



Compact Living & Affordability

REQUEST FOR PROPOSALS

HOUSING INNOVATION COMPETITION, GARRISON TROTTER

Contact Information:

Department of Neighborhood Development
26 Court Street, 8th Floor, Boston, MA 02108

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How to obtain the Request
for Proposals and
supporting documents
via the DND website:

Go to: <http://dnd.cityofboston.gov/#page/rfps>
Click on "Request a Copy."
If you have any problems accessing the system,
please call (617) 635-0248.

Proposal Submittal Deadline:

Proposals will be accepted until 4:00 PM EST
on December 19, 2016 at:
Department of Neighborhood Development
26 Court Street, 10th Floor (Bid Counter)
Boston, MA 02108
Please Plan Accordingly



City of Boston
Mayor Martin J. Walsh

Department of
Neighborhood
Development

TABLE OF CONTENTS

SECTION	PAGE
OFFERING SUMMARY: Housing Innovation Competition	2
1. SUMMARY	3
2. MISSION STATEMENT	4
3. COMMUNITY VISION	4
4. DEVELOPMENT SITES AND DEVELOPMENT GOALS	6
5. PROPOSED USES AND AFFORDABILITY	8
6. DESIGN GUIDELINES	8
7. COMPACT LIVING DESIGN PRINCIPLES	12
8. PROJECT REQUIREMENTS	14
9. SUBMISSION INSTRUCTIONS	17
10. REQUIRED SUBMISSION DOCUMENTS	18
11. PROPOSAL SUMMARY	18
12. EVALUATION PROCESS	20
13. COMMUNITY PARTICIPATION	22
14. AWARD OF CONTRACT AND DEVELOPMENT SCHEDULE	23
15. WITHDRAWAL OF PROPOSALS	24
16. QUESTIONS	24
17. TERMS AND CONDITIONS	25
Appendix 1 - Cover Sheet Form	27
Appendix 2 - Proposal Checklist	28
Appendix 3- Statement of Proposer's Qualifications	29
Appendix 4 - Development Timetable	30
Appendix 5 - Construction Employment Statement	31
Appendix 6 - DND Forms Links	32
Appendix 7 - Design Submission Requirements	33
Appendix 8 - HUD Income Limits 2016	34
Appendix 9 – Disclosure Statement Concerning Beneficial Interest Section 38 of Chapter 7C of the Massachusetts General Laws	
Appendix 10 – HUD Form 6004 Developer's Statement for Public Disclosure and Developer's Statement of Qualifications and Financial Responsibility	
Appendix 11 – Certificate of Tax, Employment Security and Contract Compliance	

OFFERING SUMMARY: Housing Innovation Competition

This is provided for the convenience of prospective applicants to facilitate their navigation of this Request for Proposals. For applicants that have downloaded this from the web, you can get more detailed information by selecting the More Information links provided here that will take you directly to the appropriate section of this document.

<i>AVAILABLE PROPERTY</i>	<i>5 Parcels containing 23,343 total square feet of land</i>
<i>LOCATION</i>	<i>Garrison Trotter neighborhood of Boston</i>
<i>PREFERRED USES</i>	<i>Homeownership or rental housing that meets Housing Innovation Program RFP Objectives</i>
<i>PRICE</i>	<i>The offer price for proposals is the following: 71 & 73 Holworthy Street- \$115,000 29 & 31 Hollander Street- \$115,000 24 Westminster Avenue- \$115,000</i>
<i>SUBMISSION REQUIREMENTS</i>	<i>Original and 4 copies each for each site- Responses to this RFP are to be separate for each individual site (71 – 73 Holworthy Street; 29 -31 Hollander Street; and 24 Westminster Avenue). Proposal Summary & Narrative Proposal Forms in Appendices 1-6 Proposal Checklist Documents</i>
<i>SUBMISSION DEADLINE</i>	<i>To Bid Counter at DND, 26 Court St, 10th floor by 4:00 P.M., December 19, 2016</i>
<i>APPLICANT CONFERENCE</i>	<i>November 10, 2016- 3:30 P.M.- Boston Society of Architects, 290 Congress Street, Suite 200, Boston, MA</i>
<i>DND CONTACT</i>	<i>Ryan Lundergan, Housing Development Officer. 617-635-0323, ryan.lundergan@boston.gov</i>

SECTION 1:

SUMMARY

The Mayor's Housing Innovation Lab, Department of Neighborhood Development (DND), Garrison Trotter Neighborhood Association (GTNA), and the Boston Society of Architects (BSA)/AIA are soliciting proposals for a pilot Housing Innovation Competition. Our goal is to identify ways to address rising housing prices and create more middle-income and elderly affordable housing by exploring



creative design solutions that reduce development cost. Well-designed units with smaller footprints can offer residents an affordable option to renting or owning closer to the city center and transit-oriented areas. Teams of architects, developers, and contractors will be asked to submit entries that utilize creative design solutions that meet the community's aspirational goals in compact units.

A series of community meetings were held with the Garrison Trotter neighborhood between January and May 2016. DND has worked closely with GTNA to outline a mission statement, vision and design and development principles for the pilot Housing Innovation Request for Proposals in Garrison Trotter.

DND, acting on behalf and as agent of the Boston Redevelopment Authority d/b/a the Boston Planning & Development Agency (BRA), is issuing this Housing Innovation Competition Request for Proposals for the development of the BRA-owned properties known as 71 and 73 Holworthy Street and 29 and 31 Hollander Street, and the DND property on 24 Westminster Avenue, by Successful Applicants who meet the objectives of the Housing Innovation Competition Request for Proposals.

This Request for Proposals (RFP) is a City of Boston DND and BRA pilot initiative on 1 City of Boston site and 2 BRA sites (composed of 4 infill vacant land parcels). The RFP seeks to determine if innovatively designed compact units- with more units on a typical building footprint- and reduced development costs to build, will result in enhanced project revenue and opportunities for a mix of affordable units without compromising project feasibility. The Housing Innovation team seeks to test the effectiveness of this pilot initiative in reducing costs to build, creating market driven, attractive and livable compact homes and promoting a diverse resident income mix including affordable, "work force" and market rate housing.

Based on the effectiveness and lessons of this pilot initiative, the Housing Innovation Team hopes to create a replicable development model for other city owned vacant land parcels

throughout the city.

Applicants are encouraged to creatively address and consider the design, development and community objectives outlined in the RFP. The Housing Innovation Team will promote and highlight all eligible applications, designs and development teams in a community and city-wide charrette reception at the Boston Society of Architects prior to selection of developers.

SECTION 2:

MISSION STATEMENT

Working with the Garrison Trotter Neighborhood Association, the mission of the pilot Housing Innovation Competition is to:

- Address the issue of housing affordability with appropriately designed and priced new housing.
- Build several pilot compact living housing prototypes with innovative design solutions for selected city-owned development sites, to examine architect and developer response.
- Engage the community in an inclusive and transparent planning process.
- Respect existing uses and context while promoting housing innovation and sustainability.
- Incorporate innovation, energy efficiency and green building principles in new housing.
- Develop landscapes that engage people and seek to create relationships between the built and natural environment.
- Prevent displacement with plans that respect the community's generational and household needs in mind.
- Maximize amount affordable units while maintaining market feasibility.

SECTION 3:

COMMUNITY VISION

A series of community meetings have shaped the basic outline of the vision for the site. From these meetings, the core goal of the community vision is to strongly encourage development proposals that address neighborhood needs, including mixed income homeownership housing, appropriately sized homes to attract diverse household sizes, and affordable elderly rental residential housing. To the extent possible, factoring in funding limits, the community expressed a desire to promote affordability in the development. Furthermore, the



community expressed a desire for exceptional and inspiring design to activate the site.

Meeting the Needs of Residents

- Promote innovative design that respects the neighborhood context.
- Expand housing choice with a variety of new building and unit types that match the diverse housing needs of the neighborhood.
- Incorporate green and open space in all comprehensive planning and development.
- Recognize the need for appropriately designed and scaled parking in all development.
- Neighborhood issues such as traffic and safety should be considered in the design of developments.

Promote Community Centered Living Arrangements

- Consider building types and development models that promote community and cooperative living.
- Include compact living design as a central approach to addressing high building costs and affordability of units.
- Provide a range of housing unit types and sizes to match a variety of households in the Garrison Trotter neighborhood, from single person households to the traditional family model.

Prevent Displacement

- Efforts should be made to address housing affordability.
- Development should provide appropriately sized new housing units attractive to a variety of household sizes and that offer housing choice.

Enhance Innovation

- Promote innovative ideas and concepts to help address design challenges, lower the cost of development and affordability.
- Non traditional and innovative land use, design of homes and interior floor plan layout is to be promoted.
- Leading edge development should be promoted, including materials and methods, sustainable development, green building and the promotion of renewable energy.
- Promote flexibility in some living arrangements to accommodate shift in household composition, such as a new baby, elder parent, long term visitor.

SECTION 4:

DEVELOPMENT SITES AND DEVELOPMENT GOALS

Site 1: 24 Westminster Ave.

Parcel ID: 1101703000

Area: 10,077 sf

Existing Conditions:

24 Westminster Avenue is comprised of one long and narrow vacant parcel with the narrow end facing Westminster Street. The site faces south and relatively flat with a slight slope rising to the rear of the site. The site is south facing parcel with some vegetation.



