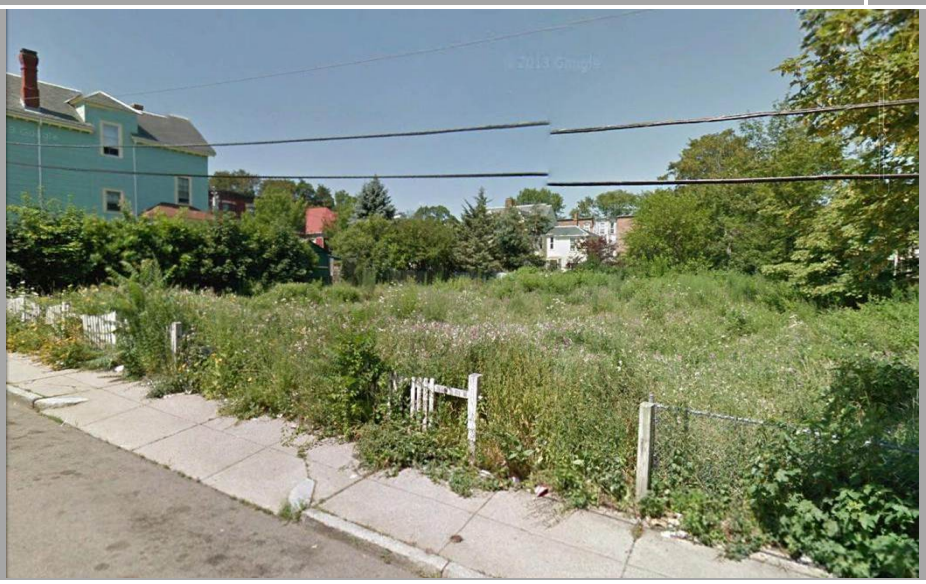
REQUEST FOR PROPOSALS

GARRISON TROTTER URBAN FARMING SITE

CITY OF BOSTON, DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT



Contact Information:	Department of Neighborhood Development Liz Llenas, Project Manager 26 Court Street, 9th Floor Boston, MA 02108 neriliz.llenas@boston.gov (617) 635-0101
How to obtain the Request for Proposals and supporting documents via the DND website:	Go to: http://www.CityofBoston.gov/DND/RFP Click on "Request a Copy". If you have any problems accessing the system, please call (617) 635-0515.
Proposal Submittal Deadline:	Proposals will be received until **January 22, 2014 at 4:00 p.m.** (EST) at: Department of Neighborhood Development 26 Court Street, 10th Floor (Bid Counter) Boston, MA 02108

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1. SUMMARY STATEMENT

Since its inception in 1966, the Department of Neighborhood Development (DND), formerly the Public Facilities Department, has acted as the primary local government agency charged with providing affordable housing opportunities for the residents of the City of Boston (City). As an agency of the City, established under Massachusetts statute and through the general policy direction of the Housing Authority and the Public Facilities Commission, DND has been directly responsible for the planning, financing and implementation of publicly assisted housing programs. DND has also worked in collaboration with governmental agencies and private entities to educate the community, policy leaders, and various stakeholders about the issues surrounding affordable housing, and identify potential actions to address the affordable housing shortage.

DND applies its resources to the following areas of work:

1. Creating affordable and mixed-income housing;
2. Supporting the preservation of historic architecture;
3. Developing open spaces, including community gardens and farms;
4. Providing homeownership opportunities and trainings; and
5. Implementing programs to support the economic development of small businesses.

The Community Facilities Assistance Program, under which this Request for Proposals (RFP) is offered, seeks to strengthen neighborhoods by reducing the amount of vacant and underutilized property, as well as stimulate economic activity by requiring significant investment in the surrounding community, thereby creating new employment opportunities.

The Community Facilities Assistance Program provides public surplus real estate at the highly discounted rate of $100 per parcel. In exchange, the properties sold under this program are highly restricted to specific uses. Most importantly, the intended use of the property must furnish a public benefit not presently existing in the community, or it must improve the quality/quantity of public service currently existing.

