




RFP Applicant Conference
151 Cambridge Street
April 28, 2023

Meeting Agenda

- I. **Introductions and Context**
 - II. **Key Elements of the Request for Proposals**
 - III. **Offering Summary**
 - IV. **Development Guidelines and Objectives**
 - V. **Submission Instructions**
 - VI. **Q&A**
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Key Elements of the Request for Proposals

1. **Offering Summary**
2. **Overview**
3. **Scope of Project**
4. **Development Guidelines and Objectives**
5. **Project Requirements**
6. **Budget Review and Cost**
7. **Proposal Submission Instructions and Deadline**
8. **Required Submission Documents**
9. **Evaluation Process**
10. **Community Participation**
11. **Award of Contract and Development Schedule**
12. **Withdrawal of Proposals**
13. **Questions**
14. **Terms and Conditions**
15. **MOH Development and Underwriting Policies**
16. **Forms/Documents Required**



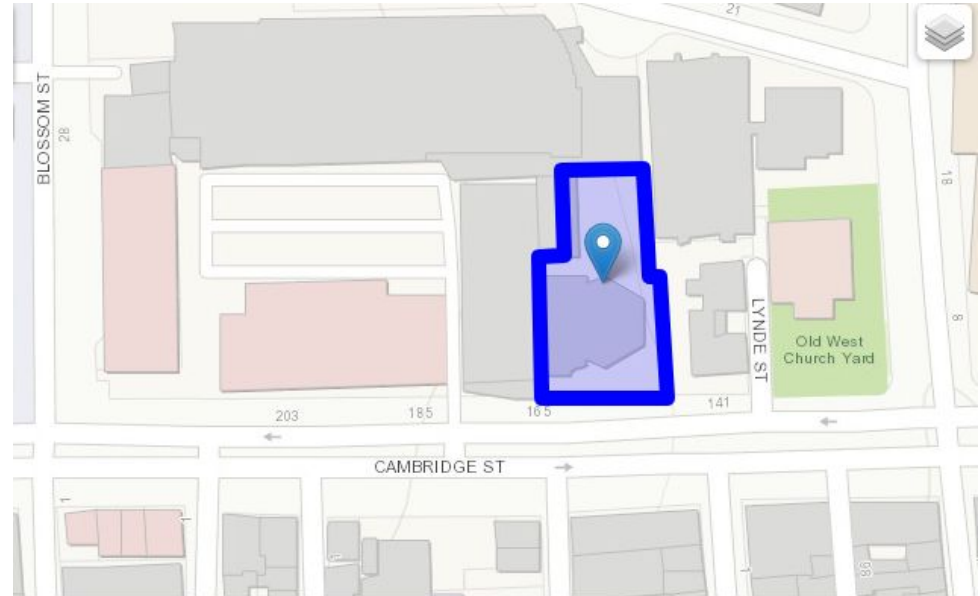
Offering Summary

Offering Summary

174-176 BOYLSTON STREET SITE MAP

- The RFP offers 1 City-owned parcel totaling 22,210 s.f. in the Beacon Hill/West End neighborhoods, and the current site of the West End Branch Library.
- The property is being offered as-is, through a 99-year ground lease with the City of Boston.
- Applicants must submit a proposal for the site based on the details provided in the RFP.
- All applicants are required to be in compliance with MOH policies.

www.boston.gov/departments/housing/policies



Proposals will be received until June 15, 2023, at 4:00 P.M. (ET). Late proposal submissions will not be accepted.

