



Mayor Thomas M. Menino's  
**E+ Green Communities Program**

# **Parker + Terrace Streets Development**

## **REQUEST FOR PROPOSALS**

Offered by:  
**The Department of Neighborhood Development**

An Initiative of:



**City of Boston**  
Thomas M. Menino, Mayor

**Department of Neighborhood Development**  
Sheila Dillon, Chief and Director



**Boston Redevelopment Authority**  
Peter Meade, Director



ADVERTISEMENT  
CITY OF BOSTON  
DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT

Parker and Terrace Streets

Request for Proposals for the Purchase and Development of:

**796 Parker Street** (Ward 10/Parcel 00428000); **794 Parker Street** (Ward 10/Parcel 00429000); **792 Parker Street** (Ward 10/Parcel 00430000); **790 Parker Street** (Ward 10/Parcel 00431000); **788 Parker Street** (Ward 10/Parcel 00432000); **786 Parker Street** (Ward 10/Parcel 00433000); **784 Parker Street** (Ward 10/Parcel 00434000); **782 Parker Street** (Ward 10/Parcel 00435000); **780 Parker Street** (Ward 10/Parcel 00436000); **778 Parker Street** (Ward 10/Parcel 00437000); **77 Terrace Street** (Ward 10/Parcel 00396000). All parcels are located in the Mission Hill district of the City of Boston.

The City of Boston's Department of Neighborhood Development (DND) sells city-owned properties to private buyers to encourage development in the City. One of the goals of DND's land disposition is to reduce the amount of unused, neglected property existing in the City, placing it back on the tax rolls and adding to the inventory of housing. DND's land disposition process helps alleviate the housing crisis by enabling DND to offer buildable lots to home builders/developers to encourage construction of housing in Boston's neighborhoods.

This RFP offers the public a chance to submit proposals on parcels of vacant land owned by the City of Boston located in Mission Hill. The RFP includes two development opportunities: Site 1) 790 – 796 Parker Street, approximating 15,007 square feet, for housing development, and Site 2) 778 – 788 Parker Street and 77 Terrace Street, approximating 42,450 square feet, for community garden space on a portion of Parker Street, combined with housing, mixed use housing/commercial or commercial and light industrial uses on Terrace Street. Proposals may be submitted for Site 1, Site 2, or a combined proposal for Both Sites.

This RFP is soliciting proposals for development of all the parcels located at:

**796 Parker Street** (Ward 10/Parcel 00428000), **Mission Hill**; **794 Parker Street** (Ward 10/Parcel 00429000), **Mission Hill**; **792 Parker Street** (Ward 10/Parcel 00430000), **Mission Hill**; **790 Parker Street** (Ward 10/Parcel 00431000), **Mission Hill**; **788 Parker Street** (Ward 10/Parcel 00432000), **Mission Hill**; **786 Parker Street** (Ward 10/Parcel 00433000), **Mission Hill**; **784 Parker Street** (Ward 10/Parcel 00434000), **Mission Hill**; **782 Parker Street** (Ward 10/Parcel 00435000), **Mission Hill**; **780 Parker Street** (Ward 10/Parcel 00436000), **Mission Hill**; **778 Parker Street** (Ward 10/Parcel 00437000), **Mission Hill**; **77 Terrace Street** (Ward 10/Parcel 00396000), **Mission Hill**

The sites, totaling approximately 57,757 square feet of vacant land, are intended for sale by the City pursuant to the RFP. The property is being offered as is. Proposers may not apply for individual parcels.

**Applicants' Conference:** It is strongly recommended that prospective applicants attend the Applicants' Conference, held at the Department of Neighborhood Development, 26 Court Street, Room 11A, Boston, MA at 2:00 P.M. to 3:00 P.M. on April 17, 2013 to discuss any questions applicants may have about the RFP.

The RFP application package will be available beginning Monday, March 18, 2013 at DND Bid Counter, 26 Court Street, 10<sup>th</sup> Floor, Boston, MA 02108, or you may download the package by registering at <http://www.cityofboston.gov/dnd/rfp/>. Completed proposal applications must be submitted as instructed and returned directly to the Bid Counter, DND, 26 Court Street, Boston, MA by Monday, June 10, 2013, no later than 4:00 PM. **Late Proposals will not be accepted.** For more information about this Request for Proposals contact John Feuerbach, Senior Development Officer, at (617) 635-0353.

Sheila A. Dillon  
Chief and Director, Department of Neighborhood Development

**Note:** DND Bid Counter hours of operation are Monday - Friday, 9:00 AM – 12:00 Noon and 1:00 PM – 4:00 PM. Please plan accordingly.

**Department of Neighborhood Development  
Parker and Terrace Streets Development**

**Mayor Thomas M. Menino**



Request for Proposals for the Development of:

<u>Address</u>	<u>Parcel ID</u>	<u>Lot size (s.f.)</u>
796 Parker	1000428000	2,738
794 Parker	1000429000	5,526
792 Parker	1000430000	3,817
790 Parker	1000431000	2,926
788 Parker	1000432000	2,901
786 Parker	1000433000	2,577
784 Parker	1000434000	2,394
782 Parker	1000435000	2,204
780 Parker	1000436000	2,200
778 Parker	1000437000	2,174
77 Terrace	1000396000	28,300
<b>TOTALS</b>		<b>57,757</b>

March 2013

Sheila A. Dillon

Chief and Director

Department of Neighborhood Development

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## Request for Proposals

### Parcel List

<u>ADDRESS</u>	<u>WARD/PARCEL ID</u>	<u>LOT SIZE</u>	<u>SITE</u>
796 Parker	1000428000	2,738	Site 1
794 Parker	1000429000	5,526	Site 1
792 Parker	1000430000	3,817	Site 1
790 Parker	1000431000	2,926	Site 1
788 Parker	1000432000	2,901	Site 2
786 Parker	1000433000	2,577	Site 2
784 Parker	1000434000	2,394	Site 2
782 Parker	1000435000	2,204	Site 2
780 Parker	1000436000	2,200	Site 2
778 Parker	1000437000	2,174	Site 2
77 Terrace	1000396000	28,300	Site 2
<b>TOTALS</b>		<b>57,757 Square feet</b>	

The RFP will offer two development opportunities identified as Site 1 and Site 2. Applicants may submit individual proposals for Site 1, Site 2 or a combined proposal for Both Sites; details are provided in the RFP.

The sites include:

Site 1) 790 – 796 Parker Street, approximating 15,007 square feet, for housing development, not to exceed 3 buildings, and

Site 2) 778 – 788 Parker Street and 77 Terrace Street, approximating 42,450 square feet, for community garden space on the portion of Parker Street, combined with housing, mixed use housing/commercial or commercial and light industrial uses on Terrace Street.

**NOTE:** DND is pursuing a City Council Surplus Vote on 778, 790, 792 and 794 Parker Street and includes these parcels in the RFP in anticipation of such vote.

### I. PROPERTY MAP



## Site Topographical Map



## II. PROJECT OVERVIEW

The E+ Green Communities Program is seeking to advance Boston's green building and renewable energy efforts to the next level by creating deep green, energy positive, healthy and sustainable communities. E+ Communities expands upon the Mayor's E+ Green Building Program, which is to bring a new generation of ultra-efficient, energy positive deep green residential proto-types to Boston's neighborhoods. This program is a pilot initiative of the City of Boston's Department of Neighborhood Development, Office of Environment & Energy and the Boston Redevelopment Authority and in partnership with the Enterprise Foundation.

This RFP represents the outcome of a Community Symposium and Charrette held in March 2012 and site specific Community Visioning and Planning meetings held throughout 2012 for the City owned parcels at Parker and Terrace Streets in Mission Hill.

In support of this initiative, DND issues this single Request For Proposal (RFP) that includes two (2) development opportunities, and seeks the participation of leading design, construction and development professionals in envisioning the next generation of sustainable neighborhoods and green buildings.

## III. COMMUNITY VISION

DND, working with the Mission Hill community, established the following Community Vision values to guide the RFP.

### **Honor and Grow Community Spaces and Uses**

- Draw upon existing community garden and art site uses to inform and animate proposed new uses and buildings including strategies that creatively engage the community and celebrate site and neighborhood sustainability.
- Expand and enhance existing community gardening uses and permanently establish a community garden.
- Developers are encouraged to take inspiration from the historic use of a portion of the Parker Street site as an Art Park, and incorporate art elements into the project design including the creation of interior and green space nodes for education, performance, gathering and art installations.



**Enhances  
Neighborhood  
Sustainability**

- Parker /Terrace should be a new model for sustainable neighborhood development and energy positive, deep green buildings that dramatically reduce building and transportation energy use and adverse environmental impacts.
- Connect new site uses with existing neighborhood uses and nearby assets that promote sustainability and restore the site to its best productive use.

**Increase  
Safety and  
Vibrancy**

- New residential development should add to the existing mix of ownership housing in the area. New residential development on Parker Street should reflect the character of adjacent residential buildings. New residential, commercial and/or light industrial uses on Terrace Street should add to the vibrant mix of existing uses along Terrace.
- New uses should increase safety, bring more active uses and provide passive surveillance “eyes on the street” both for the site and adjoining streets.

**Reduce  
Transportation  
Impact**

- All new buildings and uses should promote pedestrian, bicycle, and public transit use by only using the minimum parking necessary to allow new uses to flourish and calm existing traffic.
- Provide appropriate connections and access points between the Parker Street community garden site and the Terrace Street development.

#### **IV. COMMUNITY DEVELOPMENT, USE AND DESIGN GUIDELINES**

The City seeks proposals from leading design, building and development teams to redevelop the City owned parcels on Parker and Terrace streets in Mission Hill. The RFP will offer two development opportunities. Applicants may submit individual proposals for either or both opportunities, or a combined proposal for both. The sites include:

Site 1) 790 – 796 Parker Street, approximating 15,007 square feet, for housing development, not to exceed 3 buildings, and

Site 2) 778 – 788 Parker Street and 77 Terrace Street, approximating 42,450 square feet, for community garden space on the portion of Parker Street, combined with housing, mixed use housing/commercial or commercial and light industrial uses on Terrace Street.

<b>Sustainable Neighborhood Development</b>	Redevelopment proposals should demonstrate that they enhance the overall sustainability of the neighborhood and create benefits that will extend beyond the site and improve sustainability within the City of Boston.
<b>Site Sustainability</b>	Site and built uses should be organized and integrated to create synergies between the building program and landscape program. Proposed uses should seek opportunities to demonstrate sustainability through integrating the productive use of the landscape with the primary functions or use of the buildings.
<b>E+ Green Buildings</b>	New buildings should be deep green and energy positive employing both passive and active strategies to achieve and surpass USGBC requirements for LEED Platinum and energy positive performance.
<b>Historic Context</b>	Proposals should reflect and build upon the historic uses of the site and character of the surrounding structures.
<b>Local Business and Jobs Opportunities</b>	Redevelopment of these parcels should enhance the local economy and provide both local business and job opportunities. Preference will be given to responses that propose on-site construction and the creation of local jobs. Projects must use best efforts to comply with the Boston Residents Jobs Policy (“BRJP”) with additional consideration given to projects that exceed the BRJP.
<b>Disposition</b>	<p>The RFP includes two development opportunities:</p> <p>Site 1) 790 – 796 Parker Street, approximating 15,007 square feet, for housing development, not to exceed 3 buildings, and</p> <p>Site 2) 778 – 788 Parker Street and 77 Terrace Street, approximating 42,450 square feet, for community garden space on the portion of Parker Street, combined with housing, mixed use housing/commercial or commercial and light industrial uses on Terrace Street.</p> <p>Applicants may submit individual proposals for Site 1, Site 2, or a combined proposal for Both Sites.</p>
<b>Feasibility</b>	Proposed development projects must be economically feasible and financeable.

**Affordability** Housing units should be affordable to a range of income earners. Housing provided on Parker Street and Terrace Street must at a minimum comply with the Boston Inclusionary Development Program, with 15% of market units being affordable, of which 50% are affordable to households earning less than 80% of the Area Medium Income (AMI), and 50% are affordable to households earning between 80% and 120% of AMI (See Appendix G for Income Chart). Preference will be given to applications that exceed the affordability requirement while not requiring public assistance.

**Land Price** The minimum offer price for this package is set at 50% of the appraised value of the site, based on the square foot price established in the appraisal. For Site 1, the minimum offer is \$127,559. For Site 2, the minimum offer is \$360,825. The reduction in land price is to support the development of the community garden, Energy + construction, possible unusual site costs associated with development, and DND design oversight. In addition to the foregoing, the selected developer for Site 1 will be responsible for 25% of the costs attributable to the improvement of the Community Garden, or \$50,000, whichever is higher.

## USE GUIDELINES

The primary uses of the site are to be residential housing on a portion of Parker Street, and community garden space on a portion of Parker Street, combined with housing, mixed use housing/commercial or commercial and light industrial uses on Terrace Street.

**Housing** To be provided in two locations:

1) Provide up to three buildings, including 6 - 9 residential units, in the approximate area of 790 – 796 Parker Street (Site 1). Preference will be given to applications that propose and implement a plan to provide long-term operating measures, such as rain water sharing, to assist the Parker Street Community Garden; and offer sustainability measures that benefit the larger site. The Developer of Site 1 will be responsible for 25% of the costs attributable to the improvement of the Community Garden, or \$50,000, whichever is higher, and

2) Provide up to 25 to 35 residential units on Terrace St. (Site 2, to also include the Parker Street Community Garden.) Areas not built upon should be improved to emphasize open and green space, and sustainable development principles that promote collective use. Introduction of arts elements, while not required, is encouraged and could include infrastructure for displaying temporary and permanent

art, performing art, seating, seasonal shelters, lighting and fencing for controlled access. Applicants must outline how these measures have a public component and can be enjoyed by the public over time. Systems such as a gravity pump, or other mechanisms, to transport water to the Community Garden, should be outlined. Underground parking is encouraged; surface parking should be severely limited in order to promote site uses including open and green space, arts and gardens.