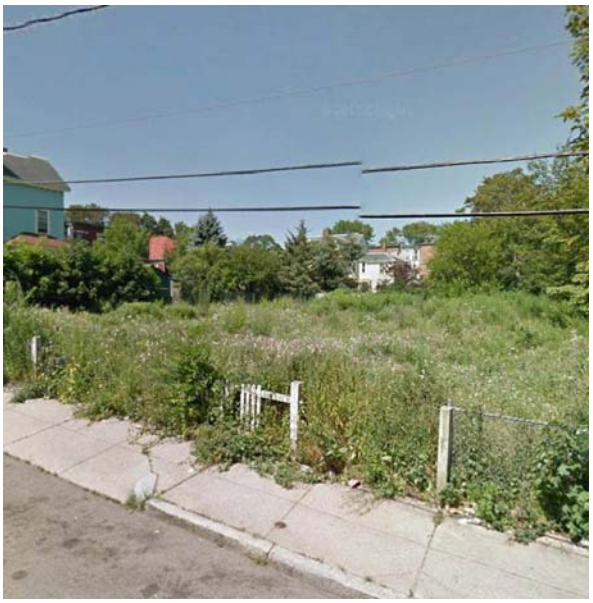
Finally, to ensure the long-term use of the property as a "community facility," meaning that its function serves mainly to provide a public benefit, properties sold under this program come with 50-year deed restrictions that limit the use of the property to specific community facility uses. There will also be a reversion clause in the deed that returns the property to DND if the property is no longer being used for its intended purpose, the entity that purchased the property ceases to exist, or it is otherwise unable to fulfill its duties to operate the facility.

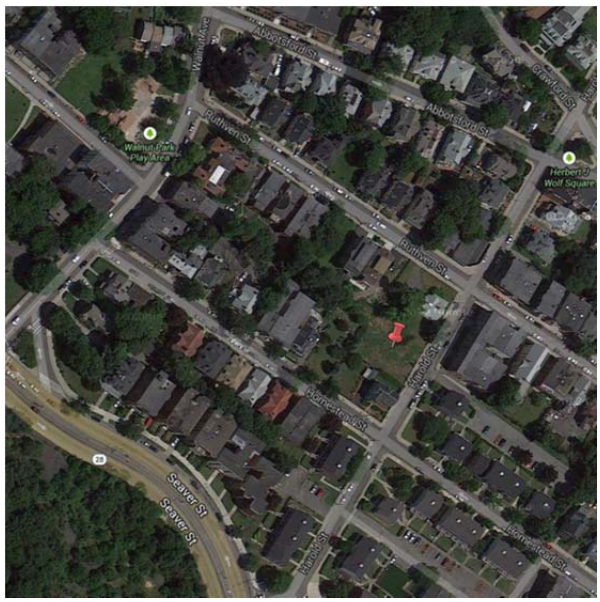
Before offering a property under the Community Facilities Assistance Program, DND consults extensively with local residents and community leaders to establish a set of guidelines that reflect the community preferences regarding preferred, acceptable and unacceptable community facility uses. Those preferences are then incorporated into the RFP and, eventually, set the parameters of the final contract between the City and the Successful Proposer. DND's property disposition process operates in accordance with Massachusetts General Law (M.G.L.), Chapter 30B which governs municipal property dispositions. Accordingly, DND reviews all proposals it receives under this Request For Proposals (RFP), disqualifies any that do not meet the "Minimum Eligibility Criteria" described in Section 7 of this RFP, ranks the remaining proposals according to the General Evaluation Criteria and Compliance Evaluation Criteria set forth in Section 7, and then designates the selected developer for the property.

2. SCOPE OF PROJECT

The purpose of this Request for Proposals is to establish a contract with a qualified reputable developer, capable of developing the offered property in a manner satisfactory to the City.

The development concept for this is site is to have a non-profit entity acquire the property and improve it such that the land is suitable for the production of food crops. These improvements must be designed in a manner that is complementary to the neighboring urban fabric. Upon completion of these improvements, the non-profit will lease the property to qualified farmers that will use the property for food production. The property can be leased in its entirety to a single farmer or may be divided into multiple farming plots for multiple farmers.