Context/Abutting Uses

The immediate neighborhood is a mix of very dense multi-family brick apartment buildings, low rise multi-unit wood frame residential dwellings and 2 and 3 family dwellings. Most homes have reasonably sized front and rear yards with off street parking.

Directly abutting the site is a gable roof wood framed two family residence with a large double porch and corner turret is located to the left of the site and a large concrete and brick residential development (1960-70's - Karl Koch, architect) called Westminster Court is located to the right. The parking area for Westminster Court abuts the site to the rear. Both abutting buildings are setback from the street with large area of open space between the street and the buildings.

Development Goals

A moderate density multi-family residential dwelling. This dwelling type is expected to exceed the number of units per lot area currently defined by zoning in order to explore the "compact living" objectives of the RFP. At the same



time, applicants are to mirror the floor area ratio (FAR) of similar traditional low rise multi-unit dwellings in the Garrison Trotter neighborhood. Shared amenity spaces within the building and various forms of unit and common open space are expected to be incorporated into the building design.

Sites 2 & 3:
**71-73 Holworthy Street &
29-31 Hollander Street**

**PARCEL ID: 1203335000 & 1203334000
1203326000 & 1203325001
AREA: 6,606 sf & 6,666 sf**

Existing Conditions:

Both sites slope from front to back and are south facing with some vegetation.

Context/Abutting Uses

The immediate neighborhood is a mix of housing types: flat roof wood frame triple decker dwellings, dense multifamily brick apartment buildings, and low rise multi-unit wood frame residential dwellings and 2 and 3 family dwellings. Most homes have reasonably sized front and rear yards with off street parking.

The large vacant parcel across from 71-73 Holworthy is to be a separate phase of residential or mixed use development. This planning is still being refined in conjunction with the Garrison Trotter neighborhood association.

Development Goals

Low density multi-unit homeownership residential dwellings. This dwelling type is expected to slightly exceed the number of units per lot



area currently defined by zoning in order to explore the “compact living” objectives of the RFP. At the same time, applicants are to mirror the floor area ratio (FAR) of similar traditional 1 to 3 family homes in the Garrison Trotter neighborhood. Shared amenity spaces within the building and various forms of unit and common open space are expected to be incorporated into the building design.

Urban Renewal

Sites 2 and 3 are comprised of the following parcels within the Washington Park Urban Renewal Area, Project No. Mass. R-24, owned by the Boston Redevelopment Authority (“BRA”):

Parcel located at 71 Holworthy Street;

Parcel located at 73 Holworthy Street;

Parcel L-52 located at 29 Hollander Street; and

Parcel L-53 located at 31 Hollander Street.

These parcels must be developed consistent with the provisions of the Washington Park Urban Renewal Plan, Project No. Mass. R-24. The development of these sites may require the modification of the Washington Park Urban Renewal Plan.

These parcels will be transferred to the Successful Applicants by the BRA and will be subject to restrictions set forth in a Land Disposition Agreement and the Deed.

SECTION 5:

PROPOSED USES & AFFORDABILITY

The primary use is to be market driven multi-family residential dwellings that meet the objectives of the Housing Innovation program. At minimum, the income mix of proposals must comply with the city’s Inclusionary Development Program (IDP). Applications that provide affordability that exceeds the IDP requirement will be given preference. Homeownership and other housing models that promote owner occupancy are preferred. If cooperative housing models are proposed, coop members must occupy the unit as the primary residence. City of Boston subsidy funds will not be available for the Housing Innovation program.

SECTION 6:

DESIGN GUIDELINES

Zoning

All 3 sites are in the Roxbury neighborhood zoning district (Article 50) and the Three Family 4000 subdistrict.

Lot Area/ Unit

The minimum lot area per unit is 2,000 sf/unit. In our planning discussion we used the example of reducing this ratio by 50%. It showed that more units could be placed on the site within the same volume of space required by zoning. GTNA saw this type of rethinking of the zoning as a positive way to produce more units while creating a building that mirrored the height and massing of typical residential buildings on the street, provided more open space and mirrored the FAR of .8 for which all the sites are zoned.

Building Height & Massing

Building height and massing are to be representative of the surrounding context and reinforce the residential scale of the existing housing stock. While it is anticipated that the building height will conform to zoning (3 Stories/35ft max), proposed buildings which exceed the maximum zoning height and number of stories must thoroughly examine the costs of elevators and steel and wood podium construction that may be required.

Orientation & Street Wall

The buildings are to align with the existing street wall and orient to the primary street. The minimum front yard depth of 20' is very close to the modal building placement on the street. The building massing and roof shape are to take into account the solar orientation and take advantage of opportunities for solar (photovoltaic) or solar thermal energy production where applicable.

Building Character & Materials

Applicants are challenged to respond to the community's vision for the character of the proposed buildings to be similar in character to familiar siding/shingled wood frame dwellings and to a lesser sense the brick dwellings in the Garrison Trotter Neighborhood while being innovative in the expression and composition of these details.

Applicants are encouraged to focus the building design on high quality detailing and the use of a single exterior cladding material over a mix of exterior materials. Where the design specifically intends to create distinctions (for example, between lower and upper stories), applicants are

strongly encouraged to examine the neighborhood context for parallels to the intended design concept. The character of the building is to be consistent on all sides of the building and offer the same engagement to the pedestrian at the front, side and the rear where appropriate. Blank, unfenestrated elevations are to be avoided especially where elevations are highly visible from the street or other public areas.

Site Open Space & Landscaping

It is preferred for ground floor units to have access to outdoor space but not mandatory. The amount of open space is to meet or exceed the 650sf/ unit required by the zoning code. Provide usable, semi-private open space for residential use with no less than 50% of the open space area having green soft landscaped surfaces. Proposals are to minimize the area used for parking, optimize yard space and consider areas for gardening using raised bed construction methods (Certified & tested topsoil and compost). Provide high quality landscaping throughout the site including drought resistant and native plant materials. Include plantings and ornamental fencing along edges and screening for all mechanical equipment and ventilation openings. Preserve existing trees of significant size and character. Removed trees must be replaced with 2 new 2" caliper trees for each tree removed. 4" caliper trees may be retained for replanting.

Parking & Access

Though "compact living" principles encourage walking, the use of public transportation, cycling, and the use of shared vehicles such as zipcar, the Garrison Trotter residents pointed to both the life changes over time such as starting a family and simple demand for visitor parking that is created with any new residence. Residential parking ratios in the zoning code are – 1 to 1.5 per unit. The compact living principles look to reduce the need for off street parking to a reasonable ratio. A ratio of .5 was discussed with residents during the community process. Therefore in addition to a lower parking ratio, applicants are to investigate the application of Shared parking and Transportation Demand Management strategies that maximize off-hours use of parking spaces and minimize the overall need and cost for off street parking.

Paving area is to be minimized. Vegetative screening is to be used to provide buffer between adjacent properties. Where possible use existing curb cuts in lieu of new curb cuts.

Surface parking should be located at the side of buildings and screened from neighbors views with landscaping and fencing. Building integrated parking (if cost effective) should be situated so as to allow for active uses along the primary frontage. Such parking is not to break the continuity of the street frontage nor create exposed parking areas along the street frontage.

Surface parking areas should employ low impact strategies that reduce stormwater runoff and remove pollutants including pervious pavement, bio-swales, rain gardens and stormwater retention/reuse systems. Hardscaped and paved surfaces should be shaded and/or have a low Solar Reflectance Index rating, minimum SRI 29.

DND Design Standards can be found on the DND website:

http://www.cityofboston.gov/dnd/PDFs/D_141_DND_DESIGN_STANDARDS_April_2013.pdf

Sustainable Development and Green Building

The development of these parcels must employ strategies of sustainability that enhance the Garrison Trotter neighborhood. The site and building design are to incorporate the most appropriate USGBC LEED standard at the Silver level or better in order to comply with City of Boston Green Building Zoning Article 37 and DND Design Guidelines which refer to LEED for Homes, Energy Star and Healthy Homes Standards.

Innovation

With development costs in mind, Applicants are strongly encouraged to utilize both “off-the-shelf” products and practices as well as innovative strategies and “cutting edge” products to increase the sustainability and performance of the building(s). In either case, replicability and ease of use of innovations and best practices for future Boston residential projects of similar scale should be included.

Indoor Environmental Quality

Provide high quality healthy indoor environments by maximizing fresh air indoors and minimizing moisture and exposure to toxins and pollutants. Strategies should include:

- Dry and mold free building designs including extended roof overhangs, proper ground surface drainage and non-paper gypsum board.
- Passive and active fresh air systems and active ventilation at moisture and combustion sources.
- Building products and construction materials free of VOC's, toxins, hazardous chemicals, pollutants and other contaminants.
- Entryway walk-off mats and smooth floor finishes that reduce the presence of asthma triggers, allergens and respiratory irritants.
- Safe and easily cleaned and maintained built conditions.

Energy Efficiency

Energy efficiency strategies should at minimum include:

- On-site Renewable Energy & High Performance Energy Efficiency
- High performance building envelopes that are air tight, super insulated and eliminate thermal bridging with high efficiency windows and doors.
- Energy Star high efficiency appliances and equipment sized to meet but not exceed building needs. Passive (day) lighting strategies and high efficiency lighting fixtures including CFL and LED lighting technology.

