

# **REQUEST FOR PROPOSALS**

**Under The**

## **MIDDLE INCOME HOUSING INITIATIVE**

**For**

**Maywood Street Sites**

**Proposal Submission Deadline: 4:00 pm May 22, 2013**

**CITY OF BOSTON  
Thomas M. Menino, Mayor**

**Department Of Neighborhood Development  
Sheila A. Dillon, Chief of Housing**

## Table of Contents

Section	Page
1. The Middle Income Housing Initiative.....	3
2. Site And Neighborhood Information.....	4
Available Parcels	
Maps & Photos	
Neighborhood & Market Conditions	
3. Price.....	6
4. Proposal Submission Deadline.....	6
5. Development Objectives.....	6
6. Developer Selection Process.....	7
Minimum Eligibility Criteria	
Evaluation Criteria	
Additional Reviews	
7. Proposal Submission Instructions and Checklist.....	8
8. City Of Boston Real Estate Disposition Terms and Conditions.....	10
Appendix 1: Proposal Cover Form.....	12
Appendix 2: Instructions, Forms – Evaluation Criteria.....	14
Appendix 3: Instructions, Forms – Additional Reviews.....	21
Appendix 4: Zoning Analysis.....	25

## 1. The Middle Income Housing Initiative

Announced by Mayor Menino in his 2013 State of The City address, this new initiative will support the construction of well-designed new housing for middle income families in Boston's neighborhoods. Up to 1 million square feet of City-owned real estate will be made available to small builders at below-market prices in 2013 and 2014. This initiative has three core goals: 1) increase the number of middle-income homeowners in Boston's neighborhoods to offset some of the losses that resulted from the foreclosure crisis, 2) support property values in the higher-foreclosure neighborhoods by replacing vacant lots with well-designed homes, and 3) create business opportunities for smaller locally-based contractor-builders to stimulate construction-sector employment

Before putting any properties on the market, the City meets with local residents and abutters to review the opportunities presented by this initiative. After a mutually-agreeable development plan has been reached, properties are offered in accordance with that plan.

2 to 10 buildable house lots will be offered for development that will enable small, but experienced, contractor/builders to compete for these development opportunities. The minimum asking price of each property will be *half* of its current assessed value to encourage builders to invest more in superior design and higher-quality building materials.

Other than reduced real estate costs, there is no other direct financial assistance from the City. The City will also defer receiving payment for its land until after all permits are in place to reduce predevelopment carrying costs and risk. The City will also offer pre-marketing assistance to find qualified homebuyers through the Boston Home Center. To promote local employment opportunities, modular construction is not permitted.

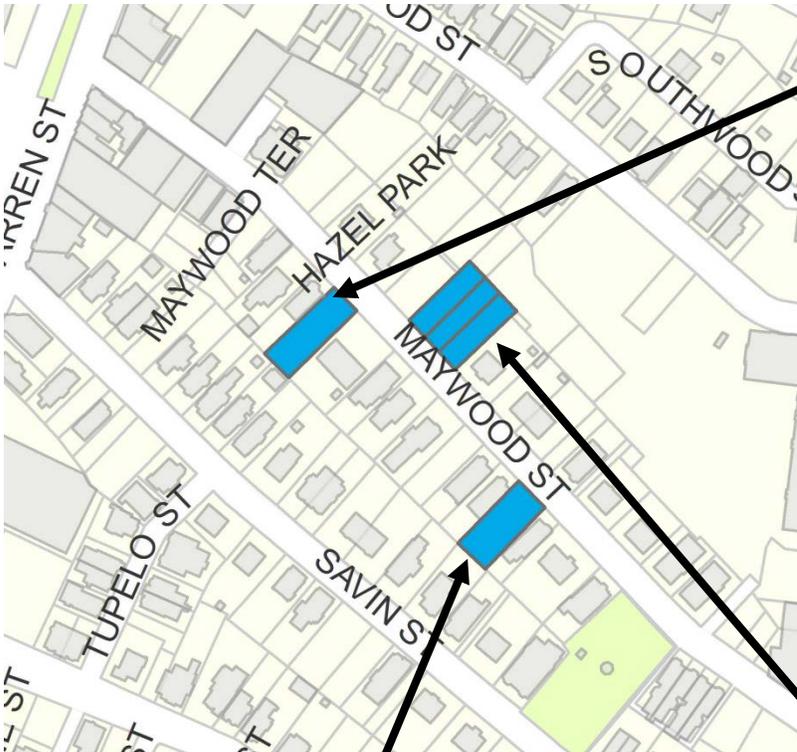
To select a winning proposal, DND will be looking primarily for:

- 1) proposals that best achieve the community's preferred development outcomes,
- 2) builders with a demonstrated capacity to complete the project as planned,
- 3) designs that complement the character of the neighborhood,
- 4) efficient buildings that keep down operating and maintenance costs.

Before finalizing the selection of a builder, the community will review the proposed development plan.