On Parker Street, preference is for homeownership housing. On Terrace Street, if housing is provided, preference is for managed housing including rental, condominium, cooperative, and co-housing models. A combined proposal for Sites 1 and 2 that includes housing on Terrace and Parker Streets should include managed housing such as rental, condominium, cooperative and co-housing models.

Provide a mix of family and work/live housing with one, two and three bedroom residential unit types.

For all housing proposals, the selected developer(s) will be required to enter into a development or land disposition agreement, and non-monetary mortgage, that shall be recorded with the Suffolk County Registry of Deeds, to ensure owner occupancy, stable tenancies and active on-site property management. Furthermore, clearly stated occupancy restrictions to promote owner occupancy and stable tenancies, and that have the effect of discouraging student housing, will be required. Occupancy plans that include, but are not limited to, full-time employment verification; prohibitions on lessees being full-time students; prohibitions on subletting or assigning leases, and owner occupancy requirements, will be required. Additionally, unit interior design planning should be done in a manner to promote stable tenancies. For condominium proposals, on developer unit sales, 3rd party financial contributions to the proposed owner must be limited, and will require approval by DND. Applicants must clearly outline the approach to be taken to meet the above occupancy requirements.

**Mixed-Use** On Terrace Street only (Site 2), if mixed use is proposed, provide up to 25 to 35 residential units and up to 8,000 Sq. Ft. of space for local retail, commercial, and or light industrial uses. Areas not built upon should be improved to emphasize open and green space, sustainable development principles, and promote collective use. Introduction of arts elements, while not required, is encouraged and could include infrastructure for displaying temporary and permanent art, performing art, seating, seasonal shelters, lighting and fencing for controlled access. Applications must outline how these measures have a public component and can be enjoyed by the public over time. Systems such

as a gravity pump, or other mechanisms, to transport water to the Community Garden, should be outlined. Underground parking is encouraged; surface parking should be eliminated or severely limited in order to promote site uses including open and green space, arts and gardens.

**Commercial/Light  
Industrial**

On Terrace Street only (Site 2), if commercial/light industrial is proposed, provide buildable space for local retail, commercial, and or light industrial uses that complement existing area businesses by providing work space, and or access to needed goods and or services. Areas not built upon should be improved to emphasize open and green space, sustainable development principles, and that promote collective use. Introduction of arts elements, while not required, is encouraged and could include infrastructure for displaying temporary and permanent art, performing art, seating, seasonal shelters, lighting and fencing for controlled access. Applications must outline how these measures have a public component and can be enjoyed by the public over time. Systems such as a gravity pump, or other mechanisms, to transport water to the Community Garden, should be outlined.

Underground parking is encouraged; surface parking should be eliminated or severely limited in order to promote site uses including open and green space, arts and gardens. Synergetic uses that support existing and new area uses such as material and waste material reuse and or distributive energy will be given preference. Suggested uses include: micro beer brewery, green building material supply or service company, restaurant or café, community, youth and or senior service provider, and / or on-site childcare.

**Community Garden**

Where the current Community Garden is located, in the area approximating 778 – 788 Parker Street, as part of a proposal that includes development on Terrace Street (Site 2), provide approximately 14,000 Sq. Ft of dedicated community gardens. The gardening plots are to be dedicated to the local community. This portion will be secure and open and accessible to community gardeners only. Developers should provide additional open spaces and paths and steps interconnecting the garden to the Terrace Street portion of the parcel. Garden space, independent from that developed on Parker Street as a community garden, should be considered in areas not built upon on Terrace Street.

The developer is required to design and construct the Community Garden. See Design Guidelines for addition information.

**Community Garden Ownership and Management** Creative partnerships that include community garden management expertise are strongly encouraged. The selected development team will be required to work with the City and local community to develop an approach for or establish an entity (non-profit) to undertake ongoing management of the Community Garden. Proposals should include strategies for permanently establishing the Community Garden, including the use of a land trust and or deed restrictions.

Upon completion of construction and landscaping, the Community Garden is to be turned over to the local entity.

## DESIGN GUIDELINES

Successful applicants are required to comply with design guidelines outlined below and DND Residential Design Standards. For DND Design Guidelines, please see: [http://www.cityofboston.gov/dnd/D\\_Green\\_Housing.asp#/DND\\_design\\_standards](http://www.cityofboston.gov/dnd/D_Green_Housing.asp#/DND_design_standards), which also includes DND design review and construction monitoring procedures.

For DND's Design Review and Approval Process, please see: [http://www.cityofboston.gov/dnd/D\\_2-1\\_design\\_review.asp](http://www.cityofboston.gov/dnd/D_2-1_design_review.asp)

- Connection and Circulation** Provide strategic connections along Parker and Terrace Streets frontages that are inviting to the surrounding community.
- Provide pedestrian access between the Parker Street Community Garden and the Terrace Streets development.
- Orientation and Street Wall** The community garden should front prominently on Parker St. The garden should extend into the site interior and, at least in part, connect to the Terrace Street portion of the site. New uses should be arranged and / or interwoven with each other and form a cohesive whole.
- New buildings should have primary frontage on Parker St. and Terrace St. and should align with adjacent buildings re-establishing and reinforcing existing street wall conditions.
- Building Height and Massing** Building heights and massing should be responsive to and respective of the surrounding context.
- Parker Street Building(s): should be two-and-a-half or three stories in height (approximately 35') and should relate to existing adjacent residential structures. Building type and massing should reflect and

reinforce existing adjacent residential fabric. Height and placement must be considered to reduce and limit shading on the Community Garden.

Terrace Street Building(s): should be up to four stories in height (approximately 45') and should relate to existing adjacent building structures.

Buildings should be sited and configured so that roof areas have clear solar exposure for solar thermal and photo voltaic panels.

<b>Architectural Typology</b>	<p>Parker Street: Two and three unit residential structures including flat over flat, duplex over flat, side-by-side, row house / townhouse, and / or triple-decker typology.</p> <p>Terrace Street: Housing; mixed use residential structures including residential over commercial / light industrial; commercial or industrial with active ground floor uses at the street edge.</p>
<b>Building Character and Materials</b>	<p>Proposed designs should be of high quality and include careful detailing and selection of exterior materials. Exterior finishes should be of high quality and reflective of the area character while also exemplifying the very best building performance and sustainable development practices. Building characteristics and materials should be consistent on all sides of any new buildings.</p>
<b>Building Open Space</b>	<p>Include private outdoor residential space(s) including balconies, porches and patios.</p> <p>On Terrace Street, include shared outdoor activity space(s) including lawns, yards, gardens, patios and terraces. Include an outdoor seating as needed for restaurant or café uses.</p> <p>Parker Street- efforts should be made for the care, storage on-site as needed, and future relocation, of the existing Art Park Gazebo, carved wooden trellis and pavers in an open area on the Parker or Terrace Street site.</p>
<b>Access and Parking</b>	<p>Parker Street: Site vehicle access for new housing should be building specific and limited to residential scale driveways for private vehicle parking. Two curb cuts are preferred for the residential development on Parker Street and should be located close to Hillside Street so cars have radius to turn.</p> <p>Terrace Street: Site vehicle access for new uses should be building specific and limited to residential scale driveway(s) for both parking and services. Underground parking is encouraged; surface parking should be severely limited.</p> <p>The City recognizes parking facilities are a significant project cost and</p>

seeks to reduce car dependency and ownership and to promote public health through the use of public transit, walking, and bicycling.

Provide the following:

- \* Residential Vehicle Parking: Provide 0.6 to 1 parking space for each unit.
- \* Commercial Vehicle Parking: Provide .05 to 1 parking space per 1000 Sq. Ft. Use of shared spaces is encouraged.
- \* Car Sharing: For residential uses on Terrace Street, include one dedicated space for shared vehicle parking.
- \* Bicycle Parking: Provide at minimum one Secured / Covered bicycle parking space per residential unit located in an easily accessed storage area. Provide one visitor bicycle parking space per 10 residential units and two bicycle parking spaces per commercial business. Visitor bicycle racks should be located near each primary entry and should not block or impede pedestrian circulation or access.

**Community Garden** The Parker Street Community Garden is intended to integrate with and compliment new residential development on Parker Street and housing, mixed use and commercial and/or/light industrial uses on Terrace Street. The developer is required to design and construct the Community Garden on Parker Street and shall provide the following, at a minimum:

Community Gardening Plots

- \* Varying sized garden plots, accessible raised beds, new certified clean gardening soil with good solar access.
- \* Pathways, accessible walkways / routes, steps, edging and fencing to control access.
- \* Garden infrastructure for rain water harvesting, irrigation, composting, material and tool storage.

Open and Circulation Space connecting Parker Street Garden and Terrace Street

- \* Accessible pathways including soft-scapes and hard-scapes, railings, handrails, steps, edging and landscaping.
- \* Elements and strategies that animate the site, creatively engage the community, and celebrate site and sustainability.
- \* An accessible route connecting Parker and Terrace Streets.
- \* Access for materials, supplies and maintenance of the Community Gardens and pathways.
- \* Plantings, soil, infrastructure for rain water harvesting, irrigation, composting, material and tool storage.



## GREEN BUILDING

The residential homes on Parker Street, and residential, mixed use and/or commercial/light industrial uses on Terrace Street, are to be designed and constructed to achieve and surpass the US Green Building Council's LEED for Homes Platinum requirements or most applicable LEED rating system. Project Teams should include a LEED Accredited Professional with the appropriate specialty and, for residential uses, a LEED Homes Rater. Proposals should include individual team members and LEED expertise. Developers are responsible for all LEED registration and certification expenses including any residential LEED Rater expenses. Projects are to be registered upon designation and certified by the US Green Building Council within 9 months of construction completion. Green building strategies should include the following:

- |   |  |
|---|--|
| <b>Indoor Environmental Quality</b>           | <p>Provide high quality healthy indoor environments by maximizing fresh air indoors and minimizing moisture and exposure to toxins and pollutants. Strategies should include:</p> <ul style="list-style-type: none"> <li>▪ Dry and mold free building designs including extended roof overhangs, proper ground surface drainage and non-paper gypsum board.</li> <li>▪ Passive and active fresh air systems and active ventilation at moisture and combustion sources.</li> <li>▪ Building products and construction materials free of VOC's, toxins, hazardous chemicals, pollutants and other contaminants.</li> <li>▪ Entryway walk-off mats and smooth floor finishes that reduce the presence of asthma triggers, allergens and respiratory irritants.</li> <li>▪ Safe and easily cleaned and maintained built conditions.</li> </ul>   |
| <b>Energy Efficiency and Renewable Energy</b> | <p>Proposed projects should first minimize all energy demands before employing renewable energy sources. It is expected that buildings will be designed to achieve a HERS Index of 20 to 40 producing buildings that will use 60% to 80% less energy than a home built to the International Code Council's standards for minimum energy efficiency and surpassing the requirements for Massachusetts New Homes with Energy Star, Tier III. Energy efficiency strategies should at minimum include:</p> <ul style="list-style-type: none"> <li>▪ High performance building envelopes that are air tight, super insulated and eliminate thermal bridging with high efficiency windows and doors.</li> <li>▪ Energy Star high efficiency appliances and equipment sized to meet but not exceed building needs.</li> <li>▪ Passive (day) lighting strategies and high efficiency lighting</li> </ul> |

fixtures including CFL and LED lighting technology.

*Onsite renewable and clean energy sources should be provided to surpass the net annual energy needs of the buildings.* Buildings should be designed to maximize solar photo voltaic, solar thermal renewable energy generation as well as clean energy sources such as combined heat and power systems.

**Water Efficiency** Use innovative strategies to minimize water use and to reuse storm and waste water including:

- High efficiency low flow bathroom and kitchen fixtures.
- Gray water filtration systems for reuse and ground water recharge.
- Storm water harvesting and onsite ground water recharging.
- Drought resistant planting and non-potable water irrigation.

**Connectivity** Encourage and support non personal vehicle means of travel including public transit, walking and bicycling and reduced personal vehicle travel by promoting the use of close by schools, shopping, recreation, and work opportunities. Strategies should include easily accessible bicycle storage space, shared parking, car share program membership and transit pass programs.

**Site Construction and Development** Employ low impact construction strategies and management practices to reduce erosion and eliminate construction phase storm water runoff and off-site tracking of soils and construction debris. Include landscaping and other site elements that protect the land support area natural habitats.

**Materials Selection** Use materials and resources selected from sustainably harvested, responsibly processed sources. Strategies should include:

- Products made with recycled and reclaimed materials.
- Materials and products from responsibly harvested and rapidly renewable sources.
- Locally sourced products and materials within 500 miles of Boston.

**Education and Public Awareness** Provide for educating new and future homeowners about the building's equipment, green features and how to maximize building performance. Include owner training and operation manual, and active energy and water performance reporting and tracking systems capable of linking to online project performance tracking.

Provide for educating the area community and industry professionals on the benefits for green buildings and project design and construction practices including: construction phase open wall tours, construction phase documentation and post occupancy building performance reporting.

**Innovation** Project teams are strongly encouraged to utilize both "off-the-shelf" products and practices as well as innovative strategies and "cutting edge" products to increase the sustainability and performance of the buildings and achieve an energy positive development. In either case, replicability and ease of use of innovations and best practices for future Boston residential projects of similar scale must be highlighted.

## NET ENERGY POSITIVE PERFORMANCE

The goal of the Mayor's E+ Green Communities Program is to demonstrate the feasibility of urban 1 to 4 unit and multi-unit residential buildings that are net energy positive and produce more on-site energy on an annual basis than is needed for the buildings.

**Net Energy Positive** For the purposes of the E+ Program and this RFP, a Net Energy Positive building produces enough energy on-site to exceed its annual energy use.

