

**REQUEST FOR PROPOSALS**

**Under The**

**COMMERCIAL ABUTTER PROGRAM**

**For**

**Yeoman/Hampden Commercial  
Development Package**

**Proposal Submission Deadline: 4:00 p.m. Friday, July 19, 2013**

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

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

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## **1. The Commercial Abutter Program**

Through its Department of Neighborhood Development ("DND"), the City of Boston provides a wide range of services to promote the creation and expansion of neighborhood-based businesses in Boston. These services include the Boston Main Streets Program for neighborhood business districts, the ReStore Program for façade improvements as well as a number of financial and technical assistance services that facilitate business growth and commercial development. The Commercial Abutter Program is part of this program menu that offers City-owned real estate to support the growth of abutting commercial enterprises thereby expanding entrepreneurial and employment opportunities for Boston residents. The Commercial Abutter Program does not provide any governmental financial assistance directly, and in accordance with federal regulations, specifically prohibits the use of DND-controlled federal resources in financing the acquisition or development of a Commercial Abutter property.

Before putting any properties on the market, the City reaches out to local residents and stakeholders to ensure that this land offering is compatible with the goals of the neighborhood. Once that is confirmed, DND offers the property in a Request For Proposals (RFP) such as this.

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

- 1) proposals that are compatible with the community's preferred development outcomes,
- 2) an established and successful business with a viable expansion plan that includes job creation and a demonstrated capacity to complete the project as described, and
- 3) designs that are in context with and complementary to the character of the neighborhood and contain significant and attractive green space.

Before finalizing the selection of a developer, the community will review the proposed development plan at a community meeting.

## 2. Site & Neighborhood Information: Yeoman/Hampden Street Sites

### AVAILABLE SITES



The Yeoman/Hampden Development Package consists of the following parcels:

Street Address	Assessor Parcel Numbers	Square Footage	Current zoning
58 YEOMAN ST	0802150000	1,706	New Market IDA
60 YEOMAN ST	0802149000	1,706	New Market IDA
64 YEOMAN ST	0802148000	1,711	New Market IDA
66-68 YEOMAN ST	0802147000	1,700	New Market IDA
109-115 HAMPDEN ST	0802181000	3,606	New Market IDA
<b>TOTAL</b>		<b>10,429</b>	

Proposers must apply for the entire development package of five parcels.

## THE NEIGHBORHOOD

The site is located in the Newmarket business district, a traditionally industrial area of the City located between downtown and the South End, and the Dudley Square area of Roxbury. According to the Newmarket Business Association's website, this area is home to a more diverse group of businesses than any other area of Boston.

Many food processing, manufacturing and supply companies relocated from the Faneuil Hall and what is now the downtown government center area to Newmarket in the late 1950's and early 1960's to make way for urban renewal projects redeveloping that area into government and office buildings. In recent years, biotech, healthcare, retail, hotel, social service and financial companies have established in Newmarket, making it more vibrant than ever.

The district is located very conveniently to Route 93, the Mass Turnpike and Logan Airport. In addition, a new commuter rail stop is planned for Newmarket, making it even more accessible for workers and customers. According to the Newmarket Business Association's website, most of the 15,000 employees working in Newmarket's wholesale businesses are residents of Boston.

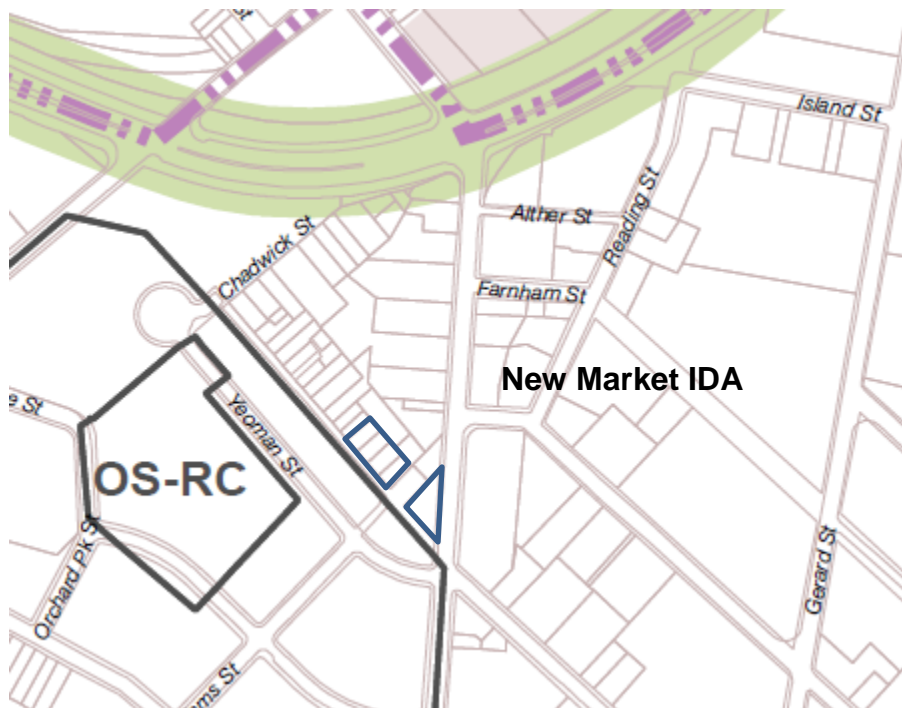
The sites are within walking distance of the recently rehabilitated Orchard Gardens Housing Development and community center, and major streets such as Hampden Street, Albany Street and Melnea Cass Boulevard, as well as many parks, community gardens, and playgrounds. The area is home to a variety of long-standing and newer businesses and residents.

