

**NEIGHBORHOOD HOMES INITIATIVE  
REQUEST FOR PROPOSALS FOR REAL ESTATE AND FUNDING**

**Elmont Norwell**



**RFP Issue Date: 10/04/2021  
Proposal Due Date: 11/09/2021**

**CITY of BOSTON  
Kim M. Janey, Mayor**

**DEPARTMENT of NEIGHBORHOOD DEVELOPMENT  
Sheila A. Dillon, Chief and Director**



September 2021

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ربيع انب لاصتلا بجرى ، تامدخلا كلت بلا ةجاحب تنك اذا ، ةفلكت يا نود كل ةرفوتم ةيريرح ةمجرتلا ةيروفلا ةمجرتلا تامدخ  
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## A. THE NEIGHBORHOOD HOMES INITIATIVE

The **Neighborhood Homes Initiative** (NHI) is an initiative resulting from the City of Boston's 2030 Housing Plan. It represents a significant commitment to promote and expand affordable homeownership opportunities for first-time homebuyers priced out of today's housing market. To achieve these objectives, the Department of Neighborhood Development (DND) is making packages of developable parcels available for developers to create new, well-designed homes. DND issues a Request for Proposals (RFPs) for these packages.

The NHI program also offers local and historically disadvantaged businesses an opportunity to grow and enhance their development capacity. It is the intent of the Mayor that these opportunities provide a framework and model for inclusiveness in the development team and throughout the various levels of contracting. To that end, applicants must include in their RFP response, a comprehensive program for achieving diversity and inclusion in the proposed project.

DND will be providing subsidy funds to bridge the difference between the developer's cost to build the home and an affordable price determined by DND. Land parcels will be grouped into packages of parcels in close proximity to one another and the number of parcels in each package will be varied to provide opportunities for smaller and larger developers.

For each parcel, DND has produced plans, elevations, and a zoning analysis site plan. The design of each building, its appearance, style, general details, and interior layout have been vetted with community residents during DND's community process.

The Selected Developer will receive these drawings from DND in a CAD format and will be responsible for producing the technical drawings (structural, civil (including BWSC, DPW drawings), MEP, etc.) required to produce a complete permit set for construction.

## B. HOW NHI MAKES IT EASIER FOR DEVELOPERS TO BUILD

The Neighborhood Homes Initiative has been designed with a number of features to make development easier and more cost-efficient for developers:

**COMMUNITY PRE-APPROVAL.** DND establishes clear agreements with the local community on the development objectives and building types *before* DND issues its RFPs. This greatly lowers the developer's risk because community issues that could otherwise hold up development are worked out ahead of time.

**LOW REAL ESTATE COSTS.** DND's land price for affordable home sites is \$100 per parcel. This substantially reduces the need for developers to finance the land acquisition costs which should make their projects more bankable.

**ZONING/PERMITTING ASSISTANCE.** The Building Designs provided in the RFP have received a preliminary review by the Inspectional Services Department (ISD) and the Boston Planning and Development Agency (BPDA.) The goal of providing pre-screened designs is intended to reduce the time associated with the zoning process and facilitate a streamlined permitting process. Where zoning relief is necessary, DND and ISD will work to fast-track the scheduling of Zoning Board of Appeals hearings.

**LOWER MARKET RISK & MARKETING COSTS.** DND’s Boston Home Center will be responsible for the marketing and finding of income-eligible and qualified buyers for the homes built through NHI.

**ENVIRONMENTAL TESTING.** Where DND has done site 21E test work, the report will be attached as Appendix 8 for reference in order to enhance site planning, estimate costs, and assist with understanding the predevelopment time. However, the Selected Developer will need to anticipate conducting his or her own environmental testing associated with each site.

### C. HOW NHI WORKS STEP-BY-STEP

NHI development has the following key stages:

1. **SITE & HOME SELECTION.** Prior to offering any property, DND works with neighborhood residents to create a Development Plan for the selected sites. DND provides building designs and site plans for each site and then works with area residents to determine preferred optional elements as well as siting and landscaping requirements. In this way, Applicants know exactly what is expected *before* they prepare a proposal.
2. **RFP ISSUANCE.** RFPs are issued by DND which include: a package of parcels to be developed with descriptions of those parcels, development plans, elevations, a zoning analysis site plan for each parcel, and any environmental reports DND has for each site. The Selected Developer will receive these drawings from DND in a CAD format and will be responsible for producing the technical drawings (structural, civil (including BWSC, DPW drawings), MEP, etc.) required to produce a complete permit set for construction.
3. **DEVELOPER SELECTION.** Within two weeks after the RFP deadline, DND may recommend one of the Applicants as the “**Preferred Developer**” of the RFP package. DND will recommend a Preferred Developer from among qualified proposals based on the Evaluation Criteria listed in Section H-J of this RFP. Applicants that have decided that they wish to submit a proposal are strongly advised to review Sections I and J of this RFP, which outline general and statutory requirements, to be sure you fully understand your obligations should you be selected as the developer. DND will coordinate a date and time for a community meeting at which the Preferred Developer’s proposal will be introduced. Following the community meeting, DND staff will recommend the developer

and project for a Tentative Designation Vote at the Public Facilities Commission (“PFC”). The PFC governs DND’s property disposition and development process.

4. **PREDEVELOPMENT.** Once the PFC designates the developer, the developer is considered the Selected Developer. DND/PFC designates a Selected Developer for a twelve-month period. By the conclusion of the twelve-month period, DND shall either convey the parcel to the Selected Developer, extend the designation for an additional time period or withdraw the designation. After designation, the developer will be issued a license that enables them to enter the property to conduct site assessment activities. The developer will also begin the process of arranging financing and seeking building permits.
5. **LAND SALE & FUNDING AGREEMENT.** When the Selected Developer has 1) completed their site assessments, 2) established an agreed-upon final sources and uses budget, and 3) demonstrated their ability to obtain financing and permits, DND shall seek a Conveyance Vote from PFC. The developer should expect to start construction within nine to twelve months of the designation vote. Once the developer has permits and financing in hand, DND will then proceed to closing where the developer will take possession of the properties and execute closing documents with all identified financing sources. DND and the developer will execute a Loan Agreement that specifies the terms of DND’s funding, including the building-by-building construction schedules and other details related to the proposed development.
6. **CONSTRUCTION/MARKETING/SALES.** The developer may draw on DND’s funds, while in some cases simultaneously drawing on the construction loan, throughout the construction period for costs associated with the affordable homes only, except for the developer’s fee. DND will monitor the construction site on a regular basis to ensure that the building(s) are being built as approved by DND and permitted.

DND will begin marketing the homes when the project reaches 60% completion as confirmed by a DND Construction Specialist. DND will provide income-eligible and bank-approved buyers to the developer. DND will market the property through the NHI program and buyers will be selected by a lottery process. The developer will cooperate with DND on scheduling open houses and arranging access to the property for DND and prospective buyers. DND will reserve buyers for the homes once a Certificate of Occupancy is obtained.

## D. TERMS AND CONDITIONS

The following terms shall have the following meanings throughout this RFP:

- Applicant - An individual or firm who responds to this RFP with a proposal.
- Development Plan - The site development, design, and affordability mix for the parcels contained in this RFP.
- Preferred Developer - The Applicant who DND is recommending to the community and the DND Project Review Committee to develop this RFP package of sites.
- Selected Developer - The Preferred Developer who has been approved by the Public Facilities Commission to develop the RFP package of sites.

The City, acting by and through its Public Facilities Commission by the Director of DND, is soliciting proposals for the acquisition of, and funding for, the sites listed in the **ELMONT NORWELL NEIGHBORHOOD HOMES INITIATIVE**.

**Review of Proposals.** The City will enter into an agreement with the Applicant who submits the most advantageous proposal based on the criteria outlined in the RFP.

DND will review and evaluate proposals promptly after the submission deadline specified on the Proposal Cover Page.

