roxbury and South End/Lower Roxbury community in crafting recommendations for the most appropriate uses of these parcels.

In order to get widespread input into these guidelines, we are asking community members to review and comment on the Draft for Public Comment of the RFP.

**All comments are welcomed but must be received by the Boston Redevelopment Authority
NO LATER THAN 5:00 PM on Monday, February 9, 2009.**

**All comments must be sent to Hugues Monestime, in writing or by email at:
Boston Redevelopment Authority, One City Hall Square, Boston, MA 02201
hugues.monestime.bra@cityofboston.gov.**

All comments received will be summarized and reviewed by the BRA and the RSMPOC at their February 2, and March 2, community meetings, at the Dudley Branch Library, Dudley Square. All meetings begin at 6:00 PM.

The draft RFP is available for your review at the Dudley Branch Library, the South End Branch Library, the Egleston Square Branch Library, and on the BRA website at: www.cityofboston.gov/bra/planning, select “Planning Initiatives”, select “Roxbury Strategic Master Plan”, and view list of “Publications” .

Please contact Hugues Monestime if you have any questions at: 617 / 918-4320, or by email at: hugues.monestime.bra@cityofboston.gov.

Sincerely,

Hugues Monestime
Senior Planner for Community Planning

DRAFT

Parcels 9 and 10 Request for Proposals

Melnea Cass Blvd. and Washington Street
Roxbury, MA

**January 9, 2009
For Public Comment**



CITY OF BOSTON
MAYOR, THOMAS M. MENINO



BOSTON
REDEVELOPMENT
AUTHORITY

The Boston Redevelopment Authority (“BRA”) is pleased to issue this Request for Proposals (“RFP”) for the development of Parcel 9 and Parcel 10 located in the Roxbury Neighborhood of Boston. Parcels 9 and 10, owned by the BRA, the City of Boston, and the State of Massachusetts will be made available for re-development under the terms of the ground lease described in detail in Chapter 5: Selection and Leasing.

The preparation and submission of all proposals by any person, group, or organization, is entirely at the expense of such person, group or organization. All proposals must include at a minimum all the items specified in Chapter 6: Submission Requirements. Interested parties can contact Hugues Monestime, Senior Planner for Community Planning, at (617) 918.4320 or Mark Donahue, Deputy Director for Asset management, at (617) 918.6230 with regard to any questions about this RFP

The RSMPOC recommends Simultaneous Disposition of both parcels. Separate responses must be submitted for each parcel, teams can respond with proposals for both parcels. Designation will be separate for each parcel but can be the same team for both parcels.

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Community workshops



1 INTRODUCTION

Parcels 9 and 10 are two of seven parcels to be disposed of through the process described in the Roxbury Strategic Master Plan (“Master Plan”). The RFP is based on the Master Plan and a series of community workshops led by the Roxbury Strategic Master Plan Oversight Committee (“RSMPOC”), which is charged with overseeing the implementation of the Master Plan, in partnership with the Roxbury community and the BRA. With the goal of implementing key provisions of the Master Plan and key community objectives, Parcels 9 and 10 are viewed by the community and the BRA as an important opportunity to stimulate development that will improve the physical, economic, and social conditions in Roxbury.

In its planning work for Parcels 9 and 10, the RSMPOC and Roxbury community have arrived at a preference for “wealth-generating” uses that create jobs, equity, and sustainable economic growth for Roxbury residents. Cultural and community uses, with a focus on community-serving retail, should also be considered as part of the development. Some housing, either ownership or rental, might also be an appropriate uses at these sites.

The RSMPOC, Roxbury community, and the BRA recognize the value and potential of Parcels 9 and 10 and believe that highly creative strategies and innovative partnerships are necessary to achieve the goals for these parcels. This RFP is designed to inform respondents about the vision and objectives for Parcels 9 and 10 and to guide and assist interested respondents in submitting their development proposal(s) to the BRA.

This RFP is made available to all interested parties who have the ability to undertake the development work and to complete it without undue delay. The BRA will review all proposals on the basis of the criteria contained in Section 5.1: Selection Criteria.

Disposition Approach

The RSMPOC recommends Simultaneous Disposition of both parcels. Separate responses must be submitted for each parcel, teams can respond with proposals for both parcels. Designation will be separate for each parcel but can be the same team for both parcels.

Aerial photo of Parcels 9 and 10 and surrounding context along Melnea Cass Blvd.



2 PROPERTY DESCRIPTION

2.1 LOCATION AND ACCESS

Parcels 9 and 10 are located at the intersection Melnea Cass Boulevard and Washington Street in Boston's Roxbury neighborhood.

Parcel 9 is an approximately 60,698 square foot (± 1.4 acre) parcel located at the northwest corner of this intersection and backs up to Jim Rice Field, a popular community athletic facility. It is bordered by Washington Street to the east, Melnea Cass Boulevard to the south, Ball Street to the north and Shawmut Avenue to the west. Parcel 9 is located within the South End Urban Renewal Area, Project No. Mass. R-56.

Parcel 10 is a 90,270 square foot (± 2.1 acre) parcel located at the southwest corner of the Washington Street and Melnea Cass Boulevard intersection and shares the block with residential buildings as well as the long established independent grocery store, Tropical Foods. Currently, a parking lot for Tropical Foods occupies a portion of this parcel. It is bordered by Melnea Cass Boulevard to the north, Washington Street to the east, Williams Street to the south and Shawmut Avenue to the west. Both parcels are located near Dudley Square, Roxbury's commercial and historical center, as well as the Lower Roxbury neighborhood on the northern side of Melnea Cass Boulevard.

Parcels 9 and 10 are served by excellent roadway, public transit, pedestrian and bicycle networks. Both parcels have frontage on Melnea Cass Boulevard, linking them to Boston's regional highway network, including the Central Artery-Southeast Expressway and the Massachusetts Turnpike. Both parcels also have frontage on Washington Street, a major arterial leading inbound to Downtown Boston.

The parcels are located across from the Melnea Cass stop on the Massachusetts Bay Transportation Authority ("MBTA") Silver Line and approximated a quarter of a mile from the MBTA's Dudley Square Bus Station. These connections provide access to the full range of intermodal transit options provided by the MBTA for public transit access throughout the city and region.

The Washington Street and Melnea Cass Boulevard intersection is also a planned location for a major station on the proposed Urban Ring project, will facilitate efficient crosstown service linking such destinations as Logan Airport, South Boston, Boston Medical Center, Dudley Square, Huntington Avenue, the Longwood Medical and Academic Area, Boston University and Cambridge. The first phase of this project would create enhanced bus service, much of it in dedicated lanes. It is important to note that a strip of land parallel to Melnea Cass Boulevard adjacent to Parcel 9 has been set aside as a transportation reserve in order to facilitate this project. The Urban Ring project is not yet funded.

Any potential development scenario for Parcel 10 is also expected to continue to accommodate the South Bay Harbor Trail bike path. The South Bay Harbor Trail Coalition, in partnership with Save the Harbor/Save the Bay and Mayor Thomas M. Menino's administration, is working to plan and build a 3.5-mile pedestrian/bicycle trail which, when completed, will connect Roxbury, the South End, Chinatown, the Fort Point Channel and the South Boston Waterfront to each other and the Boston Harbor. The South Bay Harbor Trail will make use of an existing trail and green space that runs along much of Melnea Cass Boulevard.

Urban Ring



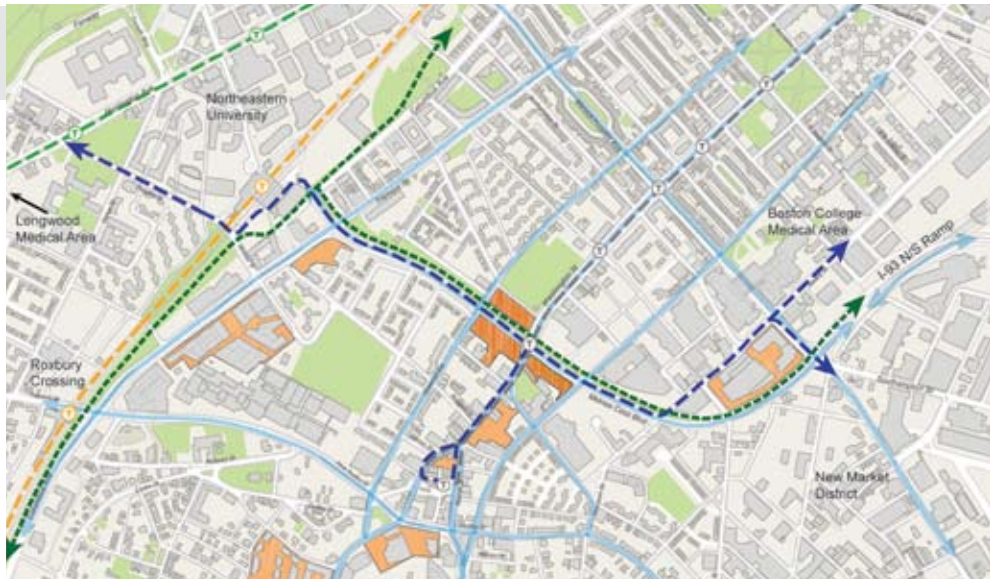
Parcel 10 existing conditions



Parcel 9 existing conditions



Circulation and Connection



2.2 EXISTING CONDITIONS

Parcels 9 and 10 are both vacant and underutilized parcels of land.

Existing Structures and Uses

No existing structures. Abutting businesses are currently using some parcels for parking.

Existing Streets and Underground Utilities

The site plans distributed with this RFP show the general boundaries of Parcels 9 and 10, existing public ways and easements. The BRA makes no representations or warranties as to the completeness or accuracy of the property information contained in this RFP. Respondents are responsible for independently verifying all such information including any underground utilities and related easements.