## ZONING

Zoning maps and specific requirements on the Boston Zoning Code are available at:

<http://bostonredevelopmentauthority.org/Zoning/downloadZone.asp>

Select Article 50, Roxbury Neighborhood - New Market IDA District.



### 3. Price

Since there is very limited competition for a Commercial Abutter property that would promote competitive bidding, the City sets the minimum offer price based on the fair market value as determined by appraisal or assessed value. That value is adjusted downward by 20% to reflect the fact that DND will exercise some design and community review requirements that could potentially limit development options. The minimum offer price of 80% of the fair market value may be further adjusted for any special restrictions over current zoning that would substantially reduce the economic capacity of the property.

For the Yeoman/Hampden property, DND is requiring that the parcel at 109-115 Hampden St (Assessor Parcel #0802181000) not be developed except for open space activities, there be no curb cuts on this property, and that the area is properly landscaped and maintained. Given that the Hampden Street parcel cannot be developed in any significant way, it is included in the price at a nominal valuation of \$1,000.

An appraisal conducted in April 2013 resulted in a valuation of \$14.02 per square foot. 80% of this amount multiplied by the 6,812 square feet of developable area results in a minimum offer price of \$76,403 for the developable site. Adding in \$1,000 for the non-developable parcel results in a **Minimum Offer Price for the Yeoman/Hampden package of \$77,403.**

### 4. Proposal Submission Deadline

Proposals must be received by Friday, July 19, 2013 by 4:00 p.m. and in accordance with the standards described in Section 7 of this RFP.

### 5. Development Objectives

Proposed developments are encouraged to expand on the existing manufacturing and industrial base of the neighborhood while preserving the quality of life of the surrounding neighborhoods. Any building or building addition construction at this site should orient toward Hampden Street. Primary access and frontage should also be established from Hampden Street. Access from Yeoman Street is not possible due to the abutting housing development parking. The applicant must demonstrate that s/he has direct access to the site.

Proposals must contain ample garden or attractively landscaped open space that enhances the neighborhood at the Hampden Street facing part of the site. This substantial landscape area should also provide a buffer along the street edge. Some landscape buffering should also be located along Yeoman Street for the purpose of providing screening for the residents across Yeoman Street.

Any building construction at this site is strongly encouraged to conform to building heights per zoning, and must mirror the context of existing buildings in the neighborhood in terms of massing and scale. The building construction must utilize quality materials and take advantage of sustainable principles in building methods and MEP systems. The building exterior is to be composed in an attractive manner, and use quality windows, doors and exterior cladding and/or masonry.

**58-68 Yeoman Street.** Development is permitted on the four parcels on Yeoman Street, but the Proposer must demonstrate that they have access to the site. In practical terms, since Yeoman Street is a privately-owned street, only the Yeoman Street abutter has access to these parcels from the Yeoman Street side. Conversely, access to these parcels from the other side is

only possible through the property owned by the other abutters to the east. Any development at this site must include design and landscaping elements that buffer the Yeoman Street side of the property. Any building construction at this site must not exceed 35 feet in height and must be contextual with the neighborhood in terms of massing and scale. The construction must utilize attractive and good quality building materials that are appropriate in the neighborhood context.

**109-115 Hampden Street.** This parcel must be used only for open spaces such as, but not limited to, landscaped green space and flower or vegetable gardens. The property may not be paved over for parking uses and no billboards are permitted on this site. Small ancillary buildings related to open-space uses, e.g. a tool shed for gardening implements, are permitted provided that they are designed in a way that is unobtrusive and contextual to their surroundings. No new curb cuts are permitted on this property.

## **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 the 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. **Plan to Develop and Improve Entire Site.** Proposers must offer to improve and develop all of the parcels being offered under this RFP. Proposals that do not offer a plan to utilize and maintain all of the parcels will be considered incomplete and ineligible for further review.
4. **Minimum Offer Price.** Only proposals that have offer prices equal to or greater than the Minimum Offer Price for site 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 five Evaluation Criteria:

1. **Offer Price.** 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. **Financial Feasibility.** This will be evaluated based on the Proposer's ability to finance the proposed development through a combination of equity and a demonstrated ability to secure the necessary financing.
4. **Design.** This will be evaluated based on how well the design achieves the design objectives described in the Development Objectives set out in Section 5.
5. **Permanent and Construction Jobs.** This will be evaluated based on whether the proposer is a Boston-based business and its relative capacity to promote Boston resident, neighborhood resident, minority and female construction and permanent employment.

