

REQUEST FOR PROPOSALS

Under The

MIDDLE INCOME HOUSING INITIATIVE

For

**15 Groveland Street,
Dorchester**

Proposal Submission Deadline: 4:00 pm December 2, 2013

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

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

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Notice to Bidders Regarding Downloadable RFPs

If you have picked up this Request for Proposals from DND's Bid Counter, you should know that this RFP is also available for download at <http://www.cityofboston.gov/dnd/rfp>. The on-line version of the RFP is identical to the version available through the Bid Counter but it has extra features that make it easier for bidders to prepare a proposal. The on-line version of this RFP has downloadable forms that can be filled in, saved and printed from your computer. To access this function you will need the most recent edition of Adobe Reader installed on your computer. A link to the free download program is provided in the right hand column of the webpage listed above. Remember to select "save as" on your computer before printing to ensure you retain an electronic copy of your filled-in forms. You will still need to submit paper copies of your proposal to the Bid Counter in the form specified in this RFP – DND does not accept electronic submissions.

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.

The Middle Income Housing Initiative also includes a component to promote the development of vacant buildings into homes that are affordable to middle-income first-time homebuyers. This component offers vacant City-owned residential properties at below-market prices to smaller, locally-based contractor-builders for renovation and resale to eligible homebuyers. The City's pricing of these properties will take into account the affordable target price and the level of investment needed for rehabilitation, such that properties with higher renovation costs will be more heavily discounted.

The end sale price to the homebuyer will be capped at a price affordable to a middle-income buyer, and the property will have a covenant to ensure affordability to future buyers, while allowing the homeowner a reasonable amount of home value appreciation. The finished homes will be marketed through the Boston Home Center under the First Home Program which has successfully marketed many of the City's affordable housing properties over the years.

Other than reduced real estate costs, its marketing services, and energy conservation assistance that may be available through www.renewboston.org, there is no other direct financial assistance from the City. The City will also defer receiving payment for these properties until all permits are in place to reduce predevelopment carrying costs and risk. In addition, DND reserves the right to accept a lower purchase price at closing than originally offered, to offset costs that could not be reasonably anticipated at the time the builder was selected.

Properties will be offered individually and sometimes in packages of two or more properties, depending on the available supply. To enable smaller builders to participate, builders can propose to develop one or all of the properties in any given offering.

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

- 1) proposals that offer the highest quality of renovations;
- 2) proposals that offer the most affordability for the end homebuyers, including both the initial purchase price and future operating costs; and
- 3) builders with a demonstrated capacity to complete the project as planned.

2. Property & Neighborhood Information:

A three-family home as described below is available in this RFP:

Street Address	Assessor Parcel Number	Lot Square Footage	Living Area Square Footage	Current Bedroom Configuration
15 GROVELAND ST	17-03892-000	3,753	3,084	9 BRs, 3 baths total

The City acquired this property through a foreclosure decree issued by the Land Court on April 25, 2013.

15 Groveland Street



THE PROPERTY. The property is a classic Boston triple decker-style wood framed three-family home, built in approximately 1910 on a lot of approximately 3,704 square feet. It features approximately 1,028 square feet of living space per unit, consisting of three bedrooms and one bath in each unit. The house has a full basement, but no attic given the flat triple decker roof. The property has no off street parking and the first floor unit has suffered damage from a fire. The second and third floors have sustained only minor smoke damage, but the kitchens and bathrooms have been stripped. The property is currently vacant and for the most part dilapidated, requiring a total gut renovation including a new roof, front porch, windows and shingles.

NEIGHBORHOOD AND MARKET CONDITIONS. 15 Groveland Street is located in a predominantly residential section of Southern Mattapan near West Lower Mills. The site is within walking distance of the Neponset River Reservation, Ryan Playground, Mattapan Heights housing development, and a shopping center with a supermarket. The site is accessible by a bus line that runs along River Street and the Central Avenue Station on the Ashmont-Mattapan High Speed Line.

Single-family homes make up 53% of the homes in the area, and two-family homes account for 39%. Of single- and two-family homes, 77% are owner-occupied. The median sale price over the last year for single- and two-family homes in the area is \$305,750.

3. Purchase Price

The Minimum Offer Price for the property is \$100.00. However, Proposers are encouraged to offer a higher price in a situation where they believe that they will be able to undertake the required renovations, meet the target end sale price and still make a profit. Offer price is one of the criteria that DND will be using to comparatively evaluate proposals.