DND reserves the right to award contracts to multiple Applicants, to reject any or all proposals, to waive any informality in the proposal process, or to cancel in whole, or in part, this solicitation if it is in the best interest of the City to do so. A proposal may be rejected if it is incomplete, illegible, or conditional. An acceptable offer will not include conditional requirements, such as:

- Altering the square footage of the parcel;
- Proposing a use for the parcel beyond mixed-income housing; or
- Proposing a use for the parcel that does not benefit the residents of Boston.

DND reserves the right to obtain an opinion of Counsel regarding the legality and sufficiency of proposals.

**Assumption of Risk.** The City accepts NO financial responsibility for costs incurred by Applicants in responding to this RFP. Applicants are responsible for any and all risks and costs incurred in order to provide the City with the required submission.

**Public Property.** Proposals submitted to DND will become the property of the City. After opening, all proposals become public documents and are subject to the requirements of the Massachusetts Public Records Law (M.G.L. c. 4, § 7(26)).

**Terms of Sale.** After a final proposal has been selected, the Selected Developer will be contacted by DND to finalize the terms of the sale. The terms of the sale will and MUST be consistent with this RFP, including the advertised purchase price and project requirements.

**“As Is” Conveyance.** DND will convey the parcels in “AS IS CONDITION” without warranty or representation as to the status or quality of the title. The Selected Developer/Buyer shall, to the fullest extent permitted by law, assume any and all liability for environmental remediation and removal of soils 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 Selected Developer.

**Negotiations.** DND reserves the right to negotiate for changes to the selected proposal. These negotiations may encompass values described in the RFP, as well as values and items identified during the RFP and negotiation process. On the basis of these negotiations, DND may decline to sell the property even after the selection process is complete and negotiations have begun.

**Changes to the Development Program.** DND reserves the right to change aspects of the Development Program outlined in this RFP, including after DND has entered into an agreement with the developer, 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 also reserves the right to cancel the development of a site where it determines the additional financial expense is excessive.

**Restrictions on Transfer.** All parcels sold under the NHI will have a 50-year deed rider and mortgage on the end homebuyer that requires owner-occupancy, prohibits condominium conversion, and limits future resale prices. The Selected Developer will only be permitted to transfer the home to a homebuyer under terms specified by DND. Any other transfer or failure to fulfill the development requirements specified by DND will trigger a reversionary clause in the deed, automatically transferring the title of the home back to DND.

**Payment.** Unless otherwise agreed in writing between DND and the Selected Developer, DND requires payment in full by a treasurer’s or cashier’s check, for the purchase price at the time that the property is conveyed. In addition, the Selected Developer will be responsible for making a pro forma tax payment, as well as paying all recording and registration fees including, but not limited to, the cost of recording the Deed and conveyance documents at the Suffolk County Registry of Deeds.

**Reservation of Rights.** DND reserves the right to postpone or withdraw this RFP; to accept or reject any and all proposals; to modify or amend the terms of this RFP through an addendum; to waive any informality, and to interview, question, and/or hold discussions regarding the terms

of any proposal received in response to this RFP. DND reserves the right to cancel a sale for any reason. DND reserves the right to select the next highest-ranked proposal if the initially Successful Applicant is unable to proceed in a timely manner or otherwise fails to satisfactorily perform. DND reserves the right to waive any requirement or restriction set forth in this RFP or conveyance documents, if such waiver is deemed appropriate by DND, in its sole discretion.

## E. NHI HOME DESIGNS & CONSTRUCTION ELEMENTS

**1.DND Design Guidelines and Construction Preferences** - DND Design Guidelines can be obtained for download at the same location as this RFP under the name: **Elmont Norwell Neighborhood Homes Design Guidelines.**

**2. Building Designs for this RFP** - DND provides elevations, floor plans, zoning information, and site planning as part of this RFP. Building square footage and building types are shown in *Appendices*. DND will also provide the selected developer with the drawings attached to this RFP in CAD format, to be used by the developer’s architect to form the basis of the final set of working drawings. Building Designs can be obtained for download at the same location as this RFP under the name: **Elmont Norwell Neighborhood Homes Floor Plans & Elevations.**

**3. Construction Elements for NHI** - The following enumerates some key construction characteristics that DND seeks in all of its NHI developments. It also identifies elements that DND discourages or outright prohibits. You must conform to all of these preferences when preparing your proposal and costing out your development budget.

Construction Element	Required, Preferred, or Prohibited Elements
<b>Energy</b>	The homes should be powered and heated by electricity. No gas service is required.
<b>Energy Efficiency</b>	Massachusetts Energy Stretch Code minimum. Applicants must build with a high level of air-tightness and improve the insulation and thermal characteristics of building elements to reduce the sizing of the mechanical systems and reduce operating costs.
<b>Prefabricated Construction</b>	Panelized construction is acceptable based on DND design review and approval.
<b>Foundation</b>	Each building’s first-floor elevation is to mirror the elevations of other homes (usually a minimum of 3 feet above the average grade level). It is expected that a foundation wall and first-floor concrete slab will be used with no crawl space.

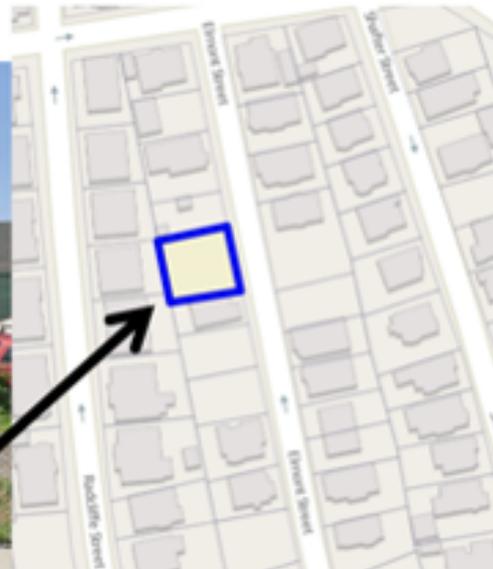
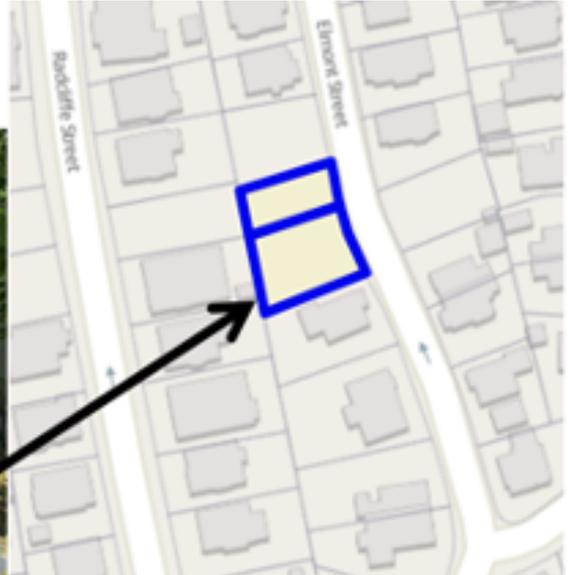
<b>Basements</b>	Basements have been excluded from the plans. If a proposal includes basements or partial basements, it must address the items in the Soil, Ledge, Grading section.
<b>Soils, Ledge, Grading</b>	<p>Applicants must review the existing site conditions. Where exposed ledge, steep slopes, and grading require retaining walls or other regrading, these costs must be included in the proposal.</p> <p>Removing soils from the site is a large expense for the project. Applicants are to anticipate and outline the costs for soils, ledge, and grading. Methods of retaining soils on-site included but not limited to placing suitable soils below the first-floor slab are assumed to be included in the overall construction cost, if not specifically noted in the proposal.</p>
<b>Attics</b>	Other than required by code or indicated in the plans provided, attics are not finished. Stairs to the attic are shown in applicable Home Designs. The door, ceilings, and walls of the stair to attic must be insulated (i.e. within the heated space of the home.) The attic is not intended to be inhabited and is expected to be used for storage.
<b>Floor Covering</b>	Carpet is prohibited to minimize asthma impacts. Hardwood or engineered wood flooring with the durability and maintenance characteristics comparable to hardwood is required and is to be included in the base construction costs.
<b>Exterior Siding</b>	Vinyl siding is prohibited.
<b>Paved Surfaces</b>	Minimize the amount of surface area that is paved. Alternatives that reduce cost will be considered.
<b>Fencing</b>	Fencing is required at the perimeter of all sites and at the property line dividing two attached side-by-side townhouses. Existing fencing deemed of good quality may be used on a case-by-case basis. Applicants are to review the site conditions to make this assessment and provide an allowance for additional fencing that may be required.
<b>Exterior Storage</b>	An area may be provided for storing equipment and materials used for landscaping and other home maintenance where it is possible to carve out a small area within the building footprint or attached to the main structure. This area must have a concrete slab floor.
<b>Comparability</b>	The homes cannot be distinguished in any way by the income of the buyer. Distinct differences in finishes, lighting, fixtures, and cabinetry by income are forbidden.