Environmental Investigation and Indemnity

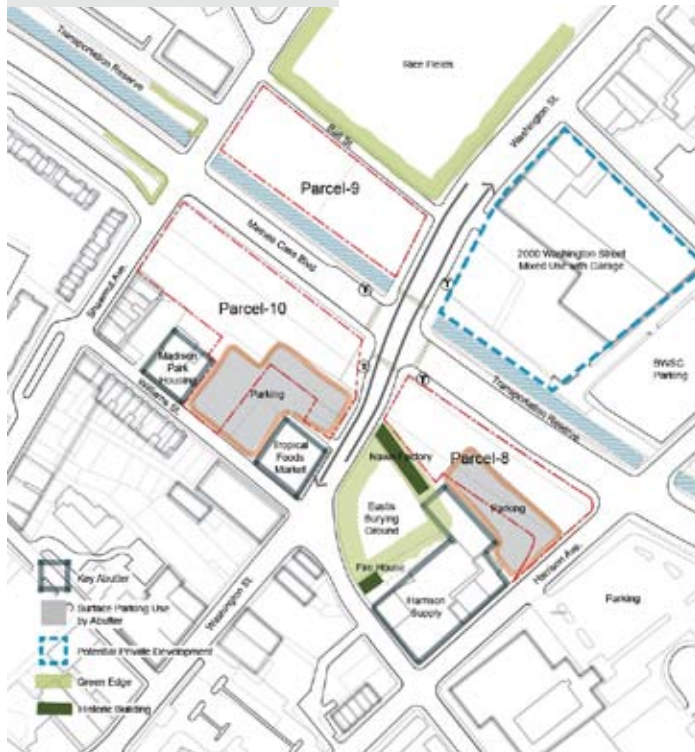
Respondents are responsible for making their own determination of existing conditions and conducting their own environmental investigation of Parcels 9 and 10 and the surrounding area, and the designated developer (s) will be required to assume all responsibility for the conditions pursuant to the proposed ground lease. Respondents should refer to the environmental documentation listed in Appendix I.

2.3 ABUTTING AND SURROUNDING USES

Parcel 9 and 10 are located at the intersection of Melnea Cass Boulevard and Washington Street. Parcel 8 is a 58,174 square foot (±1.3 acre) vacant and underutilized parcel located at the Southeast corner of this intersection. Parcel 8 is comprised of land owned by the State of Massachusetts and the City of Boston. Parcel 8 also abuts the Historic Nawn Factory and the Eliot Burying Ground, both important Roxbury historical assets. Parcel 8 is one of the seven Master Plan parcels and slated for eventual development.

Located at the northeast corner of Melnea Cass Boulevard and Washington Street intersection is 2000 Washington Street, a privately owned 126,114 square foot (±2.89 acre) parcel currently occupied by a bus depot. This parcel is also slated for eventual development and would fall under the provisions of Article 80 in the Boston Zoning Code.

Existing Site Conditions



Active Pedestrian Zones



2.4 POLICY CONTEXT

Development proposals will be subject to the provisions of the City of Boston zoning and building regulations and procedures, as well as applicable State (including without limitation M.G.L. Chapter 30, Sections 61 and 62) and City environmental reviews, the Boston Residents Construction Employment Standards which implement the Boston Residents Jobs Policy, and any other applicable City policies.

The preparation and submission of all proposals by any person, group, or organization is entirely at the expense of such person, group, or organization. The designated developer shall be responsible for any and all costs incurred in connection with the planning and development of the Project Site. The BRA and the City of Boston shall not be liable for any such costs nor shall either be required to reimburse the developer for such costs.

Some additional policies that should be taken into consideration and/or programs that may be available for helping to finance portions of the development are described later in this RFP.

Figure 4: Roxbury Strategic Master Plan



Tropical Foods, Rice Field



Roxbury Strategic Master Plan

The Roxbury Strategic Master Plan represents a commitment to continue to build a socially and economically vibrant Roxbury and serves as a guide to shape future policy and activities in the neighborhood over the next ten to twenty years. This community-based plan is a product of a three-year partnership with community members, residents' groups, and City and elected officials.

In addition to presenting broad goals for Roxbury at large, the Master Plan sets out a process for the disposition of several publicly-owned parcels, including Parcels 9 and 10. The roles of the RSMPOC and Project Review Committee ("PRC") are described in the Master Plan, which is available from the BRA.

Zoning

Under current zoning, Parcel 9 is located in the Dudley Square Economic Development Area and is included in both the Housing Priority and Boulevard Planning overlay subdistricts. Parcel 10 is also located in the Dudley Square Economic Development Area and the Boulevard planning overlay subdistrict. Zoning for the area is described in Article 50 of the Boston Zoning Code, adopted by the Zoning Commission in 1991 and shown on the associated Map 6A/6B/6C. Copies of the Boston Zoning Code may be obtained from the BRA, 9th Floor, City Hall or on the BRA website at: www.cityofboston.gov/bra/zoning/zoning.asp

Article 50 established Economic Development Area ("EDA") subdistricts with the following goals:

Zoning Map with PDA/EDA Areas



- To encourage economic growth and commercial activity in a manner which is sensitive to the needs and interests of the community and to provide for economic development that is of a quality and scale appropriate to the surrounding neighborhood. They are established to encourage the diversification and expansion of Boston and Roxbury's economies, the creation and retention of job opportunities and provision of additional economic benefits to the Roxbury Neighborhood District.

Article 50 establishes Housing Priority Areas for the Roxbury Neighborhood District as follows:

- This Section establishes several Housing Priority Areas in order to promote and encourage the construction of Affordable Housing. All parcels of land within these areas are owned by a Public Agency and comprise at least one acre, either individually or in combination with contiguous parcels owned by another public agency. Notwithstanding any contrary provision hereof, for any Proposed Project within these areas a minimum of three (3) square feet of Gross Floor Area shall be devoted to allowed Residential Uses for each square foot of Gross Floor Area devoted to other uses. In addition, seventy-five (75%) percent of all Dwelling Units in any such Proposed Project shall be Affordable. The provision of Affordable Housing within the Roxbury Neighborhood District shall not be limited to these areas, and is, in fact, encouraged throughout the Roxbury Neighborhood District.

The Roxbury Neighborhood District establishes the current underlying zoning for the parcels. Under current zoning, the maximum Floor Area Ratio ("FAR") for the Dudley Square EDA is 2.0 and the maximum building height is 55 feet. Both parcels are PDA eligible, with a maximum FAR of 3.0 and a maximum building height of 65 feet. Article 50 also contains additional design, use, and dimensional regulations that govern redevelopment of this site.

The community's vision for these sites, as reflected in the Development Guidelines of this RFP include a wide range of use, urban design, and building design goals that may or may not conform to the current zoning code.

Respondents to this RFP are encouraged to submit proposals that best respond to the Goals and Guidelines stated within this document. In order to fully realize the Goals and Guidelines of Sections 3 and 4 of this RFP, it is expected that respondents shall seek approval for any deviations from the code through the Board of Appeal and/or the Boston Zoning Commission.

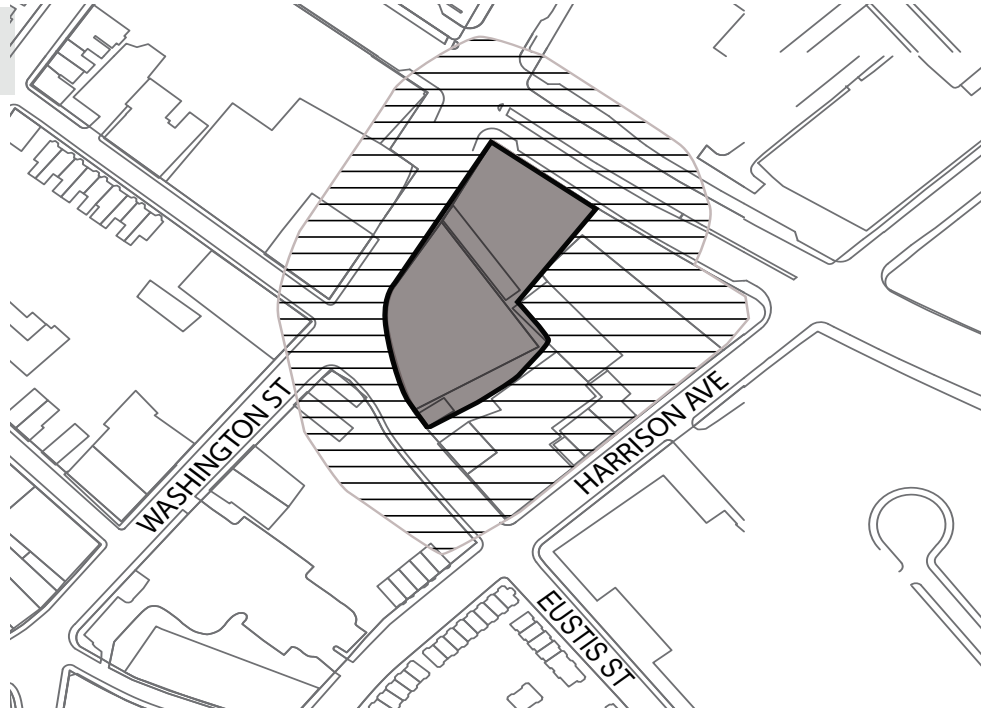
Existing Context



Architectural Conservation District

In 1981, the Boston Landmarks Commission (“BLC”) created the Architectural Conservation District for the nearby Eustis Street area. According to the BLC’s 1981 Eustis Street Area District Study Committee Report, the area “is significant as a unique collection of sites and structures which represent a continuous history of Roxbury from its origins as a farming village through nineteenth century industrialization”. Significant historic assets include the Old Roxbury Burial Ground, Eustis Street Firehouse, and the Nawn Factory. This protection area includes all of nearby Parcel 8 and portions of Parcel 10. Proposals for the redevelopment of Parcels 9 and 10 should be aware of the guidelines associated with this conservation district and when applicable, adhere to them. Successful respondents should expect to work with the Boston Landmarks Commission on the detail application of and compliance with the Architectural Conservation District guidelines.