Price Offsets. Where the Offer Price is above the Minimum Offer Price and where there are costs that could not be reasonably anticipated at the time the Proposer made his/her submission, and such costs are both documented and substantial enough to threaten the financial viability of the project; DND reserves the right to negotiate and accept a lower price as a means of offsetting some of these costs, where, in its determination, such concessions are necessary for the successful completion of the proposed project. Any such price offsets must be agreed to in writing between DND and the Proposer prior to the closing on the sale.

4. Proposal Submission Deadline

Proposals must be received by December 2, 2013 by 4:00 p.m. and in accordance with the standards described in Section 7 of this RFP.

5. Development Requirements

Rehabilitation. Minimum rehabilitation requirements for the property are specified in Appendix 4 of this Request For Proposals. These requirements are based on DND's inspection of the property conditions and its determination of specific work necessary to bring the property up to DND's minimum housing quality standards. Such requirements provide for the full renovation of all exterior areas including fences, driveways, yards and gardens. These are *minimum* requirements and DND believes it has sufficiently discounted the purchase price such that proposers should be able to offer a higher level of rehabilitation and still be able to meet the target price and make a profit. In addition, it is the responsibility of the developer in the demolition process, to properly dispose of any environmental hazards such as old asbestos or lead paint that could exist in a house of this time period.

Maximum End Sale Price. The maximum end sale price to the homebuyer has been determined by DND as the price that a middle-income homebuyer can afford with conventional financing if they have reasonable credit, a downpayment of at least 5%, and will collect market rents (in the case of a 2-family or 3-family property). The Maximum End Sale Price is:

15 Groveland Street: \$450,000

End Price Adjustments. Where there are costs that could not be reasonably anticipated at the time the Proposer made their submission and such costs are both documented and substantial enough to threaten the financial viability of the project, DND reserves the right to adjust upward the Maximum End Sale Price as a means of offsetting some of these costs where, in its determination, such concessions are necessary for the successful completion of the proposed project. Any such end price adjustments must be agreed to in writing between DND and the Proposer prior to conveyance of the property from DND.

6. Developer Selection Process

This property will undergo a review and selection procedure that utilizes a three 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. **Minimum Offer Prices.** Only proposals that have offer prices equal to or greater than the Minimum Offer Prices for the Property they propose to develop will be accepted.
5. **Minimum Rehabilitation Requirement.** Only proposals that meet all of the minimum rehabilitation requirements as described in Appendix 4 of this RFP will be accepted.
6. **Maximum End Sale Price.** Only proposals that offer an end sale price to the homebuyer that is less than or equal to the Maximum End Sale Price as specified in Section 5 of the RFP 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 for the property.
2. **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.
3. **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.
4. **Construction Quality.** This will be evaluated based on the relative amount of construction elements that exceed those required in the Minimum Rehabilitation

Requirements that offer greater durability, lower maintenance costs and greater operating/energy efficiency.

5. **Affordability.** This will be evaluated based on the relative affordability of the finished product accounting for both the purchase price *and* operating costs.
6. **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.
7. **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 property.

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 prepare additional presentation materials to facilitate the community's assessment of their proposal provided that the materials only illustrate the proposal and do not alter its content in any substantial way.

ADDITIONAL REVIEWS

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

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

There are six Additional Reviews:

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

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. Where DND determines that an applicant has responded to all of the Checklist items, but has omitted or forgotten to include a copy of an identified form or documentation for one or more of those Checklist items, DND reserves the right, solely at its discretion, to request that the Proposer provide this documentation to DND in a timely manner. Failure to provide the required documents will result in the application being rejected as incomplete.

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*
 - Evaluation Criteria Form 2: *Development Plan and Construction Budget (1 form per property)*
 - Developer Experience narrative
 - Evaluation Criteria Form 3: *Preliminary Development Budget*
 - Evidence of Financing
 - 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:
- Milton Middle Income Building
- The submission Due Date of December 2, 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 Monday, December 2, 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:

- 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. 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: Reay Pannesi, Senior Project Manager

Viewings. Two viewings will be held for the property at the following times. The construction specialist that produced the Minimum Rehabilitation Requirements will be there to answer questions as well. DND advises all attendees at these viewings that the properties contain debris

and some deteriorated conditions are present, so you should dress accordingly. Since not all areas are well lit, a flashlight is recommended as well.

