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# 01

## Introduction & Instructions

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### Purpose

The purpose of this Request for Proposals ("RFP") is to solicit proposals for the sale and redevelopment of property owned by the Boston Redevelopment Authority d/b/a Boston Planning & Development Agency (the "BPDA"), consisting of approximately 10,406 square feet of vacant land located on Maple Street and in-between Schuyler Street and Cheney Street in the Roxbury neighborhood of Boston, known as Parcel L-25 in the Washington Park Urban Renewal Area, Project No. Mass R-24 (the "Property").

The BPDA seeks to convey the Property to allow publicly accessible open space or community garden uses. Proposals will be subject to review and approval by the BPDA and the City of Boston, including applicable planning and zoning controls, and the development objectives and guidelines described herein. Proposals must meet all minimum submission requirements, complete the enclosed proposal form and price summary form, and include the requested documents.

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

The RFP will be available for download beginning on **[FILL IN DATE]** on the [BPDA Procurement Webpage](#). Proponents must register when downloading the RFP to ensure they receive any addenda. Requests for clarification or any questions about the RFP must be submitted by email to:

Jonathan Short, Real Estate Development Officer  
Boston Planning & Development Agency (BPDA)  
Jonathan.Short@boston.gov

No requests or questions regarding the RFP will be accepted after **[FILL IN DATE]**. Proponents must include their name, address, telephone number and email address with any questions. An addendum with questions and answers will be emailed to all Proponents on record and posted on the BPDA website ten days prior to the RFP deadline.

Proponents are advised to view the Property by walking or driving by the location.

The Submission Requirements should be submitted electronically on a flash drive. Proposals must be submitted no later than **[FILL IN DATE], at 12:00 pm** (noon) to:

Teresa Polhemus  
Executive Director/Secretary  
Boston Planning & Development Agency  
22 Drydock Avenue, Second Floor  
South Boston, MA 02210

**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.

The opening of proposals received by the deadline will take place on [FILL IN DATE] at 12:00 pm (the "Proposal Opening Time"). Proposals will be stored in a secure location until the Proposal Opening Time. The BPDA will hold a

virtual proposal opening by live-streaming and recording the event, with no in-person viewing available, following current COVID-19 guidance.

Proponents can access the live-streamed RFP opening at the following link: [CREATE NEW LINK]. The video of the RFP opening will be posted on the BPDA website no later than 5 PM on [FILL IN DATE].

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 addenda.

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# 02

## Property Description

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### Site Description

The Property consists of approximately 10,406 square feet of vacant land known as Assessing parcel 1202471000. The Property is abutted to the north by two apartment complexes, to the east and single and duplex homes, to the west by Maple Street, and to the south by single family homes, duplex homes, a community garden run the Sonoma Maple Schuyler Tenants Association on land owned by the Mayor's Office of Housing.

The Property is in the Grove Hall Neighborhood and is a short walk from Grove Hall Commercial Corridor contains the Grove Hall Mecca shopping plaza. The Property is in close proximity to 22, 29, 32, 34, 36, 38, 45 bus lines. The Parcel is also close to major thoroughfares Warren Street and Blue Hill Avenue, providing vehicular access to the Property.

Address	Assessor's Parcel Number	Lot Size (approx. square feet)
44 Maple Street	1202471000	10,406
Total		10,406

### Planning and Zoning Context

The Property is part of the Roxbury District as shown on Map 6A-6C of the Boston Zoning Maps, and therefore is principally governed by the provisions

of [Article 50 of the Boston Zoning Code](#) ("Code"). The Property is located in a Three-Family Residential sub-district. The Property is also located in a Neighborhood Design Review Overlay District and Restricted Parking Overlay.

The minor modification to the South End Urban Renewal Plan approved on May 21, 1998, permits open space uses.

**INSERT SITE PHOTO**

The Property

## Title

Proponents are fully responsible for conducting their own title examination to ensure that the title to the Property is clear. The BPDA, to the best of its knowledge, is the owner of the Property and the title is not encumbered. However, the BPDA makes no warranty 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 Guidelines

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The BPDA seeks creative and innovative proposals for public open space and community garden that meet the following objectives:

- An open space/community garden use with a sustainable maintenance plan will be considered most highly advantageous
- Creation of a space that families and elders in the Grove Hall Community will be able to safely rest, play, and participate in urban farming
- Making the parcel a destination in the Grove Hall Community by utilizing art detailing the history of the community and it's families
- Ensuring that all parts of the development fulfill a purpose and add to the decorative nature of the development
- Protection of the environment by maintaining the mature trees on the land and planting fruit bearing trees and bushes

Proponents are encouraged to coordinate with the abutting Sonoma Maple Schuyler Tenant Association Community Garden, which is an abutter to the parcel.

