



Request for Proposal  
Facility Rental for the Child, Adolescent, and Family Health Bureau

Bureau of Child, Adolescent and Family Health

12/18/2023

## I. Overview

The Boston Public Health Commission (BPHC) is the municipal public health department for the city of Boston. BPHC's mission is to work in partnership with communities to protect and promote the health and well-being of all Boston residents, especially those impacted by racism and systemic inequities.

The Child, Adolescent and Family Health Bureau (CAFH) is one of six bureaus at the Boston Public Health Commission (BPHC). The mission of CAFH is to promote the health and wellbeing of individuals, children, and families in the city of Boston with an emphasis on those most underserved. CAFH has approximately 120 staff working in 17 programs that focus on three primary areas: perinatal and early childhood health, adolescent health, and violence prevention. CAFH activities include health education and promotion, direct clinical and client services, case management, and organizational capacity building.

CAFH is seeking a facility to house our adolescent health and violence prevention programs as well as our administrative offices.

All service contracts awarded by the Boston Public Health Commission may be subject to following the City of Boston's living wage ordinance. This ordinance requires that all employees working on sizable city contracts earn an hourly wage that is enough for a family of four to live at or above the federal poverty level. This wage amount, called the living wage, is recalculated every year. For more information, please visit

<https://www.boston.gov/worker-empowerment/living-wage-division> .

As part of BPHC's efforts to have an equitable procurement process, BPHC will consider and encourage Certified Unrepresentative Businesses Enterprises (CUBE) that includes; Minority-owned Business Enterprises (MBE), Women-owned Business Enterprises (WBE), Veteran-owned Business Enterprises (VBE), Disability-owned Business Enterprise (DOBE), Lesbian Gay Bisexual Transgender Business Enterprises (LGBTBE), Minority Non-Profit (MNPO), Women Non-Profit (WNPO), Minority Women Non-Profit (MWNPO) and local businesses to apply to this RFP.

## II. Scope of Work

The Child, Adolescent, and Family Health Bureau of the Boston Public Health Commission is looking to lease a mixed-use facility to support its administrative and programmatic services. The lease term is anticipated to run for a minimum of three years to up to five years, but longer lease terms will be considered. The leased facility must meet the following specifications:

### A. Facility Location

- The facility must be located within the City of Boston.
- The facility must be easily accessible to major Boston roads and must be near a public transportation (MBTA) bus route or subway stop. Preferred neighborhoods include Roxbury, Dorchester, and Mattapan.
- The facility must have parking available or be proximate to accessible street parking. Space for 20 or more vehicles is preferred.
- The facility must have adequate utilities including water, heating and cooling, and continuous electricity.
- The facility must be compliant with all standards of the American with Disabilities Act and with all federal, state, and/or local building code regulations.
- The facility must be free of hazardous materials and air contaminants (including dust, mold, vapor, fumes, gases) must be at less than harmful levels.
- The facility must be pest and rodent free with pest remediation services as needed.

- The facility must be equipped with appropriate fire safety resources including working sprinkler systems and smoke detectors.

**B. Office Interior**

- The facility must have the capacity to provide working space for a minimum of 40 people through a combination of desks, cubicles, and offices. Preferred workspace configurations would include 20 enclosed offices and 20 cubicles.
- The office space must have an area suitable for, or able to be converted to, four to six classrooms able to seat approximately 15 people each. A large general convening space with the capacity to seat 50 people or more is preferred.
- The office area must be appropriately illuminated with ceiling lights for standard office operation.
- The facility must have, within the leased space, or in shared common areas, two toilet areas.
- The area must be pre-wired with an appropriate number of electrical outlets to allow for the use of standard office equipment.
- The location must allow for the installation of telecommunications equipment such as network switches and wireless access points to allow for access to BPHC’s network.
- The landlord must allow for reasonable alterations of the office space to satisfy the operational needs of the program including (e.g., installing additional telephone jacks/electrical outlets, rearranging furniture, etc.). The program shall not make any alterations to the leased premises without prior written consent of the landlord.

The ideal space will be a welcoming, family friendly space in keeping with the mission of the Boston Public Health Commission and the Child and Family Health Bureau.

**III. Period of Performance**

The effective date of providing the required product and services shall be from date of contract execution through June 30, 2027, at minimum depending on funding.

**IV. RFP Timeline**

This timeline for response is described below.