#### 4. Modifications to Building Designs.

- The Applicant and their architect must review the drawings provided for any minor errors or conflicts. Code and other construction issues can be resolved in conjunction with DND design review when identified. **The buildings are not to be redesigned or redrawn. No modifications to the exterior elevations are to be made.** They have been vetted thoroughly internally and with the community. Only very minor alterations to the exterior elevations may be proposed. All proposed modifications must be resolved prior to the development of the permit and construction set. The Applicant must outline all proposed modifications and associated costs in their proposal to DND.
- Minor modifications in the interior layout of the kitchen and bathroom layouts may be proposed with DND review and approval.
- If mechanical areas are not indicated in the CAD files provided, the selected applicant may propose locations for heating and hot water mechanical systems as basements are not provided.
- The massing, roof shape, window shape, trim details, and front porch design are intended to mirror similar homes directly surrounding the site and are subject to further modification due to context if requested by DND. All revisions must be reviewed and approved by DND.

## F. AVAILABLE SITES, DEVELOPMENT PLANS & PROJECT REQUIREMENTS

1. Available Sites – 5 parcels representing 3 development sites with an approximate total of 15,384 square feet of available land. Proposals must plan to develop all parcels.





**2. Site Characteristics.** To facilitate developer efforts to create the most accurate development budgets possible, DND has assembled some preliminary additional information about the parcels. All available environmental reports on these properties can be found in **Appendix 8**.

SITE	Parcel Address(es)	Guaranteed Street	Other
1	20 Elmont Street	No	
2	24 Elmont Street	No	
3	52 Elmont Street	No	
4	143 Norwell Street	No	
5	147 Norwell Street	No	

<sup>1</sup> If additional information becomes available to DND during the RFP period, it will be made available on-line at the website where this RFP was made available under the name **“Elmont Norwell NHI Supplementary Parcel Information”**

**3. Elmont Norwell Development Plan** - Working with area residents, DND has arrived at the following development plan for the Elmont Norwell Package. There will be a total of 8 new units, including 2 single family homes and 3 side by side townhomes (6 fee simple sales). There will be a mix of affordability for the homes including 80% Area Median Income and 100% Area Median Income homes.

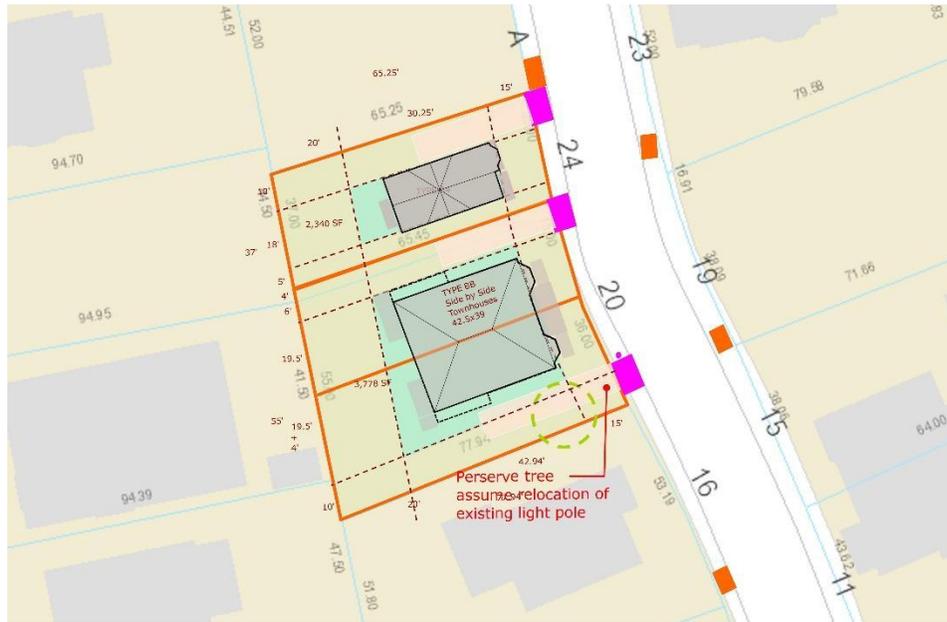
SITE	Street Address	Assessor Parcels	Land Sq. Feet	House Type
1	20 Elmont Street	14/02401000	3,778	Side by Side Townhouses Type BB
2	24 Elmont Street	14/02400000	2,340	Single-Family Type A4
3	52 Elmont Street	14/02393000	3,900	Side by Side Townhouses Type E Corner
4	143 Norwell Street	14/01651000	2,683	Single-Family Type A4
5	147 Norwell Street	14/01652000	2,683	Side by Side Townhouses Type BB

When complete, there will be 8 homes for sale at an affordable price. **After a developer has been selected, DND reserves the right to negotiate revisions to the distribution of affordability levels across all of the development parcels where DND determines that such revisions are needed for the financial feasibility of the package.**

#### 4. Site Plans and Building Designs

##### 20-24 Elm Street

There are two parcels which must be subdivided into three parcels. An overall site plan is shown below to provide context for the information below.



## SITE 1: 20 Elmont Street

**Home Model:** Side by Side Townhouses Type BB

**Building Design:** The first-floor elevation must be raised at least 3' above grade. Given the depth of the site, it may be necessary to locate the rear porch to the sides of the building. Applicants must be prepared to make this modification after tentative designation.

**Site Conditions:** This site requires subdivision and coordination with the 24 Elmont site to create three parcels on which one single-family house and two single-family attached townhouses with two separate owners will be built. At a minimum, one off-street parking space is to be provided per unit. The driveway must extend to at least the rear of the building and allow enough space for two cars to be parked in tandem without being located in the front setback. The proposed location of new curb cuts are shown in purple. There is a desire to preserve an existing tree on the site. Applicants are to account for this in their proposal including coordinating relocating the existing light pole in order to place a new curb cut. New fencing will be required around the property and at new property lines. Existing fencing must be replaced where it is unsuitable, in disrepair, or is not present. All trees removed from the site must be replaced with 2 trees (2 for 1).

**Zoning:** It appears that all buildings will require ZBA. This can only be verified by submission to ISD for rejection.