Groveland Viewings

**15 Groveland Street: Friday, November 1, from 10:00 a.m. to 11:30 a.m.
Friday, November 15, from 10:00 a.m. to 11:30 a.m.**

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 and follow the links to the Middle Income Housing Initiative. The next scheduled MIHI Builders Workshop is:

MIHI Builders Workshop

**Tuesday, November 12th, 2013 at 10:00 a.m.
26 Court Street 9th floor, Conference Room 9B, Boston, MA. 02108
R.S.V.P. at www.dndpropertyforsale.com & choose project - 15
Groveland.**

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 Senior Project Manager, Reay Pannesi, via facsimile at (617) 635-0282 or by email to rpannesi.dnd@cityofboston.gov. 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 to the public 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 of 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 15 GROVELAND 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 DND, the accompanying proposal is submitted for:

15 Groveland Street

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	_____ Expiry Date
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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 Prices

Complete, sign and date Comparative Evaluation Criteria Form 1, *Offer Prices*. Remember, if your offer price on this document is below the Minimum Offer Price as specified in Section 3 of this RFP, your proposal for that property will be rejected.

Development Plan and Construction Budget.

Separately for each property, complete Comparative Evaluation Criteria Form 2, *Development Plan and Construction Budget*. If DND determines that your Development Plan and Construction Budget are 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. Remember, there should be one form for each building that you are proposing to purchase.

Developer Experience and Capacity.

On a separate sheet labeled "Developer Experience" also labeled with the proposer's name, indicate how many comparable (residential substantial rehabilitation) 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 properties. Include a financing reference/contact for a least one recently completed project.

Also provide resumes of the principal parties in your development team.

Financial Feasibility.

Complete Evaluation Form 3, *Preliminary Development Budget*. If DND determines that your Preliminary Development Budget 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. Remember, if your sales price on this document exceeds the Maximum End Sale Price requirement as specified in Section 5 of this RFP, your proposal for that property will be rejected.

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.

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 exceed those specified in the Minimum Rehabilitation Requirements. You are advised that since DND will be evaluating proposals based on their overall affordability to the end buyer including operating costs (e.g. energy, water usage) you should be sure to enumerate here all construction elements that provide for improved operating efficiency.

Construction Employment

Complete the Comparative Evaluation Criteria Form 5, *Construction Employment and Minority/Women Business Statement*

Development Schedule

Complete Comparative Evaluation Criteria Form 6, *Development Timetable*

EVALUATION CRITERIA FORM 1 OFFER PRICES

Applicants are instructed to provide their offer prices for the building(s) that they are proposing to acquire. Include your name, address, and signature. Failure to offer at least the minimum offer price for a building shall result in disqualification of the proposal for that building. An offer price that includes any conditions or restrictions is prohibited and shall be disqualified.

Special instructions for religious organizations. In accordance with the Amendments to the Massachusetts Constitution, religious organizations must pay 100% of the appraised value for a property as established by a qualified appraiser hired at the Proponent's expense and approved by DND. If an applicant fails to comply with this pricing requirement, the proposal shall be disqualified

15 Groveland Street	MINIMUM OFFER	OFFER PRICE
	\$100.00	\$

Name of Proposer:

Address of Proposer:

Signature of Proposer: _____

EVALUATION CRITERIA FORM 3

PRELIMINARY DEVELOPMENT BUDGET

PROPOSER'S NAME: _____

Complete this Preliminary Development Budget for each property 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 property.

¹ Note: This construction line item should correspond to the Construction Budget provided on Form 2.

CONSTRUCTION PERIOD USES OF FUNDING	15 GROVELAND ST
Acquisition - Building	\$ _____
Site Prep/Demolition	\$ _____
Construction ¹	\$ _____
Construction Contingency	\$ _____
Architect/Engineer	\$ _____
Survey and Permits	\$ _____
Legal	\$ _____
Title and Recording	\$ _____
Appraisal	\$ _____
Marketing	\$ _____ 0
Real Estate Taxes	\$ _____
Insurance	\$ _____
Construction Loan Interest	\$ _____
Construction Inspection Fee	\$ _____
Other: _____	\$ _____
Soft Cost Contingency	\$ _____
Developer Overhead	\$ _____
Developer Fee	\$ _____
TOTAL: ALL USES	\$ _____

CONSTRUCTION PERIOD SOURCES OF FUNDING	15 GROVELAND ST
Developer Equity	\$ _____
Bank Loans	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
TOTAL ALL SOURCES:	\$ _____

END SALES PRICES	\$ _____
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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 Commonwealth of MA Operational Services Division, Supplier Diversity Office? YES NO

Are you a Woman-owned Business Enterprise? YES NO

If yes, are you certified as such by the Commonwealth of MA Operational Services Division, Supplier Diversity Office? YES NO

RESIDENT, MINORITY AND FEMALE CONSTRUCTION EMPLOYMENT

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

Boston Residents 50% of project hours

Minority 25% of project hours

Female 10% of project hours

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 5

DEVELOPMENT TIMETABLE

PROPOSER'S NAME: _____

Assuming that you are designated on January 15, 2014 indicate your planned development schedule on the form attached listing your target dates for achieving these key development milestones.