**Utility Connected** It is expected that projects will use existing electrical and gas services when on-site renewable energy generation does not meet buildings loads. When on-site energy generation exceeds building loads, it is expected that excess energy will be exported to the electrical grid.

**Modeled Energy Performance** Evaluation of proposals for Developer Selection will, in part, be based on the energy modeling performed by respondent. Additional energy modeling may be performed by or for the BRA or DND. Any and all energy modeling, HERS scoring and related evaluations will be as determined by the BRA and DND.

## Handicapped Accessibility Requirements

The development must comply with Federal & State Accessibility requirements. 5% of units are to be handicap accessible and 2% of unit must be provided for individuals with visual and hearing impairments. Adaptable units are to be built to comply with the following:

- No structural changes to adapt the unit from non-accessible to accessible;
- Walls in the baths to be reinforced to allow for future installation of grab bars and walls in the kitchen to allow for the removal of lower cabinetry to permit wheelchair access;
- Provision for handicapped accessible appliances per code;
- Wiring to be installed per Massachusetts Architectural Access Board requirements and for future visually hearing impaired in systems for the excess of units required by code.

## Window Guards

Window guards which meet the Kids Can't Fly program and Fire Department requirement are required for all windows above the first floor, or where the sill height is accessible to children and is more than 10 Ft. above the finish grade at the window.

The properties are NOT OFFERED as individual parcels. Applicants must apply for Site 1 or Site 2 or Both sites. NOTE: In addressing applications that are for "Both" sites collectively, DND reserves the right to remove a site from the applicant's proposal, in the event DND selects another application for either Site 1 or Site 2. In this case, DND would review and evaluate the remaining Site against other proposals for the Site. Applicants that pursue "Both" sites collectively must understand and agree to this when applying under this RFP. Furthermore, applicants should structure their application to allow for appropriate review in the event that DND awards 1 site to a different application. DND Proposals submitted that include only 1 property or a portion of the parcel listing will be deemed non-responsive and will not be considered.

This RFP is for land only. DND will designate the selected developer(s) for the land. No City funding to support the development is included in this RFP.

DND administers its programs in accordance with federal, state and local equal opportunity and fair housing laws, regulations and requirements. This includes affirmatively furthering fair housing and providing equal access to information about development opportunities.

DND reserves the right to change aspects of the development program outlined in this RFP depending on the needs of the development, providing that the rights of other applicants

are not prejudiced and DND uses its best judgment to further our mission after accepting developer's application.

DND reserves the right to waive any requirement or restriction set forth in this RFP or conveyance documents, if such waiver is deemed appropriate by DND, in its sole discretion.

The City of Boston thanks all applicants for their consideration of this RFP.

## **V. Zoning Information**

Parcels located on Parker Street sites are zoned 3F – 3000 while the parcel located on Terrace Street is zoned Local Industrial. Zoning for the area is described in Article 59 of the Boston Zoning Code and shown on the associated Map 6D. Copies of the Boston Zoning Code may be obtained from the BRA, 9th Floor, City Hall or on the BRA website at:

<http://www.bostonredevelopmentauthority.org/zoning/zoning.asp>

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

Respondents to the RFP will be encouraged to submit proposals that best respond to or exceed the Development Goals and Guidelines. It is expected that respondents shall seek approval for any deviations from the code through the Boston Zoning Board of Appeal and/or the Boston Zoning Commission.

Article 80: DND reserves the right to amend the project while working with the selected developer to ensure compliance with Article 80 review by the Boston Redevelopment Authority.

## VI. APPLICATION DEADLINES

- The Parker and Terrace Streets RFP application will be available on March 18, 2013 at the Department of Neighborhood Development, Bid Counter, 26 Court Street, 10<sup>th</sup> Floor, Boston, MA 02108. The RFP Package can be downloaded by registering at <http://www.cityofboston.gov/dnd/rfp/>

**DISCLAIMER:** The City of Boston will attempt to communicate to applicants any changes/addenda to this application package; however, it is the responsibility of the applicant to check the Department's website regularly for any updates, corrections or information about deadline extensions.

- The RFP includes two development opportunities:
  - Site 1) 790 – 796 Parker Street, approximating 15,007 square feet, for housing development, not to exceed 3 buildings, and
  - Site 2) 778 – 788 Parker Street and 77 Terrace Street, approximating 42,450 square feet, for community garden space on a portion of Parker Street, combined with housing, mixed use housing/commercial or commercial and light industrial uses on Terrace Street.

Proposals may be submitted for Site 1, Site 2, or a combined proposal for Both Sites. NOTE: In addressing applications that are for "Both" sites collectively, DND reserves the right to remove a site from the applicant's proposal, in the event DND selects another application for either Site 1 or Site 2. In this case, DND would review and evaluate the remaining Site against other proposals for the Site. Applicants that pursue "Both" sites collectively must understand and agree to this when applying under this RFP. Furthermore, applicants should structure their application to allow for appropriate review in the event that DND awards 1 site to a different application.

- An **Applicants Conference** will be held at DND, 26 Court Street, Room 11A, Boston, MA at 2:00 P.M. to 3:00 P.M. on April 17, 2013 to discuss any questions applicants may have about this RFP.
- Applicants are required to submit one (1) original and three (3) copies of the Application in a sealed package clearly marked "**Parker and Terrace Streets RFP- Site 1**"; "**Parker and Terrace Streets RFP- Site 2**"; or "**Parker and Terrace Streets RFP- Both Sites**", marked on the envelope. Applications must be typed. Applications must be packaged in a 3-ring binder and properly tabbed for each section.

**APPLICATIONS ARE DUE NO LATER THAN JUNE 10, 2013 AT 4:00 P.M.** Absolutely no applications will be accepted after that time.

**Completed applications must be submitted directly to:**

**The Bid Counter, Department of Neighborhood Development  
26 Court Street, 10th Floor  
Boston, MA 02108**

PLEASE NOTE: DND BID COUNTER NEW HOURS OF OPERATION ARE  
MONDAY - FRIDAY 9:00 A.M. TO 12:00 NOON AND 1:00 P.M. TO 4:00 P.M.  
PLEASE PLAN ACCORDINGLY.

If you have any questions regarding this RFP, contact John Feuerbach, Senior  
Development Officer for Housing at (617) 635-0353.

## **VII. SELECTION CRITERIA**

The City's objective is to ensure rapid development and utilization of these parcels. To this end, the City shall evaluate all proposals that meet the Minimum Eligibility Criteria of the RFPs and for the degree to which they satisfy the Evaluation Criteria.

Evaluation of proposals and selection of the most advantageous proposal will be based solely upon the Evaluation Criteria listed in Section IV of this RFP. The City reserves the right to waive portions of the RFP for all proposers, to excuse minor informalities on proposals or to reject all proposals, if deemed in the best interest of the City.

### **A. Minimum Eligibility Criteria:**

The City will identify any proposals that do not meet the below Minimum Eligibility Criteria. Such proposals will be rejected. In the event of minor informalities, the City may attempt to clarify a proposal in order to determine whether it meets Minimum Eligibility Criteria, but reserves the right to declare the proposal as non-qualifying.

#### **1. Creditworthiness**

The City of Boston reserves the right to deny funding to any applicant principal or partner whom it determines is not creditworthy and not bankable. In general, an applicant will be considered not creditworthy if (1) debt obligations are not current and/or (2) public filings (e.g. liens, judgments) are outstanding.

#### **2. Readiness To Proceed**

The applicant must be able to demonstrate an ability to close financing and start construction within 2 months of DND's commitment of funds. The applicant must be able to demonstrate an ability to complete the development tasks/ benchmarks according to the established development timeline (Section IX, C. "Development Schedule").

### 3. Compliance with Other Policies and Regulations

The project must comply with the following Federal and City policies and regulations, as appropriate, which are further detailed in the Section XIII, J. “DND Policies and Regulations.”

- Boston Resident Jobs Policy
- DND Construction Monitoring
- Fair Housing and Affirmative Marketing
- Handicapped Accessibility Requirements
- Boston Living Wage First Source Hiring

### 4. Employee Review

Neither the Proposer, nor any of the Proposer's immediate family, nor those with whom s/he has business ties, may be currently or have been within the past twelve months, an employee, agent, consultant, officer, or an elected or appointed official of the City of Boston’s Department of Neighborhood Development. An “immediate family member” shall include parents, spouse, siblings or children, irrespective of their place of residence. A Proposer who does not satisfy the Employee Review requirements will be deemed ineligible and their proposal will not be considered

### 5. Completeness of Submission

Only complete applications will be considered.

## B. EVALUATION CRITERIA:

All proposals that meet the Minimum Eligibility Criteria outlined above will be reviewed against Evaluation Criteria. Evaluation of submitted proposals will be based on the following criteria. Applicants must present a written response to each criterion.

#### 1. Development Objectives:

The outlined development objective of the RFP includes Site 1) 790 – 796 Parker Street, approximating 15,007 square feet, for housing development, not to exceed 3 buildings, and Site 2) 778 – 788 Parker Street and 77 Terrace Street, approximating 42,450 square feet, for community garden space on the portion of Parker Street, combined with housing, mixed use housing/commercial or commercial and light industrial uses on Terrace Street.

- Detailed, realistic proposals for development of each site separately, or combined in a single application, that are consistent with and successfully address all issues identified in the City’s Development Objectives, and if involving Site 2, includes a strong response to all development and long-term operation criteria on the community garden, and arts elements, will be ranked as **Highly Advantageous**.



- Detailed, realistic proposals for development of each site separately, or combined in a single application, that are consistent with the City's Development Objectives but do not completely or satisfactorily address all of the issues identified in the City's Development Objectives, and if involving Site 2, includes a reasonable response to all development and long-term operation criteria on the community garden, and arts elements, will be ranked as **Advantageous**.
- Proposals for development of each site separately, or combined in a single application, that are not consistent with the City's Development Objectives and/or do not address most of the issues identified by the City's Development Objectives, and if involving Site 2, includes minimal or no response to all development and long-term operation criteria on the community garden, and arts elements, will be ranked as **Not Advantageous**.

## 2. Developer's Capacity and Experience

The Applicant/ Development Team must be able to demonstrate the technical and financial ability to complete the project. Prior successful development experience is required. Emphasis will be placed on experience with previous projects of similar scale and complexity (see Section XII "Application Forms and Instructions" – Resumes for additional information.) The track record of the developer and members of the development team will be considered individually and collectively. DND may require tours of previous projects involving team members. The Members of the development team must be in good standing on current DND projects. The applicant must be able to demonstrate an ability to complete the development tasks/ benchmarks and begin construction according to the established development timeline.

- If the narrative and application material includes all of the requested information regarding the development team's experience and capacity, demonstrates that the development team has successfully completed one or more similar projects in the City of Boston in the last five years, the proposal will be ranked as **Highly Advantageous**.
- If the narrative and application material includes some of the requested information regarding the development team's experience and capacity, articulates a demonstrated capacity for long-term management of the property, and illustrates that, although the development team has not successfully completed any similar projects in the City of Boston, it has successfully completed one or more similar projects elsewhere or can demonstrate transferable experience from another type of project, the proposal will be ranked as **Advantageous**.
- If the narrative and application material: (1) does not include any of the requested information regarding the development team's experience and capacity; (2) does not demonstrate that the development team has successfully completed a similar project to the one proposed; or (3) does not demonstrate the development team's

experience in successfully managing similar projects over the long term, the project will be ranked as **Not Advantageous**.

### 3. Cost of the Product

Proposals will be carefully evaluated as to their cost and financial feasibility. All development and construction costs must be reasonable and consistent with similar type projects and conform to the Project Standards and Requirements (Section XI, Part A & B). The selected proposal will be the one that best strikes the balance between desired quality of the project as described in this RFP and the cost. The developer will be required to provide a General Contractor estimate for hard costs at the time of application. DND reserves the right to hold the developer to the original hard cost amount. The soft cost budget that is submitted in the application will be viewed as the final budget.

- A proposal that includes costs that are reasonable, substantiated and consistent with similar type projects, and conforms to cost requirements outlined in the RFP, will be ranked as **Highly Advantageous**.
- A proposal that includes costs that are somewhat reasonable, appear inconsistent with similar type projects, and conforms in part to cost requirements outlined in the RFP, will be ranked as **Advantageous**.
- A proposal that has incomplete and unsubstantiated costs, and does not conform to cost requirements, will be deemed **Not Advantageous**.

### 4. Developer's Financial Capacity to Design/Construct

The applicant is required to demonstrate that financing is in place for pre-development and development. Priority will be given to applications that have a commitment letter from a bank that indicates willingness to fund the project, or evidence of self-financing. At a minimum, applications must have a strong Letter of Interest from a bank that outlines loan terms, the maximum loan to value that would be provided, and a timeline for issuing a commitment letter and closing of funds, assuming the applicant has met certain bank conditions.

- A proposal that includes approved or conditionally approved financing commitments to initiate and complete the proposed development within a definitive timeframe, or evidence of self-financing, and provides a financial plan detailing and evidencing any and all proposed, available resources will be ranked as **Highly Advantageous**.
- A proposal that provides a feasible financing plan, with identified private sources of funding, to initiate and complete the development, and for which letters of interest are included as sources of private debt and equity financing, will be ranked as **Advantageous**.

- A proposal that provides a financing plan to initiate and complete the development but does not include financing letters of interest, or any other evidence indicating potential sources of private debt and equity financing, and includes little to no documentation of a financial plan, will be deemed **Not Advantageous**.

#### 5. Strength of Design

The proposed development must be compatible with the site and the neighborhood. Successful applications will meet and conform to all Design, Green Building and Net Energy Positive requirements outlined in the RFP, including community garden requirements. Furthermore, the project design must demonstrate an efficient and wise use of high quality, durable materials.