Proponents may wish to apply for grant funding for capital costs from the [Community Preservation Act fund](#) or the [Department of Neighborhood Development Grassroots program](#).

## Design Guidelines

Design for the open space should meet the following guidelines:

- Improve sight lines and visibility throughout the Property to create a welcoming environment and support safety.
- Promote accessibility for handicapped individuals
- Incorporate energy, soil, and water conservation measures
- Avoid the use of any invasive plant species
- Limit the use of impermeable surfaces
- Prune and protect existing mature trees over eight (8) inch caliper to the extent possible. New trees should be at least three and one-half inch (3½) caliper and nursery pruned to a height that allows pedestrian passage below
- Design and select fencing type and height in order to reflect location, function, and decorative to be a part of the beautification of the parcel.
- The inclusion of art installations to assist in place making is strongly requested by the community
- Conduct any design changes with local community input through an appropriately advertised and documented process, to both gain input into the design and to engage the community in the future of the site.

Site access:

- Accommodate the extension of existing pedestrian passageways and create new ones on the site.
- Use new trees, shrubs and other plantings create comfortable, legible pedestrian connections to neighboring community gardens and parks.

## Operations Guidelines

The design should carefully consider the long-term maintainability of the space in the development of its details. Proponents must demonstrate their ability to adequately maintain the Property in perpetuity, including but not limited to maintenance of:

- all proposed site features and furnishings,
- any proposed plantings and associated systems that may be required for their long-term health (irrigation, aeration, subsurface drainage),
- health of all plants, and replacement, as necessary,
- removal of snow and ice from pedestrian paths,
- keeping the Property clean and free of debris,
- emptying trash receptacles regularly, and,
- ensuring, generally, that the Property is a sustainable, safe, attractive and pleasant space for the public.

# 04

## Submission Requirements

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Proposals must include the Submission Requirements set forth in this section. These Submission Requirements must also be submitted in accordance with the instructions set forth in Section 1 of this RFP.

### Project Narrative

Omission of any of the required information may lead to a determination that the proposal is non-responsive. Please provide the following items as listed:

#### **1. Project Concept:**

- a. Describe the goals of the project, and describe how the activities of the proposed project will address the Development and Design Guidelines and Objectives described in Section 3.
- b. Estimate of the number of individuals that will be served.

#### **2. Project Team:**

- a. Provide a general overview of the organization's ability to develop and manage the garden or open space and any improvements being proposed.
- b. Describe examples of relevant experience both developing and operating similar open spaces.
- c. Include a narrative review of each member of the development team, their role, and qualifications.

- d. Describe the experience of any collaborators or partners.

### **3. Project Plan:**

- a. Outline the required tasks needed to complete the construction of the community garden or open space improvements.
- b. Provide a detailed schedule of tasks and other milestones from the start of the project until the completion of construction, including activities that have taken place prior to submitting this proposal.
- c. Describe community participation in the development of the proposal and plans for ongoing community participation over the life of the project.

**4. Maintenance and Operations Plan:** Describe the plan to provide daily operations and year-round maintenance per the Operations Guidelines in Section 3.

**5. 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 wealth-creation and workforce participation for businesses and individuals who have historically been underrepresented in real estate development.

Proponents must include a narrative setting forth a plan (hereinafter, a “Diversity and Inclusion Plan”) for establishing and overseeing a minority outreach program aimed at creating increased opportunities for people of color, women, and Commonwealth of Massachusetts-certified Minority and Women-Owned Business Enterprises (“M/WBEs”) to participate in the development of the Property.

The Diversity and Inclusion Plan should reflect the extent to which the proponent plans to include significant economic participation and management roles by people of color, women, and M/WBEs in as many aspects of the project as possible, 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); and
- ongoing operations (ex. building tenants, facilities management, contracted services).

Within the Diversity and Inclusion Plan, proponents shall specify the M/WBE-owned firms participating in the project, 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. The strategy set forth in the Diversity and Inclusion Plan shall also set forth a plan for M/WBE outreach as the project progresses.

*A Minority Business Enterprise or "MBE" is a firm that is owned, operated, and controlled by one or more individuals who are African American, Hispanic American, Native American, or Asian American who have at least 51% ownership of the firm. A Woman Business Enterprise or "WBE" is a firm that is owned, operated, and controlled by one or more women who have at least 51% ownership of the firm.*

Proposals will be considered and rated based on 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 discuss why it is realistic, and executable. Proposals that include specific partnerships and/or specific outreach plans for promoting M/WBE participation during each aspect of the project will be considered more advantageous.