	15 GROVELAND ST
Apply for Building Permit	_____
All Financing Committed	_____
Permit Issued	_____
Financing Closed	_____
Construction Start	_____
Construction Complete	_____

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 Property. 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 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 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 Property.

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 the sale of the Property.

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 his/her 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 1

City of Boston – Department of Neighborhood Development Property Affidavit

Instructions: List all City of Boston properties currently owned, or previously foreclosed upon for failure to pay real estate taxes or other indebtedness, by the applicant or by any other legal entity in which the applicant has had or now has an ownership or beneficial interest. For any additional properties that do not fit on this form, attach a spreadsheet. (Do not use another loops form. Only one signature page should be submitted.) **Entries in this form should be typewritten.**

Applicant: _____

List Addresses of Boston Properties Owned:	WARD	PARCEL	SUB-PARCEL
_____	█	█	█
_____	█	█	█
_____	█	█	█
_____	█	█	█
_____	█	█	█
(Additional properties are identified on attached spreadsheet.)			
Boston Properties Previously Foreclosed Upon by COB:	WARD	PARCEL	SUB-PARCEL
_____	█	█	█
_____	█	█	█
_____	█	█	█

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

 Print Name Authorized Representative's Signature Date

 Applicant Contact (if different from above) Telephone Number

OFFICIAL USE ONLY: Delinquency Reported (If Y Include Amount):

Boston Water & Sewer Commission Y \$ _____ N
 Signature & Date: _____
 Notes: _____

Dept. of Neighborhood Development Y \$ _____ N
 Signature & Date: _____
 Notes: _____

Inspectional Services Department Y \$ _____ N
 Signature & Date: _____
 Notes: _____

Treasury Department Y \$ _____ N
 Signature & Date: _____
 Notes: _____

DND Contact, Division, & Project _____

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)

APPENDIX 4

MINIMUM REHABILITATION REQUIREMENTS 15 GROVELAND STREET

CONSTRUCTION ELEMENT	DESCRIPTION
<u>EXTERIOR</u>	
SIDING	Repair and/or Replacement of Exterior Shingle Siding & Trim.
ROOF	Complete Replacement of Entire Roof Assembly, including Fascia, Soffit, and Gutters.
PORCHES	Complete Replacement of Front & Rear Porches.
PAINT	Complete Painting of Building Exterior Wood Elements.
<u>INTERIOR</u>	
KITCHEN	Full Kitchen Remodel, including Cabinets, Countertops, Fixtures, and Appliances – ALL KITCHENS.
BATH	Full Bathroom Remodel, including Cabinets and Fixtures – ALL BATHS.
FLOORING	Complete Refinishing or Replacement of Wood Flooring Throughout, and Replacement of Kitchen and Bath Flooring.
WALLS & CEILINGS	Complete Refinishing, including Repair and/or Replacement, of all Interior Walls, Ceilings, and Trim.
WINDOWS	Full Replacement of All Windows.
DOORS	Full Replacement of Exterior Doors and Hardware; Replacement or Refurbishment of Interior Doors and Hardware.
<u>SYSTEMS</u>	
HEATING	Complete Replacement of Heating System.
PLUMBING	Repair and/or Replacement of Plumbing System to Meet Current Code; Complete Replacement of All Fixtures.
ELECTRICAL	New Electrical Service and Rewire to Meet Current Code; Complete Replacement of All Fixtures, Receptacles, and Switches.
INSULATION	Full Installation and/or Replacement of Insulation to Meet Current Energy Code.
WATER & SEWER	Replacement of Water and Sewer Service as necessary to Meet BWSC Approval.
STRUCTURAL	Complete Structural Assessment of all areas impacted by Fire, and Replacement of Structural Members as directed by Engineer.
FIRE PROTECTION	Complete Installation of Fire Sprinklers and Fire Alarm – 3-Family
<u>ENVIRONMENTAL</u>	
LEAD PAINT	Complete De-leading of Building Interior and Exterior.
HEATING OIL TANK, if any	Proper Removal of Oil Tank if any present.
INDOOR AIR QUALITY	Proper Ventilation, including Bathroom and Kitchen Exhaust Fans.
ASBESTOS, if any	Complete removal and proper disposal of any present.