Eustis Architectural Conservation District



Economic Development Incentives and Assistance

The City of Boston, the Commonwealth of Massachusetts, and the federal government offer a wide range of programs to help stimulate economic development. Some of the financing and technical assistance services which are potentially available for real estate development or business development of Parcel 9 and 10 are briefly described below.

- Parcels 9 and 10 are located in Boston’s federally designated Empowerment Zone. In the past, resources have been available for projects within the Empowerment Zone that met certain criteria and make a commitment to hiring targets for residents of the Empowerment Zone. Boston Connects, Inc. (“BCI”) is the non-profit organization implementing the strategies of Boston’s Empowerment Zone. BCI’s strategic vision for changes focuses on economic self-sufficiency for individuals, families and communities. Major goals and strategies include investment in economic opportunity and job creation, health and well being, education and job readiness, and technology development for residents of the Empowerment Zone. For more information visit www.bostonez.org.
- Boston’s Department of Neighborhood Development operates the Boston Business Assistance Center in Roxbury’s Dudley Square. The Center provides access to technical, financial, and administrative resources for entrepreneurs, neighborhood small business owners, and business owners interested in expanding or relocating to Boston.

- The Boston Industrial Development Financing Authority (BIDFA) issues bonds that promote economic growth and increased employment. BIDFA offers both taxable bonds and tax-exempt bonds to help finance the capital needs of Boston's businesses and institutions. Tax-exempt bonds are available for non-profit institutions, for certain industrial facilities, and for qualified businesses in federally designated Empowerment Zones.
- The Boston Local Development Corporation (BLDC) provides loans to businesses located in, or relocating to, the City of Boston. Funds can be used to meet a wide variety of needs, including purchasing equipment and hiring new employees. BLDC loan funds can be used in conjunction with bank funds and the BLDC actively pursues loan participations with local banks.
- MassDevelopment offers a wide range of financing tools including tax-exempt bonds and a variety of loan and guarantee programs.
- Massachusetts Community Development Finance Corporation provides financing for small businesses, real estate projects, and community development programs throughout the Commonwealth's low and moderate income communities.

**Transit Oriented
Development
Infrastructure and
Housing Support Funding**

Projects built on Parcels 9 and 10 may be eligible for funding from the Transit Oriented Development (TOD) Infrastructure and Housing Support Program, a relatively new Commonwealth Capital Program intended to provide funding of up to \$2.5 million for housing, pedestrian improvements, bicycle facilities, and/or parking facilities in mixed use developments within ¼ mile of a transit station. The program requires that at least 25 percent of the housing units in any housing development should be affordable to households earning no more than 80 percent of the area median income. To compete for funding, projects must be part of a "high quality TOD" containing a mix of uses, higher densities, pedestrian oriented design, facilities for non-motorized transportation (such as bicycling), parking requirements suited to TOD, and convenient access to transit.

For more information about TOD Infrastructure and Housing Support Program requirements and funding cycles, go to www.mass.gov/TOD, and click on "Transit Oriented Development".

3 DEVELOPMENT GOALS

3.1 OVERALL DEVELOPMENT GOALS

A series of public community meetings were held to discuss the proposed disposition and redevelopment of Parcels 9 and 10 and to craft site specific Development Goals and Use & Design Guidelines which are described in Sections 3 and 4 of this RFP. These Development Goals and Use & Design Guidelines will be used by the RSMPOC and the City to determine responsiveness of proposals. It is important that Respondents understand that the PRC and BRA focus on this property will be intense and the Development Goals and Use & Design Guidelines described herein will be used in the respondents selection process per Section 5.

The following are the broad goals for development on Parcel 9 and 10:

Implement the Roxbury Strategic Master Plan, with special emphasis on maximizing economic development and job creation potential.

- **Generate wealth** for the Roxbury community. Wealth generation is considered to include five principal elements: (1) economic linkages to the larger economy; (2) jobs and careers for Roxbury residents; (3) community and/or minority equity and ownership; and (4) opportunities for local small business development, and (5) more home ownership opportunities.
- **Reinforce the physical, social, and economic fabric** of Roxbury by replacing a vacant lot with a project that provides high-quality architecture and urban design, creates community facilities and public gathering spaces, enhances physical connections and creates an integrated and active urban environment, lays the groundwork for long-term economic benefits for the neighborhood, and creates sustained economic opportunity for local residents. Successful redevelopment of these parcels will take into consideration the nearby Dudley Square commercial district and Lower Roxbury residential community.
- **Leverage the resources of Roxbury at large**, including its workforce, youth population, demographic diversity, investment capital, and existing businesses.
- **Build a highly sustainable development** employing the principals and best practices of Sustainability and Green Building design to maximize the social, economical and environmental sustainability of the project and to minimize project related environmental impacts and energy consumption.
- **Create a successful transit-oriented development** by providing a mix of uses, appropriate parking ratios, a strong pedestrian environment, mobility options (e.g., bicycling), safe and easy access to transit, and urban design that is fitting to the area.
- **Maximize the value of Parcels 9 and 10** as an economic development asset for Roxbury and the City. The value is based on the parcel's size, its favorable location within Boston, and its proximity to transportation infrastructure, significant economic engines, and local educational and workforce training infrastructure.

Respondents are encouraged to confer with and, when appropriate, form partnerships with area organizations, institutions, and businesses including educational institutions, hospitals, local investors and developers, and local small businesses—in order to devise creative proposals that address all of these development goals.

3.2 SPECIFIC DEVELOPMENT GOALS

This section presents specific Programmatic and Economic Development Goals for Parcels 9 and 10. Each stated goal is followed by a list of desired outcomes and/or more detailed descriptions intended to help respondents understand more fully the vision for development of the site.

Respondents are encouraged to respond creatively to each goal and should describe in as much detail as possible how the proposed development will accomplish the stated outcomes. Respondents should provide both data and analysis, as necessary, to support stated outcomes, particularly those related to the potential economic development benefits of the proposed project. The Project Review Committee (“PRC”) and BRA will review and evaluate proposals to determine if each proposal has responded to each Programmatic and Economic Development Goal. Respondents are expected to make a “best faith effort” to meet the specifics of each Programmatic and Economic Development Goal.

While it is understood that proposals may not satisfy each goal, failure to provide a response for each specific goal will result in a proposal being deemed “non-responsive”.

1

**Create concrete jobs
and career opportunities
for Roxbury residents
and other residents of
Boston.**

- Development must include and attract economic activities with a diversity of occupations, wage levels, and skill requirements. Full-time jobs with benefits and a living wage are a priority.
- Efforts should be made to attract companies and organizations in the health, medical and green technology sectors that are able to provide jobs with a variety of entry points.
- Jobs created should be primarily net new jobs, whether in new or expanding businesses, rather than relocation of employees from other locations in Boston.
- Projects should create a significant number of jobs with skill requirements that match the range of skill levels of the population living in Roxbury or jobs for which current residents could be trained. Particular attention should be paid toward the creation of lower-skill jobs that fit into a career ladder whereby employees can move on to higher-skill and higher-pay jobs within the same firm or in other firms and industries.
- The Roxbury community and the BRA have set the following goal for employment related to the development of the Parcels 9 & 10:
 - At least 50 percent of the pre-construction jobs should be targeted to City of Boston Residents, at least 50 percent to minorities, and at least 50 percent to women.
 - Construction employment on Parcels 9 & 10 should conform to the goals set for for projects that have received Empowerment Zone funding, i.e. at least 60 percent of the total employee work hours in each trade shall be targeted to the residents of Roxbury and the surrounding neighborhoods that make up Boston’s Empowerment Zone.
 - Permanent employment on the project site should conform to the goals set for projects that have received Empowerment Zone funding, i.e. at least 60 percent of the total employee work hours in each trade shall be targeted to the residents of Roxbury and the surrounding neighborhoods that make up Boston’s Empowerment Zone
- Respondents will solicit the input of major employers, local educational institutions, training providers, social service agencies, unions, and other entities regarding the training needs of Roxbury residents and possible strategies for meeting the community’s employment goals, but should not enter into specific commitments with such entities at this stage. Respondents are encouraged to integrate employment and training strategy concepts into their development proposals.
- The designated developer will be expected to work with the BRA (including Jobs and Community Services), the Boston Employment Commission, and all other appropriate entities, including a potential community-based initiative, to develop a plan to meet the City’s and the community’s hiring, job referral, and training goals through the use of existing or new community jobs banks, job referral systems, coordinated apprentice education and training programs, and community-based monitoring and oversight processes.
- Respondents must be able to demonstrate a history of success meeting hiring and training goals.

2

Diversify the Roxbury economy and increase economic ties between Roxbury and the larger Boston and regional economy.

- To best meet the overall goal of wealth generation, respondents are encouraged to respond creatively to fostering economic activities that diversify Roxbury's economic base and bring new resources into the broader Roxbury community.
- Development proposals must document and demonstrate the ability to forge connections between economic activities on the Parcel 9 & 10 sites and the rest of the Roxbury economy so that wealth is circulated as broadly as possible. Connections should include the purchases of goods and services from Roxbury businesses or other opportunities for local businesses.

3

Maximize the economic development potential of the Project Site without adversely impacting surrounding uses.