The Diversity and Inclusion Plan evaluation criterion shall comprise 25% of the BPDA's comparative evaluation of each proposal submitted.

## Design Submission

The Design Submission should 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.
- **Design Drawings:** A site plan and perspective drawings showing the proposed design. All new structures, utilities, raised bed planting areas, pathways, edging, curb cuts, existing plantings to be removed, contours, fencing, etc. must be graphically illustrated and noted.

## Financial Submission

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

1. **Financial Submission Workbook:** Using the template provided in Appendix B, provide the following information:
  - a. **Sheet 1: Development Budget.**
  - b. **Sheet 2: Operating Budget.** Provide a detailed listing of operating costs for the proposed project that is appropriate and reasonable for the type of development proposed, as well as estimated sources of revenue to cover these costs. This should include the cost of maintenance of the project once completed, operating costs for any programming planned on site, etc.
2. **Evidence of Financing and Operating Revenue:** Provide reasonable evidence (e.g. bank statements, lines of credit statement, lender and grant agreements) that you will be able to access the funding sources needed to complete the project and provide ongoing maintenance.

Provide a list of all sources of funding (including all foundation grants, cash on hand and in-kind donation of materials, services and labor) and indicate the status of outside funding sources (awarded, committed, applied for, etc.) Provide documentation to support all secured sources of funding.

- 3. Price Proposal:** 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 \$XXXX. Offered price is one of the many factors used in determining the most highly advantageous proposal for redevelopment of the Property. Proposers are encouraged to make competitive offers for acquisition of the Property. For more information on comparative evaluation criteria, please refer to Section 05.

NOTE: A Proposer may offer less than the appraised value, but they must credibly demonstrate that their development concept maximizes the public benefit and foregoes more lucrative opportunities in order to be consistent with development objectives outlined herein, resulting in a concept not financially feasible at the appraised value. Reasons may include, but are not limited to specific community benefits (such as affordable housing, community programming space, etc.) that the development will provide that will prohibit the Proposer from maximizing development revenues and/or operating income.<sup>1</sup> In order to offer less than the asking price the Proposer must include a detailed written explanation of why their offer price is reduced and provide development budgets and proformas that support the lower offer price. The minimum price that can be accepted is \$100 per parcel.

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<sup>1</sup> If a Proposer is a church or religious entity, in compliance with the Commonwealth of Massachusetts Declaration of Rights, he/she/they must offer 100% of the appraised value. Failure to make such an offer will be grounds for disqualification of the proposal.

## Disclosures

Proponents must submit the following forms, which are referred to as the “Disclosures” (Appendix B):

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

## Submission Checklist

Proponents must submit the Submission Checklist (Appendix B).

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# 05

## Evaluation of Proposals

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### Description of Evaluation Process

Proposals must meet the Minimum Threshold Requirements as described below. Only proposals that satisfy the Minimum Threshold Requirements will be comparatively evaluated based on the Comparative Evaluation Criteria below. A ranking of Highly Advantageous, Advantageous or Not Advantageous will be decided for each criterion. The selection committee shall then assign a composite ranking for each proposal it evaluates based upon the Comparative Evaluation Criteria as described below.

To facilitate final evaluation of the Comparative Evaluation Criteria, proponents that meet threshold criteria will be required to present their plans of development to the community. The selection committee will then factor community input received at this presentation into the final overall rating.

### Rule for Award

The most advantageous proposal from a responsive and responsible proponent, taking into consideration price and all comparative evaluation criteria set forth 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:

1. Only proposals that are received by the date, time, and at the location indicated in Section 1 of this RFP will be accepted.

2. Proposals must include all documentation specified under Submission Requirements.
3. The proponent shall have the necessary finances in place to pursue this project.
4. The proponent must demonstrate that it has adequate insurance.
5. Proponents 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.

To facilitate evaluation of these criteria, the BPDA will take into account community input received as a result of developers' presentations.

### 1. Demonstration of the Ability to Execute the Project as Presented.

The purpose of this Criterion is to assess the extent to which proposals are able to demonstrate organization and qualifications of the development team to deliver a quality project that is able to be developed as presented, based upon the team's credentials and experience completing projects similar to the one proposed.

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

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

Proposals that do not offer sufficient detail or do not address all of the above requirements, and / or do not demonstrate experience with other projects similar to the one they propose, will be ranked as **Not Advantageous**.

## 2. Exceptional Development and Design Program

This criterion assesses the extent to which the proposed project's development program, vision and aspirations as presented is detailed and realistic in addressing the RFP's Development Objectives and Design Guidelines for the Property.