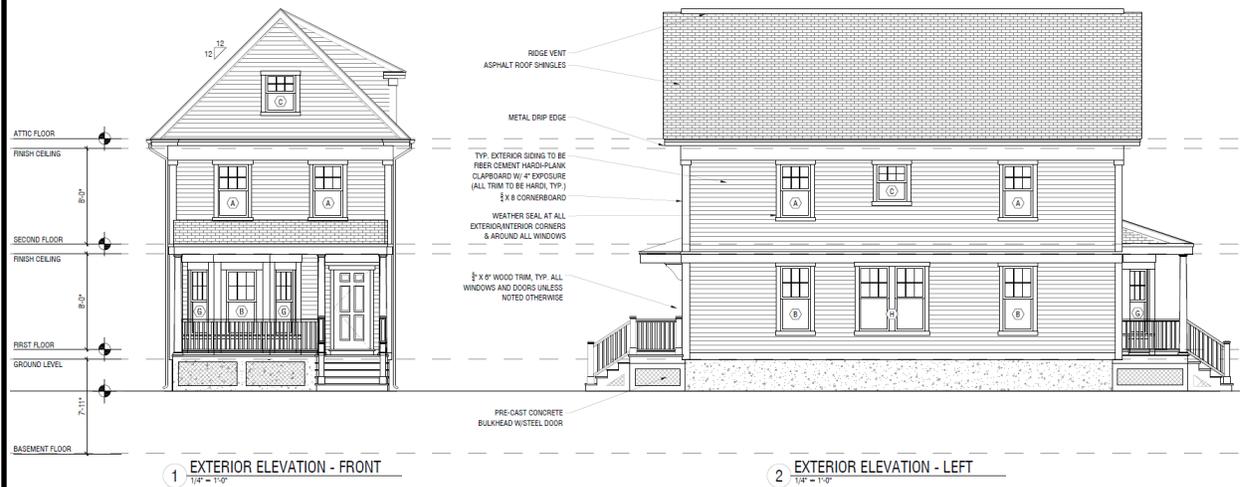
## SITE 2: 24 Elmont Street

**Home Model:** Single-Family Type A4

**Building Design:** The first-floor elevation must be raised at least 3' above grade.

**Site Conditions:** At minimum one off-street parking space is to be provided per unit. The driveway must extend to at least the rear of the building and allow enough space for two cars to be parked in tandem without being located in the front setback. The proposed location of new curb cuts are shown in purple. New fencing will be required around the property and at new property lines. Existing fencing must be replaced where it is unsuitable, in disrepair, or is not present. All trees removed from the site must be replaced with 2 trees (2 for 1).

**Zoning:** It appears that all buildings will require ZBA. This can only be verified by submission to ISD for rejection.



### SITE 3: 52 Elmout Street

**Home Model:** Side by Side Townhouses Type E Corner

**Building Design:** The first-floor elevation must be raised at least 3' above grade. Both doors and porches must be oriented forward toward the street.

**Site Conditions:** This site requires subdivision to create two parcels to create two single-family attached townhouses with two separate owners. At a minimum, one off-street parking space is to be provided per unit. The driveway must extend to at least the rear of the building and allow enough space for two cars to be parked in tandem without being located in the front setback. The proposed location of new curb cuts are shown in purple. New fencing will be required around the property and at new property lines. Existing fencing must be replaced where it is unsuitable, in disrepair, or is not present. The building is to be setback from the street to align the main gable with the modal setback of the dwelling at 48 Elmout. All trees removed from the site must be replaced with 2 trees (2 for 1).

**Zoning:** It appears that all buildings will require ZBA. This can only be verified by submission to ISD for rejection.



### 143-147 Norwell Street

The two sites are to be combined and then subdivided to create three parcels for the project and 1 parcel to allow the existing encroachment at 139 Norwell to remain to provide a curb cut and 1 parking space. The MBTA Commuter Rail Right of Way is adjacent to the site. Applicants are to outline costs, requirements, and any measures associated with construction activities in proximity to the MBTA Commuter Line. A 6' stockade fence must be placed at the rear of the site. Replant trees removed at the rear of the site 2 to 1 to provide an additional sound buffer. Curb cuts can not be combined. A planted buffer and fencing must be placed between adjoining curb curbs. Given the number of curb cuts, Applicants must ensure the cost of modifying existing sidewalks, curbing, and/or providing new sidewalks as required by BTM, PWD, and PIC.

The following site and building design information are based on this reconfiguration of the two parcels.



**SITE 4: 143 Norwell Street**

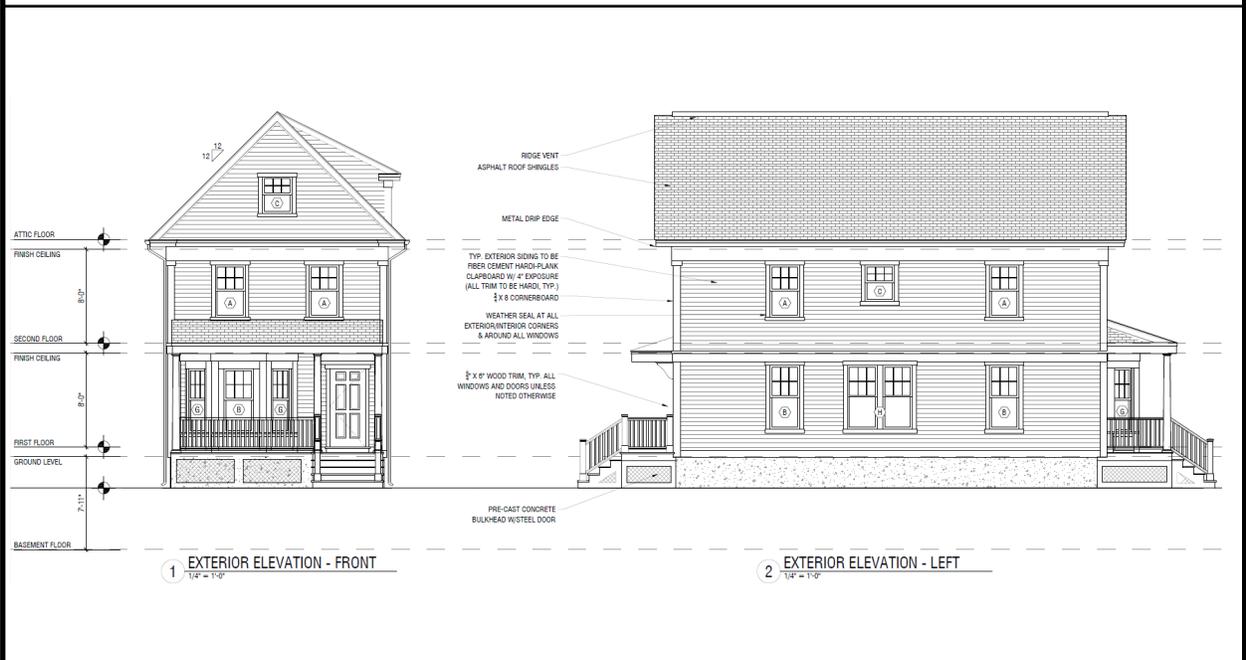
**Home Model:** Single-Family Type A4

**Building Design:** The first-floor elevation must be raised at least 3' above grade.

**Site Conditions:** At minimum one off-street parking space is to be provided per unit. The driveway must extend to at least the rear of the building and allow enough space for two cars to be parked in tandem without being located in the front setback. The proposed location of new curb cuts are shown in purple. New fencing will be required around the property and at new property lines. Existing fencing must be replaced where it is unsuitable, in disrepair, or is not present. All trees removed from the site must be replaced with 2 trees (2 for 1).

**Zoning:** It appears that all buildings will require ZBA. This can only be verified by submission to ISD for rejection.

**Building Design:** The first-floor elevation must be raised at least 3' above grade.



**SITE 4: 147 Norwell Street**

**Home Model: Side by Side Townhouses Type BB**

**Building Design:** The first-floor elevation must be raised at least 3' above grade. Given the depth of the site, it may be necessary to locate the rear porch to the sides of the building. Applicants must be prepared to make this modification after tentative designation.

**Site Conditions:** This site requires subdivision and coordination with the 24 Elmont site to create three parcels on which one single-family house and two single-family attached townhouses with two separate owners will be built. At a minimum, one off-street parking space is to be provided per unit. The driveway must extend to at least the rear of the building and allow enough space for two cars to be parked in tandem without being located in the front setback. The proposed location of new curb cuts are shown in purple. New fencing will be required around the property and at new property lines. Existing fencing must be replaced where it is unsuitable, in disrepair, or is not present. All trees removed from the site must be replaced with 2 trees (2 for 1).

**Zoning:** It appears that all buildings will require ZBA. This can only be verified by submission to ISD for rejection.



**5. Community Presentation** - The Preferred Developer will be required to make a presentation to the community showing how they plan to achieve these development objectives. The community presentation will be arranged by DND and the Preferred Developer will be notified.