- Proposals with designs that achieve all of the RFP Design Standards, including Green Building and Net Energy Positive and community garden requirements, outlined in Section III, and include the use of high quality, durable materials, will be ranked as **Highly Advantageous**.
- Proposals with designs that achieve most, but not all of the RFP Design Standards, including Green Building and Net Energy Positive and community garden requirements, outlined in Section III, and/or utilize adequate, but not high quality, durable materials will be ranked as **Advantageous**.
- Proposals with designs that do not adequately achieve most of the RFP Design Standards, including Green Building and Net Energy Positive and community garden requirements, outlined in Section III, and/or utilize inferior quality materials will be ranked as **Not Advantageous**.

#### 6. Ability to Manage and Maintain the Property

Additional consideration shall be given to development teams that demonstrate evidence of an ability to manage the proposed development after completion, including building and grounds maintenance. Applicants that intend to hire a professional property management firm must include information regarding that firm's qualifications along with a letter indicating that they have reviewed the projects proposed rent and operating projections and are willing to manage the projects upon completion.

- Proposers who demonstrate convincing evidence of an ability to manage the proposed development after completion, including building and grounds maintenance, based on examples from current properties, and the strength of the proposed management team, will be ranked as **Highly Advantageous**.
- Proposers who demonstrate evidence of an ability to manage the proposed development after completion, including building and grounds maintenance, and have a proposed management team, will be ranked as **Advantageous**.

- Proposers who demonstrate no evidence of an ability to manage the proposed development after completion, including building and grounds maintenance, and have no proposed management team, will be ranked as **Not Advantageous**.

### 7. Occupancy Protections

As expressed in the community meetings and outlined in the Use Guidelines, there is a strong desire and certain requirements for stable occupancies arising from development of the sites. Strong, detailed occupancy provisions, that have the impact of promoting stable tenancies, is a desired outcome of the development process.

- If the application includes detailed and comprehensive occupancy plans, that outline certain guidelines and regulations that will govern housing occupancy, and that have the impact of promoting stable tenancies, the proposal will be ranked as **Highly Advantageous**.
- If the application includes a limited plan addressing occupancy requirements, that insufficiently outline certain guidelines and regulations that will govern housing occupancy, the proposal will be ranked as **Advantageous**.
- If the application includes no occupancy plan or provisions that promote stable tenancies, the proposal will be ranked as **Not Advantageous**.

### 8. Community Support

Additional consideration shall be given to development teams that demonstrate community support. DND reserves the right to consider input and comments from the community after the developer's community presentation as outlined in Section VIII. DND will also consider evidence of support from abutters and neighborhood residents. Evidence may include, but not be limited to, support letters from community residents, abutters and local community groups and signed petitions from neighborhood residents.

- Proposers who provide strong evidence of community support will be ranked as **Highly Advantageous**.
- Proposers who provide minimal evidence of community support will be ranked **Advantageous**.
- Proposers who do not provide evidence of community support will be ranked **Not Advantageous**.

### 9. Offer Price

- Where the offered price is the highest offered of all qualified proposals, the proposal will be eligible to be ranked as **Highly Advantageous**.

- Where the offered price is equal to or above the average of all offer prices, the proposal will be eligible to be ranked as **Advantageous**
- Where the offered price is below the average of all offer prices, the proposal will be eligible to be ranked as **Not Advantageous**

Based on its review of applications against Evaluation Criteria set forth above in Section VI, DND will recommend and select the developer through the Public Facilities Commission.

### **C. Additional Reviews:**

The selected Proposer will be subject to the following reviews and must satisfy the following requirements prior to conveyance. In the event that they do not satisfy these requirements the City may elect to proceed to the next highest ranked eligible Proposer.

#### **Tax Delinquency Review**

The City of Boston's Office of the Collector-Treasurer will conduct a review of the Proposer's property tax history. The Proposer cannot be delinquent in the payment of taxes on any property owned within the City of Boston. A selected Proposer must cure such delinquency prior to conveyance of the Site. However, any Proposer who has been foreclosed upon by the City of Boston for failure to pay property taxes will be deemed ineligible and their proposal will be excluded from evaluation.

#### **Water and Sewer Review**

The City of Boston Water and Sewer Commission will conduct a review of the Proposer's water and sewer account(s). Proposers cannot be delinquent in the payment of water and sewer charges on any property owned within the City of Boston and must cure such delinquency prior to conveyance of the Site.

#### **DND/City of Boston Prior Participation Review/Outstanding Obligations**

The City will review the Proposer's prior participation in any City of Boston programs, including DND and BRA programs, to ascertain his/her historic performance with City programs. Proposers not fulfilling requirements under a current or past agreement will be excluded from consideration in this RFP. Proposers must be current with all monies owed to DND and the City of Boston in order to contract for and close on conveyance of the Site. If any matters are in default, DND will assess the reason for the default and the Applicant's plan to remedy this condition. If the Applicant does not provide DND with a timely, satisfactory plan to address the default, DND shall declare the proposal non-qualifying.

**Property Portfolio Review**

DND shall review the status of each property listed on the Property Affidavit to determine if any are abandoned, vacant or not in compliance with Inspectional Services Department Building Standards. Should DND determine that such conditions exist, an inquiry shall be made to the Applicant as to the reason for such status and the plans of the Applicant to remedy such conditions. If the Applicant is unwilling, unable or does not provide DND with a timely, satisfactory plan to address such issues, DND shall declare the proposal non-qualifying.

**Equal Opportunity Housing**

The City administers its programs in accordance with federal, state and local equal opportunity and fair housing laws, regulations and requirements. This includes affirmatively furthering fair housing and providing equal access to information about development opportunities.

**Fair Housing Review**

The Boston Fair Housing Commission will screen applicants for the property offered pursuant to this RFP. Proposers must not have any unresolved housing discrimination complaints or convictions for violating fair housing laws.

**VIII. COMMUNITY PARTICIPATION**

DND has standard community participation policies and procedures. These are designed to:

- Ensure that community residents and local leaders are fully informed about the sale of any real estate sold by DND.
- Create a uniform and timely structure for this process so that developers and residents alike have a clear understanding of how the process works, enabling both to more effectively plan for and participate in the project development process; and
- Promote equal opportunity and fair housing in the disposition of residential sites.

DND works closely with neighborhood groups and local residents in new construction projects involving city-owned property. This involvement calls for substantial participation by the neighborhood at all stages of planning. The planning disposition and development process includes the following steps:

- **Planning Meetings:** A series of community meetings were held between January and December of 2012, including a Community Symposium and Community Charrette, both held in March 2012. During these meetings and subsequent community workshops, DND and BRA gathered ideas, guidance and feedback from the broader community. Each meeting included presentations by DND and BRA staff followed by breakout groups and group discussions. The recommendations and thoughts from each group were

documented and analyzed to inform the direction of the planning process. Development guidelines were established based on neighborhood input; the guidelines have been incorporated in this RFP.

- **Developer Presentation:** DND will hold a public meeting for the developers who submit responses to the RFP that meet Minimum Eligibility Criteria to make detailed presentations to the neighborhood in order to receive comment and recommendations on their proposals.
- **Qualified Developer Selected:** DND, based on its review of applications against Evaluation Criteria, as set forth in Section VII, will recommend and select the developer through the Public Facilities Commission.

## **IX. DESIGNATION PROCESS AND DEVELOPMENT SCHEDULE**

### **A. PROPOSAL REVIEW**

DND staff review of proposals will begin immediately after the submission deadline. If the proposal does not meet the Minimum Eligibility Criteria of the RFP, DND shall terminate further consideration of any proposal. In the event of minor informalities, the City may attempt to clarify a proposal in order to determine whether it meets Minimum Eligibility Criteria, but reserves the right to declare the proposal as non-qualifying. Then, DND staff will evaluate the remaining proposals according to the Evaluation Criteria.

DND staff may interview applicants to solicit clarifying information on their proposal and on their ability to finance and complete the project. Further evaluation may include site visits to other buildings constructed by the applicant, a review of references, and/or examination of additional financial or design information.

### **B. DEVELOPER DESIGNATION**

DND staff will recommend a developer to the Director of the Department of Neighborhood Development, based on its review of applications against Evaluation Criteria set forth in Section IV. In turn, the Director will make a recommendation to the Public Facilities Commission, which will vote a designation of "Tentative Developer". Following tentative developer selection, all applicants will be notified of their status.

The designated developer will work with DND staff to finalize the project. This will include: conveyance schedule, environmental remediation plan, final construction documents (certified plans and specifications), financing commitments, development schedule, building permits and other public approvals, and any other relevant items. Before the project is ready to begin construction, the Public Facilities Commission will vote on Property

Conveyance. The DND Legal Staff and the City's Office of the Corporation Counsel will prepare the Deed. If appropriate, these parcels will be conveyed subject to an appropriate covenant or restriction for affordable housing. The City and the developer will close on the property and on construction financing (in tandem with other construction lenders). Construction must begin immediately after closing on DND and construction financing. Note that the land price for Site 1 and Site 2 will be due at the conveyance of the land and closing of financing for each site, including for Site 1, 25% of the costs attributable to the improvement of the Community Garden, or \$50,000, whichever is higher.

DND's Legal Staff will prepare all necessary conveyance documents. Each property will be conveyed in "AS IS CONDITION" and without warranty or representation as to the Status or Quality of Title. The designee shall to the fullest extent permitted by law assume any and all liability for environmental remediation pursuant to Chapter 21E of the Massachusetts General Laws.

### C. DEVELOPMENT SCHEDULE

Below is the predetermined Development Schedule. The developer's failure to meet these established benchmarks may be grounds for de-designation of the project. Should this occur, DND reserves the right to assume any or all contracts associated with the project.

Step	Task	Date
1	Proposal Available at DND Bid Counter	3/18/13
2	RFP Advertised in State Central Register	3/20/13
3	Applicant Conference	4/17/13
4	Proposal Due Date	6/10/13
5	DND Presents Eligible Applicants to Community	July 2013
6	DND Tentatively Designates Developer	August 2013
7	Developer begins Article 80/Zoning Process	Summer 2013
8	Zoning Board of Appeal Hearing (if applicable)	Winter 2013
9	Construction Bidding/Contractor Selection/Cost Finalization	Summer 2014
10	Developer Applies to ISD	Summer 2014
11	Developer Secures All Financing/Closes	Fall 2014



12	Developer Starts Construction	Fall 2014
13	Completion of Construction	Fall 2015
14	Full Development Lease Up	Winter 2015

## X. MARKETING

### Affirmative Marketing and Tenant Selection:

Developers of 5 or more units for sale or rent are required to submit an Affirmative Marketing and Tenant Selection Plan to the Boston Fair Housing Commission (BFHC). The Plan must be approved by the BFHC prior to project closing.

### Rental Development Proposals:

The applicant is responsible for all marketing tasks associated with the rental of the units including, Income Certifications, to determine income eligibility for all proposed tenants. The applicant must identify the marketing agent, if any, and outline the marketing plan for the Development and demonstrate that the units will be affirmatively marketed and a fair and open process for tenant selection will be followed. Developers are required to list the availability of rental opportunities with the BFHC Metrolist.

### Homeownership Development:

Developer responsibilities in marketing include filing an Affirmative Marketing Fair Housing Plan with the City of Boston Fair Housing Commission for all units in the development. For income restricted units, the developer will receive and screen buyer applications; perform income certification and income eligibility for certain units; administer a buyer lottery; hold open houses; sign-up buyers and perform recertifications and coordinate closing documents with all funders. DND will work with the designated developer to address these and other marketing requirements, including Occupancy Protections, outlined in Section IV, Use Guidelines, Housing, and in Section VII.

Buyer selection for the affordable units must be made in compliance with DND policies (household size, asset test and 1<sup>st</sup> time homebuyer requirements) current at the time of marketing outreach. Furthermore, affordable units shall be subject to DND's Affordable Housing Covenant.

### Commercial /Light Industrial:

The developer is responsible for all marketing tasks associated with the rental of the commercial and/or retail units and light industrial units.

### Metrolist

Developers of newly created units which will be available for rent are required to list the availability of such housing with Metrolist.

## XI. PROJECT STANDARDS AND REQUIREMENTS

### A. PROJECT BUDGET AND COST REQUIREMENTS

#### 1. Finance/Budget

Utilize the following guidelines for entering Sources and Uses of Funds, calculating the total development cost, and filling out the construction pro forma (using a One-Stop Application format that can be downloaded from [www.mhic.com](http://www.mhic.com) or obtained from MHIC at (617) 850-1000). Note that the One-Stop Application is not appropriate for mixed use, commercial or light industrial developments. Applicants proposing mixed use, commercial or light industrial may submit a budget in their format that addresses similar One-Stop cost and funding source elements. If the proposal includes a combination of unit types for different income categories, the developer must submit a budget that itemizes sources and uses of funds for each income category in separate columns. In addition to all typical development costs, the applicant must adhere to RFP guidelines in developing the development budget. If the cost proposal contains any variances from the following guidelines or any special constraint, please specify.

The developer must provide a market study that addresses and supports the proposed for sale or mixed income rental development sales price or operating budget assumptions and absorption period.

#### 2. Construction Costs

Site Work. The developer is responsible for typical urban site redevelopment costs and these costs must be clearly itemized and carried in the hard cost budget. Base the cost of site work and grading on all foreseeable (known) site dimensions, topography and visible ledge described in the RFP, including what is evidenced on site. Include all site work including grading in your construction costs. Include in the development budget all fees and costs associated with street and sidewalk reconstruction, curb cuts and street opening permits (these permits should be applied for at least 6-8 weeks before November 15<sup>th</sup>, and should be coordinated through DND). Contact the Public Works Department at (617) 635-4909, 4910 or 4911 for information regarding these items. Furthermore, costs of cutting and capping existing underground utility lines are the responsibility of the developer and must be included in the development budget. Contact Boston Water and Sewer Commission at (617) 989-7000 for information regarding this requirement.