- Development should consider the existing character of the surrounding community and strive to compliment the nearby Lower Roxbury and Dudley Square communities physically, socially, and economically.
- Development should be of appropriate type and of sufficient density to allow the creation of a significant number of jobs and to make an ambitious and creative program financially feasible, without being out of scale with the surrounding uses or generating excessive traffic and parking or other environmental impacts.
- New development and uses should be compatible with the transportation, urban design, and other goals described in this document. For example, less parking-intensive and more transit-compatible uses will be favored, e.g. office uses are preferable to large-scale "big box" retail. Complementary uses that allow for shared parking arrangements are encouraged.

4

Create an urban village with a mix of new ownership housing that includes a variety of unit size, and affordability levels.

- Housing is a potential component for any redevelopment proposal for Parcels 9 and 10. The community has determined that housing developed through the RSMP should strive to meet the housing needs of a broad range of residents including seniors who could "age in place", working elders, families, young professionals, and individuals by providing new home ownership opportunities affordable to a range of income earners. The proposed development should offer a creative mix of housing that meets this goal.
- The production of affordable housing is a major goal for the Oversight Committee, Community and the City of Boston. The proposed development shall have a goal of providing a mix of residential units with 2/3rds affordable and 1/3rd market rate as follows:
 - 1/3rd priced to be affordable to families earning below 80% of the Area Medium Income ("AMI"),
 - 1/3rd priced to be affordable to families earning between 80% AMI and 120% of the AMI, and
 - 1/3rd priced at the prevailing market rate.

The Oversight Committee, Community, and City recognizing that market, development and construction conditions may affect the number and feasibility of affordable housing units; respondents should be creative in their approach to the project including identifying funding sources, build out variations, phasing, unit types, and parking ratios as necessary to achieve the affordable housing and related goals. Respondents shall provide documentation as necessary to illustrate alternate approaches and a detailed pro-forma that shows how they will achieve the affordable housing goals or maximize the amount of affordable housing including financial subsidies, associated costs, and development conditions.

Proposals should contain a significant retail component that can support the development on the Project Site, takes advantage of the unique location of Parcels 9 and 10, serves the broader neighborhood, and provide business opportunities for local residents that contributes to and enhances the role of Dudley Square as Roxbury's commercial center.

5

Support community and minority ownership.

- Respondents should also consider incorporating supportive quality of life uses such as: local retail and service stores, cultural facilities, and social services.
- The proposed development must be consistent with the City of Boston's goals and objectives for housing development in Roxbury and Boston at large, and enhance existing and planned housing and retail in the surrounding neighborhood.
- New housing development is encouraged to exceed but must comply with the provisions of the City of Boston's Inclusionary Development Policy, as amended.
- The developer will also be required to comply with the City's fair housing plans (the Affirmative Fair Housing Marketing Plan and/or the Affirmative Marketing and Buyer/Tenant Selection Plan) to guarantee equal access to all housing.
- Proposals by minority business enterprises ("MBEs"), community-based investors and developers, and community-based nonprofit organizations, as well as joint ventures with these groups are especially encouraged.
- The Roxbury community has set a goal of at least 51 percent minority equity in the development entity. All proposals should strive to maximize the participation of the above groups in the equity and decision-making roles of the proposed development entity.
 - 51% or more, of pre-construction contracts (e.g. architecture and engineering) be awarded to Roxbury businesses and MBEs.
 - 51% or more, of the development contracts be awarded to Roxbury businesses and MBEs.
 - 51% or more, of ongoing / permanent service contracts (e.g. marketing and leasing, maintenance, security, etc.) be awarded to Roxbury businesses and MBEs.

The designated developer will be asked to prepare and implement a plan to ensure that the participation of local businesses and MBEs is maximized.

After developer designation and at various stages before, during, and after the construction of the selected project, the BRA will host a clearing house with the designated the developer(s) for potential subcontractors, and job seekers in order to highlight the opportunities and resources available to meet the employment and subcontracting goals described above.

4 URBAN DESIGN

4.1 URBAN DESIGN

The following guidelines are intended to describe the desired physical qualities of development on Parcels 9 and 10, to ensure that development enhances the adjacent neighborhoods, and to realize the goals developed during the community visioning process. Designs should be creative in interpreting these guidelines and meet the overall goals outlined in this RFP.

Roxbury Strategic Master Plan and Oversight Committee Development Vision

RSMPOC directed the BRA to conduct a series of public meetings for the purpose of crafting site specific Use & Urban Design Guidelines for Parcels 9 and 10. The general recommendations put forth in the Roxbury Strategic Master Plan have guided these public discussions and are reflected in these recommendations. Between January and July of 2008, four Community Workshops were conducted; the following guidelines reflect the community recommendations for Parcels 9 & 10.

Key urban design ideas developed with the extensive input of the community and RSMPOC are:

- Demark the Washington Street entry to Dudley Square with prominent buildings at the intersection of Washington Street and Melnea Cass Boulevard Gateway.
- Promote Melnea Cass Boulevard as an active pedestrian destination with attractive ground floor uses, pedestrian friendly streetscapes and sidewalks, and on-street parking.
- Create an anchor and presence for the Roxbury Heritage Park including a plaza at the corner of Cass Blvd. and Washington St.
- Respect and enhance existing area historic assets including the Nawn Factory building and site, the Eustis Street. Burial Ground and the Eustis Street Fire House.

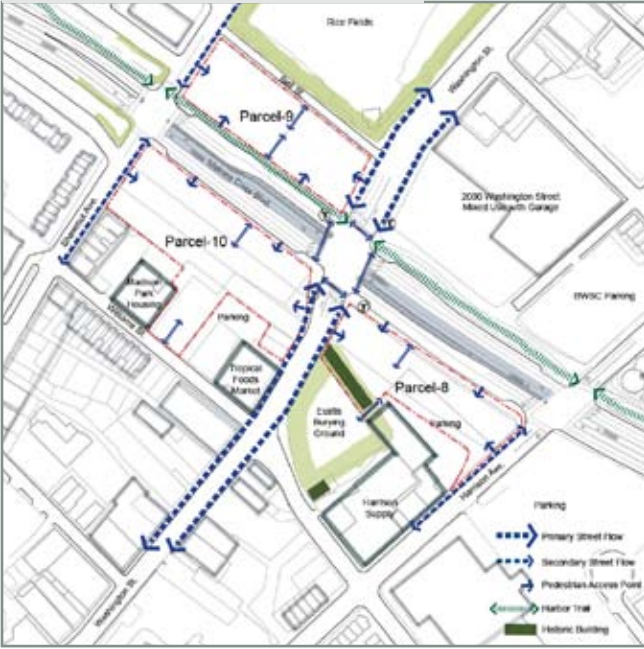
General Use & Urban Design Guidelines

The RSMPOC and area community envision the redeveloped Parcels 9 and 10 as an opportunity to attract uses that generate sustainable economic growth, jobs, housing, and retail opportunities that benefit Dudley Square and Roxbury as a whole. Following are specific Use & Urban Design Guidelines based on meetings and workshops held in the Roxbury Community in the last year. Each guideline item is followed by a list of desired outcomes and/or more detailed descriptions intended to help respondents understand more fully the use and urban design vision for development of the site.

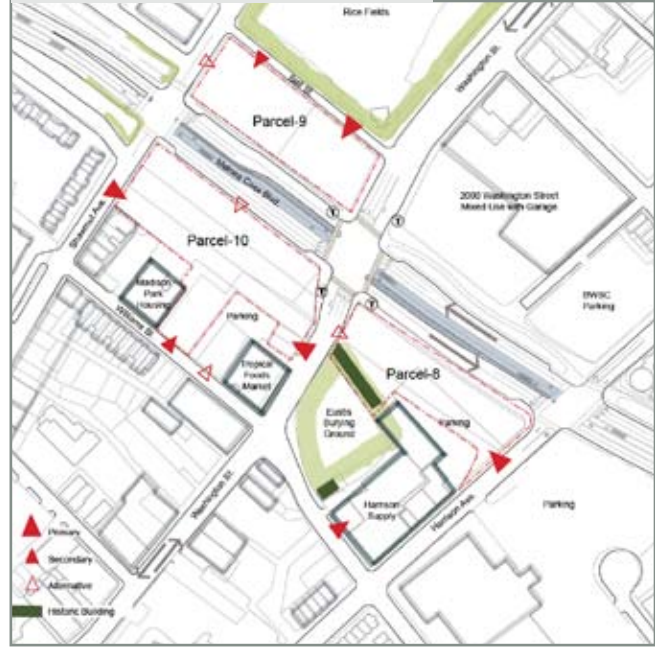
Respondents are encouraged to respond creatively to each guideline and should describe in as much detail as possible how the proposed development meets the stated requirements. Respondents should provide illustrations and descriptions, as necessary, to evidence compliance with each guideline. The Project Review Committee ("PRC"), and BRA will review and evaluate proposals to determine if each respondents has met the requirements of Section 4 - Use & Urban Design Guidelines.

Additionally these guidelines are intended to assist respondents to this RFP in crafting proposals that fulfill community expectations for redevelopment of the parcels 9 and 10.