**6. Hard Cost Line Item Budget.** To facilitate review of estimated construction costs, Applicants are required to submit a full hard cost line-item budget, including general conditions and overhead and profit for each site. See **Hard Cost Budget, Appendix 6.**

- **Costs associated with work within the MBTA's Zone of Influence (ZOI).** The location of this package may require additional fees due to its proximity to the train. A recent project noted a licensing fee is approximately \$1,500 and specialized insurance of approximately \$15,000. Estimates of these costs should be included under hard costs. Please see the link for more information. <https://www.mbtarealty.com/licenses/>
- **Soil Allowances.** If available, Phase 1 21E environmental report(s) will be provided in the RFP in **Appendix 8.** DND requires that all homes have surface soil conditions that are safe for children. For project planning, all areas of the parcel not covered by the footprint of the dwelling, driveway, or other impervious surfaces shall be finished with a minimum of one (1) foot of clean, imported loam. A total allowance cost for **imported soils per site** must be included in the budget.

Beyond the soils, ledge, and grading information provided in section E, the developer must carry an **additional allowance for the removal of soils from the site** which must be properly disposed of off-site. These soil removal allowances are to be placed in the development budget (Line item #3: *Allowance for Imported Soils & Soil Removal*) **(include \$20,000 per site)**. If the Applicant thinks that there are cost savings or potential increases in this soil removal costs, the Applicant **must** note this in their RFP response. Prior to commitment on DND's funding, DND and the Preferred Developer will agree on a final determination regarding this soil allowance. These costs will be included in the final development budget used to establish DND's commitment of funding for the affordable units. If the full allowance is not required, any unspent funds will be retained by DND.

- **Accessibility Adaptations and Window Guards Allowance.** While the Applicant is not required to make allowances in their proposed budget for the additional costs for accessibility adaptations for persons with disabilities, or for window guard installations for families with children under six (6) years of age, DND will include a reserve for these costs in its subsidy budget and will fully fund these costs for the affordable homes should they be needed at the time of closing with the buyer. DND will outline specific site and unit work necessary to address the accessibility and window guard requirements with the selected developer so that work can be incorporated into building plans prior to closing. If the full allowance is not required, any unspent funds will be retained by DND.

**7. Survey.** The selected applicant is responsible for conducting surveys for each site.

## **G. AFFORDABILITY REQUIREMENTS & SUBSIDY FUNDING**

The Neighborhood Homes Initiative has been designed to promote mixed-income communities by creating housing that is affordable to a range of income levels. Some homes will be affordable to households with moderate incomes (up to 80% area median income, or about \$87,000 for a family of three), while others will be affordable to middle-income homebuyers (up to 100% of area median income, or about \$108,750).

To achieve these affordability objectives, DND will provide a development subsidy to the developer to cover the difference between the total development cost of the homes, including developer fee and overhead, and the DND-determined affordable price for the moderate- and middle-income homes. The amount of development subsidy for each of the affordable homes will be determined by DND once the final development budget has been set and the target sales prices have been established. These subsidy funds can be drawn by the developer during the construction period to pay for approved development costs.

**DND has established \$150,000 per unit as a reasonable maximum average subsidy for the affordable units. Proposals below the \$150,000 average subsidy will be considered more advantageous.**

Setting Sales prices: The Applicant will NOT be required to provide affordable sales prices at application. Application submittals will require the development budget and other required submittal information only. The range of DND-approved prices for NHI homes can be found in **Appendix 7**. DND staff will determine the final sales prices for the homes.

**Full budget costs established at application must be held- the application budget is the final budget- to meet the target schedule and closing in the RFP. With this in mind, Applicants must build in costs to carry the development through the estimated development timetable.**

Developer Fee and Overhead is capped at 12.5% of total project costs for the affordable homes. Applications will be more competitive, and DND review of applications will give preference to proposals that are below the 12.5% cap. The developer will be able to draw up to 50% of overhead at closing with the remaining overhead to be funded during the course of construction at a rate proportionate to percent complete. Developer fee will not be funded during construction and will be released after the final sale of the homes.

Architect fees must take into account that the buildings have been designed, CAD drawings will be provided and further time and cost efficiencies can be assumed when building types are repeated on other sites. Development teams are also to incorporate soft cost economies which can be derived in a similar way from previous participation in the NHI program.

DND's Commitment Letter for subsidy funding will require a Developer's personal guarantee.

## H. PROPOSAL EVALUATION PROCESS

Proposals will be reviewed and selected using the following criteria:

**First**, proposals must meet the City's **Minimum Eligibility Criteria** as described below:

- a. **Proposal Received by Deadline.** Only proposals that are received by the date, time, and at the location indicated in **Section I** of this RFP will be accepted.
- b. **Complete Proposal Submission.** Proposals must contain all necessary forms and documents and signatures as required in this section of this RFP. Proposal submissions must be of sufficient detail and completeness that DND can fairly evaluate the proposal using the General Evaluation Criteria specified below. Proposals that fail to provide sufficient information for this review will be rejected.

**Secondly**, proposals that meet the Minimum Eligibility Criteria will then be comparatively reviewed based on the **General Evaluation Criteria** described below.

1. **Developer Experience and Capacity.** This will be evaluated based on the amount of experience that the development team has in residential development of the type and scale that they are proposing to undertake for this RFP, as described in Section 1 of the *Developer's Qualifications Statement*. Developers without significant experience are encouraged to engage an entity with relevant experience as part of their development team.
2. **Design and Construction Outcomes.** This will be evaluated based on how well the proposal achieves the overall design and construction objectives as and guidelines specified in this RFP and by DND and approved by the local community as compared to other Applicants. Information provided in Sections E and F will be the primary basis of this evaluation.
3. **Development Budget:** This will be evaluated based on the 1) adherence to the budget requirements outlined in Section F; and 2) reasonableness and feasibility of the proposed costs listed in the Development Budget as specified in **Appendices 5 and 6: Development Budget and Hard Cost Budget forms**. In order to facilitate the evaluation of these criteria, DND may require additional information on specific costs and cost-reduction proposals for specific buildings to better understand the Development Budget. **Developers must include cost pricing estimates for one year out from the proposal due date of the RFP.**

4. **Financial Capacity.** This will be evaluated based on the Applicant's demonstrated capacity to secure the necessary financing as described in **Section 3** of their Developer's Qualifications Statement.
5. **Development Schedule.** This will be evaluated based on the amount of time between developer designation and estimated construction start and the time period/duration of construction for each site, relative to other proposals for the same sites as specified in **Appendix 2: Development Timetable**. The developer should include their timelines for permits, an estimated pre-ZBA date, if chosen as the preferred developer, and an in-ground construction start date, which should be within six months of receiving DND designation.
6. **Diversity and Inclusion Plan.** Applicants must design and propose a comprehensive program for achieving diversity and inclusion in the proposed project, including the developer and development team members. Projects must describe the planned approach to meeting the goals outlined in the Boston Residents Jobs Policy which can be accessed via the following link: <https://www.boston.gov/departments/economic-development/equity-and-inclusion-office/residents-jobs-policy-construction-projects>.

Applicants must prescribe a procedure to establish and oversee a minority outreach program to ensure the inclusion, to the maximum extent possible, of opportunities for people of color and women, and entities owned by people of color and women, in the development of the proposed project. This will be evaluated based on both the *Construction Employment Plan* (Section 3 of the *Developer's Qualifications Statement*) and the *Business Opportunity Plan* (Section 4 of the *Developer's Qualifications Statement*) in meeting those goals and for the comprehensiveness of the Development's team and the employment and increased economic opportunities for veterans, people of color, women, and M/WBEs as permitted by law.

Finally, prior to Developer designation by the Public Facilities Commission, the Preferred Developer will be subject to the **Statutory Compliance Requirements** as described in Section I to determine compliance with various City regulations, ordinances, and policies.

**Multi-Package Developer Selection Process.** Where DND is offering a number of development packages or RFP's concurrently, DND will use a sequential process for reviewing the Financial Capacity and Development Schedule criteria. DND realizes that once a developer has been selected for one package, a developer's capacity to undertake additional packages in a timely manner may be diminished. To account for this reality, DND will implement a sequential selection process, starting with the largest package and ending with the smallest. Once a developer has been selected for the largest package, scoring on Financial Capacity and Development Schedule will be adjusted to reflect its reduced capacity before proceeding with the evaluation for the next-largest package.