Environmental Site Costs. The developer is responsible for typical urban site redevelopment costs and these costs must be clearly itemized and carried in the hard cost budget.

The developer shall include in the proposal a hard cost line item allowance to cover environmental remediation costs. *This should be included separate from the "direct*

*construction” line in the “Construction” subtotal category.* Furthermore, a soft cost line item allowance (insert in line # 162) should be included for additional testing and engineering services. The applicant should provide an explanation of how the cost was determined.

DND reserves the right to remove a site(s) from a package as a result of remediation costs.

Window Guards: Applicant should budget window guards for family units with windows in excess of 10 feet from the ground. For budgetary purposes, this should be shown as a line item allowance separate from the overall construction budget and contingency.

### **3. General Development Costs (Soft Costs)**

- Include all costs associated with survey and engineered site drawing work.
- Include all legal fees associated with the project, including closing on the land; public approvals; title searches and insurance (title searches must be initiated immediately after the Public Facilities Commission Vote for Tentative Designation).
- Include all fees associated with closing conventional construction loan and city-owned land.

## **B. FINANCING REQUIREMENTS**

### **1. Pre-Development**

The applicant must demonstrate the possession of working capital needed to cover all pre-development costs from tentative designation to construction loan closing. These pre-development costs and related tasks must be identified in a detailed sources and uses budget. The applicant must also provide proof of cash availability (i.e. bank statement) and identify the source(s) of funding. For-profit applicants must identify at least 50% in dedicated cash and the remaining funds may be through a third party commitment.

### **2. Construction Financing**

The applicant is required to have a Letter of Interest with the application from an established financial institution that indicates a willingness to fund the project. Proposals that include approved or conditionally approved financing commitments to initiate and complete the proposed development within a definitive timeframe, or evidence of self-financing, will be ranked as Highly Advantageous.

## **XII. APPLICATION FORMS AND INSTRUCTIONS**

Applicants are required to submit one (1) original and three (3) copies of the Application in a sealed package clearly marked “Parker and Terrace Streets RFP- Site 1”; “Parker and Terrace Streets RFP- Site 2”; or “Parker and Terrace Streets RFP- Both Sites” . Applications must be typed, bound in a three ring binder and properly tabbed.

### **A. GENERAL SUBMISSION REQUIREMENTS**

- Cover Letter. Include application submittal Cover Letter on organization letterhead.
- Application Checklist. Complete the attached application checklist. Please arrange the submission requirements in the same order as the checklist.
- Proposal Form. Complete the attached Proposal Form
- Project Narrative. Applicants must submit a project narrative including what is proposed, use, number of units and other project and program features important for review. The narrative must describe strategies for permanently establishing the community garden, including the use of a land trust and or deed restrictions, and arts elements.
- Evaluation Criteria Responses
- Property Affidavit. Complete and sign the Property Affidavit
- Affidavit of Eligibility. Complete and sign the Affidavit of Eligibility
- Conflict of Interest Affidavit. Complete and sign the Conflict of Interest Affidavit
- Developer’s Affidavit. Complete and sign Developer’s Affidavit
- Disclosure Statement. Complete and sign the Disclosure Statement
- Beneficial Interest Statement. Complete and sign the Beneficial Interest Statement
- Development Budget/One Stop. Applicants are required to fill out the sections of the One Stop application indicated on the Applications Checklist. DND will accept only One Stop 2000 (unless commercial or light industrial, for information see Section XI, A, 1) , copies of which are available at [www.mhic.com](http://www.mhic.com) or from the Massachusetts Housing Investment Corporation (617-850-1000). Applicants must complete Sections 1-7, including “Project Summary Information”, “Rent Profile Analysis”, “21-Year Operating Proforma” and

“Operating Expense Analysis” and Development Cost Analysis” of the One Stop Application, if applicable, as well as the exhibits indicated on the Application Checklist. As noted in Section XI, A, 1, if the proposal includes a combination of unit types for different income categories, the developer must submit a budget that itemizes sources and uses of funds for each income category in separate columns.

- Pre-Development Sources and Uses Budget, Schedule and Cash Availability. Identify all tasks and costs from tentative designation to construction loan closing. Applicants must indicate start and end dates for each task. In addition, the applicant must demonstrate the availability of working capital needed to cover these pre-development costs, providing proof of cash availability (i.e. bank statement).
- Market Study. The developer must provide a market study that addresses and supports the proposed for sale or mixed income rental development sales price or operating budget assumptions and absorption period.
- Letter of Interest. Applicants must include a financing letter of commitment or interest from an established financial institution that indicates a willingness to fund the project, or evidence of funding that supports the development budget.
- Financial Statement. Applicants are required to submit their most recent audited financial statement. If these audited statements are more than 12 months old, applicants must also submit their most recent unaudited financial statements.
- Resumes. Attach resumes for all Development Team members. In addition, the developer’s resume must list all current projects and future projects expected to undertake in the next eighteen (18) months.
- Design Submittal. See Section XIII, Appendix H, Design “Submission Requirements”.
- Green Building – Include narrative and description of Green Building and Net Energy Positive elements; LEED for Homes checklist and HERS Index, and “green” site measures that address “productive landscape”.
- Land Price. For Site 1, the minimum offer is \$127,559. For Site 2, the minimum offer is \$360,825.
- Homeless Set Aside. Developments with 5 or greater homeless units must submit a detailed service plan to support this population.

The City of Boston thanks all applicants for their consideration of this RFP.

**B. APPLICATION CHECKLIST (Complete this and submit with application)**

**General Submission Requirements:** 1 original and 3 application copies required:

- Cover Letter
- Application Checklist
- Proposal Form
- Project Narrative
- Evaluation Criteria Responses
- Land Price
- Property Affidavit
- Affidavit of Eligibility
- Conflict of Interest Affidavit
- Disclosure Statement
- Beneficial Interest Statement
- One Stop Application (Sections 1-3)
- Pre-Development Sources and Uses Budget (w/ proof of cash availability)
- Development Budget (utilizing One Stop Application Sections 1-7 and including “Project Summary Information”, “Rent Profile Analysis”, “21-Year Operating Proforma” and “Operating Expense Analysis” and Development Cost Analysis”, if applicable.)  
Applicants proposing mixed use, commercial or light industrial may submit a budget in their format that addresses similar One-Stop cost and funding source elements
- Letter of Commitment or Interest, or evidence of funding to support the development
- Market Study
- Audited Financial Statement (most recent)
- Resumes of Development Team
- Design Submittal including 1 Full Plan Set (see Appendix H, “Submission Requirements”)
- Green Building Narrative including LEED for Homes Checklist and HERS Index

### **XIII. APPENDICES**

- A. Proposal Form
- B. Property Affidavit
- C. Affidavit of Eligibility
- D. Conflict of Interest Affidavit
- E. Disclosure Statement
- F. Beneficial Interest Statement
- G. Affordability Income and Monthly Rent Limits
- H. DND Residential Design Submission Requirements
- I. Boston Living Wage Forms
- J. DND Policies and Regulations

**APPENDIX A.**  
**PROPOSAL FORM**

**SUBMITTED TO: DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT  
BID COUNTER  
26 COURT STREET, 10<sup>TH</sup> FLOOR  
BOSTON, MASSACHUSETTS 02108**

**DATE RECEIVED BY DND:** \_\_\_\_\_

**SUBMITTED BY: NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

Under the conditions set forth by the Department of Neighborhood Development, the accompanying proposal is submitted for:

**Property Address:** \_\_\_\_\_

For this proposal to be properly evaluated all questions must be answered by the Proposer. The Awarding Authority (the Department of Neighborhood Development) will regard all responses to questions and all submissions as accurate portrayals of the Proposer's qualifications and any discrepancy between these statements and any subsequent investigation may result in the proposal being rejected.

- i. The name(s) and address(es) of all persons participating in this application as principals other than the undersigned are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Use separate sheet and attach if additional principals are involved.

- ii. The applicant is a/an:



(Individual/Partnership/Joint/Venture/Corporation/Trust, etc.)

A. If applicant is a Partnership, state name and residential address of both general and limited partners:

\_\_\_\_\_  
\_\_\_\_\_

B. If applicant is a Corporation, state the following:

Corporation is incorporated in the State of: \_\_\_\_\_

President is: \_\_\_\_\_

Treasurer is: \_\_\_\_\_

Place of Business: \_\_\_\_\_

C. If applicant is a Joint Venture, state the names and business addresses of each person, firm or company that is a party to the joint venture:

\_\_\_\_\_  
\_\_\_\_\_

A copy of the joint venture agreement is on file at: \_\_\_\_\_  
and will be delivered to the Official on request.

D. If applicant is a Trust, state the name and residential address of all Trustees as:

\_\_\_\_\_  
\_\_\_\_\_

Trust documents are on file at \_\_\_\_\_  
And will be delivered to the Official on request.

iii. Bank reference(s): \_\_\_\_\_

iv. If business is conducted under any title other than the real name of the owner, state the time when, and place where, the certificate required by General Laws, c.110, §5 was filed:

v. Number of years organization has been in business under current name: \_\_\_\_\_

vi. Has organization ever failed to perform any contract?  
\_\_\_\_\_ Yes/No

If answer is "Yes", state circumstances):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

vii. AUTHORIZATION:

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

\_\_\_\_\_  
Signature of individual submitting proposal

\_\_\_\_\_  
Title

\_\_\_\_\_  
Legal Name of Organization

Dated at: \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_, year.

NAME OF ORGANIZATION:  
\_\_\_\_\_  
\_\_\_\_\_

BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

i. ATTESTATION:

\_\_\_\_\_ being duly sworn deposes and says that (he/she) is the \_\_\_\_\_ of \_\_\_\_\_ and that all answers to foregoing questions and all statements contained herein are true and correct.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, year.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_, \_\_\_\_\_  
(Month) (Year)

NOTE: This proposal form must bear the written signature of the applicant.

If the applicant is an individual doing business under a name other than his own name the application must state so, giving the address of the individual.

If the applicant is a partnership a partner designated as such must sign the application.

If the applicant is a corporation, trust or joint venture the application must be signed by a duly-authorized officer or agent of such corporation, trust or joint venture and contain written evidence of the authority to bind the entity.

(Please include the name of the agency or department and position held in that agency or department.)

**APPENDIX B**  
**PROPERTY AFFIDAVIT**



**APPENDIX C**

**AFFIDAVIT OF ELIGIBILITY**

Developer's Name: \_\_\_\_\_

Any person submitting an application for under this RFP must truthfully complete this Affidavit and submit it with their application.

1. Do any of the principals owe the City of Boston any monies for incurred real estate taxes, rents, water and sewer charges or other indebtedness?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Are any of the principals employed by the City of Boston? If so, in what capacity? (Please include name of principal, name of agency or department, and position held in that agency or department).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Were any of the principals ever the owners of any property upon which the City of Boston foreclosed for his/her failure to pay real estate taxes or other indebtedness?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Have any of the principals ever been convicted of any arson-related crimes, or currently under indictment for any such crime?

\_\_\_\_\_  
\_\_\_\_\_

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6. Have any of the principals been convicted of violating any law, code, statute or ordinance regarding conditions of human habitation within the last three (3) years?

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Signed under the pains and penalties of perjury this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**APPENDIX D**

**Conflict of Interest Affidavit**

The undersigned hereby certifies, under the pains and penalties of perjury, that neither they, nor those with whom they have business ties, nor any immediate family member of the undersigned, is currently or has been within the past twelve months, an employee, agent, consultant, officer or elected or appointed official of the City of Boston Department of Neighborhood Development. For purposes of this affidavit "immediate family member" shall include parents, spouse, siblings, or children, irrespective of their place of residence.

I declare under penalties of perjury that the foregoing representations are true, correct, accurate, complete and correct in all respects.

WITNESS:

BORROWER:

\_\_\_\_\_

\_\_\_\_\_

THE COMMONWEALTH OF MASSACHUSETTS

Suffolk, ss.

\_\_\_\_\_ 20\_\_

Then personally appeared the above named \_\_\_\_\_, (title) of (organization) and executed the foregoing instrument and acknowledged the foregoing instrument to be (his/her) free act and deed as (title) aforesaid and the free act and deed of (organization), before me.

\_\_\_\_\_  
Name:  
Notary Public

My Commission Expires:



**APPENDIX E**

**DISCLOSURE STATEMENT**

In compliance with Chapter 60, Section 77B of the Massachusetts General Laws as amended by Chapter 803 of the Acts of 1985, I hereby Certify, that I have never been convicted of a crime involving the willful and malicious setting of a fire or of a crime involving the aiding, counseling. Or procuring of a willful and malicious setting of a fire, or of a crime involving the fraudulent filling of a claim for fire insurance; nor am I delinquent in the payment of real estate taxes in the City of Boston, or being delinquent, an application for the abatement of such taxes is pending or a pending petition before the appellate tax board has been filed in good faith.

This statement is made under the pains and penalties of perjury this \_\_\_\_\_ day of 20\_\_.