## 2. Site & Neighborhood Information: Maywood Street Sites

SITE 1: 23 MAYWOOD ST



SITE 2: 46, 50, 54 MAYWOOD ST



SITE 3: 41 MAYWOOD ST



## AVAILABLE PARCELS:

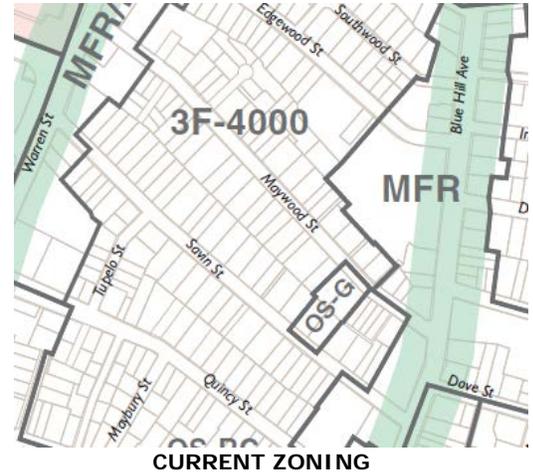
Three sites are available:

PACKAGE 1	Street Address	Assessor Parcel Numbers	Square Footage	Current zoning
Site 1	23 MAYWOOD ST	1200979000	5,272	3F-4000
Site 2	46-48 MAYWOOD ST	1200942000	3,101	3F-4000
	50 MAYWOOD ST	1200940000	3,080	3F-4000
	54 MAYWOOD ST	1200939000	3,248	3F-4000
Site 3	41 MAYWOOD ST	1200987000	5,343	3F-4000

More zoning information for this project is provided in Appendix 4 of this RFP. Zoning maps and specific requirements on the Boston Zoning Code are available at: <http://bostonredevelopmentauthority.org/Zoning/downloadZone.asp> Select Article 50, Roxbury Neighborhood District.

### NEIGHBORHOOD & MARKET CONDITIONS

Maywood Street is in the Savin/Maywood section of Roxbury. The sites are within walking distance of Boston Latin Academy, the Greater Grove Hall Main Street District, the Roxbury YMCA, and many parks, community gardens, and playgrounds, including the Savin/Maywood Street Garden.



Within a quarter-mile radius of the development sites, the following housing and market conditions exist:

#### Housing Stock:

29% are 1-family homes, 26% are 2-family homes, 33% are 3-family homes, 12% are 4+ unit, condominium, and mixed use buildings. 61% of the 1-3 family homes are owner-occupied.

#### Housing Market:

Median 1-3 family home prices: Median home prices are up \$96,000 (62%) since 2009.

	Median Sales Price
2009	\$155,000
2010	\$198,000
2011	\$201,500
2012	\$251,000

Since new construction homes are expected to be valued at the upper range of the market, the top quartile of 2011-2012 sales prices are:

	Upper Quartile Price Range
1-Fam	\$227,500-\$252,000
2-Fam	\$256,000-\$335,000
3-Fam	\$348,000-\$445,000

Insufficient sales to calculate upper quartile

### 3. Price

The minimum offer price for each parcel is 50% of the FY13 assessed valuation as shown below.

	Street Address	Assessor Parcel Numbers	FY13 Assessed Value	Minimum Offer @ 50% Assessed
Site 1	23 MAYWOOD ST	1200979000	\$70,200	\$35,100
Site 2	46-48 MAYWOOD ST	1200942000	\$15,300	\$7,650
	50 MAYWOOD ST	1200940000	\$15,200	\$7,600
	54 MAYWOOD ST	1200939000	\$16,000	\$8,000
Site 3	41 MAYWOOD ST	1200987000	\$71,900	\$35,950
<b>MINIMUM OFFER PRICE: MAYWOOD ST MIDDLE INCOME SITES:</b>				<b>\$94,300</b>

### 4. Proposal Submission Deadline

Proposals must be received by Wednesday May 22, 2013 by 4:00 p.m. and in accordance with the standards described in Section 7 of this RFP.

### 5. Development Objectives

In cooperation with area residents, DND has established the following development objectives for each site.

**Site 1: 23 MAYWOOD ST:** Construct either a two(2) family or one(1) family home. Neighbors prefer spacious homes that can accommodate growing families and lend themselves to long term owner-occupancy.

**Site 2: 46, 50, 54 MAYWOOD ST:** Construct either two detached two (2) family homes or one building consisting of two (2) attached, fee simple one family townhomes. Neighbors prefer spacious homes that can accommodate growing families and lend themselves to long term owner-occupancy.

**Site 3: 41 MAYWOOD ST:** Construct either a two(2) family or a one(1) family home. Neighbors prefer spacious homes that can accommodate growing families and lend themselves to long term owner-occupancy.

## 6. Developer Selection Process

Proposals will be reviewed using a 3-part process. First, proposals must meet the City's Minimum Eligibility Criteria as described below. Proposals that meet these standards will then be reviewed based on a set of Evaluation Criteria. Prior to designation by the Public Facilities Commission, the selected developer will be subject to a final set of Additional Reviews to determine compliance with various City regulations, ordinances and policies.