**For Developers That Have Already Been Selected for a Previous NHI Package.** Where a developer has already been selected for an earlier NHI package, DND will take into account the DND's experience with the developer regarding those earlier packages when scoring a developer's Experience & Capacity and Financial Capacity.

## **I. STATUTORY REQUIREMENTS & TERMS AND CONDITIONS OF SALE**

All property disposed of through DND is subject to a number of Federal, State, and City statutory requirements. In addition, all purchasers of real estate from DND must be in compliance with the following statutory requirements:

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

**2. Water and Sewer Review.** The City of Boston Water and Sewer Commission will conduct a review of the Preferred Developer's water and sewer account(s). The Preferred Developer 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 the conveyance of the Property.

**3. Property Portfolio Review.** The City will review the Preferred Developer'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 Preferred Developer's property portfolio, DND may deem the Preferred Developer ineligible for the conveyance of the Property.

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

**5. 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,

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 the conveyance of the Property.

**6. 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 advertising and providing equal access to information regarding housing and development opportunities. The Boston Fair Housing Commission will screen all Applicants. Any Applicant who fails to satisfy this requirement may be deemed to be ineligible for the conveyance of the Property.

## **J. GENERAL REQUIREMENTS**

The following General Project Requirements are required of all Neighborhood Homes developments:

### **1. OFFER PRICE**

The offer price for the property shall be **\$100 per parcel**. Religious Organizations – In accordance with Massachusetts Constitution religious organizations must pay 100% of the appraised value to be supported by a qualified appraisal.

### **2. PAYMENT POLICY**

Unless otherwise agreed to in writing between DND and the Selected Developer, DND requires payment in full by a treasurer’s or cashier’s check, for the full purchase price at the time that the property is conveyed. In addition, the Selected Developer will be responsible for making a pro forma tax payment, as well as paying all legal, recording and registration fees including, but not limited to, the cost of recording the Deed and conveyance documents at the Suffolk County Registry of Deeds.

### **3. TITLE**

While DND has conducted title examinations of the properties, DND makes no warranty or representations as to the accuracy of such reports and recommends that Applicants conduct their own title examinations.

### **4. SURVEYS**

The Selected developer will be responsible for completing site surveys required for permitting.

### **5. MISCELLANEOUS FEES**

Applicants are responsible for budgeting for all miscellaneous fees, including fees at the Department of Public Works, Boston Water and Sewer Commission, Inspectional Services Department, as appropriate. These fees should be included in the development budgets.

**6. PROJECT MANAGEMENT**

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 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. The Successful Applicant will confirm all scheduled project milestones with DND prior to initiating work.

**7. APPLICANT’S DESIGNATED REPRESENTATIVE**

The Applicant shall designate qualified representatives as a point of contact to assist DND as needed throughout the engagement. Names, phone numbers, and e-mail addresses of proposed representatives are to be listed in the proposal.

**8. TIMELY DEVELOPMENT**

The Successful Applicant will produce an appropriate plan of development that satisfies the City’s needs within specified time frames. If the Property has not been developed according to the proposal specifications, DND may choose to grant additional time for performance or to rescind the contract, at its discretion. The determination of whether services were performed satisfactorily is at the sole discretion of DND.

**9. PROPERTY MANAGEMENT**

The Successful Applicant will be ultimately responsible for the condition of the property. They must take any steps necessary to keep the property free of trash, debris, and snow.

**10. FAIR HOUSING**

DND administers its development programs in accordance with federal, state and local equal opportunity and fair housing laws, regulations, and requirements. This includes affirmatively furthering fair housing and providing equal access to information about development opportunities. Pursuant to this policy, all NHI homes will be affirmatively marketed in accordance with the NHI Blanket Affirmative Marketing Plan.

**11. BOSTON RESIDENTS JOBS POLICY & LIVING WAGE ORDINANCE**

If the Successful Applicant is a for-profit firm with 25 or more full-time employees or a non-profit firm with 100 or more employees, you will be required to make best efforts to adhere to the Boston Jobs and Living Wage Ordinance, and the provisions of the Promulgated Regulations, including the “First Source Hiring Agreement” provisions of said Ordinance.

## K. MORE INFORMATION/APPLICANT'S CONFERENCE/WORKSHOP

**Applicant Conference.** A Virtual Applicant Conference will be held on October 15, 2021, at 1:00 p.m. interested participants must email the Housing Development Officer [anne.conway@boston.gov](mailto:anne.conway@boston.gov) to register for the conference.

The last day for receiving formal questions is October 22, 2021, at 4 p.m. All formal questions should be e-mailed to Anne Conway, Housing Development Officer at [anne.conway@boston.gov](mailto:anne.conway@boston.gov)

You may also contact the Development Officer, **Anne Conway**, by phone (617-635-0182) or by email at [anne.conway@boston.gov](mailto:anne.conway@boston.gov), with simple questions or clarification. However, verbal responses are not included in the public record and cannot be considered an official statement by DND regarding your proposal.

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

## L. INSTRUCTIONS FOR RESPONDING TO THE RFP & REQUIRED DOCUMENTS

1. **Deadline** - Responses to this RFP must be uploaded by **November 9, 2021**, no later than **4:00pm**.

**LATE PROPOSAL SUBMISSIONS WILL NOT BE ACCEPTED. By 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.**

2. **Components of the RFP Response** - The following documents are required for all submissions for DND to comparatively evaluate competing proposals. 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.

- Cover Sheet Form (Appendix 1)
- Development Timetable (Appendix 2)
- Developer Qualifications Statement (Appendix 3)  
Only one Developer Qualification Statement is required regardless of how many packages of sites the Applicant is seeking to develop.
- Developer Qualification Forms (Appendix 4)
- Development Budget (Appendix 5)-This is also available online at [boston.gov/dnd/rfps](http://boston.gov/dnd/rfps) as a fillable Excel form.

- Hard Costs Budget (Appendix 6) - This is also available online at [boston.gov/dnd/rfps](https://boston.gov/dnd/rfps) as a fillable Excel form.

### 3. How to Submit a response to the RFP -

Applicants must submit their responses using DND's online portal.

#### a. Preparing Your Response

- Please name your documents using DND's naming convention format: **property name.company name** (for example: **[Elmont Norwell NHI].your company name**).
- Add numbers to the document name for each separate document you are uploading for the same RFP response (for example: **[Elmont Norwell NHI].your company name.1**; **[Elmont Norwell NHI].your company name.2**, etc.).

#### b. Uploading Your RFP Response

1. In browser, input URL: <https://transfer.boston.gov>
  2. (a graphic and words appear - "File Server - Serv-U").
  3. Enter **username**: "DND\_PropertyDispositions"
  4. Enter **password**: "communitydevelopment#";
  5. Click "Login"
  6. Select "Upload";
  7. Click on "Choose File"; select the file to be uploaded; click on "Open"; click on "Upload"
  8. After the file is uploaded, you will be returned to the "Choose File" screen; click on "Close".
- To confirm submission is received by [transfer.boston.gov](https://transfer.boston.gov), please send a request via email to [lorrie.armstrong@boston.gov](mailto:lorrie.armstrong@boston.gov) and [christine.harris-idiokitas@boston.gov](mailto:christine.harris-idiokitas@boston.gov)
  - Once submission is uploaded, you will not be able to access your uploaded file. If you need to edit your response you will have to resubmit the response following these instructions from the beginning.

**4. WITHDRAWAL OF PROPOSALS.** Proposals may be withdrawn by written request or by electronic request at any time prior to the scheduled closing time of receipt of proposals.