Water Efficiency

Use innovative strategies to minimize water use and to reuse storm and waste water including:

- High efficiency low flow bathroom and kitchen fixtures.

- Gray water filtration systems for reuse and ground water recharge.
- Storm water harvesting and onsite ground water recharging.
- Drought resistant planting and non-potable water irrigation.

Materials Selection

Use materials and resources selected from sustainably harvested, responsibly processed sources. Strategies should include:

- Products made with recycled and reclaimed materials.
- Materials and products from responsibly harvested and rapidly renewable sources.
- Locally sourced products and materials within 500 miles of Boston.

Productive Landscape

Productive landscape is a concept that joins principles and best practices of placemaking, sustainability, public space and aesthetics. Productivity is defined as installations, plantings, activities and utilizations that involve people interacting with the landscape. This includes environmental remediation strategies, and incorporates features such as green roofs, brown roofs, vertical living walls/structures, urban orchards, community gardens, rooftop farms, and solar canopies. Steps should be taken to make the site an enjoyable aesthetic, including fashioning exterior features and elements in an engaging manner and utilizing materials and greenery inventively.

SECTION 7:

COMPACT LIVING DESIGN PRINCIPLES

Today, Boston is facing an unprecedented and growing set of challenges as the high price of housing erodes housing options for residents of Boston. Like many neighborhoods in Boston, for the Garrison Trotter neighborhood to thrive, the City must address the needs of a growing and changing population. Mayor Walsh’s plan for growth means supporting housing that works for all income levels, and providing innovative solutions to house such diverse groups as emerging artists, young entrepreneurs, families with or without children, our workforce, and our seniors.



While the more well-known cousin of compact living for the single professional “micro units” has its place, the community noted a diversity of family arrangements in the neighborhood and a need for housing model options including compact living homes. Charrette participants reflected that it was quite common for older residents with grown children to preserve what seemed like an extra bedroom to be used by extended family members or a grandparent or couple with younger children. At the same time, other members expressed a need for affordable homeownership opportunities for young adults and couples, and young professionals who grew up in the neighborhood, to enable this group to remain in the neighborhood after college.

Unit Sizes

DND’s multi family unit size guidelines have been adjusted for the purposes of this RFP to allow Applicants more latitude for experimentation. We have clearly heard that family units are more desirable, therefore applicants should very clearly provide conceptual basis for how a unit is addressing a particular need, i.e. family type and whether the unit size is smaller or larger than the guidelines below.

Studio	450 square feet
One bedroom	600 square feet
Two bedroom	750 square feet
Three bedroom	950 square feet

Living and Dining Areas

Furnishing plans are to be provided to demonstrate that the layout of furniture is commensurate with the probable number of occupants in a unit. It is expected units with a larger number of occupants will have more living and dining area.

Living room areas are not to be less than 150 square feet (containing a minimum 12’ x 10’ **clear area** in opposing directions) and accommodate a 6 foot couch, 2 easy chairs, coffee table, 2 side tables and a place for a television

Dining areas are to accommodate a dining table and chairs equivalent to the number of person occupying the unit and the space for circulation around the seating. The dining area should not overlap with the living room clear area and form a distinct space in family sized units.

Kitchens

The type and configuration of kitchens is to be standardized to the greatest extent possible in order create efficiencies for purchasing cabinetry, appliances, equipment, and finishes. 18” to 24” of counter space is to be provided on either side of the sink and stove. If a dishwasher is

provided an additional 2 linear feet of counter space is to be provided. Circulation is not to be through the kitchen and should be avoided, particularly in family sized units.

Bedrooms

Access to sleeping areas from kitchen, living and dining areas is to be avoided, particularly in family sized units. It is preferred that bedrooms are grouped together and accessed via hallway (circulation areas.) Applicants should explore space saving unit floor plans and bedroom orientations in the spirit of the pilot program approach.

Bedrooms are to accommodate 2 occupants and contain two twin beds or one Queen bed, dressers, 2 nightstands. Bedrooms are not to be less than 100 square feet minimum (10' x 10' clear area) and not greater than 120 square feet.

Bathrooms

One full bathroom shall be provided in 0, 1, or 2-bedroom units. One full-bathroom and one half-bathroom are required in 3-bedroom units. A shower may be included in the second bathroom. Bathrooms in family units should be accessed from a hallway and not directly open into living, kitchen and dining areas.

Closets/Storage

Typical closets in bedrooms are to be at least 2 feet in depth. Applicants are encouraged to explore integrated storage design solutions in bedrooms and cabinetry in kitchens. This exploration is also to be applied to entry closets, linen closets and other storage for residents.

SECTION 8:

PROJECT REQUIREMENTS

General

- I. The offer price for proposals is the following:
 - A. 71 & 73 Holworthy Street- \$115,000
 - B. 29 & 31 Hollander Street- \$115,000
 - C. 24 Westminster Avenue- \$115,000

The prices include the 2016 appraised value for the sites. Responses to this RFP are to be separate for each individual site (71 – 73 Holworthy Street; 29 -31 Hollander Street; and 24 Westminster Avenue). Please include price in Appendix 6- DND Form Links- Proposal Form- Price for each application submitted. NOTE: If a Proposer is a church or religious entity, in accordance with the Massachusetts constitution, it must offer 100% of the appraised value. Failure to make such offer will be grounds for disqualification of

the proposal. City of Boston subsidy funds will not be available for the Housing Innovation program.

- II. While DND has conducted a title examination of the property, DND makes no warranty or representations as to its accuracy and recommends that Successful Applicants conduct their own title examinations.
- III. If determined to be an Eligible Applicant (see Section 12), all Applicants will be required to present their plan of development at a community meeting organized by DND. Furthermore, as indicated earlier, the Housing Innovation Team will promote and highlight all eligible applications, designs and development teams in a community and city-wide charrette reception at the Boston Society of Architects prior to selection of developers.
- IV. Performance under this Request for Proposals will be closely coordinated with the Development Officer 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 Development Officer, 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 Successful Applicant shall prepare and deliver to their assigned DND Development Officer and the BRA in the case of 71-73 Holworthy Street and 29-31 Hollander Street a monthly status report. The report should include a description of the work completed that month regarding, but not limited to, the following:
 - A. Zoning Board of Appeal (ZBA) Application(s)
 - B. Inspectional Services Department (ISD) Permit(s)
 - C. Final Design Specifications
 - D. Environmental Testing or Remediation
 - E. Acquisition of Financing
 - F. The Successful Applicant shall designate qualified representatives as point of contact to assist DND and the BRA, as needed, throughout the engagement. Names, phone numbers, and e-mail addresses of proposed representatives must be listed in the proposal.

Developmental

- I. Successful Applicants will produce appropriate plans of development consistent with the RFP Proposed Uses and Design Guidelines for each site within the specified time frame.
- II. The contract period of performance shall be for twelve (12) months from the tentative designation award. If the Successful Applicants have not made the site development-ready within twelve (12) months, DND (and the BRA, if applicable) may choose to grant additional time for performance or to rescind the award, at its discretion.
- III. For entering Sources and Uses of Funds, operating budget and other budget items, Proposers must use a One-Stop Application format that can be downloaded from www.mhic.com (in the site, see tab "One Stop Center" then "Downloads" then "OneStop2000"). If the proposal includes a combination of unit types targeted to

different income categories, the developer will be required to submit a separate budget that illustrates that the costs associated with the development of the different income levels are covered by eligible sources. Sources must equal uses. If applicable, land costs for privately owned parcels that would be included in the proposed development must be identified in the "Acquisition" line. At the time of application to DND, the applicant must have an accepted offer to purchase, an executed purchase and sale agreement or a deed and the price must be supported by an as-is appraisal for that property.

- IV. Construction Cost. Proposers are required to provide a General Contractor estimate for hard costs at the time of application.
- V. Site Work. The Successful Applicant is responsible for typical urban site redevelopment costs and these costs must be clearly itemized and carried in the hard cost budget. Base the cost of site work and grading on all foreseeable (known) site dimensions, topography and visible ledge described in the RFP, including what is evidenced on site. Include all site work including grading in your construction costs. Include in the development budget all fees and costs associated with street and sidewalk reconstruction, curb cuts and street opening permits (these permits should be applied for at least 6-8 weeks before November 15th, and should be coordinated through DND). Contact the Public Works Department at (617) 635-4909, 4910 or 4911 for information regarding these items. Furthermore, costs of cutting and capping existing underground utility lines are the responsibility of the Applicant and must be included in the development budget. Contact Boston Water and Sewer Commission at (617) 989-7000 for information regarding this requirement.
- VI. Site and Environmental Site Costs. Applicants shall include in the construction cost line an amount for typical soil removal after excavation cut and fill. Furthermore, a hard cost line item allowance to cover environmental remediation costs should be included. This should be included separate from the "direct construction" line in the "Construction" subtotal category. Furthermore, a soft cost line item allowance should be included for additional testing and engineering services. Applicants should provide an explanation of how the cost was determined. DND reserves the right to remove a site from a package as a result of remediation costs. DND will provide the selected Applicant with a Phase I report.
- VII. Survey and Permits. Include an explanation of what costs are included in this budget item.
- VIII. Construction Financing Interest. Please provide information on how this line item was determined, including: the interest rate used, the draw on construction loan, terms and other details needed to verify the proposed amount.
- IX. Financing Fees and Costs. Bank letters of interest are required from all proposed lenders. Letters must include a term sheet that provides standard DSC requirements, fees, reserve requirements, terms, and amortization. Where terms are not available, the proposal must separately explain what assumptions were used, and how the specific line item amounts were determined.