### MINIMUM ELIGIBILITY CRITERIA

#### Minimum Eligibility Criteria:

1. **Proposal Received by Deadline.** Only proposals that are received by the date and time and at the location described in Section 7 of this RFP will be accepted
2. **Complete Proposal Submission.** Proposals must be complete including all necessary forms, signatures and certifications.
3. **Licensed Builder.** Proposal must have a licensed builder as part of the development team.
4. **Plan to Develop All Sites.** Proposers must offer to develop all three sites. Proposals that do not offer a plan to develop all three will be considered incomplete and ineligible for further review.
5. **Minimum Offer Prices.** Only proposals that have offer prices equal to or greater than the Minimum Offer Prices for the package(s) they propose to develop will be accepted.

### EVALUATION CRITERIA

All proposals that meet the Minimum Eligibility Criteria described above will then be evaluated on the Evaluation Criteria described below. The Selection Committee shall then assign a composite rating for each proposal it evaluates. The most advantageous proposal from a responsive and responsible proposer, taking into consideration all evaluation criteria, will be selected.

**All forms, disclosures and certifications required for DND's evaluation of the Evaluation Criteria are included in Appendix 2 of this Request For Proposals.**

There are eight Evaluation Criteria:

1. **Offer Prices.** This will be evaluated based on the offer price relative to all other qualified offers received.
2. **Development Plan.** This will be evaluated based on how well the proposal meets the Development Objectives set out in Section 5.
3. **Developer Experience and Capacity.** This will be evaluated based on how many similar good-quality projects the developer has completed in the last ten years, and how many of those projects have been in the City of Boston.
4. **Financial Feasibility.** This will be evaluated based on the reasonableness of the proposed costs and sales prices as well as the developer's relative ability to secure the necessary financing.

5. **Design.** This will be evaluated based on how well the design complements the existing architecture of the street, the relative quality of materials and finishes, and the quality of the landscape design of the outdoor spaces. Guidance on preferred Design & Construction quality elements is available at [www.DNDPropertyForSale.com](http://www.DNDPropertyForSale.com): select the Middle Income Housing Initiative icon and go to the Builders Information page.
6. **Construction Quality.** This will be evaluated based on the relative amount of above-code features that offer greater durability, lower maintenance costs and greater operating/energy efficiency. Guidance on preferred Design & Construction quality elements is available at [www.DNDPropertyForSale.com](http://www.DNDPropertyForSale.com): select the Middle Income Housing Initiative icon and go to the Builders Information page.
7. **Construction Employment.** This will be evaluated based on whether the proposer is a Boston-based firm, as well as the Proposer's relative ability to demonstrate its capacity to employ Boston resident, minority and female construction workers.
8. **Development Schedule.** This will be evaluated based on the amount of time between developer designation and construction completion relative to other proposals for the same sites.

To facilitate the City's evaluation of some criteria, the City may require that the developer make a presentation to the community. Where a developer is asked to make such a presentation, DND will allow the developer to submit new or better drawings to facilitate that presentation provided that the drawings only clarify the proposed structures as originally submitted.

## **ADDITIONAL REVIEWS**

Prior to bringing the selected developer to the Public Facilities Commission for a Tentative Developer Designation Vote, the following additional reviews will be conducted to ensure that the development team is compliant with various City of Boston policies and regulations:

1. **Employee Eligibility**
2. **Obligations to The City**
3. **Housing Code Compliance**
4. **DND Program Participation Compliance**
5. **Fair Housing**
6. **Arson Prevention**

All forms, disclosures and certifications required for DND's execution of these Additional Reviews are included in Appendix 3 of this Request For Proposals.

## **7. Proposal Submission Instructions and Checklist**

**Formally Obtaining A Request For Proposals.** The RFP package will be available at the Department of Neighborhood Development, Bid Counter, 26 Court Street, 10th Floor, Boston, MA 02108 or you can download an RFP by registering at <http://www.cityofboston.gov/dnd/rfp>

**Preparing A Complete Proposal.** The following is a checklist of all documents necessary for a complete proposal. Submitting these documents in the order listed below will facilitate the City's ability to determine if your application is complete and eligible for further review. Incomplete proposals will be rejected.

## CHECKLIST OF DOCUMENTS NEEDED FOR A COMPLETE PROPOSAL

Proposal Cover Form (Appendix 1)  
Evaluation Criteria Documentation (see Appendix 2 for instructions and forms)  
    Evaluation Criteria Form 1: *Offer Price*  
    Development Plan for each site  
    Developer Experience narrative  
    Evaluation Criteria Form 2: *Development Budget*  
    Evaluation Criteria Form 3: *Sales Plan*  
    Evidence of Financing  
    Design and Site Plans for each site  
    Construction Quality Statement  
    Evaluation Criteria Form 4: *Construction Employment Statement*  
    Evaluation Criteria Form 5: *Development Timetable*  
Additional Review Documentation (see Appendix 3 for instructions and forms)  
    Additional Review Form 1: Property Affidavit  
    Additional Review Form 2: Affidavit of Eligibility & Chapter 803 Disclosure Statement  
    Additional Review Form 3: Beneficial Interest Statement

**Proposal Submission Requirements.** Applicants must list the following information on a sealed envelope containing the proposal:

Department of Neighborhood Development:  
Maywood Middle Income Sites (identify the site(s) included in the application)  
The submission due date of Wednesday May 22, 2013 by 4:00 p.m.  
Applicant's name and address

### **PROPOSALS WITHOUT SUFFICIENT IDENTIFICATION WILL BE REJECTED.**

**Due Date.** Applicants must submit an original and three (3) copies of the proposal in the sealed envelope to the Bid Counter either in person or by mail before 4:00 pm on Wednesday May 22, 2013. Any proposals received after the date and time specified in this RFP will be rejected as non-responsive, and not considered for evaluation. The Bid Counter is located at:

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

Bid Counter hours are Monday—Friday from 9:00 AM - 12:00 Noon and 1:00 PM - 4:00 PM. The Bid counter is closed Monday through Friday from 12 Noon to 1:00 P.M. and after 4 P.M. Please plan accordingly as late proposals cannot be accepted for any reason and DND apologizes for any inconvenience this may cause.

### WITHDRAWAL OF PROPOSALS

Prior to the date and time for opening of proposals, an applicant may correct, modify or withdraw his/her proposal only by written notice to the City of Boston at:

The City of Boston  
Department of Neighborhood Development  
26 Court Street  
Boston, Massachusetts 02108  
Attention: Bernard Mayo

**Workshop.** A Builders Workshop will be held to answer any questions bidders may have about the Middle Income Housing Initiative, this RFP and DND's selection process. As Workshops are scheduled they will be posted on the Builders Information Page for the Middle Income Housing Initiative website. You can go to [www.DNDPropertyForSale.com](http://www.DNDPropertyForSale.com) and follow the links to the Middle Income Housing Initiative. The Workshop for the Maywood Package is:

**MAYWOOD STREET MIHI BUILDERS WORKSHOP**  
**Wednesday, April 24, 2013 at 10:00 a.m.**  
**26 Court Street 11<sup>th</sup> floor, Room 11A, Boston, MA. 02108**

Questions and Answers resulting from this workshop will be posted on DND's RFP website at <http://www.cityofboston.gov/dnd/rfp/>.

**Questions.** Questions regarding this RFP should be directed in writing to the Project Manager, Bernard Mayo, via facsimile at (617) 635-0297 or by email to [bmayo.dnd@citofboston.gov](mailto:bmayo.dnd@citofboston.gov) no later than Wednesday May 8, 2013 by 4:00 p.m. DND will post on-line answers to all pertinent questions at <http://www.cityofboston.gov/dnd/rfp/>

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

## **8. City Of Boston Real Estate Disposition Terms and Conditions**

### **APPLICANT'S RESPONSIBILITY FOR PROPOSAL PREPARATION**

The City accepts no financial responsibility for costs incurred by applicants in responding to this Request for Proposals. Proposals will become the property of the City. Applicants are responsible for any and all risks and costs incurred in order to provide the City with the required submission. After opening, all proposals are public documents and are subject to the requirements of the Massachusetts public records law (G.L. c. 4, § 7(26)).

### **TERMS OF SALE**

After a proposal has been selected, the selected developer will be contacted by the City to negotiate the terms of the sale. The terms of the sale must be consistent with this Request for Proposal, including the required purchase price and the development required. The use of the property will be restricted to that which is proposed in the selected proposal.

The terms of the sale will require the selected developer to abide by equal opportunity and fair housing laws and not to discriminate or permit discrimination, upon the basis of race, color, religious creed, marital status, sex, age, ancestry, sexual orientation, military status, disability, national origin, source of income, or the presence of children, in the sale and/or rental of the property.

The selected developer must execute a Purchase and Sales Agreement with the City of Boston. DND encourages the selected developer to retain appropriate legal counsel to work with DND's legal staff to complete the sale. Selected developers must close on the sale within ninety (90) days of the execution of the Purchase and Sales Agreement, unless otherwise agreed upon. At closing, the selected developer may be required to sign a DND mortgage/covenant to secure his/her obligations to DND under this conveyance. Failure to comply with these obligations will result in foreclosure on the mortgage. Buyers cannot assign their rights under this agreement without prior written approval of the Director of the Department of Neighborhood Development.

### **CONVEYANCE**

DND's Legal Staff will prepare all necessary conveyance documents. DND will convey the Site in 'AS IS CONDITION' without warranty or representation as to the Status or Quality of Title. Final conveyance of each property will be contingent on the buyer's ability to demonstrate that all necessary financing and permits are in place and construction can commence forthwith. Applicants are hereby informed that in the event the City/DND has erected a temporary fence upon the property, the City/DND reserves the right, in its sole discretion, to remove the fence at any time prior to conveyance of the property offered pursuant

to this RFP. The City/DND shall not, however, be obligated to do so. Any and all site improvements such as utility connections or street work are the responsibility of the builder. The buyer 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.

### **PAYMENT POLICY**

Unless otherwise agreed in writing between DND and the buyer, DND requires payment in full by a treasurer's or cashier's check, for the purchase price at the time that the property is conveyed. In addition, the Selected Developer will be responsible for making a pro forma tax payment, as well as paying all recording and registration fees including, but not limited to, the cost of recording the Deed and conveyance documents at the Suffolk County Registry of Deeds.