Monday, December 18 <sup>th</sup> 2023	RFP Legal Notice publication in The Boston Globe
Monday, December 18 <sup>th</sup> 2023	RFP available on COMMBUYS <a href="http://www.commbuys.com">www.commbuys.com</a>
Monday, December 18 <sup>th</sup> 2023	RFP available online at <a href="https://www.boston.gov/bphc-rfps-and-bids">BPHC RFPs and Bids   Boston.gov</a> by 10:00 AM EST. RFP will also be disseminated via e-mail to relevant networks.
Monday, January 8 <sup>th</sup> 2024	Questions due in writing by 11:59 PM EST to: Camille Kinds at email <a href="mailto:ckinds@bphc.org">ckinds@bphc.org</a> Subject – Facility Rental for CAFH Bureau Inquiry
Friday, January 12 <sup>th</sup> 2024	Responses to Questions available for viewing at <a href="https://www.boston.gov/bphc-rfps-and-bids">BPHC RFPs and Bids   Boston.gov</a> by 5:00 PMEST.

Monday, January 29 <sup>th</sup> 2024	RFP due by 11:59 PM EST Submit via email to <a href="mailto:RFR@bphc.org">RFR@bphc.org</a> cc: <a href="mailto:Ckinds@bphc.org">Ckinds@bphc.org</a> Subject line – [Vendor Name] RFP For Facility Rental for CAFH Bureau  <b>NO EXCEPTIONS TO THIS DEADLINE</b>
Wednesday, January 31 <sup>st</sup> 2024	Eligible agencies will be notified of selection for interview and site visit by 5:00 PM EST
Thursday, February 1 <sup>st</sup> through Friday, February 9 <sup>th</sup> 2024	Interviews and Site Visits will occur.
Friday, March 1 <sup>st</sup> 2024	Notification of Decision: Selected agencies will be notified by or before 5:00PM EST of the award. BPHC has the discretion to extend this date without notice to the bidders.

## V. Proposal Requirements

Please submit the following documents:

A document describing in detail the leasable space in accordance with the specifications described in the Scope of Work as well as the respondent's experience leasing facilities to public sector agencies.

A prospective lease for the proposed premises including the terms described above **including the proposed rent for the first year of occupancy.**

Site location map and address, indicating floor and unit number;

Floor Plan/Diagram illustrating sizes and configuration of rooms/areas within leased office space;

Summary of lease agreements and tenancy types in effect on the site, including duration and renewal options;

Disclosure of all known environmental hazards including any existing Massachusetts General Laws Chapter 21E evaluation(s) and/or licenses for oils and hazardous materials;

Proof of ownership and, if applicable, authorization to represent the owner;

Recorded deed description;

Photo inventory of property (five photos maximum);

Signed statement that building complies with all federal, state, and/or local building code regulations;

A detailed description of the facility's internal (trash pickup, painting, etc.) and external (snow removal, washing, etc.) maintenance schedule.

A list of staff who will have primary responsibility for managing the terms of the Lease and building operations, and other key senior staff. If possible, identify the number and percentages of minorities and women, by professional level, in the Respondent's workforce and indicate whether the Respondent is a Minority Business Enterprise or Woman-Owned Business Enterprise.

A list of three (3) references, including their contact information and details on respondent's history with them.

## VI. Evaluation of Proposals

The Bureau Director for the Child, Adolescent and Family Health (CAFH) Bureau in partnership with the Director of Administration and Finance will appoint an internal committee to evaluate proposals. After an initial evaluation of responsiveness, the request, the RFP Evaluation Committee will invite eligible and responsible proponents to schedule an interview and site walkthrough.

After the site visits, the RFP Evaluation Committee will assess each facility based on responsiveness to program needs and present a ranked list of facilities to the Executive Director of the Boston Public Health Commission for consideration. Finalists will be notified by email.

BPHC shall choose the proposal that is most advantageous to the CAFH bureau, taking into consideration all evaluation criteria as well as price. BPHC has the discretion to also cancel this RFP and not select any proposals.

## VII. Submission Instructions

Please submit your proposal by 11:59 PM EST, Monday, January 29<sup>th</sup>, 2024. Submit via email to [RFR@bphc.org](mailto:RFR@bphc.org) cc: [ckinds@bphc.org](mailto:ckinds@bphc.org)

Subject line – RFP For Facility Rental for CAFH Bureau

**Proposals must be received no later than 11:59 PM EST, Monday, January 29<sup>th</sup> 2024.**