- X. Legal. Applicant's legal budget should be sufficient to cover all phases of the development. Proposals must include a break-out of all legal expenses. The breakout budget should include amounts for the Lender Legal and Borrowers Legal costs.
- XI. Other Financing. Identify and breakout the costs associated with the various lenders, including construction, permanent, subsidy, and other third party fees. Explain how these costs were calculated.
- XII. Construction Management. Identify who (if known) will provide clerk and management services on behalf of the Applicant, and how this budget item was derived
- XIII. Consultant. If a consultant or consultants (e.g., environmental, traffic, development) are being utilized, identify who they are and what services will be provided by each. Consultant fees are included in the calculation of maximum fee and overhead for a development.
- XIV. Carrying Costs. Identify additional costs associated with the pre-development period, including pre-development loans/ interest, maintenance, insurance, taxes. Confirm the time period that these costs support.
- XV. Sources of Funds. For each permanent financing source, identify the reasonableness of the request based upon program eligibility, limits, and/or per unit caps. Sources must be clearly defined for residential and commercial.
- XVI. Rebates. All projected rebates (e.g., Energy Star, utility, etc.) should be itemized and included as a source of permanent funding in the One Stop.

Marketing

Successful Applicants are responsible for all marketing tasks associated with the sale or rental of the units, including Income certifications to determine income eligibility for all proposed occupants, and meeting all DND policies and funding requirements

Successful Applicants must identify the marketing agent, if any, and outline the marketing plan for the development and demonstrate that the units will be affirmatively marketed and that a fair and open process for tenant selection will be followed.

Applicants are also required to list the availability of rental opportunities with the BFHC Metrolist.

- I. Affirmative Marketing and Tenant Selection. Developers of 5 or more units for rent or for sale are required to submit an Affirmative Marketing and Tenant Selection Plan to the Boston Fair Housing Commission (BFHC). The plan must be approved by the BFHC prior to project closing.
- II. Metrolist. Developers of newly created units which will be available for rent are required to list the availability of such housing with Metrolist.

NOTE: Notwithstanding any proposer efforts and discussions with City or State agencies regarding Project Based Vouchers (PBV), or other rental support, unless the proposer has a **commitment** for PBV or other rental support, the **proposer must not mention, or imply by certain language, its plan in the application submittal.**

SECTION 9:

SUBMISSION INSTRUCTIONS

Applicants **MUST** submit an original and four (4) copies of the proposal for each site.

Responses to this RFP are to be separate for each individual site (71 – 73 Holworthy Street; 29 -31 Hollander Street; and 24 Westminster Avenue). Responses must be in a sealed envelope labeled “Housing Innovation Competition- Add Site Address” to the Department of Neighborhood Development, Bid Counter (either in person or by mail) by December 19, 2016 at 4:00 p.m. The Bid Counter is located at:

26 Court Street, 10th Floor

Boston, MA 02108

Bid Counter hours are Monday—Friday from 9:00 a.m. - 4:00 p.m.

Under law, any proposals received after the date and time specified in this RFP must be rejected as non-responsive, and not considered for evaluation. Please plan accordingly.

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.

Applicant Conference

An Applicant Conference will be held at 3:30 P.M. on November 10, 2016 at the Boston Society of Architects, 290 Congress Street, Suite 200, Boston, MA. Staff from DND, the BRA, the Housing Innovation team and the Boston Society of Architects will be there to answer questions regarding the RFP. If you are unable to attend the Conference, formal questions may be submitted by mail or e-mail. Please see Section 12 for contact information.

SECTION 10:

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.

Introductory Documents:

- I. Appendix 1: Cover Sheet Form

- II. Appendix 2: Proposal Checklist
 - III. Proposal Summary
- General Evaluation Criteria Documentation:
- IV. Appendix 3: Statement of Applicant's Qualifications Form
 - V. Appendix 4: Development Timetable Form
 - VI. Appendix 5: Construction Employment Statement Form
- Compliance Review Documentation:
- VII. Appendix 6: DND Form Links- Property Affidavit Form
 - VIII. Appendix 6: DND Form Links- Affidavit of Eligibility Form
 - IX. Appendix 6: DND Form Links- Chapter 803 Disclosure Statement Form
 - X. Appendix 6: DND Form Links- Beneficial Interest Statement Form
 - XI. Appendix 6: DND Form Links- Project Summary Form
 - XII. Appendix 6: DND Form Links- Proposal Form- Price
 - XIII. Appendix 9: Disclosure Statement Concerning Beneficial Interest Required by Section 38 of Chapter 7C of the Massachusetts General Laws
 - XIV. Appendix 10: HUD Form 6004 Developer's Statement for Public Disclosure and Developer's Statement of Qualifications And Financial Responsibility
 - XV. Appendix 11: Certificate of Tax, Employment Security and Contract Compliance

SECTION 11:

PROPOSAL SUMMARY

In addition to the required forms listed in Section 10, the following information must be included in the application. This is an opportunity for the Applicant to convey- and with backup documentation and material- to the Evaluation Team how the proposed project will address RFP objectives. . Omission of any of the required information may lead to a determination that the proposal is non-responsive.

Introduction

- I. A narrative introduction to the Applicant and Proposal that includes a statement of the Applicant's interest in Project, and overview of the proposal.
- II. Provide a description of the organizational structure, including a list of qualified representatives and key personnel and the roles and responsibilities of each party.

Development Plan

- I. Applicants must indicate and fully explain the plan for development and how it coincides with the Project Requirements and Objectives and the vision for the site outlined in this

RFP. Also, the Applicant must provide a credible plan for accomplishing its stated goals and/or objectives.

- II. A timeline schedule proposed to meet the tasks listed in Appendix 4.
- III. One Stop Application Development Budget or NHI type as outlined in Section 8.
- IV. A financing letter of interest or a commitment letter to fund from an established financial institution, including letters of interest from equity providers.
- V. Provide design material (outlined in Appendix 7) that represents your proposed plan and responds to the Development Objectives. The design material will be made available to the public to assist in their assessment of your proposal.
- VI. Include narrative and description of Green Building elements, LEED for Homes checklist and HERS index.

Developer Qualifications, Experience and References

- I. Furnish a narrative supported by relevant data regarding qualifications and past experience with similar projects. Applicant must provide detailed description of previous relevant work completed and the results or outcome of that work. Each Applicant shall also furnish three current references including, names, addresses, e-mail addresses, phone numbers, and principal contacts.
- II. Resumes of development team members.

Subcontractors or Partnerships

- I. If applicable, explain the relationship(s) between the Applicant and any third-party developers, subcontractors, or community partners that might influence the Proposer's development plan.

SECTION 12:

EVALUATION PROCESS

Proposals are required to meet the City's Minimum Eligibility Criteria as described below. The Selection Committee shall then assign a composite rating for each proposal it evaluates. Proposals that satisfy the Minimum Eligibility Criteria will then be reviewed based on the General Evaluation Criteria. The most advantageous proposal from a responsive and responsible applicant, taking into consideration all evaluation criteria, will be selected.

All competition entries will be judged by DND, the BRA, the Housing Innovation team and BSA based on how the proposals address the Evaluation Criteria. Prior to developer designation by the Public Facilities Commission and the BRA Board, the "Successful Applicant," 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.

Minimum Eligibility Criteria (“Responsive” Applicant):

- I. Proposal Received by Deadline. Only proposals that are received by the date, time, and at the location indicated in Section 9 of this RFP will be accepted.
- II. Offer Price. Only proposals that have an offer price equal to the Offer Price as described in Section 8 of this RFP will be accepted.
- III. Complete Proposal Submission. Proposals must contain all necessary forms and documents as required in Sections 10 and 11 of this RFP, including all required signatures and certifications.
- IV. Compliance with Development Objectives. Proposals must comply with Use and Design Guidelines described in Sections 4, 5, 6, 7 and 8.

General Evaluation Criteria (“Responsible” Applicant):

- I. *Developer Experience and Capacity.* This is an evaluation of Applicant’s experience, along with the experience and capacity of identified team members, in developing projects of a nature comparable to the given project.
- II. *Plan of Development.* This is an evaluation of Applicant’s response to the RFP Development Objectives and Use Guidelines and 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 Sections 4, 5, 6 and 7, 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 Development Budget. DND will assess projected development costs, including construction, hard and soft costs and fees, and will determine whether, in its opinion, the stated cost of development is sufficiently inclusive and reasonable.
- V. *Affordability.* This is an evaluation of the income mix and affordability levels of applications. Applications that provide affordability that exceeds the IDP requirement will be given preference.
- VI. *Innovation.* This evaluation is based on the degree of proposal innovation in response to Compact Living objectives outlined in the RFP.
- VII. *Developer’s Financial Capacity.* This is an evaluation of Applicant’s ability to secure, in a timely manner, all financing stated in their Development Budget. DND reserves the right to deny funding to any applicant whom it determines is not creditworthy or bankable.
- VIII. *Development Schedule.* This is an evaluation of the Applicant’s planned Development Timetable, relative to other proposals. The total construction time (from Applicant selection to completion) will be an important evaluation factor.