The following parcels are being made available under this RFP. Proposers must offer to develop **ALL** of the parcels listed here. Proposals that do not demonstrate a plan to develop and maintain all of the parcels will be rejected as non-responsive.

Street Address	Assessor Parcel Numbers	Current zoning	Square Footage
225 HAROLD STREET	1203030000	3F-4000	6,299
227 HAROLD STREET	1203031000	3F-4000	6,370
			TOTAL: 12,669

Note: The required offer price for the property is $200 ($100 per parcel).

a. **Current Zoning:**

This property is currently zoned 3F-4000, under the zoning requirements of Article 50 Roxbury Neighborhood District[1] . The zoning map for this area is Map 6B-6C Roxbury South[2]

Be aware, that in January 2012 the Boston Redevelopment Authority (BRA) launched the Citywide Urban Agriculture Rezoning Initiative, to remove zoning barriers to urban agriculture in Boston. In furtherance of this initiative, the BRA has drafted Article 89,[3] which if successfully adopted will go into effect December 2013.

b. **The Neighborhood:**

The Garrison Trotter Urban Farm parcels are in the Washington Park area of Roxbury. The parcels are within half a mile of the Egleston Branch of the Boston Public Library, Boston Latin Academy, Trotter Elementary School, and Franklin Park Playstead. Various small parks, such as Crawford Street Playground, Walnut Park Play Area, and Egleston Community Garden, are also within short walking distance. The Stony Brook MBTA Station on the Orange Line is less than a mile away, and numerous bus routes stop close by along Columbus and Humboldt Avenues.

A viewing of the property for prospective Proposers will be held on the following date:
Friday, January 3, 2014 at 1:00 PM.

More information about the neighborhood is available at: www.cityofboston.gov/neighborhoods

3. PROJECT REQUIREMENTS

a. **General**

i. The required offer price for the property is $200 ($100 per parcel). Proposals that do not offer this amount will be deemed non-responsive and will be disqualified from further consideration.

[1] http://www.bostonredevelopmentauthority.org/documents/zoning/zoning-document/article-50
[2] http://www.bostonredevelopmentauthority.org/research-maps/maps-and-gis/zoning-maps/map-6b-6c-roxbury-south
[3] http://www.bostonredevelopmentauthority.org/pdf/PlanningPublications/Urban%20Agriculture%20-%20Draft%20Article%2089%20as%20of%208.22.13.pdf

ii. While DND has conducted a title examination of the property, DND makes no warranty or representations as to its accuracy and recommends that Proposers conduct their own title examinations.
iii. If selected as a finalist, Proposer will be required to present their plan of development at a community meeting organized by DND.
iv. Performance under this Request for Proposals will be closely coordinated with the Project Manager and any other staff member designated by DND. Questions pertaining to requests for technical guidance and direction should be directed in writing to the assigned Project Manager, or other designated DND representative. However, such DND representative(s) will only provide necessary background information and guidance; they will under no circumstances change the terms and conditions of this engagement.
v. The developer shall prepare and deliver to their assigned DND Project Manager a monthly status report. The report should include a description of the work completed that month regarding, but not limited to, the following:
    1. Zoning Board of Appeal (ZBA) Application(s)
    2. Inspectional Services Department (ISD) Permit(s)
    3. Final Design Specifications
    4. Environmental Testing or Remediation
    5. Acquisition of Financing
    6. Community Feedback
vi. The Successful Proposer shall designate qualified representatives as point of contact to assist DND as needed throughout the engagement. Names, phone numbers, and e-mail addresses of proposed representatives are to be listed in the proposal.

b. **Developmental**
i. The Successful Proposer will produce an appropriate plan of development that satisfies the City's needs within specified time frames.
ii. The contract period of performance shall be for six (6) months from the award of the contract. If the Property has not been made plant-ready within six (6) months, DND may choose to grant additional time for performance or to rescind the contract, at its discretion.
iii. The determination of whether services were performed satisfactorily is at the sole discretion of DND.
iv. The Successful Proposer will confirm all scheduled project milestones with DND prior to initiating work.