\_\_\_\_\_  
Applicant (Signature) & Title

\_\_\_\_\_  
Co-Applicant (Signature)

\_\_\_\_\_  
Co-Applicant (Signature)

**APPENDIX F**

**BENEFICIAL INTEREST STATEMENT**

**WHEREAS**, the undersigned intends to enter into an agreement to purchase real property situated at

\_\_\_\_\_, (street address), \_\_\_\_\_, (neighborhood)

MA, from the City of Boston, I hereby certify pursuant to Section 40J of Chapter 7 of M.G.L. that the following are the true names and address of all persons who have or will have a direct or indirect beneficial interest in said property.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This statement is made under the pain and penalties of perjury this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Applicant (Signature) & Title

\_\_\_\_\_  
Co-Applicant (Signature)

\_\_\_\_\_  
Co-Applicant (Signature)

**APPENDIX G**

**AFFORDABILITY INCOME AND MONTHLY RENT LIMITS**

**HUD Income Limits - Calendar 2013**

Household Size	(1) 30% of median income	(1) 50% of median income	(1) 60% of median income	(2) CDBG Moderate Income: 80% of median income	(4) 80% of median income	(4) 95% of median income	(4) 100% of median income	(4) 110% of median income	(4) 120% of median income	(3) Inclusionary 80% Ownership limits	(3) Inclusionary 100% Ownership limits	(3) Inclusionary Rental limits
1 person	19,850	33,050	39,660	47,150	52,850	62,800	66,100	72,700	79,300	52,850	66,100	46,250
2 persons	22,650	37,800	45,360	53,900	60,400	71,750	75,500	83,050	90,600	60,400	75,500	52,850
3 persons	25,500	42,500	51,000	60,650	67,950	80,700	84,950	93,450	101,950	67,950	84,950	59,450
4 persons	28,300	47,200	56,640	67,350	75,500	89,700	94,400	103,850	113,300	75,500	94,400	66,100
5 persons	30,600	51,000	61,200	72,750	81,550	96,850	101,950	112,150	122,350	81,550	101,950	71,350
6 persons	32,850	54,800	65,760	78,150	87,600	104,050	109,500	120,450	131,400	87,600	109,500	76,650
7 persons	35,100	58,550	70,260	83,550	93,650	111,200	117,050	128,750	140,450	93,650	117,050	81,950
8 persons	37,400	62,350	74,820	88,950	99,700	118,400	124,600	137,050	149,550	99,700	124,600	87,250

(1) Issued by HUD effective March 15, 2013, and calculated in accordance with the IRS guidelines for consistency with HOME & LIHTC Programs. For FY 2013, Based on the "hold harmless" policy for MTS project after calendar year 2008.

(2) Income limits provided by HUD - December 11, 2012. The 2013 Median Income for the Boston Mero FMR Area has decreased to 94,400.

(3) Incomes set by the BRA for 2013

(4) Incomes calculated based on the HUD published median income for a family of four in the Boston area, adjusted for family size and rounded to nearest 50.

**Monthly Rent Limits**

Bedroom Size	Homeless Set-Aside (30% of median)	(1) Low HOME (50% of median)	(1) High Home (65% of median)	LIHTC (50% of median)	LIHTC (60% of median)	(2) CDBG (50% of median)	(2) CDBG (80% of median)	(3) Section 8 FMR	Section 8 110% of FMR	(5) Inclusionary Rent Limits	(6) Maximum Rent NSP Limits
SRO	372	642	820			620	884	776	853		
0 BR/Eff.	496	856	1,093	826	991	826	1,179	1,035	1,139	1,024	2,054
1-BR	531	917	1,166	886	1,063	826 - 945	1,179 - 1,348	1,156	1,272	1,194	2,201
2-BR	638	1,101	1,369	1,062	1,275	945 - 1,180	1,348 - 1,684	1,444	1,588	1,365	2,642
3-BR	736	1,271	1,619	1,228	1,473	1,063 - 1,370	1,516 - 1,954	1,798	1,978	1,535	3,050
4-BR	821	1,418	1,786	1,370	1,644	1,275 - 1,559	1,684 - 2,224	1,955	2,151	1,707	3,403
5-BR	906	1,565	1,952	1,511	1,814	1,370 - 1,559	2,089 - 2,224	2,069	2,276	1,843	3,756
6-BR	935	1,711	2,118	-	-	1365+	2184+	2,339	2,573	1,980	4,106

(1) As issued by HUD January 2012, effective February 9, 2012

(2) As issued by City of Boston affordable rent statement

(3) As issued by HUD 8/3/12 effective 10/1/12

(5) as set by BRA dated 2013

(6) Maximum NSP Rents at 120% AMI

**Utility Allowance - BHA Leased Housing Division, Effective 11/1/12**

		SRO/0 BR	1BR	2BR	3BR	4BR	5BR	6+BR
Gas Heat	Single Family	47	63	76	95	108	126	144
	Duplex, 3 Decker	43	55	73	91	106	121	139
	Garden, Row/Townhouse	35	47	64	80	97	112	129
	Elevator/Highrise	36	42	49	60	68	84	97
Oil Heat	Single Family	149	202	242	304	344	400	160
	Duplex, 3 Decker	136	176	233	289	339	385	443
	Garden, Row/Townhouse	113	150	204	254	308	358	411
	Elevator/Highrise							
Electric Heat	Single Family	48	64	77	97	110	128	147
	Duplex, 3 Decker	44	56	74	92	108	123	142
	Garden, Row/Townhouse	36	48	65	81	98	114	132
	Elevator/Highrise	33	41	49	61	75	88	101
Water Heat	Gas	8	11	14	18	22	24	27
	Oil	24	31	41	51	64	69	79
	Electric	11	15	20	24	30	32	37
Water Use	Tenant Paid	48	69	89	115	131	152	172
Cooking	Gas Oven	7	9	11	14	18	19	22
	Electric Oven	7	9	12	14	18	19	22
Lights & Appliances		24	31	41	51	64	69	79
Refrigerator		3	3	3	5	5	7	7
Range		4	4	5	5	5	5	5

**Inclusionary Development Price Limits 2013**

BRA	80% AMI	0 BR	1 BR	2 BR	3 BR	4BR
		\$133,600	\$161,600	\$189,600	\$217,600	\$245,700
	100% AMI	\$175,700	\$210,800	\$245,700	\$280,700	\$315,800

**HOME Purchase Price/Value Limits (as of 4/20/11)**

	1 Living Unit	2 Living Unit	3 Living Unit	4 Living Unit	Last Updated
Suffolk	313,500	401,348	485,136	602,905	12/7/2011

**Home Per Unit Subsidy Caps:**

Based on High Cost % effective 1/1/11

	0 BR & SRO's	1 BR Units	2 BR Units	3 BR Units	4+ BR Units
Boston	\$144,248	\$165,972	\$201,822	\$261,090	\$286,597

**APPENDIX H**

**DND DESIGN SUBMISSION REQUIREMENTS**

## **DND DESIGN SUBMISSION REQUIREMENTS**

### **Cover Sheet, showing written tabulation of:**

- Developer's Name, Architect's Name and Consultant's Name
- Proposed buildings by type and size.
- Dwelling unit square footage, unit distribution by floor, size (square footage & min. dimensions), bedroom/ bath number and handicap designation
- Number of parking spaces, parking ratio required and proposed.
- Zoning Analysis (indicate required and proposed)
- Square footage breakdown of program usage – residential, commercial, light industrial, open spaces (by type)

### **Site Plan, showing:**

- Lot lines, streets, adjacent building's footprints, heights.
- Proposed building footprint, parking, landscaping, site improvements and general dimensions.
- Wetlands, contours, ledge and other environmental constraints.
- Site Engineering - the location of proposed infrastructure such as water supply and retention elements and other sustainability features in relation to existing utilities, existing and proposed grading,
- Landscaping Drawings including general landscaping, garden plots, walk ways, other place making elements, new plantings (include list) and retained natural features.

### **Graphic Description of Development Concept, showing:**

- Typical building plan (1/8" = 1'-0" scale minimum).
- Typical unit plans with square footage tabulation (1/4" = 1'-0" scale).
- Elevations. (1/8" = 1'-0" scale minimum).
- Three Dimensional Renderings showing particular views of the site and buildings and/or to illustrate design concepts is encouraged.
- Typical wall section (3/4" = 1'-0" scale).

### **Streetscape Elevation, showing:**

- Proposed building(s) and its relationship to abutting buildings and existing grade. Include photographs of the existing site context.

### **Outline Specifications:**

- Attach outline specifications for the proposed project prepared by the project architect. The specifications should clearly indicate who completed them and on what date.

**APPENDIX I**  
**BOSTON LIVING WAGE FORMS**



# CITY OF BOSTON JOBS AND LIVING WAGE ORDINANCE

THE LIVING WAGE DIVISION • (617) 918-5259

## BENEFICIARY AFFIDAVIT

Any for-profit Beneficiary who employs at least 25 full-time equivalents (FTE) or any not-for-profit Beneficiary who employs at least 100 FTEs who has been awarded Assistance of \$100,000 or more from the City of Boston must comply with the **First Source Hiring Agreement** provisions of the Boston Jobs And Living Wage Ordinance.

*If you are submitting a Request for Proposal, Request for Qualification, or Invitation for Bid, or negotiating a loan, grant, or other financial Assistance that meets the above criteria, you must submit this Affidavit along with your proposal. If you believe that you are exempt from the First Source Hiring Agreement provisions of the Boston Jobs And Living Wage Ordinance, complete Section 4: Exemption: First Source Hiring Agreement provisions, or if you are requesting a General Waiver, please complete Section 5: General Waiver Reason(s).*

**IMPORTANT:** Please print in ink or type all required information. Assistance in completing this Form may be obtained by calling The Living Wage Administrator, The Living Wage Division of the Office Of Jobs And Community Services, telephone: (617) 918-5259, facsimile: (617) 918-5299.

### Part 1: BENEFICIARY OF ASSISTANCE INFORMATION:

Name of Beneficiary: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

### Part 2: ASSISTANCE INFORMATION:

Name of the program or project under which the Assistance is being awarded:  
\_\_\_\_\_

Awarding Department: \_\_\_\_\_

Bid or Proposal Amount: \$ \_\_\_\_\_

Date Assistance Documents Executed: \_\_\_\_\_ Award End Date: \_\_\_\_\_



Duration of Award:  1 year  2 years  3 years  Other: \_\_\_\_\_ (years)

**PART 3: ADDITIONAL INFORMATION**

Please answer the following questions regarding your company or organization:

1. Your company or organization is: *check one*:

For Profit  Not For Profit

2. Total number of employees whom you employ: \_\_\_\_\_

3. Total number of employees who will be assigned to work on the above-stated Award: \_\_\_\_\_

4. Do you anticipate hiring any additional employees?

Yes  No

*If yes*, how many additional F.T.E.s do you plan to hire? \_\_\_\_\_

**PART 4: EXEMPTION FROM FIRST SOURCE HIRING AGREEMENT PROVISIONS OF THE BOSTON JOBS AND LIVING WAGE ORDINANCE**

Any Beneficiary who qualifies may request an Exemption from the First Source Hiring Agreement provisions of the Boston Jobs And Living Wage Ordinance by completing the following:

I hereby request an exemption from the First Source Hiring Agreement provisions of the Boston Jobs And Living Wage Ordinance for the following reason(s): Attach any pertinent documents to this Application to prove that you are exempt. Please check the appropriate box(es) below:

The construction contract awarded by the City of Boston is subject to the state prevailing wage law; and

Assistance awarded to youth programs, provided that the award is for stipends to youth in the program. "Youth Program" means any city, state, or federally funded program which employs youth, as defined by city, state, or federal guidelines, during the summer, or as part of a school to work program, or in other related seasonal or part-time program; and

Assistance awarded to work-study or cooperative educational programs, provided that the Assistance is for stipends to students in the programs; and

Assistance awarded to vendors who provide services to the City and are awarded to vendors who provide trainees a stipend or wage as part of a job training program and provides the trainees with additional services, which may include but are not limited to room and board, case management, and job readiness services, and provided further that the trainees do not replace current City funded positions.

Please give a full statement describing in detail the reasons you are exempt from the First Source Hiring Agreement provisions the Boston Jobs And Living Wage Ordinance (attach additional sheets if necessary):

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**PART 5. GENERAL WAIVER REASON(S)**

I hereby request a General Waiver from the First Source Hiring Agreement provisions of the Boston Jobs And Living Wage Ordinance. The application of the First Source Hiring Agreement provisions to my Assistance violates the following state or federal statutory, regulatory or constitutional provision or provisions.

State the specific state or federal statutory, regulatory or constitutional provision or provisions, which makes compliance with the First Source Hiring Agreement provisions unlawful:

---

---

---

**GENERAL WAIVER ATTACHMENTS:**

Please attach a copy of the conflicting statutory, regulatory or constitutional provisions that makes compliance with this ordinance unlawful.

Please give a full statement describing in detail the reasons the specific state or federal statutory, regulatory or constitutional provision or provisions makes compliance with the First Source Hiring Agreement provisions unlawful (attach additional sheets if necessary):

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**PART 6: BENEFICIARY OF ASSISTANCE AFFIDAVIT:**

I, (print or type) \_\_\_\_\_, the Beneficiary, certify and swear/affirm that the information provided on this *Beneficiary Affidavit* is true and within my own personal knowledge and belief.

Signed under the pains and penalties of perjury.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_



# CITY OF BOSTON JOBS AND LIVING WAGE ORDINANCE

THE LIVING WAGE DIVISION • (617) 918-5259

## NOTICE TO BENEFICIARIES

### Requirements Of The Boston Jobs And Living Wage Ordinance

All City of Boston Departments awarding Assistance must provide Beneficiaries with a copy of this Notice.

**IMPORTANT NOTICE:** Beneficiaries are required to comply with the First Source Hiring Provisions of the Boston Jobs and Living Wage Ordinance. Beneficiaries are not required to comply with the Living Wage Provisions of the Ordinance.