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 Applicant cannot be

delinquent in the payment of taxes on any property owned within the City of Boston. The selected Applicant must cure any such delinquency prior to the Tentative Designation of the Property. If the selected Applicant has been foreclosed upon by the City of Boston for failure to pay property taxes, then said proposer will be deemed ineligible for Tentative Designation 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 Applicant'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 Applicant's water and sewer account(s). The selected Applicant 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 Tentative Designation of the Property.
- III. Property Portfolio Review. The City will review the selected Applicant'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 Applicant's property portfolio, DND may deem the selected Applicant ineligible for Tentative Designation of the Property.
- IV. Prior Participation Review. The City will review the Applicant's prior participation in any City of Boston and BRA programs, including DND programs, to ascertain Applicant's previous performance. Applicants found to have not fulfilled their duties or obligations under previous agreement with the City may be deemed to be ineligible for Tentative Designation of the Property.
- V. Employee Review. Neither the Applicant, nor any of the Applicant'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 and/or the BRA, including DND. An "immediate family member" shall include parents, spouse, siblings or children, irrespective of their place of residence. Any Applicant who fails to satisfy this requirement may be deemed to be ineligible for Tentative Designation of the Property.
- VI. 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.
- VII. Fair Housing Review. 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.

SECTION 13:

COMMUNITY PARTICIPATION

DND has standard community participation policies and procedures. These are designed to:

- Ensure that community residents and local leaders are fully informed about the sale of any real estate sold by DND.
- Create a uniform and timely structure for this process so that Applicants and residents alike have a clear understanding of how the process works, enabling both to more effectively plan for and participate in the project development process; and
- Promote equal opportunity and fair housing in the disposition of residential sites.

DND works closely with neighborhood groups and local residents in new construction projects involving city-owned property. This involvement calls for substantial participation by the neighborhood at all stages of planning. The planning disposition and development process includes the following steps:

- Planning Meetings: DND staff holds public meetings with neighborhood residents and abutters to discuss use options and other development criteria for the parcel.
- Developer Presentation: DND holds a public meeting for the Applicants whose RFP submissions meet Minimum Eligibility Criteria to make detailed presentations to the neighborhood in order to receive comment and recommendations on their proposals. DND will sponsor a community meeting for eligible applicant presentation of development plans.
- Qualified Applicant Selected: DND, based on the review team evaluation of applications against Evaluation Criteria, as set forth in Section 13, will recommend and select the developer for 24 Westminster Avenue, through the Public Facilities Commission, and recommend a developer for 71 and 73 Holworthy Street and 29 and 31 Hollander Street, to the BRA, to be approved by the Board of the BRA.

SECTION 14:

AWARD OF CONTRACT AND DEVELOPMENT SCHEDULE

The City, acting by and through its Public Facilities Commission by the Director of DND, and acting on behalf of the BRA, is soliciting proposals for the acquisition and development of property located 24 Westminster Avenue, 71-73 Holworthy Street, 29-31 Hollander Street. The City and the BRA will award contracts to the most advantageous proposals from responsive and responsible applicants, taking into consideration all evaluation criteria.

Proposal Review

Review of proposals will begin promptly after the submission deadline. If the proposal does not meet the Minimum Eligibility Criteria of the RFP, DND shall terminate further consideration of the proposal. In the event of minor informalities in a proposal, DND may attempt to seek clarification in order to determine whether it meets Minimum Eligibility Criteria, but reserves the right to declare the proposal non-responsive.

The review team may interview Applicants to solicit clarifying information on their proposal and on their ability to finance and complete the project. Further evaluation may include site visits to other buildings constructed by the Applicant, a review of references, and/or examination of additional financial or design information.

DND reserves the right to award contracts to multiple Applicants, to reject any or all applications, 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. An application may be rejected if it is incomplete, illegible, or conditional.

DND reserves the right to obtain opinion of Counsel regarding the legality and sufficiency of applications. The contract will be awarded, if at all, to the most advantageous application from a responsive and responsible Applicant, taking into consideration all evaluation criteria.

Development Schedule

Below is the Development Schedule for the pilot development. The Applicant's failure to meet these established benchmarks may be grounds for de-designation of the project. Should this occur, DND and the BRA reserves the right to assume any and all contracts associated with the project.

RFP Available at DND Bid Counter	November 2, 2016
Applicant Conference	November 10, 2016
Proposal Submission Due Date	December 19, 2016
DND Presents Eligible Proposers to Community/Applicant Charrette	January and February 2017
PFC and BRA Tentatively Designates Developer	March 2017
Article 80 Approval	June 2017
Zoning Board of Appeal Hearing	July 2017
Financing/Permitting Secured	August 2017

Closing	September 2017
Construction Begins	September 2017
Construction Complete	June 2018
Full Development Lease Up	July 2018

SECTION 15:

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.

SECTION 16:

QUESTIONS

The DND contact is Ryan Lundergan; his contact information is listed below.

Phone: (617) 635-0323

E-mail: Ryan.Lundergan@boston.gov

U.S. Mail: Department of Neighborhood Development

Attn: Ryan Lundergan, Housing Development Officer

26 Court Street, 8th Floor

Boston, MA 02108

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

SECTION 17:

TERMS AND CONDITIONS

- I. Assumption of Risk. The City and the BRA 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.

- II. Public Property. Applications submitted to DND will become property of the City and the BRA. After opening, all applications become public documents and are subject to the requirements of the Massachusetts Public Records Law (M.G.L. c. 4, § 7(26)).
- III. Terms of Sale. After a final application has been selected, Successful Applicants will be contacted by DND (and the BRA, as applicable) 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.
- IV. "As Is" Conveyance. DND and the BRA will convey the properties in "AS IS CONDITION" without warranty or representation as to the status or quality of title. The Successful Applicants 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 Applicants.
- V. Negotiations. DND and the BRA reserves the right to negotiate for changes to the selected application. 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 and the BRA may decline to sell the property even after the selection process is complete and negotiations have begun.
- VI. Restrictions on Transfer. Unless authorized in writing by DND, the Successful Applicants may not substantially alter the use of the properties; permanently cease operations; transfer title of the properties; or have any unauthorized financial liens placed on the properties. Such actions will trigger a reversionary clause in the deed, automatically transferring title of the Properties back to DND or the BRA.
- VII. Payment. Unless otherwise agreed to by DND and the BRA in writing, Successful Applicants are required, at the time of conveyance, to make full payment for the Properties by Treasurer's or Cashier's Check. In addition, Successful Applicants 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.
- VIII. Reservation of Rights. DND reserves the right to postpone or withdraw this RFP; to accept or reject any and all applications; 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 application received in response to this RFP. DND and the BRA reserves the right to cancel a sale for any reason. DND and the BRA reserves the right to select the next highest ranked application, if the initially Successful Applicants are unable to proceed in a timely manner or otherwise fails to satisfactorily perform. DND and the BRA 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 and the BRA, in its sole discretion.
- IX. 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.

DND THANKS YOU FOR YOUR INTEREST

Appendix 1 - Cover Sheet Form

SOLICITATION, OFFER AND AWARD			
1. PROJECT NAME	2. TYPE OF SOLICITATION	3. Date Issued	
16 Ronald Street	Invitation for Bids Negotiated (RFP)	October 24, 2016	
4. ISSUED BY: City of Boston, Department of Neighborhood Development 26 Court Street, 10 th Floor Boston, MA 02180		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) December 19, 2016. CAUTION: Late submissions, Modifications, and Withdrawals: See Section 9. All offers are subject to all terms and conditions contained in this solicitation.			
7. For Information Contact:	7a. Name	7b. Telephone	7c. Fax
	Ryan Lundergan	(617) 635-0323	(617) 635-0383
			7d. E-mail Ryan.Lundergan@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			
	Appendix 1: COVER SHEET FORM		
	Appendix 2: PROPOSAL CHECKLIST		Appendix 7: DESIGN SUBMISSION REQUIREMENTS
	Appendix 3: STATEMENT OF PROPOSER'S QUALIFICATIONS		Appendix 8: HUD INCOME LIMITS 2016
	Appendix 4: DEVELOPMENT TIMETABLE FORM		
	Appendix 5: CONSTRUCTION EMPLOYMENT STATEMENT		
	Appendix 6: DND FORMS LINKS		
10. ADDRESS OF OFFEROR		11. Name and Title of Authorized Signatory (Print)	
		12. Signature	13. Offer Date
14. Phone Number			

Appendix 2 - Proposal Checklist

General Submission Requirements:

- 1 original and 4 application copies submitted
- Appendix 1: Cover Sheet Form
- Appendix 2: Proposal Checklist
- Proposal Summary and Narrative
- Appendix 3: Statement of Proposer's Qualifications Form
- Appendix 4: Development Timetable Form
- Appendix 5: Construction Employment Statement Form
- Appendix 6: DND Form Links- Property Affidavit Form
- Appendix 6: DND Form Links- Affidavit of Eligibility Form
- Appendix 6: DND Form Links- Chapter 803 Disclosure Statement Form
- Appendix 6: DND Form Links- Disclosure/Beneficial Interest Statement Form
- Appendix 6: DND Form Links- Project Summary
- Appendix 6: DND Form Links- Proposal Form- Price
- Appendix 9 – Disclosure Statement Concerning Beneficial Interest Required by Section 38 of Chapter 7C of the Massachusetts General Laws
- Appendix 10 – HUD Form 6004 Developer's Statement for Public Disclosure and Developer's Statement of Qualifications
And Financial Responsibility
- Appendix 11 – Certificate of Tax, Employment Security and Contract Compliance
- Pre-Development Sources and Uses Budget (w/ proof of cash availability)
- One Stop Application for Development Budget- Use Sections 1-7, including "Project Summary Information", "Rent Profile Analysis", "21-Year Operating Proforma" and "Operating Expense Analysis" and Development Cost Analysis"
- Evidence of Financing- Letter of Interest or Commitment Letter from an established Financial Institution
- Evidence of Acquisition of Privately-owned Land, if applicable
- Audited Financial Statement (most recent)
- Resumes of Development Team
- Design Submittal (see Appendix 7)
- LEED Checklist demonstrating LEED strategy

Appendix 3- Statement of Proposer's Qualifications

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

1. Name of Proposer: _____

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

Appendix 4 - Development Timetable

PROPOSER'S NAME: _____

Assuming that you are designated on March, 2016, indicate below your target dates for achieving these key development milestones.

MILESTONE	DATE
Designs Complete	
Apply for Permit(s)	
Zoning Relief Anticipated?	<p style="text-align: center;">YES</p> <p style="text-align: center;">NO</p>
All Development Financing Committed	
Permit(s) Issued	
Financing Closed	
Construction Begins	
Construction Complete	

Appendix 5 - 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

The Boston Residents Jobs Policy requires 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

Proposals that provide evidence of their ability to achieve these targets will be more highly ranked. Explain what steps you will take 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:

Appendix 6 - DND Forms Links

- [Project Summary](#)
- [Proposal Form - Price](#)
- [Affidavit of Eligibility](#)
- [Applicant's Disclosure of Property Owned](#)
- [Conflict of Interest Affidavit](#)
- [Notice to Beneficiaries](#)
- [One Stop Career Centers List](#)
- [Beneficiary Affidavit](#)
- [Beneficiaries of Assistance](#)

If you require hard copies of the forms please contact Ryan Lundergan at (617) 635-0323 or at Ryan.Lundergan@boston.gov

Appendix 7 - Design Submission Requirements

At Application, the Design Submission is to consist of the following:

- Digital file of a 24"x 36" presentation sheet that includes:
- A 40 word narrative that explains the concept and why the project is innovative
- 1" = 40'-0" site plan of site(s) chosen for the project showing building footprint, parking strategy, layout, and quantity, and landscape approach
- 1"=8'-0" floor plan of each level of the proposed building(s) including furnished unit plans
- Exterior perspective showing massing, windows and doors, materials, color, landscape, etc.
- Interior perspective of the kitchen/living area of 1 unit
- Interior perspective of a common space, such as a group lounge, common kitchen, roof deck, game room, courtyard, or other shared amenity area
- Drawing or diagram that explains an innovative aspect of the design approach
- Up to 10 word captions for each drawing explaining the innovative site and unit planning, construction, material, landscape, and facade design ideas.
- 2 full size bound schematic design sets (24x36)
- 1 set of outline specifications

Cover Sheet:

- Preliminary Review of Building and Zoning Code (indicate required & proposed zoning.)
- Preliminary MAAB Review
- Preliminary description and evaluation of MEP FP and HVAC systems (indicate required and proposed) based on code.
- Proposed building(s) type, gross and net square footage
- Unit type (1bd, 2bd, etc.) distribution by floor, square footage - identify handicap & visual access units.
- Developer's Name, Architect's Name and Consultant Names

Design Standards,

- DND Residential Design Standards and Review process can be located on the DND website at: http://www.cityofboston.gov/dnd/D_0_Housing_Policies_TOC.asp

HUD Income Limits - Calendar 2016

Household Size	(1) HOME 30% Median (Extremely Low)	(1) HOME 50% Median (Very Low)	(1) HOME 60% Median	(2) CDBG Low-Mod 80% Median; Same as HOME Low- Income	(4) 80% of median	(4) 95% of median	(4) 100% of median	(4) 110% of median	(4) 120% of median	(3) Inclusionary 80% Ownership limits	(3) Inclusionary 100% Ownership limits	(3) Inclusionary Rental Limits (70% AMI)
1 person	20,650	34,350	41,220	51,150	54,950	65,250	68,650	75,550	82,400	54,950	68,700	48,100
2 persons	23,600	39,250	47,100	58,450	62,800	74,550	78,500	86,350	94,200	62,800	78,500	54,950
3 persons	26,550	44,150	52,980	65,750	70,650	83,900	88,300	97,100	105,950	70,650	88,300	61,850
4 persons	29,450	49,050	58,860	73,050	78,500	93,200	98,100	107,900	117,700	78,500	98,100	68,700
5 persons	31,850	53,000	63,600	78,900	84,750	100,650	105,950	116,550	127,150	84,800	105,950	74,200
6 persons	34,200	56,900	68,280	84,750	91,050	108,100	113,800	125,200	136,550	91,050	113,800	79,700
7 persons	36,550	60,850	73,020	90,600	97,300	115,550	121,650	133,800	145,950			
8 persons	38,900	64,750	77,700	96,450	103,600	123,000	129,500	142,450	155,400			

- (1) Issued by HUD effective June 6, 2016, and calculated in accordance with the IRS guidelines for consistency with HOME & LIHTC Programs.
 (2) Income limits provided by HUD - March 28, 2016. Note, CDBG @80% moderate income is same as HOME Low Income
 (3) Issued by the BRA for 2016
 (4) Incomes calculated based on the HUD published median income for a family of four in the Boston area, adjusted for family size and rounded to nearest 50.

Monthly Rent Limits											
Bedroom Size	Homeless Set-Aside (30% of median)	(1) Low HOME (50% of median)	(1) High HOME (65% of median)	(3) DHCD LIHTC (50% median)	(3) DHCD LIHTC (60% median)	(2) CDBG Affordable (80% median)	(1) Section 8 FMR	Section 8 110% FMR (BHA 11.1.16)	(4) Inclusionary Rent Limits (70% median)	(6) Max Rent 100% median	(5) NSP Maximum rent 120% Median
SRO	388	647	792			872	896	984	958	1,293	1,552
0-BR/Eff	517	862	1,056	862	1,034	1,162	1,194	1,313	1,065	1,724	2,069
1-BR	554	923	1,255	923	1,108	1,375	1,372	1,509	1,242	1,846	2,215
2-BR	665	1,108	1,508	1,108	1,330	1,651	1,691	1,860	1,419	2,216	2,659
3-BR	768	1,280	1,733	1,280	1,536	1,907	2,116	2,327	1,597	2,560	3,072
4-BR	857	1,428	1,914	1,428	1,714	2,128	2,331	2,564	1,774	2,856	3,427

- (1) Issued by HUD, effective 10/1/16
 (2) Calculated by DND based on lower of 74.5% of AMI or 110% FMR (10/1/16)
 (3) Issued by HUD effective 3/28/16. For units in service prior to 3/28/16, use calculator at <http://www.novoco.com/tenant/rentincome/calculator/z2.jsp>
 (4) Set by BRA for 2016
 (5) Maximum NSP Rents at 120% AMI
 (6) Calculated at twice low HOME (50% median) rent.

Utility Allowance - BHA Leased Housing Division, Effective 6/1/16									
		SRO/0 BR	1BR	2BR	3BR	4BR	5BR	6+BR	
Gas Heat	Single Family	29/39	52	63	79	89	104	119	
	Duplex, 3 Decker	26/35	46	60	75	88	100	115	
	Garden, Row/Townhouse	22/29	39	53	66	80	93	107	
	Elevator/Highrise	23/30	34	41	49	56	70	80	
Oil Heat	Single Family	54/72	97	117	147	166	193	222	
	Duplex, 3 Decker	50/66	85	112	139	164	186	214	
	Garden, Row/Townhouse	41/54	73	98	123	148	173	199	
	Elevator/Highrise								
Electric Heat	Single Family	49/65	89	106	134	151	176	202	
	Duplex, 3 Decker	45/60	77	102	127	149	169	195	
	Garden, Row/Townhouse	38/50	66	90	112	135	157	181	
	Elevator/Highrise	34/45	56	68	84	104	121	139	
Water Heat	Gas	5/7	9	11	14	17	19	22	
	Oil	8/11	14	19	24	30	32	37	
	Electric	12/16	21	28	34	42	46	53	
Water Use	Tenant Paid	56/75	108	141	182	208	241	272	
Cooking	Gas Oven	4/5	7	9	11	14	15	17	
	Electric Oven	9/12	16	21	26	32	35	40	
	Lights & Appliances	32/42	54	72	89	111	119	137	
	Refrigerator	3/4	4	4	6	6	7	7	
	Range	3/4	4	5	5	6	6	6	