c. **Operational**
i. The Successful Proposer shall maintain a safety and environmental program that complies with all applicable local, state and federal regulations.
ii. The Successful Proposer will be ultimately responsible for the condition of the property. They must take any steps necessary to keep the property free of trash, debris, and snow. They must ensure that their personnel, as well as farmers leasing the property in the future, implement noise, pest, and odor abatement practices.
iii. Certain farming activities are prohibited on the property, including the raising of livestock, the farming of non-food crops, and any activities either requiring the construction of permanent structures (unless approved by DND in writing) or resulting in unreasonably offensive noise or odor.

iv. The Successful Proposer will affirmatively and fairly solicit qualified farmers from the residents of the local community.
v. If the Successful Proposer is a for-profit firm with 25 or more full time employees, or a non-profit firm with 100 or more employees, 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.

d. **Design**

i. Visual buffering should be provided along all borders of the project site, with special emphasis on portion of the site facing the street (e.g., wooden fencing, trees, and shrubbery). No chain linked fencing is permitted.
ii. Vehicle access to the site is permitted, but overnight parking is strictly prohibited. Only the minimum number of curb-cuts, necessary to accommodate the owners of the property, is allowed.
iii. Any construction of permanent structures on the property must be approved by DND in writing and conform to the already existing design of the neighborhood and must comply with the Boston Zoning Code and Massachusetts Building Code.

4. SUBMISSION INSTRUCTIONS

Applicants MUST submit an **original and three (3) copies** of the proposal in a sealed envelope marked **"GARRISON TROTTER URBAN FARMING SITE"** to the Department of Neighborhood Development, Bid Counter (either in person or by mail) by January 22, 2014 at 4:00p.m.

26 Court Street, 10th Floor
Boston, MA 02108

Bid Counter hours are Monday–Friday from 9:00 a.m. - 12:00 noon and 1:00 p.m. - 4:00 p.m. The Bid counter is closed Monday through Friday from 12 noon to 1:00 p.m. and after 4:00 p.m.

Any proposals received after the date and time specified in this RFP will be rejected as non-responsive, and not considered for evaluation.

5. REQUIRED SUBMISSION DOCUMENTS

The following is a list 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.

a. Introductory Documents:

i. Appendix 1: *Cover Sheet Form*
ii. Proposal Summary

b. General Evaluation Criteria Documentation:

i. Appendix 2: *Statement of Bidder's Qualifications Form*

ii. Appendix 3: *Preliminary Development Budget Form*
iii. Appendix 4: *Preliminary Operating Budget Form*
iv. Appendix 5: *Development Timetable Form*
v. Appendix 6: *Construction Employment Statement Form*

c. Compliance Review Documentation:

i. Appendix 7: *Property Affidavit Form*
ii. Appendix 8: *Affidavit of Eligibility Form*
iii. Appendix 9: *Chapter 803 Disclosure Statement Form*
iv. Appendix 10: *Beneficial Interest Statement Form*

6. PROPOSAL SUMMARY

In addition to the required forms listed in Section 5, the following information shall be submitted in the Proposer's written Proposal Summary. This is an opportunity for the Proposer to convey, in their own words, to the Evaluation Team how the proposed project will be a highly-beneficial use of the Property, cost-effective, timely, and provide options superior to those currently available to the community. Omission of any of the required information may lead to a determination that the proposal is non-responsive.

a. Introduction
   i. An overall introduction to the Proposer that includes a statement of the Proposer's interest in Project.
   ii. Provide a description of the Proposer's organizational structure, including a list of qualified representatives and key personnel.
   iii. A description of any lawsuits brought against the Proposer or principals in courts situated within Massachusetts within the past five years.
b. Development Plan
   i. A description that conveys the Proposer understands the services to be performed. Proposer must indicate and fully explain its plan for development and how it coincides with DND's stated scope for the Project and Project Requirements. Also, Proposer must provide a credible scheme for accomplishing its stated goals and/or objectives.
   ii. Time schedule proposed to accomplish the tasks listed in Section 3, Scope of Project as wells as the goals/objectives unique to the submitted proposal.
   iii. Provide in digital format (one copy either on a CD or a flash drive) copies of drawings that best represent your proposed plan, including renderings, site plans, and any relevant floorplans if buildings are proposed. These drawings will also be available to the public to assist in their assessment of your proposal.
c. Operational Plan
   i. Summarize your plan for the operation of the facility once development is complete. Include the anticipated annual costs, as well as the planned sources of funding.
d. Developer Qualifications, Experience and References
   i. Furnish a narrative supported by relevant data regarding qualifications and past experience with similar projects. Proposer must provide detailed description of previous relevant work completed and the results or outcome