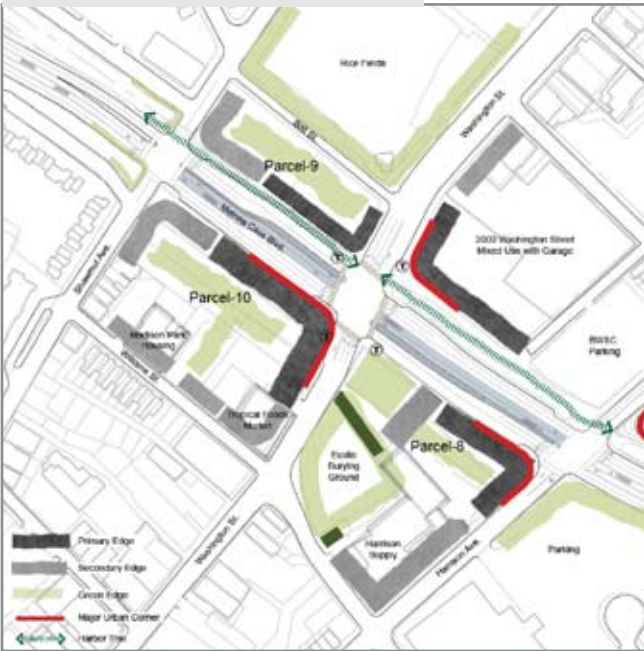
Potential Pedestrian Access



Potential Vehicular Access



Potential Building Orientation and Street Edge

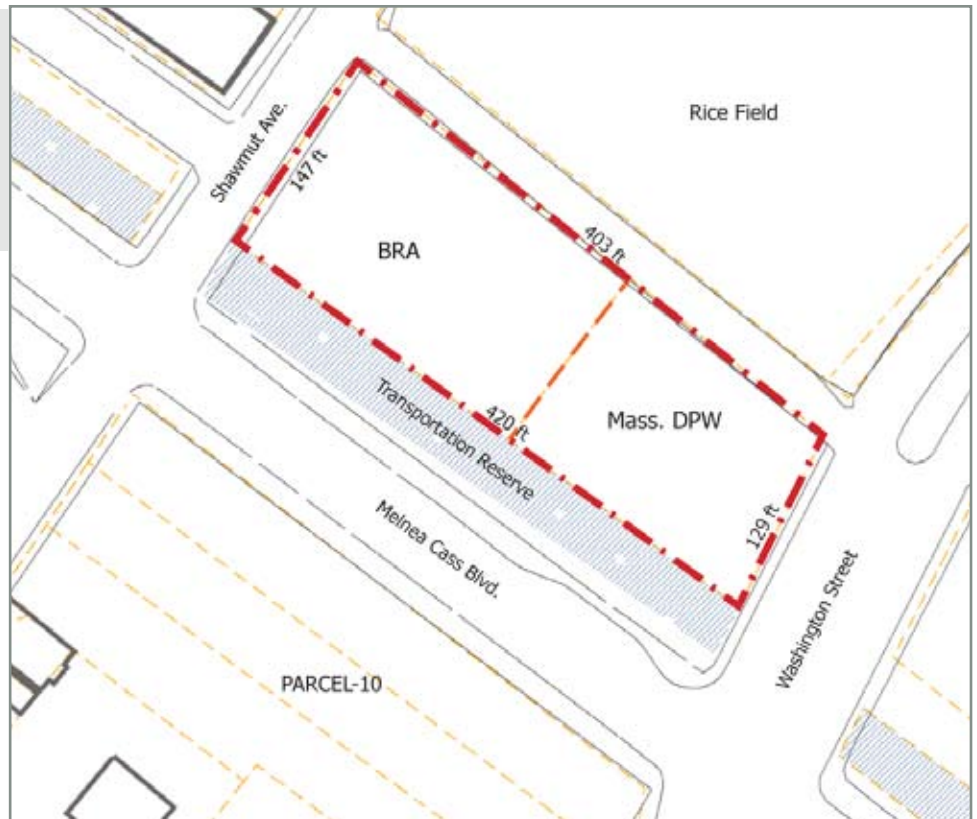


4.2 PARCEL 9 SPECIFIC GUIDELINES

Area: 60,698/1.4 Acres

Ownership:
State DPW (included in MOA): 27,585 SF
BRA: 33,113 SF

Map and dimensions are for illustrative purposes only.



Defining Characteristics Parcel 9 will play a supporting role in activating and filling out the Washington Street and Melnea Cass Boulevard Gateway. Along Melnea Cass Blvd., it should respond to bikes on the Harbor Trail while on the other, complementary uses should enhance the edge of Jim Rice Field, one of Roxbury's largest public ball fields.

4.2.1 USE GUIDELINES

Commercial Office Uses Provide multiple stories of commercial / office space above retail. Consider providing space for the health and medical sector and green jobs.

Retail Uses Provide for 18 hour, active ground floor retail and service uses, particularly at the corner of Washington St. and Melnea Cass. Provide space for locally owned businesses that cater to the community and complement, rather than compete with existing Dudley Square retail. Consider providing a smaller anchor to attract customers to the site.

Community / Cultural Uses Provide cultural and/or community space that serves the youth community and complements the seasonal use of adjacent Jim Rice Field.

Residential Uses Residential uses can be considered but are not required. Locate any new residential units on upper building floors on the Shawmut Ave. end of the site. Provide separate and distinguishable residential building entries.

Open Space Use open spaces and green spaces to organize site uses and buildings and to reduce the apparent length of the site along Melnea Cass Blvd. Provide a mix of usable semi-private open spaces at each building including outdoor passive open spaces for building occupants. For residential uses provide outdoor passive and active open spaces with play structures for children.

Ensure adequate space for the continuation of the existing (future Harbor Trail) bicycle path on the Melnea Cass Blvd. side of site. Use landscaping materials and surface treatments to delineate pedestrian and bicycle areas.

4.2.2 DESIGN GUIDELINES ■

Street & Block Pattern Separate built areas to break up the length of the site and respect the surrounding character. Configure buildings and site features to maximize sunlight and minimize shadows.

Area Circulation & Connections Promote an accessible pedestrian environment with circulation along active street edges. Provide direct access to nearby transit. Use prominent crosswalks, controlled pedestrian signals, and generous median space to comfortably connect the site across Washington and Melnea Cass Blvd. Direct support space towards the interior of the block with service and truck access from Ball St.

Streetscape Provide enhanced streetscapes with landscaped sidewalks, attractive street lighting that will address security, street furniture and enhanced paving.

Building Height & Massing Provide 5 to 8 story buildings. Modulate and step massing to reduce the appearance of size and provide breaks for light, air and views.

Orientation Front new buildings along Melnea Cass Blvd. and Washington St. with a focus at the corner of these two streets.

Edges & Street Wall Provide minimal set-backs from the street that will allow for comfortable movement without detracting from a lively pedestrian and retail environment. Ensure frequent entrances, transparent facades, tall store front display windows, canopies and attractive building materials.

Building Character & Materials Vary material to reflect different buildings and uses (residential / commercial / community facility). Provide inconspicuous screening of building mechanical equipment and ventilation openings. Provide for high quality materials & detailing throughout.

Landscaping Provide attractive and well maintained plantings throughout the site. Use plants appropriate to the region and to all seasons that require minimum irrigation.

4.3 PARCEL 10 SPECIFIC GUIDELINES

Area: 90,270/2.1 Acres

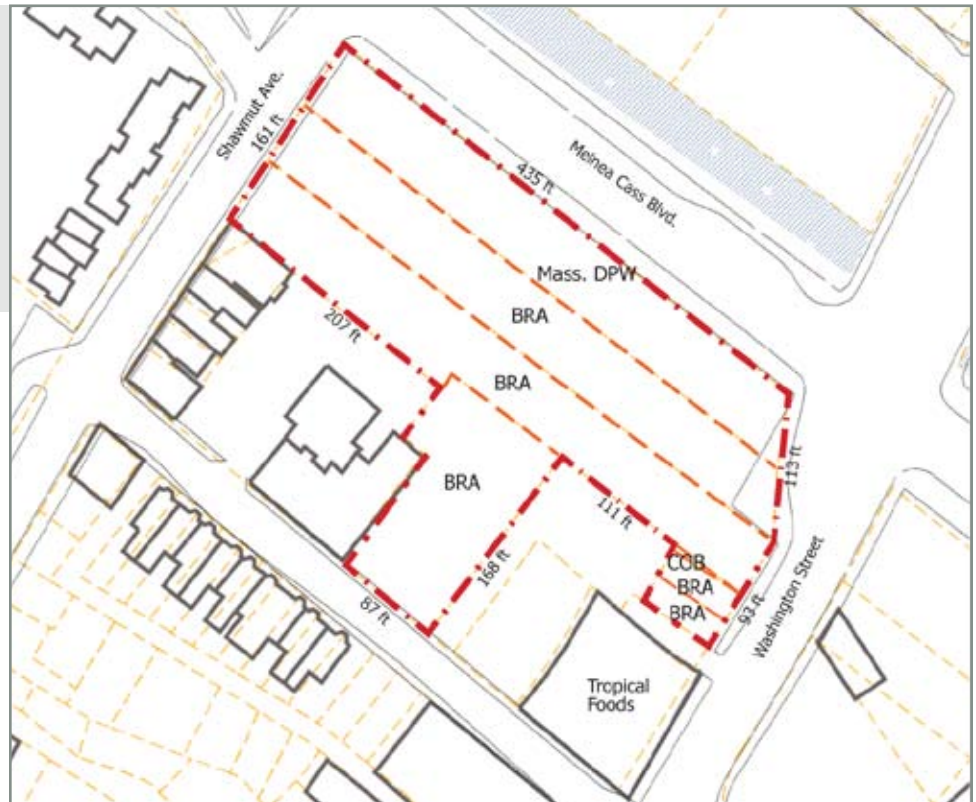
Ownership:

State DPW (included in MOA):
25,730 SF

City DPW (included in MOA):
205 SF

BRA: 64,335 SF

Map and dimensions are for illustrative purposes only.



Defining Characteristics Parcel 10 will serve as the primary focus of the Melnea Cass and Washington St. Gateway, calling attention to and activating the area. New development will help to organize the diverse block while the existing Tropical Foods will anchor other retail. The developable area of the site is large enough to activate, not only the edges, but also the interior of the block.