BRA: Inclusionary Development Price Limits 2016						
Income	Micro	Studio	1 BR	2 BR	3 BR	4BR
80% AMI	\$127,600	\$141,800	\$175,900	\$206,100	\$236,000	\$265,800
100% AMI	\$172,100	\$191,300	\$228,500	\$265,800	\$303,100	\$340,400

HOME Purchase Price/Value Limits						
Suffolk	Existing + New Homes	1 Living Unit	2 Living Unit	3 Living Unit	4 Living Unit	Last Updated
		\$ 373,000	\$ 478,000	\$ 578,000	\$ 716,000	5/2/2016

Home Per Unit Subsidy Caps: Based on High Cost % effective 12/18/15					
Boston (capped at 240%) Section 234	0 BR & SRO's	1 BR Unit	2 BR Unit	3 BR Unit	4+ BR Unit
	\$140,107	\$160,615	\$195,305	\$252,662	\$277,344

**DISCLOSURE STATEMENT FOR
TRANSACTION WITH A PUBLIC AGENCY CONCERNING REAL PROPERTY
M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)**

INSTRUCTION SHEET

NOTE: The Division of Capital Asset Management and Maintenance (DCAMM) shall have no responsibility for insuring that the Disclosure Statement has been properly completed as required by law. Acceptance by DCAMM of a Disclosure Statement for filing does not constitute DCAMM's approval of this Disclosure Statement or the information contained therein. Please carefully read M.G.L. c. 7C, s. 38 which is reprinted in Section 8 of this Disclosure Statement.

Section (1): Identify the real property, including its street address, and city or town. If there is no street address then identify the property in some other manner such as the nearest cross street and its tax assessors' parcel number.

Section (2): Identify the type of transaction to which this Disclosure Statement pertains --such as a sale, purchase, lease, etc.

Section (3): Insert the exact legal name of the Public Agency participating in this Transaction with the Disclosing Party. The Public Agency may be a Department of the Commonwealth of Massachusetts, or some other public entity. Please do not abbreviate.

Section (4): Insert the exact legal name of the Disclosing Party. Indicate whether the Disclosing Party is an individual, tenants in common, tenants by the entirety, corporation, general partnership, limited partnership, LLC, or other entity. If the Disclosing Party is the trustees of a trust then identify the trustees by name, indicate that they are trustees, and add the name of the trust.

Section (5): Indicate the role of the Disclosing Party in the transaction by checking one of the blanks. If the Disclosing Party's role in the transaction is not covered by one of the listed roles then describe the role in words.

Section (6): List the names and addresses of every legal entity and every natural person that has or will have a **direct or indirect** beneficial interest in the real property. The only exceptions are those stated in the first paragraph of the statute that is reprinted in Section 8 of this Disclosure Statement. If the Disclosing Party is another public entity such as a city or town, insert "inhabitants of the (name of public entity)." If the Disclosing Party is a non-profit with no individual persons having any beneficial interest then indicate the purpose or type of the non-profit entity. If additional space is needed, please attach a separate sheet and incorporate it by reference into Section 6.

Section (7): Write "none" in the blank if none of the persons mentioned in Section 6 is employed by DCAMM. Otherwise list any parties disclosed in Section 6 that are employees of DCAMM.

Section (8): The individual signing this statement on behalf of the Disclosing Party acknowledges that he/she has read the included provisions of Chapter 7C, Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts.

Section (9): Make sure that this Disclosure Statement is signed by the correct person. If the Disclosing Party is a corporation, please make sure that this Disclosure Statement is signed by a duly authorized officer of the corporation as required by the statute reprinted in Section 8 of this Disclosure Statement.

This completed and signed Disclosure Statement should be mailed or otherwise delivered to:

Deputy Commissioner for Real Estate
Division of Capital Asset Management and Maintenance
One Ashburton Place, 15th Floor, Boston, MA 02108

**DISCLOSURE STATEMENT FOR
TRANSACTION WITH A PUBLIC AGENCY CONCERNING REAL PROPERTY
M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)**

The undersigned party to a real property transaction with a public agency hereby discloses and certifies, under pains and penalties of perjury, the following information as required by law:

(1) REAL PROPERTY:

(2) TYPE OF TRANSACTION, AGREEMENT, or DOCUMENT:

(3) PUBLIC AGENCY PARTICIPATING in TRANSACTION:

(4) DISCLOSING PARTY'S NAME AND TYPE OF ENTITY (IF NOT AN INDIVIDUAL):

(5) ROLE OF DISCLOSING PARTY (Check appropriate role):

Lessor/Landlord Lessee/Tenant

Seller/Grantor Buyer/Grantee

Other (Please describe): _____

(6) The names and addresses of all persons and individuals who have or will have a direct or indirect beneficial interest in the real property excluding only 1) a stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation or 2) an owner of a time share that has an interest in a leasehold condominium meeting all of the conditions specified in M.G.L. c. 7C, s. 38, are hereby disclosed as follows (attach additional pages if necessary):

NAME

RESIDENCE

(7) None of the above- named persons is an employee of the Division of Capital Asset Management and Maintenance or an official elected to public office in the Commonwealth of Massachusetts, except as listed below (insert "none" if none):

(8) The individual signing this statement on behalf of the above-named party acknowledges that he/she has read the following provisions of Chapter 7C, Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts:

No agreement to rent or to sell real property to or to rent or purchase real property from a public agency, and no renewal or extension of such agreement, shall be valid and no payment shall be made to the lessor or seller of such property unless a statement, signed, under the penalties of perjury, has been

**DISCLOSURE STATEMENT FOR
TRANSACTION WITH A PUBLIC AGENCY CONCERNING REAL PROPERTY
M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)**

filed by the lessor, lessee, seller or purchaser, and in the case of a corporation by a duly authorized officer thereof giving the true names and addresses of all persons who have or will have a direct or indirect beneficial interest in said property with the commissioner of capital asset management and maintenance. The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation. In the case of an agreement to rent property from a public agency where the lessee's interest is held by the organization of unit owners of a leasehold condominium created under chapter one hundred and eighty-three A, and time-shares are created in the leasehold condominium under chapter one hundred and eighty-three B, the provisions of this section shall not apply to an owner of a time-share in the leasehold condominium who (i) acquires the time-share on or after a bona fide arms length transfer of such time-share made after the rental agreement with the public agency is executed and (ii) who holds less than three percent of the votes entitled to vote at the annual meeting of such organization of unit owners. A disclosure statement shall also be made in writing, under penalty of perjury, during the term of a rental agreement in case of any change of interest in such property, as provided for above, within thirty days of such change.

Any official elected to public office in the commonwealth, or any employee of the division of capital asset management and maintenance disclosing beneficial interest in real property pursuant to this section, shall identify his position as part of the disclosure statement. The commissioner shall notify the state ethics commission of such names, and shall make copies of any and all disclosure statements received available to the state ethics commission upon request.

The commissioner shall keep a copy of each disclosure statement received available for public inspection during regular business hours.

(9) This Disclosure Statement is hereby signed under penalties of perjury.

PRINT NAME OF DISCLOSING PARTY (from Section 4, above)

AUTHORIZED SIGNATURE of DISCLOSING PARTY DATE (MM / DD / YYYY)

PRINT NAME & TITLE of AUTHORIZED SIGNER

Appendix 10

**HUD Form 6004: Developer's Statement for Public Disclosure and
Developer's Statement of Qualifications and Financial Responsibility**

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
PART I - DEVELOPER'S STATEMENT FOR PUBLIC DISCLOSURE

(If space on this form is inadequate for any requested information, it should be furnished on an attached page, which is referred to under the appropriate numbered item on the form.)

A. Developer and Land

1. Name and address of developer:

2. The land on which the developer proposes to enter into a contract for, or understanding with respect to the purchase or lease of land from:

BOSTON REDEVELOPMENT AUTHORITY

(Name of Local Public Agency)

in

WASHINGTON PARK URBAN RENEWAL AREA

(Name of Urban Renewal Area)

in the City of Boston, State of Massachusetts, is described as follows:

3. If the developer is not an individual doing business under his own name, the developer has the status indicated below and is organized or operating under the laws of:

A corporation.

A nonprofit or charitable institution or corporation.

A partnership known as

A business association or joint venture known as

A federal, State or Local Government or instrumentality thereof.

Other (explain)

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
PART I - DEVELOPER'S STATEMENT FOR PUBLIC DISCLOSURE (continued)

4. If the developer is not an individual or a government agency or instrumentality, give data of organization:
5. Names, addresses, title of position (if any), and nature and extent of the interest of the officers and principal member shareholders and investors of the developers, other than a government agency or instrumentality, are set forth as follows:
- a. If the developer is a corporation, the officers, directors or trustees, and each stockholder owning more than 10% of any class of stock.
 - b. If the developer is a nonprofit or charitable institution or corporation, the members who constitute the board of trustees or board of directors or similar governing body.
 - c. If the developer is a partnership, each partner, whether a general or limited partner, and either the percent of interest or a description of the character and extent of interest.
 - d. If the developer is a business association or a joint venture, each participant and either the percent of interest or a description of the character and extent of interest.
 - e. If the developer is some other entity, the officers, the members of the governing body, and each person having an interest of more than 10%.