1. **BENEFICIARIES:** Any for-profit employer who employs at least 25 full-time equivalents (FTE) or any not-for-profit employer who employs at least 100 FTEs who has been awarded Assistance of \$100,000 or more from the City of Boston must comply with the **First Source Hiring Agreement Provisions** of the Boston Jobs And Living Wage Ordinance. FTE is defined in the Living Wage Ordinance as a formula to calculate the number of employee work hours that equal one full-time position. For the purposes of this Ordinance, full-time shall mean the standard number of working hours, between 35 hours and 40 hours per week that is used by the Beneficiary to determine full time employment.
2. **DEFINITION OF ASSISTANCE:** Assistance shall mean any loan, grant, tax incentive, bond financing, subsidy, or other form of Assistance of \$100,000 or more realized by or through the authority or approval of the City of Boston, including, but not limited to Industrial Development Bonds, Community Development Block Grant (CDBG) loans and federal Enhanced Enterprise Community designations. Leases and subleases are not Assistance.
3. **BENEFICIARY AFFIDAVIT REQUIRED:** All Beneficiaries receiving an award from the City of Boston of \$100,000 or more, must file a **BENEFICIARY AFFIDAVIT, (FORM B-1)**, along with their submission to the Awarding Department.
4. **FIRST SOURCE HIRING AGREEMENT:** All Beneficiaries who are awarded Assistance from the City of Boston shall sign a **First Source Hiring Agreement (Form B-3)** with one or more Referral Agencies or One-Stop Career Centers.
5. **THE LIVING WAGE DIVISION:** The Living Wage Division of the Office of Jobs and Community Services is the agency responsible for overall implementation, compliance and enforcement of the Ordinance. They are located at 43 Hawkins Street, Boston, MA, 02114. If you need assistance or further information contact the Living Wage Administrator at (617) 918-5259; fax: (617) 918-5299.
6. **IMPORTANT TAX INFORMATION/EARNED INCOME CREDIT:** Certain employees who earn less than \$50,000 per year may be eligible for certain federal and/or state tax credits called **EARNED INCOME CREDIT**. Your payroll clerk is required to keep on hand the appropriate Internal Revenue Service forms, (Federal Form W5), information and instructions in the event any of your employees requests assistance in this matter.



# CITY OF BOSTON JOBS AND LIVING WAGE ORDINANCE

THE LIVING WAGE DIVISION • (617) 918-5259

## FIRST SOURCE HIRING AGREEMENT Beneficiaries of Assistance

*Under the Boston Jobs and Living Wage Ordinance and Regulations, all Beneficiaries (hereinafter referred to as "the Employer" for the purposes of this Agreement) are required to sign a First Source Hiring Agreement with a Referral Agency or Boston One-Stop Career Center (The Employer may sign additional First Source Hiring Agreements with as many Referral Agencies or Boston One-Stop Career Centers as it chooses.) For a complete list of approved Referral Agencies and Boston One-Stop Career Centers, see the attached Form LW-10A.*

**INSTRUCTIONS FOR BENEFICIARIES OF ASSISTANCE:** You are not required to complete this form until after your Assistance has been awarded. After your Assistance is awarded, you are required to do the following:

1. Complete the portions of this agreement that are applicable to you (Parts 1,2 and 5A)
2. Within five (5) business days after your documents are executed, deliver this agreement (or fax) to a **REFERRAL AGENCY OR BOSTON ONE-STOP CAREER CENTER** of your choice.

**INSTRUCTIONS FOR REFERRAL AGENCIES AND BOSTON ONE-STOP CAREER CENTERS:** Upon receipt of this Agreement, you are required to do the following:

1. An authorized person of the Referral Agency or Career Center must complete Part 3 of this Form and sign the Agreement in Part 5B.
2. Submit this Agreement within two (2) days of receipt to:

**LIVING WAGE ADMINISTRATOR  
LIVING WAGE DIVISION  
OFFICE OF JOBS AND COMMUNITY SERVICE  
43 HAWKINS STREET  
BOSTON, MASSACHUSETTS, 02114**

**NOTE:** All parties to this Agreement should carefully read **Part 4: AGREEMENT OF PARTIES** If you have any questions telephone the Living Wage Administrator at (617) 918-5259.

**Part 1: EMPLOYER INFORMATION:**

Name of Employer: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Part 2: NAME AND IDENTIFICATION NUMBER OF THE PROGRAM OR PROJECT UNDER WHICH THE ASSISTANCE WAS AWARDED:**\_\_\_\_\_  
\_\_\_\_\_**Part 3: REFERRAL AGENCY OR BOSTON ONE-STOP CAREER CENTER INFORMATION:**

Agency Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address \_\_\_\_\_  
Street City Zip

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Part 4: AGREEMENT OF PARTIES**

The Employer and the Referral Agency or Boston One Stop Career Center signing this agreement agree to the following terms and conditions:

1. Prior to announcing or advertising an employment position for work which shall be performed as a result of Assistance created either as a result of a vacancy of an existing position or of a new employment position, the Employer shall notify the Referral Agency and/or Career Center about the position, including a general description and the Employer's minimum requirements for qualified applicants for such position. The notification shall also contain the words: **BOSTON JOBS AND LIVING WAGE ORDINANCE POSTING**, prominently displayed at the top of the first page of the notification.

2. The Employer shall not make such public announcement or advertisement for a period of five (5) business days after notification to the Referral Agency and/or Career Center of the availability of such position. Such five (5) day period is hereinafter referred to as the *Advance Notice Period*. The Referral Agency or Career Center may make public announcements or advertisements of the job position at any time. Any posting, public announcement or advertisement shall clearly state that only Boston residents may be referred for such job opportunities during the Advance Notice Period.
3. The Referral Agency or Career Center shall post any **BOSTON JOBS AND LIVING WAGE ORDINANCE JOB OPPORTUNITY NOTICE** within the first business day after receipt of the Notification from the Employer in a prominent location for a period of at least the five (5) business days. (*Advance Notice Period*). The Referral Agency or Career Center shall provide information on such job opportunities to all Boston residents who receive services. The Referral Agency or Career Center may refer qualified candidates to the Employer. The Referral Agency or Career Center shall maintain a database of such job opportunities.
4. The *Advance Notice Period* shall be waived if the Referral Agency and/or Career Center has no qualified candidates to refer to the Employer.
5. The Referral Agency or Career Center shall institute a tracking system and record the job postings referred by Employers, the number of applicants referred to jobs during the *Advance Notice Period*, which applicants were interviewed, which applicants were not interviewed, and which applicants were hired for the positions or any other information deemed relevant by the Living Wage Administrator. The Referral Agency or Career Center shall forward this information to the Living Wage Administrator, monthly, in a manner prescribed by the Living Wage Administrator.
6. The Agreement does not require the Employer to comply with these procedures if it fills the job vacancy or newly created position by transfer or promotion from existing staff or from a file of qualified applicants previously referred to the Employer by the Referral Agency and/or Career Center.
7. The Agreement shall not require the Employer to hire any applicant referred under the terms of this Agreement.
8. Beneficiaries who receive Assistance from the City in the amount of one million dollars (\$1,000,000) or more in any twelve month period shall be required to comply with the first source hiring provisions of the Boston Jobs And Living Wage Ordinance for five years from the date such assistance reaches the one million (\$1,000,000) threshold. Beneficiaries receiving less than one million dollars but at least one hundred thousand dollars (\$100,000) of Assistance in any twelve-month period shall be required to comply with the first source hiring provisions of the Boston Jobs and Living Wage Ordinance for one year.

**PART 5: SIGNATURES**

An owner or officer of the Employer as well as the Referral Agency or Boston One-Stop Career Center must sign this Agreement.

**A. SIGNATURE**

On behalf of \_\_\_\_\_ (Employer), I agree to comply with the terms and conditions of this First Source Hiring Agreement.

_____	_____
PRINT/TYPE NAME	JOB TITLE
_____	_____
SIGNATURE	DATE

**B. REFERRAL AGENCY OR BOSTON ONE-STOP CAREER CENTER AUTHORIZED SIGNATURE**

On behalf of the REFERRAL AGENCY OR BOSTON ONE-STOP CAREER CENTER named in Part 3 of this Agreement, I agree to provide services in accordance with the terms and conditions of this First Source Hiring Agreement

_____	_____
PRINT/TYPE NAME	JOB TITLE
_____	_____
SIGNATURE	DATE



## CITY OF BOSTON JOBS AND LIVING WAGE ORDINANCE

THE LIVING WAGE DIVISION • (617) 918-5259

### CERTIFIED REFERRAL AGENCIES AND BOSTON ONE-STOP CAREER CENTERS

All Covered Vendors and Beneficiaries of Assistance shall sign a First Source Hiring Agreement with one or more Referral Agencies or one or more Boston One Stop Career Centers. Please note that the following entities have been certified by the Living Wage Division of the Office of Jobs and Community Services to meet the First Source Hiring Agreement Requirements of the Boston Jobs And Living Wage Ordinance.

#### **BOSTON CAREER LINK**

c/o Morgan Memorial  
1010 Harrison Avenue  
Boston, MA 02119  
TEL: (617) 536-1888  
FAX: (617) 536-1987  
TTY: (617) 867-4687  
Contact: Stella Mereves x 788

#### **SOUTH BOSTON RESOURCE CENTER**

489 East Broadway  
South Boston, MA 02127  
TEL: (617) 635-0771  
FAX: (617) 635-0775  
Contact: Edward Downs

#### **JOBNET**

210 South Street  
Boston, MA 02111  
TEL: (617) 338-0809  
FAX: (617) 338-2050  
TTY: (617) 338-4311  
Contact: Ed Crognalo x 215

#### **ROXBURY EMPLOYMENT RESOURCE CENTER**

2201 Washington Street  
Roxbury, MA 02119  
TEL: (617) 989-9100  
FAX: (617) 989-9125  
Contact: Alan Gentle x162

#### **THE WORKPLACE**

29 Winter Street, 4<sup>th</sup> Fl  
Boston, MA 02111  
TEL: (617) 737-0093  
FAX: (617) 428-0380  
TTY: (617) 428-0390  
Contact: Debra Garrett x 118

#### **ALLSTON BRIGHTON RESOURCE CENTER**

367 Western Avenue  
Brighton, MA 02135  
TEL: (617) 562-5734  
FAX: (617) 562-5737  
Contact: Cathy Snedeker



## APPENDIX J

### DND POLICIES AND REGULATIONS

#### DND POLICIES AND REGULATIONS

The following policies and regulations are needed in the preparation of your proposal. It is not a comprehensive list of federal, state, and city regulations that govern City-funded projects.

#### **1. Boston Resident Jobs Policy as established by Chapter 30 of the Ordinance of 1983**

The Boston Resident Policy requires the developer to ensure the following standards are met:

- At least fifty (50) percent of the total employee worker hours in each trade shall be by bona-fide Boston Residents;
- At least twenty-five (25) percent of the total employee worker hours in each trade shall be by minorities; and
- At least ten (10) percent of the total employee worker hours in each trade shall be by women.

The Office of Boston Residents Jobs Policy can provide guidance regarding compliance and “best faith efforts.” They may be reached at 617-918-5200.

#### **2. Design Review and Construction Monitoring**

Successful applicants are required to comply with DND design review and construction monitoring procedures (see Section IV).

#### **3. Fair Housing and Affirmative Marketing**

All housing projects are subject to Fair Housing laws. The developer will be responsible for filing a Fair Housing Plan with the Boston Fair Housing Commission, and must comply with Fair Housing requirements (see Section X).

#### **4. Handicapped Accessibility Requirements**

All projects are subject to the following regulations and laws governing accessibility:

- Boston Zoning Code (latest edition)
- Rules and Regulations of the Architectural Access Board (Massachusetts latest edition)
- Massachusetts Fair Housing Law, Chapter 722 Massachusetts Adaptability Statute
- Section 504 of the Federal Rehabilitation Act of 1973
- Federal Fair Housing Amendments Act of 1988

#### **5. Boston Jobs and Living Wage Ordinance**

In accordance with The Boston Jobs and Living Wage Ordinance, and the provisions of the promulgated Regulations, any direct recipient (“Beneficiary”) of at least \$100,000 of Assistance as defined by any grant, loan, tax incentive, bond financing, subsidy, debt forgiveness, or other form of Assistance of \$100,000 or more realized by or through the authority or approval of the

City of Boston, including, but not limited to Industrial Development Bonds, Community Development Block Grant (CDBG) loans and federal Enhanced Enterprise Community designations awarded after effective date of this Ordinance shall comply with the “First Source Hiring Agreement” provisions of said Ordinance.

The Ordinance requires that all proposal submissions must include a completed “Beneficiary Affidavit” (Form B-1). See Section IX for the following forms for Beneficiaries Assistance: B-2, B-3 and LW-10A.



# DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT

THOMAS M. MENINO, MAYOR  
SHEILA A. DILLON, CHIEF AND DIRECTOR

ADDENDUM NO: **One (1)**

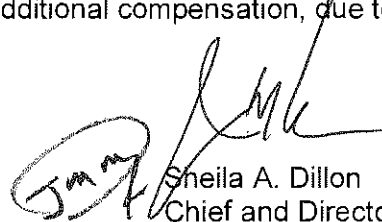
DATED: **April 23, 2013**

To All Potential Offerors  
For Request for Proposals:

**Purchase and Development of:  
796 Parker Street; 794 Parker Street, 792 Parker  
Street; 790 Parker Street; 788 Parker Street; 786  
Parker Street; 784 Parker Street; 782 Parker  
Street; 780 Parker Street; 778 Parker Street and 77  
Terrace Street.** All parcels are located in the Mission  
Hill district of the City of Boston.

DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT  
26 COURT STREET  
BOSTON, MA 02108

This addendum modifies, amends, and supplements designated parts of the Request For Proposals: Purchase and Development of **796 Parker Street; 794 Parker Street; 792 Parker Street; 790 Parker Street; 788 Parker Street; 786 Parker Street; 784 Parker Street; 782 Parker Street; 780 Parker Street; 778 Parker Street and 77 Terrace Street** in the Mission Hill district of the City of Boston and is hereby made a part of thereof by reference, and shall be as binding as though inserted in its entirety in the locations designated hereunder. Whenever portions of any addendum are in conflict with a previous addendum, the addendum bearing the latest date shall govern. No claim for additional compensation, due to the lack of knowledge of this addendum will be considered.



Sheila A. Dillon  
Chief and Director  
Department of Neighborhood Development

**ITEM ONE:** Potential Offerors are hereby instructed to delete the following words from **page 21: VII. Selection Criteria, B. Evaluation Criteria, 3. Cost of the Product.**

“ DND reserves the right to hold the developer to the original hard cost amount. The soft cost budget that is submitted in the application will be viewed as the final budget.”