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, several 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 execution of these 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 Monday, June 10, 2013, 9 a.m. 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 the site  
    Evaluation Criteria Form 2: *Development Plan*  
    Evidence of Financing  
    Design and Site Plan  
    Construction Quality Statement  
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:  
Yeoman / Hampden Commercial Abutter Site  
The submission due date of Friday, July 19, 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 Friday July 19, 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

**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@cityofboston.gov](mailto:bmayo.dnd@cityofboston.gov) no later than Friday, July 5, 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

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***END OF YEOMAN / HAMPDEN STREET COMMERCIAL ABUTTER REQUEST FOR PROPOSALS.  
DND THANKS YOU FOR YOUR INTEREST IN THE COMMERCIAL ABUTTER LAND  
DISPOSITION 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:

**Yeoman / Hampden Street Commercial Abutter Site**

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

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

## PROPOSAL COVER FORM (Pg. 2 of 2)

If applicant is a Corporation, state the following:

\_\_\_\_\_  
State of Incorporation

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Treasurer

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

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

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

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

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

\_\_\_\_\_  
Date of Filing

\_\_\_\_\_  
Filing Place

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

Has organization ever failed to perform any contract?      YES      NO

\_\_\_\_\_  
If YES, state circumstances here

**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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

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

## **APPENDIX 2**

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

#### **Offer Price**

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

#### **Development Plans.**

Provide a narrative description of the proposed development including site context and use, building or building addition type, 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. Label this document "Development Plan" clearly listing the site name (Yeoman/Hampden parcels) and proposer's name.

#### **Financial Feasibility.**

Complete Evaluation Form 2, *Preliminary Development Budget*. The developer is expected to be responsible for typical urban 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. Provide this information on a separate sheet labeled "Development Budget Supporting Information" that is also clearly labeled with the proposer's name.

#### **Design.**

Provide architectural drawings of the site including plans, elevations and/or renderings of how any building and open space 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 any building or addition and 2) all interior floor plans with labeled interior spaces and 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 site name (Yeoman/Hampden parcels) and proposer's name.

Provide a site plan showing where any new structures or additions 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 and open space; landscape elements (e.g. gardens,

trees and plantings). Label this document "Site Plan" clearly listing the site name and proposer's name.

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

### **Employment and Construction Jobs**

Complete the Comparative Evaluation Criteria Form 4, *Employment and Construction Jobs Statement*



## EVALUATION CRITERIA FORM 1

### OFFER PRICE

Applicants are instructed to provide their offer price the site. Include your name, address, and signature. Failure to offer at least the minimum offer price 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 the full fair market value of the property. If DND has not already had the property appraised, this will be determined by an appraisal prepared by a qualified appraiser approved by DND and paid for at the Proposer's expense. If an applicant fails to comply with this pricing requirement, the proposal shall be disqualified.

**Minimum Offer Price for Site: \$77,403**

Applicant(s)' Offered Price\_\_\_\_\_

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

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

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

## EVALUATION CRITERIA FORM 2 PRELIMINARY 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.

CONSTRUCTION PERIOD USES OF FUNDING	TOTAL
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>	\$ _____

SOURCES OF FUNDING	TOTAL
Developer Equity	\$ _____
Bank Loans	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
Other: _____	\$ _____
<b>TOTAL ALL SOURCES:</b>	\$ _____

# EVALUATION CRITERIA FORM 3 EMPLOYMENT & CONSTRUCTION JOBS STATEMENT

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

## I. BUSINESS EMPLOYMENT

How many full time and part-time year round employees does your firm currently have?

Full time:  Part time:

How many new full-time and part time year round jobs do you expect to create upon completion of the development of the property?

Full time:  Part time:

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

Certified by State Office of Minority and Women Business Assistance (SOMBWA)? YES NO

Are you a Woman-owned Business Enterprise? YES NO

Certified by State Office of Minority and Women Business Assistance (SOMBWA)? YES NO

**Resident employment statement:** Please indicate here any actions that you plan to undertake to promote additional Boston resident and neighborhood resident employment as a result of your business expansion:

## II. CONSTRUCTION EMPLOYMENT

DND encourages applicants to seek out contactors that can achieve the following construction employment goals: 1) Boston residents: 50% of hours; 2) Minorities: 25% of hours and 3) Females: 10% of hours. These are targets, not requirements, but proposals that demonstrate a commitment to achieve these targets will be more highly ranked. Explain what actions you will undertake to find contractors that will promote employment of these groups:

If you have additional information demonstrating your capacity to achieve either of these employment objectives, you may provide this information on a separate sheet clearly labeled at the top with "Supplementary Employment Statement" and the Proposer's name.

## **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 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:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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)

# **ADDITIONAL REVIEW FORM 3** **BENEFICIAL INTEREST STATEMENT**

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

Street Address	Assessor Parcel Numbers
58 YEOMAN ST	0802150000
60 YEOMAN ST	0802149000
64 YEOMAN ST	0802148000
66-68 YEOMAN ST	0802147000
109-115 HAMPDEN ST	0802181000

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)