Offering Summary

- 1 parcel located 0.3 miles from the Charles/MGH Red Line MBTA stop and located on Cambridge Street with a high level of density and mixed uses
- Preferred Use: A new branch library space with multiple floors of majority-affordable housing above
- Zoning: Cambridge Street North zoning district; Urban Renewal Zoning of Public Use
- MOH Funding is available as part of this RFP
- A soil survey is available for this site and linked in the RFP



SATELLITE VIEW



STREET VIEW

MOH Funding (This is a summary; please refer to the full RFP)

- Applicants may apply for MOH funding of the affordable residential units, if qualified.
- MOH requires that any project receiving City subsidy must guarantee that at least 40% of the overall units are income-restricted. This includes restricting 10% of the overall units as homeless set-aside units at 30% or less of AMI, and 10% of the overall units at 50% or less of AMI.
- While requests for City funding are typically capped at \$1.5 million, MOH recognizes the tremendous demand for more units at lower levels of affordability across the city, and also recognizes that several site-specific and project-specific factors (described in Section 4) will contribute to higher development costs. Applications that propose at least an additional 10% of the units or more to be targeted to tenants with incomes up to 30% of AMI may be eligible for additional funding.
- The Boston Housing Authority is also prepared to make a special rental income subsidy available for a portion of units at this site.
- Applicants are expected to seek support from other agencies to the extent possible.

Development Guidelines and Objectives



Development Guidelines and Objectives

- **Community Vision**
- **A New Library (PLEASE reference the Programming Study!)**
- **Residential Use, Household Types, and Affordability**
- **Boston Housing Authority Subsidy**
- **Open Space Use**
- **Building Height, Massing, and Character**
- **Access & Parking**
- **Site Planning and Streetscape**
- **Otis House Synergy**
- **City Land Ownership**
- **High Labor Standards**

Note: Today's summary is not a comprehensive explanation of the development guidelines. Please refer to the RFP for complete development guidelines.

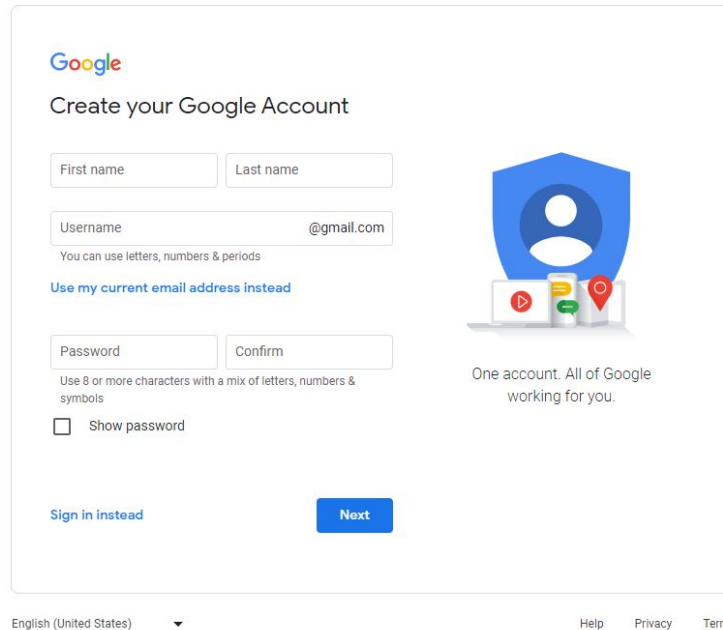
Submission Instructions



Submission Instructions

How To Submit Your RFP Response:

1. RFP submission requires a G-Suite or Gmail account. If you do not have access to a G-Suite or Gmail account, visit <https://accounts.google.com/signup> to create your own account.



The image shows a screenshot of the Google Account creation page. At the top left is the Google logo. Below it, the text reads "Create your Google Account". The form consists of several input fields: "First name" and "Last name" (two separate boxes), "Username" (with "@gmail.com" pre-filled), "Password" and "Confirm" (two separate boxes), and a checkbox for "Show password". Below the "Username" field, there is a link that says "Use my current email address instead". At the bottom left, there is a link for "Sign in instead" and a blue "Next" button. On the right side of the form, there is an illustration of a blue shield with a white person icon, and below it, icons for YouTube, Gmail, and Maps. Below the illustration, the text says "One account. All of Google working for you." At the bottom of the page, there is a language selector set to "English (United States)", and links for "Help", "Privacy", and "Terms".