Proposals that are highly compatible with the Development Guidelines and Design Objectives will be ranked as **Highly Advantageous**.

Proposals that are compatible with the Development Guidelines and Design Objectives will be ranked as **Advantageous**.

Proposals that are not compatible with the Development Guidelines and Design Objectives will be ranked as **Not Advantageous**.

## 3. Financial Capacity

This Criterion evaluates the relative strength of the proponent's financing plan relative to other proposals. Proposals that provide evidence of cash on hand, funding committed, lines of credit, or other liquid equity to fund most or all of their development budget will be considered to be more advantageous. Proposals that do not provide evidence of confirmed financing sources or only partially confirmed financing will be considered less advantageous.

Proposals which are able to provide documentation of necessary cash on hand, funding committed, lines of credit or other liquid equity to fully satisfy the Development Budget as presented will be ranked as **Highly Advantageous**.

Proposals which are to provide evidence of a credible fundraising program or capital campaign program underway to raise sufficient funds in a reasonable time frame in order to fully satisfy their Development Budget will be ranked as **Advantageous**.

Proposals which do not provide evidence of or documentation for any financing, funding sources or equity to satisfy the Development Budget, or provide documentation or evidence which is insufficient or outdated will be ranked as **Not Advantageous**.

#### 4. Operational Feasibility

This Criterion evaluates the reasonableness of the operating budget and maintenance plans for the proposed project after completion.

Proposals which provide a highly reasonable and justifiable operating budget for a project of the type proposed, and which are able to document with high likelihood, that the sources of funds will be available to sustain the operations as described will be ranked as **Highly Advantageous**.

Proposals which provide a reasonable and justifiable operating budget for a project of the type proposed, and which are able to document with reasonable likelihood that the sources of funds will be available to sustain the operations as described will be ranked as **Highly Advantageous**.

Proposals which do not provide a credible or detailed enough operating budget or are unable to reasonably document the source of funds to sustain operations, and/or fails to properly demonstrate the likelihood of securing such funds will be ranked as **Not Advantageous**.

#### 5. 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 Proposed Project Site, including specific strategies to achieve maximum participation by people of color, women, and M/WBEs in the fields of construction, design, development, financing, operations, and/or ownership. The Diversity and Inclusion Plan should be detailed, realistic and executable.

Proposals that provide a Diversity and Inclusion Plan for a project of the type proposed that includes all of the elements described above and is clearly superior to that of all other proposals will be ranked as **Highly Advantageous**.

Proposals that provide a Diversity and Inclusion Plan for a project of the type proposed that includes all of the elements described above and is similar or equal to other submitted proposals will be ranked as **Advantageous**.

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

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# 06

## Contract Terms and Conditions

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### 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 request Board approval to award a single proponent Tentative Designation status. The Tentative Designation status shall be for a twelve-month period. Pending sufficient progress during the Tentative Designation period, BPDA staff will then request that the BPDA Board award Final Designation status to the selected proponent, prior to the expiration of the Tentative Designation period. During the Tentative Designation period, the selected proponent shall accomplish, among other things, the following in order to be considered for Final Designation status:

- Provide evidence of necessary financing and equity;
- approval of its development schedule including submittal of development plans;
- BPDA Design Review;
- Issuance of all required building permits; and
- Negotiated terms and conditions of a sale.

Final designation will be granted upon satisfactorily completing all required terms and conditions. The proposal will be subject to subsequent stages of BPDA development and design review. 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.

## Additional Terms and Conditions

**Development Costs.** The preparation and submission of all proposals by any person, group or organization is at the sole 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 the BPDA or the City of Boston be required to reimburse the applicants for such costs.

**Site improvements.** All site improvements, including sidewalks, street lights and street trees, shall be paid for 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 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, procedures and any other applicable City and/or State code(s). The project will be assessed and taxed by the City of Boston pursuant to M.G.L. Chapter 59.

**Signage During Construction.** During construction at the Property, the selected proponent shall provide and display, at their expense, appropriate signage as required by the BPDA. Such signage must be approved by the BPDA prior to installation. The selected proponent should also provide signage that describes the project, including the number of affordable units, if applicable.

In addition, the selected proponent agrees to use a construction wrap for the Property approved by BPDA design staff in its reasonable discretion. The selected proponent shall be responsible for any and all costs associated with designing, printing and installing the construction wrap.

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# Appendix A: Information Resources

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

- Plan of Land Dated March 12, 2020 ([Link](#))
- Zoning Map: 6A/6C Roxbury North ([link](#))
- Boston Residents Jobs Policy ([link](#))

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# Appendix B: Required Forms

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- Price Proposal ([link](#))
- Financial Submission Workbook ([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](#))