of that work. Each Proposer shall also furnish three current references including, names, addresses, e-mail addresses, phone numbers, and principal contacts in which the Proposer has provided comparable services.

e. **Permits**
    i. The Proposer must include a list of relevant business permits (with expiration dates).
f. **Subcontractors or Partnerships**
    i. If applicable, explain the relationship(s) between the Proposer and any third-party developers, subcontractors, or community partners that might influence the Proposer's development plan.
g. **Additional Data**
    i. The proposal should include any other relevant information the Proposer believes is essential to the evaluation of the proposal (i.e., soil management practices, organic farming techniques, aesthetic designs, water conservation goals, property management plans, ideas for selection of farmers, methods of obtaining community engagement, etc.).

7. EVALUATION PROCESS

Proposals will be reviewed and selected using a 3-part process.

First, proposals must meet the City's Minimum Eligibility Criteria as described below. The Evaluation Team 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.

Proposals that satisfy the Minimum Eligibility Criteria will then be reviewed based on the General Evaluation Criteria. To facilitate DND's evaluation of General Evaluation Criteria, DND may require that Proposers present their plan of development to the community.

Finally, prior to designation by the Public Facilities Commission, the "Successful Proposer," one who has satisfied the Minimum Eligibility Criteria and is found to have the highest composite score, based on the General Evaluation Criteria, will be subject to a final Statutory Compliance Review to determine compliance with various City regulations, ordinances and policies.

a. **Minimum Eligibility Criteria ("Responsive" Bidder):**
    i. **Proposal Received by Deadline.** Only proposals that are received by the date, time, and at the location indicated in Section 4 of this RFP will be accepted.
    ii. **Minimum Offer Price.** Only proposals that have an offer price equal to or greater than the Minimum Offer Price as described in Section 3 of this RFP will be accepted.
    iii. **Complete Proposal Submission.** Proposals must contain all necessary forms and documents as required in Section 5 of this RFP, including all required signatures and certifications.
b. **General Evaluation Criteria ("Responsible" Bidder):**
    i. **Developer Experience and Capacity.** This is an evaluation of Proposer's experience in developing projects of a nature comparable to the given project, and Proposer's (or the third-party responsible for operations, if different from

Proposer) experience in operating facilities of a similar nature to that which is being proposed.

ii. **Plan of Development.** This is an evaluation of the proposed redevelopment of the property, including all major physical changes to the property and the planned end use of the property.

iii. **Design Concept.** This is an evaluation of how well the proposal incorporates the Design Requirements set out in Section 3, and whether the Proposer's design proposal appears to be reasonably attainable.

iv. **Development Cost Feasibility**. This evaluation is based on the strength of the Preliminary Development Budget. DND will assess projected development expenses, including site prep, environmental remediation expenses, construction and all associated soft costs, and will determine whether, in its opinion, the stated cost of development is sufficiently inclusive and reasonable.

v. **Developer's Financial Capacity.** This is an evaluation of Proposer's ability to secure, in a timely manner, all financing stated in their Preliminary Development Budget.

vi. **Operational Plan.** This is an evaluation of how well the proposal meets the Operational Requirements set out in Section 3, as well as any additional community benefits offered by the proposal.

vii. **Operational Feasibility.** This evaluation is based on two factors: 1) the relative strength of the proposed operating budget to identify and address all reasonable operating expenses, and 2) the relative capacity to raise the necessary resources to fund the operating budget.

viii. **Development Schedule**. This is an evaluation of the Proposer's planned Development Timetable, relative to other proposals. The total construction time (from developer selection to completion) will be an important evaluation factor.