Google

Create your Google Account

First name Last name

Username @gmail.com

You can use letters, numbers & periods

[Use my current email address instead](#)

Password Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

Show password

[Sign in instead](#) [Next](#)

One account. All of Google working for you.

English (United States) Help Privacy Terms

Submission Instructions

How To Submit Your RFP Response (Continued):

2. In a web browser (preferably Google Chrome), click the link below, or input <https://bit.ly/Boston-MoH-RFP> in the URL bar.
3. Select the RFP to which you are responding from the options listed and fill in all required fields.
4. Upload all required RFP documents in the document upload page and submit the form.

Note: All documents outlined in the Checklist and Appendices (Section 16 of the RFP) are necessary for a complete proposal. Submitting these documents in the order outlined in the checklist will facilitate the City's ability to determine if your application is complete and eligible for further review. **Incomplete proposals will be rejected.**

*
The name of the RFP you are submitting a proposal for

- ACAF: Affordable Commercial Assistance Fund
- Large Building Green Energy Retrofits
- GrowBoston Innovative Food Production Program Funding Awards
- 174-176 Boylston Street
- Dudley Burrell
- Housing With Public Assets: West End Library
- Raised Bed Gardens and Gardening Education Program
- Welcome Home, Boston

RFP Document Upload
Please name your document using MOH's naming convention format: RFPname.submitter name (for example: Holborn.Erich and Associates). Please submit your response as a single PDF if you are able. If you need to submit multiple documents, please append sequential numbers to account for all parts of the response (for example: Holborn.Erich and Associates.1, Holborn.Erich and Associates.2, etc).

*
Please select if this form entry represents an original RFP submission, a supplement to an existing RFP submission, or a replacement to an existing RFP submission

- Original Submission
- Supplemental Submission
- Replacement Submission

174-176 Boylston Street *

[Add file](#)

Submission Instructions

How To Name Your RFP Response Files:

- Please name your document using MOH's naming convention format: **RFPname.company name**
 - *WestEnd.Erich and Associates.pdf*
- Please submit your response as a single PDF if you are able. If you must submit multiple documents, please add to the document name a number to account for all parts of the response.
 - *WestEnd.Erich and Associates.1.pdf ; WestEnd.Erich and Associates.2.pdf*

What To Expect After Submitting An RFP Response:

- Once an RFP response has been submitted, a copy of the submission materials will be emailed to the account associated with the form submitter.
- Respondents will be able to review and edit their responses up to the RFP submission deadline.
 - Respondents are encouraged to edit an existing submission rather than creating a new submission.

Submission Instructions

Please review Section 8 and Section 16 very carefully to ensure that your submission is complete and meets MOH's Minimum Eligibility Criteria.

Evaluation Process



Minimum Eligibility Criteria

i. **Proposal Received by Deadline.**

Only proposals that are received by the date, time, and at the location indicated in *Section 7: Proposal Submission Instructions and Deadline* of this RFP will be accepted.

ii. **Complete Proposal Submission.**

Proposals must contain all necessary forms and documents as required in *Section 8: Required Submission Documents* and *Section 16: Forms/Documents Required* of this RFP, including all required signatures and certifications.

iii. **Compliance with Development Objectives.**

Proposals must comply with Use Guidelines described in *Section 4: Development Guidelines and Objectives*.

Comparative Evaluation Criteria

Eligible applications will be reviewed based on the following criteria:

- Development Plan
- Design Concept
- Developer Experience and Capacity
- Developer's Financial Capacity
- Development Cost Feasibility
- Equity and Inclusion
- Housing Affordability

MOH will require all eligible Applicants to present their plan of development to the community at a public meeting.

Responses must be submitted by the following deadline: **June 15, 2023, no later than 4:00 P.M. (ET). Late proposal submissions will not be accepted.**

Visit the *Building Housing* project page for additional information, including a copy of this presentation. bit.ly/westendlibraryhousing

MOH Contact:

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(617) 635-0226, joseph.backer@boston.gov

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

MOH THANKS YOU FOR YOUR INTEREST!