### **NEGOTIATIONS**

The City reserves the right to negotiate changes in the selected proposal. These negotiations may encompass values described in the Request for Proposal, as well as values and items identified during the Request for Proposal and negotiation process. On the basis of these negotiations, the City may decline to sell the property even after the selection as the proposed developer and having entered into the negotiations described in this paragraph.

### **CHANGES TO DEVELOPMENT PROGRAM**

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.

### **THE BOSTON JOBS AND LIVING WAGE ORDINANCE**

If you are a for-profit firm with 25 or more full time employees, or a non-profit firm with 100 or more employees, and you are a direct recipient ("Beneficiary") of at least One Hundred Thousand Dollars (\$100,000.00) of assistance, you will be required to make best efforts to adhere to the Boston Jobs and Living Wage Ordinance, and the provisions of the promulgated Regulations, including the "First Source Hiring Agreement" provisions of said Ordinance. Assistance is defined as any grant, loan, tax incentive, bond financing, subsidy, debt forgiveness, or other form of assistance of One Hundred Thousand Dollars (\$100,000.00) 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 the effective date of this Ordinance.

### **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. Pursuant to this policy, developers of 5 or more units for sale or rent will be required to have an Affirmative Marketing Plan approved by the Boston Fair Housing Commission.

### **CITY'S RESERVATION OF RIGHTS**

The City reserves the right to postpone or withdraw this RFP; to accept or reject any and all proposals; to modify or amend the terms of this RFP through an addendum; to waive any informality, and to interview, question and/or hold discussions regarding the terms of any proposal received in response to this RFP. The City reserves the right to cancel a sale for any reason. The City reserves the right to select the next highest ranked proposal if the highest ranked proposal is unable to proceed in a timely manner or otherwise fails to satisfactorily perform. 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

---

## **END OF MAYWOOD STREET REQUEST FOR PROPOSALS. DND THANKS YOU FOR YOUR INTEREST IN THE MIDDLE INCOME HOUSING INITIATIVE**

*The following Appendices provide all the instructions and forms necessary to prepare a complete proposal submission. Please read and follow these instructions carefully so that your proposal can be given full consideration.*

**APPENDIX 1  
PROPOSAL COVER FORM (Page 1 of 2)**

SUBMITTED TO: DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT  
BID COUNTER  
26 COURT STREET, 10TH 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:

**Maywood Street Middle Income Housing Sites**

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.

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):

_____ Name	_____ Address
_____ Name	_____ Address
_____ Name	_____ Address

Name of licensed builder that is participating in this development proposal:

_____ Name	_____ Builder License Number and Expiry Date
---------------	---

The applicant is a/an:

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

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

_____ Name	_____ Address
_____ Name	_____ Address
_____ Name	_____ Address



## **APPENDIX 2**

# **INSTRUCTIONS, FORMS AND DOCUMENTS FOR EVALUATION CRITERIA**

### **Offer Price**

Complete, sign and date Comparative Evaluation Criteria Form 1, *Offer Price*

### **Development Plans.**

For each site, provide a narrative description of the proposed development including site context and use, building types, unit mixes and any other information that is relevant to evaluating the proposed development against the community's development objectives described in Section 5 of this RFP. Include a zoning analysis indicating how the proposed project is in compliance with, or in need of a variance from, the Boston Zoning Code. Zoning information for this project is available in Appendix 4 of this RFP. Label this document "Development Plan" clearly listing the package number, site name and proposer's name.

### **Developer Experience and Capacity.**

On a separate sheet labeled "Developer Experience" also labeled with the proposer's name, indicate how many comparable (residential new construction) projects you have completed in the last ten years with a listing of all addresses that were in the City of Boston. You may supplement this information with project descriptions and as-completed photographs for up to five of these projects that you believe best represent the type of construction that you are proposing for these sites. Include a financing reference/contact for a least one recently completed project. You may also submit completed gut rehabilitation projects as demonstration of your construction experience provided that at least one of your listed projects is a new construction project.

Also provide resumes of the principal parties in your development team including the developer, contractor, and architect.

### **Financial Feasibility.**

Complete Evaluation Form 2, *Preliminary Development Budget* and Evaluation Form 3 *Sales Plan*. The developer is expected to be responsible for typical urban infill site redevelopment costs including utility connections or street work and these costs must be accounted for in the Site Preparation/Environmental line item of the development budget. If DND determines that your Preliminary Development Budget & Sales Plan is not sufficiently detailed to fairly evaluate your proposal, you will be requested to resubmit this document in more detailed form or be disqualified from further consideration.

On a separate sheet labeled "Evidence Of Financing Statement" that is also clearly labeled with the proposer's name, provide reasonable evidence (e.g. bank statements, lines of credit statement, lender agreements) that you will be able to access the funding sources as listed in your Preliminary Development Budget. Ensure that you clearly identify how much equity you and your development team is investing as this is a significant factor in assessing financial capacity. Developers should understand that if you are selected as developer, DND will require verification of these funding sources prior proceeding to a Tentative Developer Designation vote.