c. **Compliance Review ("Disqualifiers"):**

i. **Tax Delinquency Review.** The City of Boston Collector-Treasurer's Office will conduct a review of the selected proposer's property tax history. The selected proposer cannot be delinquent in the payment of taxes on any property owned within the City of Boston. The selected proposer must cure any such delinquency prior to the conveyance of the Property. If the selected proposer has been foreclosed upon by the City of Boston for failure to pay property taxes, then said proposer will be deemed ineligible for conveyance of the Property offered pursuant to this RFP, 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. DND, in its sole discretion, shall determine the timeliness of the selected proposer's corrective action in this regard and will disqualify the proposer if vacating the tax-title foreclosure is not prosecuted expeditiously and in good faith, so as to avoid undue delay.

ii. **Water and Sewer Review.** The City of Boston Water and Sewer Commission will conduct a review of the selected proposer's water and sewer account(s). The selected proposer cannot be delinquent in the payment of water and sewer charges on any property owned within the City of Boston and, if found to be delinquent, must cure such delinquency prior to a vote request to the Public Facilities Commission for conveyance of the Property.

iii. **Property Portfolio Review.** The City will review the selected 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 selected proposer's property portfolio, DND may deem the selected proposer ineligible for conveyance of the Property.

iv. **Prior Participation Review.** The City will review the Proposer's prior participation in any City of Boston programs, including DND programs, to ascertain Proposer's previous performance. Proposers found to have not fulfilled their duties or obligations under previous agreement with the City may be deemed to be ineligible for conveyance of the Property.

v. **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 last twelve (12) months, an employee, agent, consultant, officer, or an elected official of the City of Boston, including DND. An "immediate family member" shall include parents, spouse, siblings or children, irrespective of their place of residence. Any proposer who fails to satisfy this requirement may be deemed to be ineligible for conveyance of the Property.

[All forms, disclosures and certifications required for DND's evaluation are included in Appendix Sections 1-12 of this Request for Proposals.]

8. AWARD OF CONTRACT

The City, acting by and through its Public Facilities Commission by the Director of DND, is soliciting proposals for the acquisition of property located at Akron Street. The City will award a contract to the highest-rated, most advantageous proposal based on the above-listed criteria.

DND will review and evaluate proposals promptly after the submission deadline.

DND reserves the right to award contracts to multiple Proposers, to reject any or all proposals, to waive any informality in the proposal process, or to cancel in whole, or in part, this solicitation if it is in the best interest of the City to do so. A proposal may be rejected if it is incomplete, illegible, or conditional.

An acceptable offer will not include conditional requirements, such as:

- Altering the square footage of the Property;
- Proposing a use for the Property beyond agricultural purposes; or
- Proposing a use for the Property that does not benefit the residents of Boston.

DND reserves the right to obtain opinion of Counsel regarding the legality and sufficiency of proposals. The contract will be awarded, if at all, to the responsive, responsible Proposer(s) that receive the highest overall composite rating in the evaluation process.

9. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn either personally, by written request or by electronic request at any time prior to the scheduled closing time of receipt of proposals.

10. QUESTIONS

The last day for questions is January 10, 2014 at 4:00 p.m. All questions must be submitted in writing by either e-mail or U.S. mail and addressed as shown below.

E-mail:

neriliz.llenas@boston.gov

U.S. Mail:

Department of Neighborhood Development
Attn: Liz Llenas, Project Manager
26 Court Street, 9th Floor
Boston, MA 02108

Disclaimer: DND will attempt to communicate any changes/addenda to this RFP; however, it is the applicant's responsibility to check the DND's website regularly for any updates, corrections or information about deadline extensions.