**Appendix 1: Cover Sheet Form**

<b>SOLICITATION, OFFER AND AWARD</b>			
1. PROJECT NAME	2. TYPE OF SOLICITATION	3. DATE ISSUED	
<b>Elmont Norwell NHI</b>	<input type="checkbox"/> Invitation for Bids <input checked="" type="checkbox"/> Negotiated (RFP)	<b>October 4, 2021</b>	
4. ISSUED BY: City of Boston, Department of Neighborhood Development 12 Channel St. Suite 902 Boston, MA 02108		5. Submit Offer to <a href="https://transfer.boston.gov">https://transfer.boston.gov</a> using instructions herein.	
<b>SOLICITATION</b>			
6. OFFERS will be received until <b>4:00 p.m. (EST) November 9, 2021</b> <b>CAUTION:</b> Late submissions, Modifications, and Withdrawals: See Section J. All offers are subject to all terms and conditions contained in this solicitation.			
<b>OFFER</b>			
7. 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:	\$ _____	<b>This is \$100 per parcel</b>	
<b>8. SUBMISSION CHECKLIST</b>			
<input type="checkbox"/>	Cover Sheet Form (Appendix 1)	<input type="checkbox"/>	Development Timetable (Appendix 2)
<input type="checkbox"/>	Developer's Qualifications Statement (Appendix 3)	<input type="checkbox"/>	Developer Qualification Forms (Appendix 4)
<input type="checkbox"/>	Development Budget (Appendix 5)	<input type="checkbox"/>	Hard Cost Budget (Appendix 6)
<input type="checkbox"/>	My signature below signifies that I have read the Terms & Conditions as specified in Section C of this RFP and that I will abide by those requirements should I be selected as developer under this Request for Proposals		
10. ADDRESS OF OFFEROR		11. Name and Title of Authorized Signatory (Print)	
_____		_____	
_____		12. Signature	
_____		_____	
13. Phone Number and email address		14. Offer Date	
_____		_____	
_____		_____	

## **Appendix 2: Development Timetable**

With an increasing need for additional new affordable homeownership housing in Boston, there is an urgency to start construction on NHI developments. DND will make available any environmental testing, site planning, zoning information, and CAD files of each building type in an effort to accelerate the predevelopment period. DND will also assist the designated developer with the community process and zoning board of appeals (if required) in order to streamline the permitting process. The development schedule below establishes timelines to which the project must adhere. Please fill out the chart with specific dates. Adjustments are to be made assuming the actual seasonal conditions, multiple buildings are permitted, and typically the sites are not continuous and are scattered within an area of the city.

Presentation by Preferred Developer at Community Meeting	3 weeks from Application Due Date
Submission to PFC by DND for Developer Designation.	2 months from Application Due Date
Application to ISD:	2 months from Developer Designation
If ZBA:	3 months from ISD App
Permits:	2 months from ZBA approval
Bank Commitment:	4 months (or 8 months if ZBA) from Developer Designation Date
DND and Bank Project Closing:	6 months (or 10 mos. if ZBA) from Developer Designation Date
Start Construction:	6 months (or 10 months if ZBA) from Developer Designation Date

**Appendix 3: Developer Qualification Statement**

**DEVELOPER QUALIFICATION STATEMENT**

**SUBMITTED TO:** DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT

**DATE RECEIVED BY DND:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_

**Firm Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

All Questions must be answered by the firm and/or individuals for this form to be properly evaluated. The Department of Neighborhood Development (Awarding Authority) will regard this statement as an accurate portrayal of the firm's and/or individual's qualifications and any discrepancy between these statements and any subsequent investigation may result in the proposal being rejected.

**A. Applicant**

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ FAX \_\_\_\_\_

State and Date of Incorporation: \_\_\_\_\_

Number of Years in Business: \_\_\_\_\_

F.I.N. or Social Security Number: \_\_\_\_\_

**B. Officers**

President's Name: \_\_\_\_\_

Vice President's Name: \_\_\_\_\_

Secretary's Name: \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_

**C. Authorization**

Date at \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

**D. Certification of Good Faith**

The undersigned certifies under penalties of perjury that this bid or 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.

**E. Attestation**

\_\_\_\_\_ sworn deposes and says that he/she  
is the \_\_\_\_\_ of \_\_\_\_\_

and that all answers to the foregoing questions and all statements contained herein are true and correct.

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public

**My commission expires on:** \_\_\_\_\_, **20** \_\_\_\_\_

**F. DEVELOPER QUALIFICATION NARRATIVE**

Describe in a narrative your qualifications in the following four areas:

**1. Developer Experience and References**

Describe the relevant development experience, including resumes, of each member of your Development Team. The Development Team includes the Applicant as well as any parties that will be under contract to you as consultants. You should list comparable (residential new construction) projects you have completed in the last ten years. You may also submit completed gut rehabilitation projects as a demonstration of your construction experience. References regarding your completed projects and financial capacity are required.

**2. Evidence of Financing**

Provide reasonable evidence (e.g. bank statements, lender agreements) showing that you will be able to access the funding sources necessary to complete the development as planned. If you are selected as developer, DND will require a commitment of these funding sources prior to proceeding to closing on the sale.

**3. Construction Employment Plan**

DND encourages developers to maximize the employment of Boston residents, veterans, persons of color, and women in all of its construction projects. Indicate your construction employment targets for each of these four groups, and what efforts you will undertake to achieve those targets. As a point of reference, larger development projects generally must show best efforts to achieve construction employment that is 50% Boston residents, 30% persons of color, and 10% women. If you have evidence of your capacity to employ these groups from other projects, providing this evidence will greatly strengthen your proposal. 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, you should list those projects as part of this Employment Plan. DND will also require summary reporting on your construction employment should you be selected as a developer.

**4. Business Opportunity Plan**

DND seeks to create business opportunities for Boston-based businesses as well as opportunities for businesses owned by persons of color, veterans, and women. Indicate here if you are a Boston-based business<sup>1</sup> and if you are a minority-owned, veteran-owned, or woman-owned business. If you have been certified by a third party (e.g. Veterans Administration, State Office of Minority Business & Women's Affairs) as to your status, please indicate the certification, certifying entity, and date of certification.

**List here any vendors or suppliers you plan to use that are Boston-based businesses, or are owned by persons of color, veterans, or women.** Indicate what goods and services these businesses will be providing (such as marketing, accounting, legal, painting, landscaping).

## ***Appendix 4: Developer Qualification Forms***

**DEVELOPER QUALIFICATION FORMS.** Download and complete these forms that are required by City and/or State law or regulation:

[Affidavit of Eligibility](#)

[Applicant's Disclosure of Property Owned](#)

[Conflict of Interest Affidavit](#)

[Living Wage Division: Beneficiary Affidavit](#)

[Chapter 803 Disclosure Statement \(Arson Disclosure\)](#)

**Below are two additional notifications and resources that all proposers should read:**

[Living Wage Division: Notice to Beneficiaries](#)

[Living Wage Division: Certified Referral Agencies and Boston One Stop Career Centers](#)

## Appendix 5: Development Financials

### Instructions for Completing Appendix 5 and 6: Development Budget

For Applicants who have access to Microsoft Excel: if you have access to Exec 97 or later, you can download the Development Budget Forms in Excel format – this version has much greater functionality, self-calculating many more elements as well as ensuring that your budget balances. It is available for download from the same online location as this RFP was downloaded under the name "ElmontNorwell\_ RFP Appendixes: 5 + 6 Excel".