Provide supporting documents that demonstrate the feasibility of your plan. For example, include broker's price opinions to document your proposed sales prices, or as-completed development budgets for one or more of the comparable projects you listed as evidence of Developer Experience above. Provide this information on a separate sheet labeled "Development Budget & Sales Plan Supporting Information" that is also clearly labeled with the proposer's name.

## **Design.**

For each site, provide architectural drawings including plans, elevations and/or renderings of each building as it is expected to look. These drawings do not need to be “finalized,” but must be sufficient for the City and neighborhood residents to reasonably assess the visual and spatial impact of your proposed development. These drawings must include 1) elevations of *all* sides of each building and 2) all floor plans with labeled rooms and interior room dimensions. A rendering of the proposed development and buildings in context is not required but recommended because it will be needed for a community presentation should you become the recommended developer. Label this document “Design Plan” clearly listing package number, site name and proposer’s name.

For each site, provide a site plan showing where all structures will be placed on the site. These plans should clearly show how the site is to be developed including, for example, footprint and placement of all structures, setbacks from lot lines or neighboring buildings; driveways; proposed off street parking; landscape elements (e.g. yards, gardens, trees and plantings). Label this document “Site Plan” clearly listing the package number, site name and proposer’s name.

Prior to selection of a developer, DND may require builders to make a presentation to the local community. Where a developer is asked to make such a presentation, DND will allow the developer to submit new or better drawings to facilitate that presentation provided that the drawings only clarify the proposed structures as originally submitted.

To help builders prepare the most competitive proposal possible, DND has published ***Design & Construction Guidance for MIHI Builders*** that more fully explains some of design elements that DND would like to encourage. It can be found by going to [www.DNDPropertyForSale.com](http://www.DNDPropertyForSale.com), selecting the Middle Income Initiative icon, and going to the Builders Information Page.

## **Construction Quality**

On a separate sheet labeled “Construction Quality Statement” that is also clearly labeled with the proposer’s name, list any significant construction quality elements that you are proposing that substantially exceed the State Building Code.

To help builders prepare the most competitive proposal possible, DND has published ***Design & Construction Guidance for MIHI Builders*** that more fully explains some of the construction quality elements that DND would like to encourage. It can be found by going to [www.DNDPropertyForSale.com](http://www.DNDPropertyForSale.com), selecting the Middle Income Initiative icon, and going to the Builders Information Page.

To promote local employment opportunities, modular construction is not permitted.

## **Construction Employment**

Complete the Comparative Evaluation Criteria Form 4, *Construction Employment and Minority/Women Business Statement*

## **Development Schedule**

Complete Comparative Evaluation Criteria Form 5, *Development Timetable*

## EVALUATION CRITERIA FORM 1 OFFER PRICE

Applicants are instructed to provide their offer prices for all of the sites listed below. Include your name, address, and signature. Failure to offer at least the minimum offer price for each parcel shall result in disqualification of the proposal. An offer price that includes any conditions or restrictions is prohibited and shall be disqualified.

Special instruction for religious organizations. In accordance with the Amendments to the Massachusetts Constitution, religious organizations must pay 100% of the assessed value for a property as determined by City of Boston Assessing Records. If an applicant fails to comply with this pricing requirement, the proposal shall be disqualified.

Site Number	Street Address	Assessor Parcel Numbers	FY13 Assessed Value	Minimum Offer @ 50% Assessed	OFFER PRICE
<b>Site 1</b>	23 MAYWOOD ST	1200979000	\$70,200	\$35,100	\$ _____
<b>Site 2</b>	46-48 MAYWOOD ST	1200942000	\$15,300	\$7,650	\$ _____
	50 MAYWOOD ST	1200940000	\$15,200	\$7,600	\$ _____
	54 MAYWOOD ST	1200939000	\$16,000	\$8,000	\$ _____
<b>Site 3</b>	41 MAYWOOD ST	1200987000	\$71,900	\$35,950	\$ _____
<b>TOTAL MAYWOOD STREET MIDDLE INCOME SITES</b>				<b>\$94,300</b>	\$ _____

Name of Proposer: \_\_\_\_\_

Address of Proposer: \_\_\_\_\_

Signature of Proposer: \_\_\_\_\_

## EVALUATION CRITERIA FORM 2

### PRELIMINARY DEVELOPMENT BUDGET

**PROPOSER'S NAME:** \_\_\_\_\_

Complete this Preliminary Development Budget for each site or you may substitute another form that provides substantially equivalent information. Note: Total of Uses of Funds should equal Total of Sources of Funds for each site.