11. TERMS AND CONDITIONS

a. **Assumption of Risk.** The City accepts NO financial responsibility for costs incurred by applicants in responding to this Request for Proposals. Applicants are responsible for any and all risks and costs incurred in order to provide the City with the required submission.
b. **Public Property.** Proposals submitted to DND will become property of the City. After opening, all proposals become public documents and are subject to the requirements of the Massachusetts Public Records Law (M.G.L. c. 4, § 7(26)).
c. **Terms of Sale.** After a final proposal has been selected, the Successful Proposer will be contacted by DND to finalize the terms of the sale. The terms of the sale will and MUST be consistent with this Request for Proposals, including the advertised purchase price and Project Requirements.
d. **"As Is" Conveyance.** DND will convey the property in "AS IS CONDITION" without warranty or representation as to the status or quality of title. The Successful Proposer/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. Finally, any and all site improvements, such as utility connections and/or street repairs, are the responsibility of the Successful Proposer.
e. **Negotiations.** DND reserves the right to negotiate for changes to 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, DND may decline to sell the property even after the selection process is complete and negotiations have begun.

f. **Closing.** The Successful Proposer must execute a Purchase and Sales Agreement and then close on the sale within ninety (90) days of the date of execution, unless otherwise agreed upon (in writing) by DND. Failure to comply with the obligations of closing may result in the rescission of any prior agreement(s) with DND regarding the Property.

g. **Restrictions on Transfer.** All properties sold under the Community Facilities Assistance Program will have a 50-year deed rider and mortgage, restricting the use of the Property. Unless authorized in writing by DND, the Successful Proposer may not substantially alter the use of the property; permanently cease operations; transfer title of the property; or have any unauthorized financial liens placed on the property. Such actions will trigger a reversionary clause in the deed, automatically transferring title of the Property back to DND.

h. **Payment.** Unless otherwise agreed to by DND in writing, the Successful Proposer is required, at the time of conveyance, to make full payment for the Property by Treasurer's or Cashier's Check. In addition, the Successful Proposer will be responsible for paying all recording and registrations fees (including the cost of recording the deed and conveyance documents at the Suffolk County Registry of Deeds), and making a pro forma tax payment.

i. **Reservation of Rights.** DND 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. DND reserves the right to cancel a sale for any reason. DND reserves the right to select the next highest ranked proposal, if the initially Successful Proposer 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.

j. **Changes to Program.** DND reserves the right to change aspects of the development program outlined in this RFP, using its best judgment as to the needs of the program and the furtherance of its mission, provided that the rights of the applicants are not prejudiced.

END OF GARRISON TROTTER URBAN FARMING REQUEST FOR PROPOSALS.

DND THANKS YOU FOR YOUR INTEREST

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.

SOLICITATION, OFFER AND AWARD			
1. PROJECT NAME	2. TYPE OF SOLICITATION	3. Date Issued	
HAROLD	☐ Invitation for Bids ☑ Negotiated (RFP)	**December 16, 2013**	
4. ISSUED BY: City of Boston, Department of Neighborhood Development 26 Court Street, 10th Floor Bid Counter Boston, MA 02108		5. ADDRESS OFFER TO: (If other than item 4)	
NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"			

SOLICITATION

6. Sealed offers (original and 3 copies) will be received at the place specified in item 4 until **4:00 p.m. (EST) January 22, 2014.**

CAUTION: Late submissions, Modifications, and Withdrawals: See Section 10. All offers are subject to all terms and conditions contained in this solicitation.

7. For Information Contact:	7a. Name	7b. Telephone	7c. Fax	7d. E-mail
	Liz Llenas	(617) 635-0101	(617) 635-0282	neriliz.llenas@boston.gov

OFFER

8. In accordance with the terms of this RFP, the undersigned agrees, if this offer is accepted, to furnish any and all supporting documentation upon request by DND.

OFFER PRICE:	

9. SUBMISSION CHECKLIST

(x)		(x)	
	Appendix 1: COVER SHEET		Appendix 6: CONSTRUCTION EMPLOYMENT STATEMENT
	PROPOSAL SUMMARY		Appendix 7: PROPERTY AFFIDAVIT
	Appendix 2: STATEMENT OF BIDDER'S QUALIFICATIONS		Appendix 8: AFFIDAVIT OF ELIGIBILITY
	Appendix 3: PRELIMINARY DEVELOPMENT BUDGET		Appendix 9: CHAPTER 803 DISCLOSURE STATEMENT
	Appendix 4: PRELIMINARY OPERATING BUDGET		Appendix 10: BENEFICIAL INTEREST STATEMENT
	Appendix 5: DEVELOPMENT TIMETABLE		

10. ADDRESS OF OFFEROR	11. Name and Title of Authorized Signatory (Print)	
	12. Signature	13. Offer Date
14. Phone Number		

STATEMENT OF BIDDER'S QUALIFICATIONS

All questions must be answered. All information must be clear and complete. Attach additional pages, if needed.