4.3.1 USE GUIDELINES

- Commercial Office Uses** Provide multiple stories of commercial / office space above retail. Consider providing space for the health and medical sector and green jobs.
- Retail Uses** Provide for 18 hour, active ground floor retail and services, particularly at the corner of Washington St. and Melnea Cass Blvd. Provide space for locally owned businesses that cater to the community and complement, rather than compete with existing Dudley Square retail. Take advantage of Tropical Foods as a potential retail anchor at its existing location or within new buildings.
- Community / Cultural Uses** Provide cultural and/or community space that serves local residents.
- Residential Uses** Provide residential space along Williams Street at a scale appropriate to the immediate surroundings. Residential uses at the corner of Melnea Cass and Shawmut Ave. can be considered, but are not required. Provide separate and distinguishable residential building entries.
- Open Space** Use open spaces and green spaces to organize site uses and buildings and to reduce the apparent length of the site along Melnea Cass Blvd. Provide a mix of usable semi-private open spaces at each building including outdoor passive open spaces for building occupants. For residential uses provide outdoor passive and active open spaces with play structures for children.

4.3.2 DESIGN GUIDELINES

| | |
|---|---|
| Street & Block Pattern | Separate built areas to break down the scale of the site and respect the surrounding character. Configure buildings and site features to maximize sunlight and minimize shadows. |
| Area Circulation & Connections | Promote an accessible pedestrian environment with circulation along active street edges. Provide direct access to nearby transit. Use prominent crosswalks, controlled pedestrian signals, and generous median space to comfortably connect the site across Washington and Melnea Cass Blvd. Direct support space towards the interior of the block with service and truck access that minimizes impact on surrounding residential areas. |
| Streetscape | Provide enhanced streetscapes with landscaped sidewalks, attractive street lighting that will address security, street furniture and enhanced paving. |
| Building Height & Massing | Provide 5 to 8 story buildings. For the far eastern portion of the site, refer to height restrictions in the Eustis Street Architectural Conservation District Report, which speaks to minimizing shadows in the adjacent historical area. Limit Williams Street building height to four stories. Modulate and step massing to reduce the appearance of size and provide breaks for light, air and views. |
| Orientation | Front new buildings along Melnea Cass and Washington St. with a prominent feature at the corner of these two streets. |
| Edges & Street Wall | Provide minimal set-backs from the street that will allow for comfortable movement without detracting from a lively pedestrian and retail environment. Ensure frequent entrances, transparent facades, tall store and display windows, canopies and attractive building materials. |
| Building Character & Materials | Vary material to represent different building uses (residential / commercial / community facility). Provide inconspicuous screening of building mechanical equipment and ventilation openings. Provide for high quality materials & detailing throughout. |
| Landscaping | Provide attractive and well maintained plantings in the open space and throughout the site. Use plants appropriate to the region and to all seasons that require minimum irrigation. |

4.4 SUSTAINABLE DEVELOPMENT AND GREEN BUILDING

- Community Expression** The Community's Vision is that Dudley Square be a model for sustainable development and green building including healthy, energy efficient buildings and transit-oriented, neighborhood-scaled development that reduces building and transportation based pollution and carbon emissions.
- Sustainable Development** The redevelopment of these parcels should enhance the overall sustainability of Dudley Square and the Roxbury neighborhood through a careful mix of new uses and compact, low impact development strategies.
- Both parcels must comply with the US Green Building Council (USGBC) Leadership in Energy & Environmental Design for Neighborhood Development (LEED - ND) standard. While projects must at minimum achieve USGBC Certification at the Silver level, the Community's vision is for model practices with Certification at the Gold level or better.
- Green Buildings** All new buildings must be planned, designed and constructed to meet the most appropriate USGBC LEED building standard and comply with City of Boston Green Building Zoning Articles 37 and 80. While projects must at minimum achieve USGBC Certification at the Silver level, the Community's vision is for model practices with USGBC Certification at the Gold level or better and comply with DND Healthy Homes Standards. Specific Green Building strategies should include a focus on the following:
- On-site Renewable Energy & Distributed Generation
 - Energy Efficiency
 - Transportation Demand Management
 - Stormwater Management & "Green Streets"
 - Sustainable Landscaping
- Transit** Encourage pedestrian, bicycling, and public transit use by residents, employees, shoppers, and visitors.

4.5 VEHICLE PARKING & ACCESS

- Community Expression** The community has expressed an interest in reduced car dependency by requiring the minimum parking necessary to allow new uses to flourish. The community also encourages shared parking strategies to maximize off-hours use of parking spaces and the provision of spaces for car sharing to minimize the overall need and cost for off street parking.
- Off Street Parking** The following are use specific requirements; fewer parking spaces may be provided for unique uses with low car ownership such as senior residential development. Retail / Services: Business spaces less than 5,000 Sq. Ft. – curb side only; businesses spaces greater than 5,000 Sq. Ft. – min. 0.75 spaces to max. 1.0 per 1,000 Sq. Ft.
- Commercial / Non-retail: Min. 0.75 to max. 1.0 spaces per 1,000 Sq. Ft.
 - Residential: Min. 0.75 to max. 1.0 spaces per dwelling unit and, for building with more than 10 units, 1 visitor space per 10 dwelling units.
 - Locate new parking on site in below grade or structured facilities, with surface parking allotted only for short term retail uses.
- Car Sharing** A set-aside for dedicated parking spaces for shared vehicles (such as Zipcar) accessible to the general public (including local residents and businesses) is required.
- Demand Management** Provide programs to encourage owner / tenant / employee use of public transit, bicycling and walking for transportation including free or subsidized T passes, unbundling of parking from housing sales/leases, bicycling or walking bonuses and other strategies that discourage use of personal vehicles.

Loading & Service Access All service loading and unloading facilities should be located off-street and designed to prevent truck back-up maneuvers in the public right-of-way.

4.6 BICYCLE STORAGE ■

Community Expression The community has expressed an interest that all new buildings and uses should promote bicycle use.

- Bicycle Racks & Storage** The following are use specific requirements which may vary for unique uses.
- **Residential:** Minimum of one (1) accessible, indoor, secure bicycle storage space per dwelling unit. And on-site, secure visitor bike rack(s) with a minimum of one (1) bike space per 10 dwelling units but no less than four (4) bike spaces per building.
 - **Retail:** At minimum one (1) accessible, indoor, secure bicycle storage space per 10,000 SF of net building area, or fraction thereof. And on-site, secure visitor bike rack(s) with a minimum of one (1) bike space per 10,000 SF but no less than four (4) bike spaces per building.
 - **Commercial Non-retail:** At minimum one (1) accessible, indoor, secure bicycle storage space per 10,000 SF of net building area, or fraction thereof. And on-site, secure visitor bike rack(s) with a minimum of one (1) bike space per 10,000 SF but no less than four (4) bike spaces per building.

Visitor and customer bicycle racks must be positioned in areas with active visual surveillance and night lighting, and be protected from damage by nearby vehicles. Bicycle racks must be located within 50 feet of each buildings main entry. For buildings with multiple main entries, bicycle racks must be proportionally disbursed within 50 feet of business and other main entries.

5 SELECTION CRITERIA & PROCESS

All proposals will be reviewed for compliance with, and are subject to, the criteria, procedures, submission requirements, and development objectives and urban design guidelines outlined in this RFP. The BRA may request additional information from any or all respondents. As in the case of all RFPs, the BRA reserves the right to reject any or all proposals for any reason or no reason.

5.1 SELECTION CRITERIA

All proposals will be evaluated to the extent that they meet the following criteria. Respondents are encouraged to submit evidence supporting the viability of the proposal as evaluated by these criteria, beyond the required information outlined in Chapter (*add reference*).

The extent to which the proposal fulfills the Development Goals described in Chapter 3, the Urban Use & Design Guidelines described in Chapter 4 and the following:

- The extent to which the proposal complies with all of the submission requirements described in Chapter (*add reference*).
- Evidence that the respondent has the capability, experience, and financing to undertake and successfully complete the project within a reasonable period of time and to fulfill the business terms of this RFP.
- The extent to which the respondent can demonstrate a positive track record of working in Roxbury and in general, and a track record of completing and successfully operating projects comparable to the proposed project. All members of development teams should be able to demonstrate appropriate qualifications for their respective roles.
- The ability of the team to plan and realize the development schedule within a reasonable period of time.
- Financial feasibility of the proposed project(s), as documented by development and operating pro forma(s).
- Demonstrated commitment and experience to Sustainable Development and Green Building.
- Demonstration that the proposal was or will gain neighborhood support.
- Any special features which go beyond the minimum criteria for development and which strengthen the project as a whole will be taken into account.
- Certification that the respondent has no unresolved Boston Jobs Policies (see Error! Reference source not found.) issues or violations. The respondent must obtain certification from the BRA Compliance Department, the Office of Boston by the BRA Board. Additional submissions to be required after tentative designation are identified in Chapter (*add reference*).
- Documentation that the respondent and all affiliates thereof have no outstanding property tax delinquency owed to the City of Boston; no outstanding sanitary code violations documented by the Inspectional Services Department on properties owned by the respondent; and no record of conviction for arson, as certified in the Disclosure Statement (*add reference*).
- Absence of any violations or issues pending before any federal, state, or local instrumentality as certified in the Certificate of Tax, Employment Security, and Contract Compliance (*add reference*).
- For proposals that include a housing component, certification that the respondent has no unresolved fair housing complaints. The respondent must obtain certification from the Boston Fair Housing Commission (*add reference*).