1. You must include in the construction budget all of the elements as specified in this RFP.  
Reminder:
  - Basements should not be included. Foundation walls must be raised 3 feet min. above the average grade level to mirror the neighborhood context.
  - Attics are unfinished and uninsulated; minimum code required lighting should be provided; stairs should be provided for additional storage access.
  - Mechanical Areas are to be inside the heated building envelope.
2. Net Square Footage does not include exterior walls, party walls, stairs, or unfinished areas.
3. Your cost estimates should be for one year out from the due date of the RFP.
4. The Gross and Net Square footage for each building is provided on the forms to facilitate your cost estimations, and are summarized here for consistency across all proposals:

**Please Note: These are estimates. Developers must practice due diligence in the determination of square footage.**

	143 Norwell		24 Elmont		52 Elmont		20 Elmont		147 Norwell	
House Type	Type A4 Detached Single Family		Type A4 Detached Single Family		Type E (original) Side by Side Townhouses		Type BB Side by Side Townhouses		Type BB Side by Side Townhouses	
Gross/Net	GROSS	NET	GROSS	NET	GROSS	NET	GROSS	NET	GROSS	NET
Basement*	0	0	0	0	0	0	0	0	0	0
First Floor	589	489	589	489	1191	995	1192	1092	1192	1092
First Floor Porches	161	0	161	0	277	0	125	0	125	0
Second Floor	575	471	575	471	1154	955	1285	1080	1285	1080
Second Floor Porches	0	0	0	0	0	0	0	0	0	0
Third Floor	0	0	0	0	840	608	0	0	0	0
Unfinished Attic**	343	272	343	272	0	0	650	506	650	506
Third Floor Porches	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>1,325</b>	<b>960</b>	<b>1,325</b>	<b>960</b>	<b>3,462</b>	<b>2,558</b>	<b>2,602</b>	<b>2,172</b>	<b>2,602</b>	<b>2,172</b>
*foundation wall with rasied slab										
** unfinished basements not included in sf calculations										

**APPENDIX 5: DEVELOPMENT FINANCIALS FOR AFFORDABLE HOMES**

*Instructions: Complete all shaded boxes, See Attachment for fillable excel form.*

DEVELOPMENT BUDGET							
PROPERTY ADDRESS	20 Elmont St.	24 Elmont St.	52 Elmont St.	143 Norwell St.	147 Norwell St.	TOTAL	
	Side by Side Townhouse Type BB	Single Family Type A4	Side by Side Townhouse Type E	Single Family Type A4	Side by Side Townhouse Type BB		
<b>HOUSE MODEL</b>							
<b>UNITS</b>	2	1	2	1	2	(8)	
<b>GROSS SQUARE FOOTAGE</b>	2,602	1,325	3,462	1,325	2,602	(11,316)	
* <b>NET SQUARE FOOTAGE</b>	2,172	960	2,558	960	2,172	(7,862)	
<i>*Estimate Only- Developers must practice due diligence in determinations of square footage.</i>							
<b>1 LAND ACQUISITION</b>							
<b>CONSTRUCTION</b>							
2 Direct Construction Costs							
3 Hard Cost Contingency							
4 Soil Remediation Allowance							
5 Other Contingency							
6 <b>Subtotal: Construction Expense</b>							
<b>GENERAL DEVELOPMENT COSTS</b>							
7 Survey/Siting & Permits							
8 Architect							
9 Legal							
10 Title & Recording							
11 Appraisal							
12 Real Estate Taxes							
13 Insurance							
14 Construction Loan Interest							
15 Construction Inspection Fees							
16 Utilities & Back Charges							
17 Fees to Construction Lender							
18 Other:							
19 Other:							
20 Other:							
21 Other:							
22 Soft Cost Contingency							
23 <b>Subtotal: General Development</b>							
24 <b>DEVELOPER FEE &amp; OVERHEAD</b>							
25 <b>TOTAL COST TO BUILD AS SPECIFIED</b>							
<b>RECOMMENDED COST SAVING REVISIONS TO SPECIFICATIONS<sup>1</sup></b>							
	Describe	Savings	Savings	Savings	Savings		
26							
27							
28							
29							

<sup>1</sup> DND may select some or all of these cost-saving measures to enhance financial feasibility. You are encouraged to more fully explain the advantages of your proposed changes on a separate sheet, clearly marked "Cost-Saving Recommendations"

II. CONSTRUCTION FINANCING PLAN							
PROPERTY ADDRESS						ALL	
<b>HOUSE MODEL</b>						This Page	
30	<b>TOTAL COST TO BUILD (Line 25)</b>						\$0)
31	Construction Loan <sup>1</sup>	\$0)	\$0)	\$0)		\$0)	\$0)
32	Equity: Deferred Developer Fees/						\$0)
33	Other Equity:						\$0)
34	Other Equity:						\$0)
35	<b>TOTAL CONSTRUCTION FINANCING</b>	\$0)	\$0)	\$0)		\$0)	\$0)

<sup>1</sup> Part of this construction financing will come from advances of DND subsidy funds during the construction period. Amount of DND funding not yet determined.

**APPENDIX 6: Hard Costs**

PROPERTY	20 Elmont St.	24 Elmont St.	52 Elmont St.	143 Norwell St.	147 Norwell St.	TOTAL
HOUSE MODEL	Side by Side Townhouse Type BB	Single Family Type A4	Side by Side Townhouse Type E	Single Family Type A4	Side by Side Townhouse Type	All Affordable
	2	1	2	1	2	
<b>GROSS SQUARE FOOTAGE</b>	2602	1325	3462	1325	2602	(11,316)
<b>NET SQUARE FOOTAGE</b>	2172	960	2558	960	2172	(8,822)
<b>DIVISION 2: SITEWORK</b>						
1 Earthwork-Excavation & Backfill						\$0
2 Utilities-Water,Gas, Electric, Phone, Cable						\$0
3 Paving						\$0
4 Road and Walks						\$0
5 Site Improvements						\$0
6 Geotechnical Conditions						\$0
7 Landscaping						\$0
8 Environmental Remediation						\$0
9 Demolition						\$0
10 Other On-Site Improvements						\$0
11 <b>Subtotal: Sitework</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>DIVISION 3: CONCRETE</b>						
12 <b>Subtotal: Concrete</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>DIVISION 4: MASONRY</b>						
13 <b>Subtotal Masonry</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>DIVISION 5: METALS</b>						
14 <b>Subtotal: Metals</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>DIVISION 6: CARPENTRY</b>						
15 Rough Carpentry						\$0
16 Finish Carpentry & Millwork						\$0
17 Cabinets						\$0
18 <b>Subtotal: Carpentry</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>DIVISION 7: THERMAL &amp; MOISTURE PROTECTION</b>						
19 Dampproofing & Waterproofing						\$0
20 Building Insulation						\$0
21 Roofing						\$0
22 Sheet Metal & Flashing						\$0
23 Exterior Siding						\$0
24 <b>Subtotal: Thermal &amp; Moisture Protection</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Division 8: DOORS &amp; WINDOWS</b>						
25 Doors, Frames & Hardware						\$0
26 Windows						\$0
27 Glazing						\$0
28 <b>Subtotal: Doors &amp; Windows</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>DIVISION 9: FINISHES</b>						
29 Gypsum Wall Board & Plaster						\$0
30 Tile						\$0
31 Wood Flooring						\$0
32 Painting						\$0
33 <b>Subtotal: Finishes</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>DIVISION 10: SPECIALTIES</b>						
34 <b>Subtotal: Specialties</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>DIVISION 11: Equipment</b>						
35 Appliances						\$0
36 Special Equipment						\$0
37 <b>Subtotal: Equipment</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>DIVISION 12: FURNISHING</b>						
38 Window Treatments						\$0
39 Other Furnishings						\$0
40 <b>Subtotal: Furnishing</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>DIVISION 13: SPECIAL CONSTRUCTION</b>						
41 <b>Subtotal: Special Construction</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>DIVISION 14: CONVEYING SYSTEMS</b>						
42 <b>Subtotal: Conveying Systems</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>DIVISION 15: MECHANICAL</b>						
43 HVAC	\$0	\$0				\$0
44 Plumbing & Hot Water						\$0
45 Fire Protection						\$0
46 <b>Subtotal : Mechanical</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>DIVISION 16: ELECTRICAL</b>						
47 <b>Subtotal: Electrical</b>						\$0
48 <b>TOTAL COST TO BUILD AS SPECIFIED</b>						\$0

## Appendix 7: NHI Affordable Home Prices

Listed below are the established affordable home prices for the NHI program as of 09/01/2021 that DND will use to market and sell the homes.

	<b>80% AMI</b>	<b>100% AMI</b>
<b>Single Family</b>	\$300,000	\$385,000
<b>Townhouse per Unit</b>	\$290,000	\$375,000
<b>Townhouse (TOTAL)</b>	\$580,000	\$750,000

More information on the program is available at [boston.gov NHI](https://www.boston.gov/nhi).

## ***Appendix 8: Environmental Reports***

**Environmental Reports**– For available environmental reports please see the link below to download.

Phase I Environmental Site Assessment:

<https://www.boston.gov/departments/neighborhood-development/requests-proposals>