<b>CONSTRUCTION PERIOD USES OF FUNDING</b>	<b>TOTAL All Sites</b>	<b>SITE 1: 23 MAYWOOD</b>	<b>SITE 2: 46, 50, 54 MAYWOOD</b>	<b>SITE 3: 41 MAYWOOD</b>
Number of Homes	_____	_____	_____	_____
Acquisition - Land	\$ _____	\$ _____	\$ _____	\$ _____
Site Prep/Environmental	\$ _____	\$ _____	\$ _____	\$ _____
Construction	\$ _____	\$ _____	\$ _____	\$ _____
Construction Contingency	\$ _____	\$ _____	\$ _____	\$ _____
Architect	\$ _____	\$ _____	\$ _____	\$ _____
Survey and Permits	\$ _____	\$ _____	\$ _____	\$ _____
Legal	\$ _____	\$ _____	\$ _____	\$ _____
Title and Recording	\$ _____	\$ _____	\$ _____	\$ _____
Appraisal	\$ _____	\$ _____	\$ _____	\$ _____
Marketing	\$ _____	\$ _____	\$ _____	\$ _____
Real Estate Taxes	\$ _____	\$ _____	\$ _____	\$ _____
Insurance	\$ _____	\$ _____	\$ _____	\$ _____
Construction Loan Interest	\$ _____	\$ _____	\$ _____	\$ _____
Construction Inspection Fees	\$ _____	\$ _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____	\$ _____	\$ _____
Soft Cost Contingency	\$ _____	\$ _____	\$ _____	\$ _____
Developer Overhead	\$ _____	\$ _____	\$ _____	\$ _____
Developer Fee	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL: ALL USES</b>	\$ _____	\$ _____	\$ _____	\$ _____

<b>SOURCES OF FUNDING</b>	<b>TOTAL All Sites</b>	<b>SITE 1: 23 MAYWOOD</b>	<b>SITE 2: 46, 50, 54 MAYWOOD</b>	<b>SITE 3: 41 MAYWOOD</b>
Developer Equity	\$ _____	\$ _____	\$ _____	\$ _____
Bank Loans	\$ _____	\$ _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL ALL SOURCES:</b>	\$ _____	\$ _____	\$ _____	\$ _____

# EVALUATION CRITERIA FORM 3

## SALES PLAN

**PROPOSER'S NAME:** \_\_\_\_\_

List the planned addresses for all of the houses you plan to build, the type of house you are proposing to build (1-family, 2-family, etc.), the combined living area of all units in each house and your target sale price at completion. You should carefully consider your target sales prices because DND has committed to the community that the home prices at the time of sale will not be significantly higher than the prices included in the winning developer's proposal, and any substantive price changes from what you propose here will require prior approval from DND.

SITE	STREET ADDRESS OF NEW HOME(s)	HOUSE TYPE	LIVING AREA	TARGET PRICE
SITE 1: 23 MAYWOOD ST	_____	_____	_____	\$ _____
	_____	_____	_____	\$ _____
	_____	_____	_____	\$ _____
SITE 2: 46-54 MAYWOOD ST	_____	_____	_____	\$ _____
	_____	_____	_____	\$ _____
	_____	_____	_____	\$ _____
SITE 3: 41 MAYWOOD ST	_____	_____	_____	\$ _____
	_____	_____	_____	\$ _____
	_____	_____	_____	\$ _____

Indicate how you plan to market the finished units and how you arrived at your target pricing (e.g. a broker's price opinion).

# EVALUATION CRITERIA FORM 4

## CONSTRUCTION EMPLOYMENT STATEMENT

PROPOSER'S NAME: \_\_\_\_\_

How many full time employees does your firm currently have?

Under 25       25 -99       100 or more

Are you a Boston-based business?     YES     NO

*Boston Based: where the principal place of business and/or the primary residence of the Proposer is in the City of Boston.*

Are you a Minority-owned Business Enterprise?     YES     NO

If yes, are you certified as such by the State Office of Minority and Women Business Assistance (SOMBWA)?     YES     NO

Are you a Woman-owned Business Enterprise?     YES     NO

If yes, are you certified as such by the State Office of Minority and Women Business Assistance (SOMBWA)?     YES     NO

### **RESIDENT, MINORITY AND FEMALE CONSTRUCTION EMPLOYMENT**

DND encourages MIHI builders to seek to achieve the following construction employment goals:

<b>Boston Residents</b>	<b>50% of project hours</b>
<b>Minority</b>	<b>25% of project hours</b>
<b>Female</b>	<b>10% of project hours</b>

These are targets, not requirements, but proposals that provide better evidence of their ability to achieve these targets will be more highly ranked. Explain what actions you will undertake to promote employment of these groups:

If you have additional information demonstrating your capacity to achieve these employment targets, you may provide this information on a separate sheet clearly labeled at the top with "Supplementary Construction Employment Statement" and the Proposer's name. *Note: if you are, according the US Dept. of Housing & Urban Development, a Section 3 certified vendor, this will be considered strong evidence of capacity to achieve DND's employment goals.*

If you have completed any development projects in the last five years that have required employment reporting through the City's Office of Jobs & Community Services, please list the most recent here: \_\_\_\_\_

# EVALUATION CRITERIA FORM 4

## DEVELOPMENT TIMETABLE

**PROPOSER'S NAME:** \_\_\_\_\_

For each site, *assuming that you are designated on July 1, 2013* indicate your planned development schedule on the form attached listing your target dates for achieving these key development milestones.