**ITEM TWO:** Potential Offerors are notified of the attached Questions and Responses from the Applicants' Conference held on April 17, 2013.



End of Addendum No. 1 - Purchase and Development of **796 Parker Street; 794 Parker Street; 792 Parker Street; 790 Parker Street; 788 Parker Street; 786 Parker Street; 784 Parker Street; 782 Parker Street; 780 Parker Street; 778 Parker Street and 77 Terrace Street** in the Mission Hill district of the City of Boston.

# Parker and Terrace Streets Development Request for Proposal

## Applicant's Conference Notes

- Do “restrictions” on tenants affect ability to access bank financing?

*Not that we are aware of. You should address this question to banks you potentially will seek financing from.*

- What do the grading categories- “highly advantageous, advantageous, not advantageous”- mean and how they are applied.

*DND pointed out that this grading system is less rigid than a numerical one, and is intended to provide a less complicated method for judging the merits of individual applications. Generally speaking, highly advantageous means you have met or exceeded the goals and criteria for each category.*

*Advantageous means you have mostly met the goals and criteria, and not advantageous means you have not met or addressed the bulk of individual grading categories.*

- Would the chosen developer have the land conveyed to them before zoning or other kinds of relief is obtained?

*Land will be conveyed when all required regulatory approvals and relief is obtained (as well as financing secured, final budgets, building permits, etc.).*

- Are there any restrictions on what types of housing, or number of units that can be built on Parker Street?

*See RFP Section IV, “Use Guidelines”- Housing, for detail on Parker Street, and Section V for Zoning. Language in the RFP says “Provide up to three buildings, including 6 – 9 residential units...”*

- What City of Boston or other requirements are there regarding hiring or business goals?

*The only requirement is to meet the goals of the Boston Jobs Ordinance (see Appendix J).*

- Are Davis-Bacon or prevailing wages required?

*No. No funding is available for this project that would trigger these requirements.*

- Would a proposal that includes all, or a preponderance, of studio or one bedrooms, be scored non-advantageous?

*The community and the city are primarily concerned that the development provides “stable” housing opportunity. The proposed development should incorporate a range of unit types, in a mix that best supports and promotes the formation of a strong housing “community” and adheres to the principles of “stable” tenancy.*

- What zoning variances or relief will be required on one or both of the parcels? And will the City and/or community support these efforts?

*There is a zoning analysis in the RFP (see Section V). The need for zoning relief, or the avenues to pursue relief (if needed), are dependent on the kinds of development(s) that are being proposed for one or both of the parcels. The city will work with the developer and the community to accomplish the goals of the selected development proposal.*

- Are the land purchase prices set?

*Yes, see Section IV, “Land Price”. Furthermore, see Section VII, B, 9- “Offer Price” for how price will be evaluated.*

- Is there any preference for proposals that include both sites, or combine both sites in a single proposal?

*No, proposals will be judged on their individual merits regardless of whether or not a developer proposes to build on one or both sites.*

- How involved will the community be in the developer selection process?

*All proposals that meet RFP Minimum Eligibility Criteria will be presented to the community, and DND will take into consideration any comments or feedback resulting from those presentations. Final developer selection will be made by DND's Public Facilities Commission.*

- Is manufactured housing an option for the sites?

*There is no specific language in the RFP on this matter.*

- We read that construction costs would need to be guaranteed at proposal submission. Is that accurate?

*There has been a change in language on this point. Please see attached ADDENDUM.*

- Are there parking requirements for the project(s)?

*Please refer to the RFP. Parking is addressed in a number of sections.*

- Has a geo-tech and/or environmental analysis been conducted?

*No. Those analyses would be the responsibility of the developer(s).*

- The RFP states that "community support" will be taken into consideration when proposals are graded. Is that the case?

*Please see Section VII, B, 8 - "Community Support" on this matter.*



# DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT

THOMAS M. MENINO, MAYOR  
SHEILA A. DILLON, CHIEF AND DIRECTOR

ADDENDUM NO: **Two (2)**

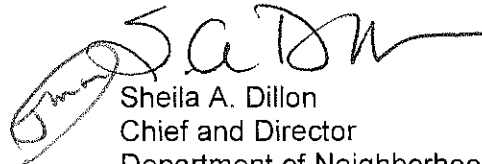
DATED: **May 7, 2013**

To All Potential Offerors  
For Request for Proposals:

**Purchase and Development of:  
796 Parker Street; 794 Parker Street, 792 Parker  
Street; 790 Parker Street; 788 Parker Street; 786  
Parker Street; 784 Parker Street; 782 Parker  
Street; 780 Parker Street; 778 Parker Street and 77  
Terrace Street. All parcels are located in the  
Mission Hill district of the City of Boston.**

DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT  
26 COURT STREET  
BOSTON, MA 02108

This addendum modifies, amends, and supplements designated parts of the Request For Proposals: Purchase and Development of **796 Parker Street; 794 Parker Street; 792 Parker Street; 790 Parker Street; 788 Parker Street; 786 Parker Street; 784 Parker Street; 782 Parker Street; 780 Parker Street; 778 Parker Street and 77 Terrace Street in the Mission Hill district of the City of Boston** and is hereby made a part of thereof by reference, and shall be as binding as though inserted in its entirety in the locations designated hereunder. Whenever portions of any addendum are in conflict with a previous addendum, the addendum bearing the latest date shall govern. No claim for additional compensation, due to the lack of knowledge of this addendum will be considered.



Sheila A. Dillon  
Chief and Director  
Department of Neighborhood Development

**ITEM ONE:** Potential Offerors are notified of the attached additional third property map entitled "Proposed Development Site" to be inserted after page 5 as page 5A.

End of Addendum No. 2 - Purchase and Development of 796 Parker Street; 794 Parker Street; 792 Parker Street; 790 Parker Street; 788 Parker Street; 786 Parker Street; 784 Parker Street; 782 Parker Street; 780 Parker Street; 778 Parker Street and 77 Terrace Street in the Mission Hill district of the City of Boston.









# DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT

THOMAS M. MENINO, MAYOR  
SHEILA A. DILLON, CHIEF AND DIRECTOR

ADDENDUM NO: **Three (3)**

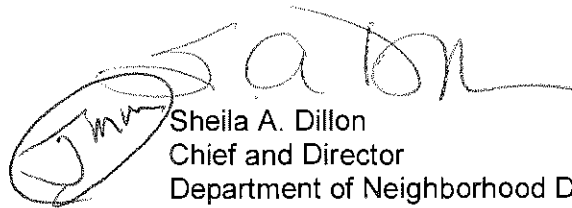
DATED: **May 20, 2013**

To All Potential Offerors  
For Request for Proposals:

**Purchase and Development of:  
796 Parker Street; 794 Parker Street, 792 Parker  
Street; 790 Parker Street; 788 Parker Street; 786  
Parker Street; 784 Parker Street; 782 Parker  
Street; 780 Parker Street; 778 Parker Street and 77  
Terrace Street. All parcels are located in the  
Mission Hill district of the City of Boston.**

DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT  
26 COURT STREET  
BOSTON, MA 02108

This addendum modifies, amends, and supplements designated parts of the Request For Proposals: **Purchase and Development of 796 Parker Street; 794 Parker Street; 792 Parker Street; 790 Parker Street; 788 Parker Street; 786 Parker Street; 784 Parker Street; 782 Parker Street; 780 Parker Street; 778 Parker Street and 77 Terrace Street in the Mission Hill district of the City of Boston** and is hereby made a part of thereof by reference, and shall be as binding as though inserted in its entirety in the locations designated hereunder. Whenever portions of any addendum are in conflict with a previous addendum, the addendum bearing the latest date shall govern. No claim for additional compensation, due to the lack of knowledge of this addendum will be considered.



Sheila A. Dillon  
Chief and Director  
Department of Neighborhood Development

**ITEM ONE:**

Potential Offerors are instructed to remove page 50 - Appendix H and Page 51 DND Design Submission Requirements and insert in its place the attached revised pages 50 and 51 Appendix H – DND Design Submission Requirements.

End of Addendum No. 3 - Purchase and Development of 796 Parker Street; 794 Parker Street; 792 Parker Street; 790 Parker Street; 788 Parker Street; 786 Parker Street; 784 Parker Street; 782 Parker Street; 780 Parker Street; 778 Parker Street and 77 Terrace Street in the Mission Hill district of the City of Boston.



## APPENDIX H

### DND DESIGN SUBMISSION REQUIREMENTS

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**Design** Proposed design concepts and strategies should be effectively and efficiently communicated. Each proposal must include, but is not limited to, the following materials:

1. *A Written Description* of the teams approach to integrated project planning and innovations in sustainable design and construction. It should also address how the proposed project fulfills the Vision of the RFP and the development team's vision for redevelopment of the site and for high performance green buildings.
2. *Development Program* summarizing site and building uses and square footage and an area summary of each unit including uses and square footage.
3. *Neighborhood Plan* (at appropriate scale) showing the lot, building footprint, street names, and existing buildings on the neighboring sites.
4. *Site Plan* (1"=10' scale min.) showing the building footprint, the zoning setback, and all site improvements including shared and private open spaces, gardens, parking, landscaping, and fencing (items 3 and 4 may be combined).
5. *Street Elevations* (at appropriate scale) showing the relationships of the proposed design to the massing and height of adjacent buildings. These illustrations may combine drawings with photographs in any manner that clearly depicts the relationship of the new building to existing neighborhood context.
6. *Schematic Floor Plans* (1/16" = 1'0" scale) showing spaces and uses, main room dimensions and square footage, overall building dimensions.
7. *Building Elevations* (1/16" = 1'0" scale) showing primary building façades, exterior materials, architectural details, and building height.
8. *Wall Sections and Diagrams* illustrating the proposed building design, wall construction, energy efficiency and green building features.
9. *Perspectives and Sketches* including eye-level illustrations of the proposed building design in the context of the surrounding buildings.

**Exhibit Boards and Digital Media**

Each proposal must include the following for exhibit purposes:

1. *Presentation Boards* depicting the proposed building(s) and site design and highlighting restorative features including energy efficient, high performance, green building, and healthy home elements.
  - Site 1 (Parker St) Submissions - A maximum of two, 30" x 40", horizontal formatted presentation boards.
  - Site 2 (Terrace St) Submissions - A maximum of three, 30" x 40", horizontal formatted presentation boards.
  - For combined Site 1 and Site 2 Submissions – A maximum of five, 30" x 40", horizontal formatted presentation boards.
2. Provide high quality, high resolution digital presentation board images in JPG image and PDF formats on digital CD.

**Energy Efficiency and Performance**

1. *A Written Description* of how the proposed design responds to the energy efficiency and net energy positive goals and including passive and active building and equipment strategies.
2. *HERS index* for each representative unit or building in proposed design including an itemization of key building features and elements.
3. *Energy Use and Source Summary* listing projected energy uses, on-site renewable energy sources, and building net energy performance.

**Green Building**

1. *A Written Description* of how the proposed design responds to the green building goals including approaches to promoting occupant health, water, energy and material conservation and resource restoration, environmental restoration, and occupant management. Include a *brief outline* of strategies for achieving pre-requisites and credits.
2. *LEED Rating System selection and the related Checklist(s)* for the proposed design with the projected project score(s) and an itemization of key building features and elements.

DND holds the rights to use any and all proposals, including images, in part or in entirety, for exhibits, events, promotions, publications, case studies, or public awareness, as deemed appropriate by DND or the City of Boston.



# DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT

THOMAS M. MENINO, MAYOR  
SHEILA A. DILLON, CHIEF AND DIRECTOR

ADDENDUM NO: **Four (4)**

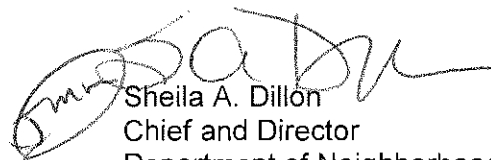
DATED: **May 22, 2013**

To All Potential Offerors  
For Request for Proposals:

**Purchase and Development of:  
796 Parker Street; 794 Parker Street, 792 Parker  
Street; 790 Parker Street; 788 Parker Street; 786  
Parker Street; 784 Parker Street; 782 Parker  
Street; 780 Parker Street; 778 Parker Street and 77  
Terrace Street. All parcels are located in the  
Mission Hill district of the City of Boston.**

DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT  
26 COURT STREET  
BOSTON, MA 02108

This addendum modifies, amends, and supplements designated parts of the Request For Proposals: Purchase and Development of **796 Parker Street; 794 Parker Street; 792 Parker Street; 790 Parker Street; 788 Parker Street; 786 Parker Street; 784 Parker Street; 782 Parker Street; 780 Parker Street; 778 Parker Street and 77 Terrace Street in the Mission Hill district of the City of Boston** and is hereby made a part of thereof by reference, and shall be as binding as though inserted in its entirety in the locations designated hereunder. Whenever portions of any addendum are in conflict with a previous addendum, the addendum bearing the latest date shall govern. No claim for additional compensation, due to the lack of knowledge of this addendum will be considered.



Sheila A. Dillon  
Chief and Director  
Department of Neighborhood Development

**ITEM ONE:** Potential Offerors are hereby notified the deadline for proposal submissions has been changed **from June 10, 2013, 4:00 P.M. to June 27, 2013, 4:00 P.M. LATE PROPOSALS WILL NOT BE ACCEPTED.**

End of Addendum No. 4 - Purchase and Development of 796 Parker Street; 794 Parker Street; 792 Parker Street; 790 Parker Street; 788 Parker Street; 786 Parker Street; 784 Parker Street; 782 Parker Street; 780 Parker Street; 778 Parker Street and 77 Terrace Street in the Mission Hill district of the City of Boston.