5.2 SELECTION PROCESS ■

Role of Project Review Committee In accordance with the Master Plan, upon issuance of this RFP the BRA will form a Project Review Committee (“PRC”) for Parcels 9 & 10. The PRC will assist the BRA in determining how well each of the proposals meets the objectives stated in the RFP, as well as the principles described in the Master Plan. The PRC will make recommendations on these matters to the BRA, as well as to the Roxbury Neighborhood Council (“RNC”), area elected officials, and the community at large.

The PRC for Parcels 9 & 10 will be made up of a total of 15 members, with five members to be appointed from the RSMPOC membership. Ten (10) additional members will be appointed by the Director of the BRA from a list of nominations. At least 15 of the candidates on the list of nominations will be nominated by the RNC and Roxbury’s elected officials. The list will include representatives from groups such as abutters, nearby residents, local neighborhood associations, and other district stakeholders.

During this process, the RNC will retain its role in making recommendations to the BRA based on its typical community review process.

Tentative Designation A public meeting will be scheduled for qualified respondents to present their proposals to the community for input. Development teams submitting proposals may be invited to make formal presentations to the BRA and the PRC during the initial phase of the selection process. If necessary, after the BRA and the PRC have reviewed all proposals the BRA will select a finalist or finalists who will further develop their proposal(s).

The BRA will recommend tentative designation to the respondent whose proposal best meets the development and urban design objectives and the submission requirements listed in this RFP. Tentative designation requires action by the BRA Board. Additional submissions to be required after tentative designation are identified in the appendix.

Within 60 days of the tentative designation resolution, the designated developer and the BRA will enter into a Lease Commencement Agreement containing the general conditions for final designation and the Ground Lease. The BRA will also enter into a License Agreement (with no fee) with the designated developer, who may thereafter, and subject to the terms of such License Agreement, conduct soil testing, survey and geotechnical investigation, site preparation, and all related predevelopment activities associated with the planning and development of the Project Site. Copies of all surveys, reports, title materials, and other property information shall be provided to the BRA at no cost.

Final Designation and Leasing Authorization to execute a Ground Lease will be granted upon the designated developer’s satisfactory completion of all terms and conditions of the Lease Commencement Agreement, e.g. granting of any requested zoning relief, approval of the proposed project through the Article 80 process, securing of financing, granting of building permits, and the BRA Board’s vote of final designation. The Director of the BRA will be authorized for and on behalf of the BRA to execute and deliver a Ground Lease of the parcels to the developer, containing such terms and conditions as are acceptable to the BRA. The Ground Lease will supersede the Lease Commencement Agreement and the License Agreement.

If the designated developer has not met the specified conditions and the Ground Lease has not been executed within 270 days from the date of the tentative designation, the tentative designation and Lease Commencement Agreement may be rescinded without prejudice and without further action by the BRA Board.

6 LEASE TERMS

The BRA shall enter into a long-term Ground Lease with the designated developer. The initial term of the Ground Lease shall be for up to 65 years and may be renewed for additional shorter option periods upon mutually agreeable terms. The initial annual fixed rent shall be a minimum of three dollars (\$ TBD) per gross square foot of land or gross floor area (as defined in Article 2A of the Boston Zoning Code), whichever is greater. Thereafter, the fixed rent shall escalate every five years at a rate determined by the cumulative Consumer Price Index (“CPI”) increase for the preceding (TBD) period or as shown in Table 1, whichever is higher.

Table 1: Cost per square foot and annual fixed rent by year of lease term

| Lease Year | Rent Per Square Foot |
|------------|----------------------|
| 1 - 5 | \$.tbd |
| 6 - 10 | \$.tbd |
| 11 - 15 | \$.tbd |
| 16 - 20 | \$.tbd |
| 21 - 25 | \$.tbd |
| 26 - 30 | \$.tbd |
| 31 - 35 | \$.tbd |
| 36 - 40 | \$. tbd |
| 41 - 45 | \$. tbd |
| 46 - 50 | \$. tbd |
| 51 - 55 | \$. tbd |
| 56 - 60 | \$. tbd |
| 61 - 65 | \$. tbd |

Payment of rent will commence upon execution of the Ground Lease but may involve some deferral of rent (e.g., rent could accrue but payment would be deferred until the developer is granted a Certificate of Occupancy).

A portion of the lease proceeds generated by the development of the Project Site may be channeled by the BRA to fund neighborhood priorities through a mechanism to be determined. Neighborhood priorities will be determined with the input of a community-based advisory body.

The land and improvements will be assessed and taxed by the City of Boston under normal real estate taxation procedures in accordance with Chapter 59 of the Massachusetts General Laws M.G.L. The above-referenced Ground Lease will require the developer to be responsible for paying applicable taxes and fees as well as the fixed rent. All other material terms and conditions of the Ground Lease will be negotiated following tentative designation of a developer within the time period specified in the tentative designation resolution.

When improvements are completed in compliance with the Ground Lease and according to the approved final working drawings and specifications and the developer has complied with all applicable agreements with the BRA and other City of Boston agencies, the BRA will issue a Certificate of Completion signifying that the project has been undertaken in compliance with all agreements between the BRA and the developer.

7 SUBMISSION REQUIREMENTS

Respondents must submit sealed proposals to the BRA Executive Director/Secretary, BRA, Room 910, Boston City Hall, One City Hall Square, Boston, Massachusetts 02201, no later than **Day, Month Date**, 2009, at 12:00 noon. Proposals received after the deadline will not be accepted.

Applicants should be aware of the following timeline:

- **Day, Month Date**, 2009: Issuance of RFP
- **Day, Month Date**: First Respondents' site visit
- **Day, Month Date**: Second Respondents' site visit
- **Day, Month Date**: Respondents' conference in the BRA Board Room
- **Day, Month Date**: Proposals due
- **Day, Month Date**: Respondents present proposals to community
- **Day, Month Date**: BRA respondent selection

There are two (2) separate fees associated with this RFP:

- RFP Purchase Fee - a non-refundable fee in the amount of **XXX** Dollars (\$ **td**) via a money order, Treasurer's check, or certified check, drawn in the order of or assigned to the Boston Redevelopment Authority; and
- Submittal of RFP Response Fee - a partially non-refundable fee for unsuccessful applicants. The submission fee is in the amount of **XXX** Dollars (\$ **td**) and must be included with the response by no later than the noon deadline on **Day, Month Date, Year**. For unsuccessful applicants, Five Hundred Dollars (\$500) of the submission fee will be retained by the BRA for processing the submission and the **XXX** Dollar (\$ **td**) balance will be returned.

Respondents must submit (**number tbd**) -sealed copies and one (1) original of the Development and Design Submission. Five (5) -sealed copies and one (1) original of the Financial Submission must be provided under separate cover from the Development and Design Submission.

Appendix II (*add reference*):

Submission Checklist provides a reference in order to ensure that all required elements are included. The Submission Checklist should be included in the proposal.

7.1 DEVELOPMENT AND DESIGN SUBMISSION

All proposals must contain a Development and Design Submission with the information and items listed below, although respondents are free to organize this information in ways other than suggested. If it is not possible to provide a given item or piece of information, the proposal should substitute an explanation of why this is the case.

7.1.1 DEVELOPMENT TEAM ■

Provide a letter of interest signed by the principal(s) of the development team that identifies and describes the following:

- The development team, including the developer(s), attorney, architect, engineer, contractor, marketing agent/broker, management company and other consultants and entities. Indicate whether any of the individuals or businesses is a minority-owned or woman-owned business. Describe the nature of any participation by community-based and/or minority investors, developers, and other entities. For joint ventures, provide a copy of the Partnership Agreement, Limited Liability Company Operating Agreement, or any similar agreement detailing the authority and participation of all parties. A chief contact person for each entity should be listed.
- A description of qualifications, experience, and relevant background information of all team members. This should include a description of functional relations among team members, in particular the principal owner, partners (if any), the project manager and/or development consultants.

7.1.2 DEVELOPMENT CONCEPT AND PROGRAM ■

Describe the development concept and use program for the proposed development including but not limited to the following:

- A description of the proposed development program, including a tabulation of gross and net square footage of each development type (i.e. retail, office, housing, light industrial, etc.) or project component; a description of the types of commercial spaces proposed (e.g. intended use or user, breakdown of leasable spaces by size, etc.); number and types of housing units, if any; number of parking spaces by project component; and totals for the complete project.
- A listing and description of each proposed building, including overall building dimensions and gross and net square footage.
- A description of the planned phasing of the project development.
- An explanation of the underlying rationale for the program as a whole, for the mix of development types, and for the proposed phasing, and an explanation of how the proposed project responds to the development goals of this RFP. Note that more specific information requests corresponding to the development objectives are listed below.
- In the case of proposals that exceed the dimensional regulations established in Article 50, an explanation of the rationale for the scale and density of the proposed project, as well as a discussion of the required zoning relief and any zoning amendments or variances that would be required for the proposed development.

Economic Development Strategy

Provide a complete description of the Economic Development Strategy for the proposed development including but not limited to the following:

- An explanation of the role that the project will play in diversifying the Roxbury economy and creating connections to the larger regional economy.
- A description of the types of commercial users the project includes or is targeting, the market research performed to ascertain the viability of the proposed project, and the features of the project that support the goal of attracting the target tenants. Note that the Financial Submission requires further detail on the market research performed.
- An explanation of the project's ability to accommodate a range of uses, as well as businesses of a variety of sizes and life-cycle stages, and to remain adaptable and economically viable over time.
- A description of any actual or intended use of the financing and technical assistance services available for real estate development and business development on Parcels 9 & 10, such as those listed in Section (See Appendix).