NAME AND ADDRESS

POSITION, TITLE (if any) AND PERCENT OF INTEREST OR DESCRIPTION OF CHARACTER AND EXTENT OF INTEREST

6. Name, address and nature and extent of interest of each person or entity (not named in response to item 5) who has a beneficial interest in any of the shareholders or investors named in response to item 5 which gives such person or entity more than a computed 10% interest in the developer (for example, more than 20% of the stock in a corporation which holds 50% of the stock of the developer; or more than 50% of the stock in a corporation which hold 20% of the stock of the developer):

NAME AND ADDRESS

DESCRIPTION OF CHARACTER AND EXTENT OF INTEREST

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
PART I - DEVELOPER'S STATEMENT FOR PUBLIC DISCLOSURE (continued)

7. Names (if not given above) of officers and directors or trustees of any corporation or firm listed under item 5 or item 6 above:

B. RESIDENTIAL REDEVELOPMENT OR REHABILITATION

(The developer is to furnish the following information, but only if land is to be redeveloped or rehabilitated in whole or in part for residential purposes.)

1. State the developer's estimates, exclusive of payment for the land, for:

- a. Total cost of any residential development \$
- b. Cost per dwelling unit of any residential development \$

2. a. State the developer's estimate of the average monthly rental (if to be rented) or average sale price (if to be sold) for each type and size of dwelling unit involved in such development:

TYPE AND SIZE OF DWELLING UNIT	ESTIMATED AVERAGE MONTHLY RENTAL	ESTIMATED AVERAGE SALE PRICE
	\$	\$

b. State the utilities and parking facilities, if any, included in the foregoing estimates of rentals:

c. State equipment, such as refrigerators, washing machines, air conditioners, if any, include in the foregoing estimates of sale prices:

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
PART I - DEVELOPER'S STATEMENT FOR PUBLIC DISCLOSURE (continued)

CERTIFICATION

I (we)¹ _____ certify that this Developer's Statement for Public Disclosure is true and correct to the best of my (our) knowledge and belief.

Dated: _____

Dated: _____

Signature

Signature

Title

Title

Address

Address

¹ If the developer is a corporation, this statement should be signed by the president and secretary of the corporation; if an individual, by such individual; if a partnership, by one of the partners; if an entity not having a president and secretary, by one of its chief officers having knowledge of the financial status and qualifications of the developer.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

PART 11 - DEVELOPER'S STATEMENT OF QUALIFICATIONS AND FINANCIAL RESPONSIBILITY

1. Name and address of developer:

2. Is the developer a subsidiary of or affiliated with any other corporation or corporations or any other firm or firms?

YES _____ NO _____

If Yes, list such corporation or firm by name and address. Specify its relationship to the developer, and identify the officers and directors or trustees common to the developer such other corporation or firm.

3. a. The financial condition of the developer as of _____, 20__ is as reflected in the attached financial statement.

NOTE: Attach to this statement a certified financial statement (of the corporation; for each partner in a partnership; or for the individual) showing the assets and the liabilities, including contingent liabilities, fully itemized in accordance with accepted accounting standards and based on a proper audit. (Financial statements for individuals do not need to be audited but they must be dated and signed by the applicant.) If the date of the certified financial statement precedes the date of this submission by more than six months, also attached an interim balance sheet not more than 60 days old.

b. Name and address of auditor or public accountant who performed the audit on which said financial statement is based:

4. If funds for the development of the land are to be obtained from the sources other than the developer's own funds, a statement of the developer's plan for financing the acquisition and development of the land:

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
PART 11 - DEVELOPER'S STATEMENT OF QUALIFICATIONS AND FINANCIAL RESPONSIBILITY
(continued)

5. Sources and amount of cash available to developer to meet equity requirements of the proposed undertaking:

a. In banks:

<u>NAME AND ADDRESS OF BANK</u>	<u>AMOUNT</u>
	\$

b. By loans from affiliated or associated corporations or firms:

<u>NAME AND ADDRESS OF SOURCE</u>	<u>AMOUNT</u>
	\$

c. By sale of readily salable assets:

<u>DESCRIPTION</u>	<u>MARKET VALUE</u>	<u>MORTGAGES OR LIENS</u>
		\$

6. Names and addresses of bank references:

7. a. Has the developer or (if any) the parent corporation or any subsidiary or affiliated corporation of the developer or said parent corporation, or any of the developer's officers or principal members shareholders or investors, or other interested parties (as listed in the response to item 5, 6, and 7 of the Developer's Statement for Public Disclosure and referred to herein as "principals of the developer") been adjudged bankrupt, either voluntary or involuntary, within the past 10 years?

YES _____ NO _____

If Yes, give date, place and under what name.

PART 11 - DEVELOPER'S STATEMENT OF QUALIFICATIONS AND FINANCIAL RESPONSIBILITY
(continued)

- b. Has the developer or anyone referred to above as "principals of the developer" been indicted for or convicted of any felony within the past 10 years?
YES _____ NO _____

If Yes, give for each case (1) date, (2) charge, (3) place, (4) court and (5) action taken. Attach any explanation deemed necessary.

8. a. Undertakings, comparable to the proposed development work which have been completed by the developer or any of the principals of the developer, including identification and brief description of each project and date of completion:

<u>PROPERTY NAME AND ADDRESS</u>	<u>DESCRIPTION</u>	<u>DATE COMPLETED</u>
----------------------------------	--------------------	-----------------------

- b. If the developer or any of the principals of developer has ever been an employee, in such supervisory capacity, for construction contractor or builder on undertaking comparable to the proposed redevelopment work, name of such employee, name and address of employer, title of position, and brief description of work:

9. Other federally aided urban renewal projects under Title I of the Housing Act of 1949, as amended, in which the developer or any of the principals of the developer is or has been the developer, or stockholder, officer, director or trustee or partner of such a developer:

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
PART 11 - DEVELOPER'S STATEMENT OF QUALIFICATIONS AND FINANCIAL RESPONSIBILITY
(continued)

10. If the developer or parent corporation, a subsidiary and affiliate or a principal of the developer is to participate in the development of the land as a construction contractor or builder:

a. Name and address of such contractor or builder:

b. Has such contractor or builder within the last 10 years ever failed to qualify as a responsible bidder, refused to enter into a contract after an award has been made, or failed to complete a construction or development contract?
 YES _____ NO _____

If Yes explain:

c. Total amount of construction or development work performed by such contractor or builder during the last three years: \$ _____

General description of such work:

d. Construction contracts or developments now being performed by such contractor or builder:

<u>IDENTIFICATION OF CONTRACT OR DEVELOPMENT</u>	<u>LOCATION</u>	<u>AMOUNT</u> \$	<u>DATE TO BE COMPLETED</u>
------------------------------------------------------	-----------------	---------------------	---------------------------------

e. Outstanding construction-construction bids of such contractor or builder:

<u>AWARDING AGENCY</u>	<u>AMOUNT</u> \$	<u>DATE OPENED</u>
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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
PART 11 - DEVELOPER'S STATEMENT OF QUALIFICATIONS AND FINANCIAL RESPONSIBILITY
(continued)

CERTIFICATION

I (we)¹ _____ certify that this Developer's Statement of Qualifications and Financial Responsibility and the attached evidence of the developer's qualifications and financial responsibility, including financial statement are true and correct to the best of my (our) knowledge and belief.

Dated: _____

Dated: _____

Signature

Signature

Title

Title

Address

Address

1. If the developer is a corporation, this statement should be signed by the president and secretary of the corporation; if an individual, by such individual; if a partnership, by one of the partners; if an entity not having a president and secretary, by one of its chief officers having knowledge of the financial status and qualifications of the developer.

Appendix 10
Certificate of Tax, Employment Security, and Contract Compliance

Pursuant to Massachusetts General Laws ch. 62C, §49A¹ and ch. 151A, §19A(b)²

(Name) (Title)

(Name of Respondent)

whose principal place of business is located at

hereby certifies that:

The above-named Respondent has made all required filings of state taxes, has paid all state taxes required under law, and has no outstanding obligation to the Commonwealth's Department of Revenue.

The above-named Respondent/Employer has complied with all laws of the Commonwealth relating to contributions and payments in lieu of contributions.

The above-named Respondent, or any affiliate thereof, is unaware of any violation of any federal, state, or local law, rule, regulation, or ordinance by the Respondent or any affiliate thereof. If the Respondent, or any affiliate thereof, has any knowledge of any alleged violation, he or she will provide that information to the BRA along with a statement of progress made towards resolution of the issues.

The above-named Respondent has no existing defaults under any contracts with the Boston Redevelopment Authority or any City of Boston Agency.

Signed under the penalties of perjury this _____ day of _____, 2005.

(Name) (Federal Identification Number)

By: _____

Title: _____

¹ "No contract or other agreement for the purpose of providing goods, services or real estate to any... agencies (of the Commonwealth) shall be entered into, renewed or extended with any person unless such person certifies in writing under penalties of perjury, that he has complied with all laws of the Commonwealth relating to taxes."

² "No contract or other agreement for the purpose of providing ... physical space to any agency or instrumentality of the Commonwealth shall be entered into, renewed or extended with any employer unless such employer certifies in writing under penalties of perjury, that said employer has complied with all laws of the Commonwealth relating to contributions and payments in lieu of contributions."