	SITE 1: 23 MAYWOOD	SITE 2 46-54 MAYWOOD	SITE 3 41 MAYWOOD
Apply for Building Permit	_____	_____	_____
Zoning Relief Anticipated? Y/N	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
All Financing Committed	_____	_____	_____
Permit Issued	_____	_____	_____
Financing Closed	_____	_____	_____
Construction Start	_____	_____	_____
Construction Complete	_____	_____	_____

If you plan to phase the construction, describe your phasing plan here:

## APPENDIX 3

### ADDITIONAL REVIEWS

These standards reflect a number of City policies that govern all property dispositions. All Proposers are 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 will proceed to the next highest ranked eligible proposal.

#### **Tax Delinquency Review**

The City of Boston's Office of the Collector-Treasurers Office 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. Any selected Proposer who has been foreclosed upon by the City of Boston for failure to pay property taxes will be deemed ineligible for conveyance of the Site/Property offered pursuant to this Request for Proposals unless such Proposer promptly causes the Decree(s) or Judgment(s) of Foreclosure to be vacated by the Land Court and the City made whole. The City, in its sole discretion shall determine the timeliness of Proposer's corrective action in this regard and will disqualify the Proposer if the vacating of the tax-title foreclosure is not prosecuted expeditiously and in good faith, so as to avoid undue delay of the development of the Site/Property.

#### **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 Prior Participation Review/Outstanding Obligations**

The City will review the Proposer's prior participation in any City of Boston programs, including DND 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.

#### **Property Portfolio Review**

The City will review the Proposer's portfolio of property owned to ascertain whether there has/have been abandonment, Inspectional Services Department (ISD) code violations or substantial disrepair. If unacceptable conditions exist in the Proposer's property portfolio, DND may deem the Proposer(s) ineligible for participation in this RFP.

#### **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.

#### **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. 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.

DND will disqualify any proposals that fail to comply with any of these Additional Reviews. To document that the Proposer meets the Additional Review standards, complete, and where appropriate, sign and notarize the following Forms:

1. Property Affidavit
2. Affidavit of Eligibility, Chapter 803 Disclosure
3. Beneficial Interest Statement



## ADDITIONAL REVIEW FORM 2

### AFFIDAVIT OF ELIGIBILITY

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 (12) 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.

This statement is made under the pains and penalties of perjury this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_  
Month Year

\_\_\_\_\_  
Applicant Signature

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

### CHAPTER 803 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 fraudulent filing 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 tax 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 \_\_\_\_\_, \_\_\_\_\_  
Month Year

\_\_\_\_\_  
Applicant Signature

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

# ADDITIONAL REVIEW FORM 3

## BENEFICIAL INTEREST STATEMENT

WHEREAS, the undersigned intends to enter into an agreement to purchase real property located at:

Site	Street Address	Assessor Parcel Numbers	Square Footage
Site 1	23 MAYWOOD ST	1200979000	5,272
Site 2	46-48 MAYWOOD ST	1200942000	3,101
	50 MAYWOOD ST	1200940000	3,080
	54 MAYWOOD ST	1200939000	3,248
Site 3	41 MAYWOOD ST	1200987000	5,343

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 addresses of all persons who have or have a direct or indirect beneficial interest in said property.

(Please print names and addresses of applicant and all co-applicants)

Name	Address
Name	Address
Name	Address

This statement is made under the pains and penalties of perjury this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_  
Month Year

\_\_\_\_\_  
Applicant Signature

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

## APPENDIX 4 ZONING ANALYSIS FOR MAYWOOD STREET MIDDLE INCOME SITES

This analysis has been provided by DND to help builders prepare a successful proposal. DND understands that where homes can be built without requiring variances from the Boston Zoning Code, they can be built more quickly and efficiently. This is an analysis of the potential buildout permitted under current zoning only, and it is *not* a specific recommendation from DND as to what is preferable on any given site. DND makes no representations that development in accordance with this analysis ensures that no zoning variances are necessary.

Zoning Requirement: Roxbury 3F-4000		SITE 1: 23 MAYWOOD ST	SITE 2: 46,50,54 MAYWOOD ST	SITE 3 41 MAYWOOD ST
		(5,272 sf)	Total: 9,429 sf (3,101 sf+3,080 sf + 3,248 sf)	(5,343 sf)
<b>Min Lot Area</b> Semi-attached Dwelling; Row house or Town house Building	2000 for 1 unit; 2000 each add. unit	2 units	4 units	2 units
Any other Dwelling or Use	4000 for 1 or 2 units; 2000 each add. unit	2 units	4 units	2 units
<b>Min Lot Width</b>	25	42' +/-	84' +/-	varies
<b>Min Lot Frontage</b>	25	42' +/-	84' +/-	48' +/-
<b>Max FAR (Area)</b>	.8	4217.6 sf	7543.2sf	4274.4 sf
<b>Max Building Height</b>	3 Stories/ 35 ft	3 Stories/ 35 ft	3 Stories/ 35 ft	3 Stories/ 35 ft
<b>Min. Open space</b>	650/unit	1300 sf	2600 sf	1300 sf
<b>Min. Front Yard Depth</b>	20 (or nodal)	nodal	nodal	nodal
<b>Min. Side Yard Depth</b>	10	10	10	10
<b>Min. Rear Yard Depth</b>	30	30	30	30
<b>Min. Parking Ratio</b>	1/unit	1/unit	1/unit	1/unit