- The estimated number of construction jobs that will be created and the basis for the estimate.
- The estimated number of new permanent full-time and part-time jobs that will be created and the basis for the estimate.
- The estimated occupational characteristics, skill levels, and wages of permanent jobs that will be created. Characteristics should be estimated according to a clearly documented methodology and based on readily available data sources. See Appendix V: Format for Employment, Occupation, and Wage Data for more information.
- A description of possible and intended strategies for achieving the community goals related to employment in all phases of the project.
- A description of the development team's history of meeting hiring and training goals.
- A description of potential business partnerships and goods and services contracts available before, during, and after construction, including the estimated amount of such contracts.
- A description of possible and intended strategies for achieving the community goals related to business development and subcontracts.
- An explanation of other features of the development that will yield long-term opportunities and benefits for local businesses, e.g. an on-site incubator, capacity-building assistance for potential contractors and suppliers, preferential treatment for local retail businesses operating within the development, assistance obtaining surety bonds, etc.
- An account of the involvement by representatives of local businesses and business development specialists (e.g. staff from the Boston Business Assistance Center) in the process of developing the proposal, including a description of outreach efforts to Roxbury firms with the capacity to fulfill any of the above contracts.

Housing Component

If housing is included in proposed development, provide the following:

- A detailed description of the types and sizes of all housing units proposed, to the extent this is not provided as part of the description of the overall development program.
- An explanation of how any housing built as part of the project will meet the affordable housing requirements set forth herein.

7.1.3 DESIGN

Urban Design

The respondent should provide Urban Design materials as indicated below and / or as appropriate to ensuring clarity:

- Presentation boards of 30" x 40" showing the site plan, key diagrams and illustrations, and other drawings deemed necessary.
- Architectural drawings at a scale (1" = 40' for the site plan and 1/16" = 1'-0" for plans, sections and elevations) and other drawings and illustrations at the appropriate scale.
- 11" x 17" hard copies of all design submission materials.
- 300 DPI JPEG versions of all design submission materials.
- Digital 3D model showing building massing with the context of the site. See Appendix for more information.
- All materials should include a graphic scale.

The Development and Design Submission should include, at a minimum, the following plans, drawings, diagrams and illustrations:

- A neighborhood plan showing the Project Site, building footprints, street names, and existing buildings on the neighboring sites.
- A site plan showing building footprints and location of all site improvements including open space, curbside uses, pedestrian and vehicular circulation, and the organization of functions and open spaces.
- Concept diagrams and illustrations depicting the proposed development and showing how the proposal captures the essence and details of the urban design guidelines and incorporates the urban design guidelines into the development proposal.
- A written description of how the proposed development plan successfully interprets the urban design guidelines.
- Diagrams and illustrations of proposed improvements to existing pedestrian and bicycle realm including connections to transit facilities, the local street network, and existing and planned pedestrian/bicycle trails.
- Circulation plan (at appropriate scale) showing vehicular circulation for passenger and service vehicles, as well as locations, types, and numbers of parking spaces.
- Architectural elevations depicting the façades, architectural details, massing, height, and notations of proposed materials for key building elevations but no less than one elevation of each building.
- Conceptual designs and schematic floor plans of all buildings, showing ground floor and typical upper floor(s).
- Street context elevations (at appropriate scale) showing the relationships of the proposal to the massing and building height 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 bird's eye-level showing the project in the context of the surrounding area.
- Digital 3-D Model.

Sustainable Development

A description of how the project incorporates sustainable design and green building principles, technologies, and practices. Proposals should include the appropriate LEED Project Checklist(s) detailing the anticipated design features and LEED credits and an appropriate narrative description of anticipated green building features. Proposals should also include a list of the LEED-accredited professionals included on the development team.

Transportation and Parking

Describe the parking and transportation strategy for the proposed development including but not limited to the following:

- A description of the parking program associated with each proposed use.
- A description of strategies to minimize automobile use and maximize alternative forms of transportation, e.g. transportation demand management ("TDM") programs such as provision of shared vehicles on-site, subsidized MBTA passes, provision of bicycle facilities, etc.
- A description of the methodology for determining necessary parking ratios.
- See also parking section of Financial Submission

- Infrastructure Provision** Describe the provisions for infrastructure improvements for the proposed development including but not limited to the following:
- A description of the intended approach to the preservation of utility easements and/or the relocation of existing utilities, if any is proposed.
 - A description of the intended approach to provision of streets, including the approach to the existing public streets.
 - An explanation of the groundwater evaluation and monitoring strategy to be implemented as part of the development project.
 - A description of all intended site improvements and off-site improvements, including sidewalks, street lights, and street trees.
- Environmental Remediation** A description of the intended strategy for environmental remediation, including the results of any determination of existing conditions and environmental investigation of the Project Site and surrounding area carried out by the respondent.

7.1.4 IMPLEMENTATION PLAN ■

Provide a description of how the development concept will be implemented including but not limited to the following:

- A detailed timeline, indicating all pre-development tasks from the date of Tentative Designation by the BRA through construction loan closing and construction commencement. The respondent should indicate start and end dates for each pre-development task.
- An outline of required regulatory approvals and projected timeline to obtain such approvals.
- Development and construction sequencing and phasing strategies.

7.1.5 CERTIFICATES AND SUPPORTING MATERIALS ■

Provide the following certificates and materials:

- All certificates included in the Appendixes, completed and signed. Note that the respondent must obtain signatures for the Certificate of Compliance with Boston Jobs Policies from the BRA Compliance Department, the Office of Boston Residents Jobs Policy and/or the Boston Employment Commission. The executed original Certificate should be submitted with the proposal. Likewise, the respondent should submit the executed original Certificate of Compliance with Boston Fair Housing Policies along with the proposal.
- Any other materials deemed necessary to indicate the development team's ability to satisfy the selection criteria outlined in Section (See Appendix).

7.2 FINANCIAL SUBMISSION ■

The Financial Submission shall include, but is not limited to, the information listed below. The pro formas should provide separate sources and uses for each project component (e.g. commercial, housing, parking, etc.) or phase, if applicable, as well as a combined budget for the entire project.

The Financial Submission must be provided under separate cover from the Development and Design Submission. Any personal financial information provided as part of the Financial Submission should be provided under separate cover from the other elements of the Financial Submission.

7.2.1 DEVELOPMENT PRO FORMA ■

Provide a comprehensive development pro forma describing all costs on both a total and per gross square foot basis as follows:

- Ground lease payments.
- Hard costs (disaggregated into site work, foundations, base building, garage, tenant improvements, FFE, contingencies, etc.).
- Soft costs (disaggregated into individual line items such as architectural, engineering, legal, accounting, developer fees, other professional fees, insurance, permits, real estate taxes during construction, contingencies, etc.).
- Any other project-related costs that are not included within the above categories, including any linkage fees, community benefits, etc.
- Total development cost.
- Sources of construction and permanent financing, including all assumptions regarding terms (fees, interest rates, amortization, participation, etc.) and required financial returns (return on cost, internal rate of return, etc.).

7.2.2 15-YEAR OPERATING PRO FORMA ■

Provide a 15 Year Operating Pro Forma describing all income and expenses on both a total and per net square foot basis as follows:

- Schedule of all rents and revenues.
- Anticipated operating expenses and real estate taxes (division of owner and tenant expenses should be clearly defined).
- All other revenue, expenses and vacancy assumptions as required in calculating net operating income.
- Calculation of net operating income, debt service, before tax cash flow, and debt coverage ratios.

7.2.3 PARKING PRO FORMA ■

Provide a Parking Pro Forma including but not limited to the following:

- An explanation of the anticipated parking fee structure for each component of the project.
- All the relevant elements of the Development Pro Forma above but tailored specifically to the parking component of the project and demonstrating that the cost of constructing, operating, and maintaining parking (other than short-term customer parking or resident parking) is covered by parking fees or, in the case of shared parking arrangements or replacement parking, by a combination of fees and other revenue sources not related to the development on the Project Site.

7.2.4 FINANCING STATEMENT ■

Provide a Financing Statement including but not limited to the following:

- Developer Equity. The respondent must demonstrate the availability of financial resources to fund working capital and developer equity requirements. Acceptable documentation includes current bank statements, brokerage statements, and/or audited financial statements.
- Financing Commitments. Letters of interest and/or commitment from debt and equity sources for construction and permanent financing. Letters should include terms, such as LTV and DSC requirements, fees, term, amortization, etc.

7.2.5 MARKET STUDY ■

Provide a preliminary market study, using empirical market data, that demonstrates the feasibility of the proposed sale and/or lease rates of the project and the most likely uses and industries.

7.2.6 FORMS AND DISCLOSURES ■

Provide disclosure statements and forms including but not limited to the following:

- Disclosure Statement Concerning Beneficial Interest Required by Section 40J of Chapter 7 of the General Laws (See Appendix).
- HUD Form 6004: Developer's Statement for Public Disclosure and Developer's Statement of Qualifications and Financial Responsibility (See Appendix).
- City of Boston Disclosure Statement (See Appendix).
- Certificate of Tax, Employment Security, and Contract Compliance (See Appendix).

7.2.7 PROPERTY MANAGEMENT PLAN ■

Provide a description and plan for management of commercial, retail and / or residential property components of the proposed development.

7.2.8 CONDOMINIUM SALES PRO FORMA ■

If applicable, provide a condominium sales pro forma including but not be limited to the following:

- A schedule of unit types showing the average net square feet (“NSF”), number of bedrooms, condominium fees, and price per unit and price per NSF for each unit type. Comparable data should also be provided for commercial and parking spaces that will be sold.
- Gross Sales Revenue.
- Sales cost, including brokerage, legal, and other conveyance costs.
- Net Sales Revenue.
- Assumptions regarding pre-sales and projected sell-out period.

LIST OF APPENDICES

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| Appendix V: | Income Limits, Sale Prices, and Rents for BRA-Sponsored Affordable Housing |
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