1. Name of bidder: _____
2. Names and titles of principals: _____

   _____

   _____
3. Names of authorized signatories: _____

   _____
4. Permanent main office address: _____

   _____

   Phone: _____Fax: _____Email:_____
5. Date organized: _____
6. Location of incorporation: _____

   _____
7. Number of years engaged in business under your present name:_____
8. List at least three private or public agencies that you have supplied/provided with similar services to that in this solicitation:

   a. _____

   b. _____

   c. _____

Has organization ever failed to perform any contract? ☑ YES ☐ NO
If YES, attach a written declaration explaining the circumstances.

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

_____
Signature of individual submitting proposal

_____
Title

_____
Legal Name of Organization

_____
Date

PRELIMINIARY DEVELOPMENT BUDGET

PROPOSER'S NAME:_____

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

If any of the above-listed funding sources are already in hand or have been committed subject to designation/conveyance by DND, check off the right-hand box under "Committed".

USES OF FUNDING	**AMOUNT**
Acquisition - Land	$
Site Prep/Environmental	$
Construction	$
Construction Contingency	$
Architect(s) and Engineer(s)	$
Development Consultant	$
Survey and Permits	$
Legal	$
Title and Recording	$
Real Estate Taxes	$
Insurance	$
Construction Loan Interest	$
Construction Inspection Fees	$
Other:	$
Other:	$
Other:	$
Other:	$
Other:	$
Soft Cost Contingency	$
Developer Overhead	$
Developer Fee	$
TOTAL: ALL USES	$ 0

SOURCES OF FUNDING	**AMOUNT**	**Committed**
Sponsor Cash In Hand	$	☐
Additional Sponsor Fundraising	$	☐
Philanthropic Funding	$	☐
Philanthropic Funding	$	☐
Bank Loans	$	☐
Donated Materials/Services:	$	☐
Other:	$	☐
Other:	$	
TOTAL ALL SOURCES:	$ 0	

Explanatory notes:

Appendix 4

PRELIMINARY OPERATING BUDGET

PROPOSER'S NAME:_____

Provide a Preliminary Operating Budget on the form provided below. You may substitute another form that provides substantially equivalent information.

SOURCES OF FUNDS: ANNUAL OPERATING INCOME	AMOUNT	Committed
	$	☐
	$	☐
	$	☐
	$	☐
	$	☐
	$	☐
	$	☐
	$	☐
	$	☐
	$	☐
	$	☐
ANNUAL OPERATING INCOME: ALL SOURCES	$ 0	

If any of the above-listed funding sources are already in hand or have been committed

USES OF FUNDS: ANNUAL OPERATING COSTS	AMOUNT
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
ANNUAL OPERATING COSTS: ALL SOURCES	$ 0

Explanatory notes:

DEVELOPMENT TIMETABLE

PROPOSER'S NAME:_____

Assuming that you are designated on March 1, 2014 indicate below your target dates for achieving these key development milestones.

MILESTONE	**DATE**
Designs Complete	
Apply for Permit(s)	
Zoning Relief Anticipated?	☑ **YES** ☐ **NO**
All Development Financing Committed	
Permit(s) Issued	
Financing Closed	
Construction Begins	
Construction Complete	
Farmers Selected	
Farming Begins	

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 developers 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:

PROPERTY AFFIDAVIT

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:			
_____	___	_____	_____
_____	___	_____	_____
_____	___	_____	_____

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 _____

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Appendix 8

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)

Appendix 9

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 10

BENEFICIAL INTEREST STATEMENT

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

Street Address	Assessor Parcel Numbers	Square Footage

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

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

This statement is made under the pains and penalties of perjury this_____day of_____, _____
Month Year

_____
Applicant Signature

_____
Co-Applicant Signature (If Applicable)