



September 2025

## REQUEST FOR PROPOSALS

# Citywide Land Use Impact and Needs Assessment

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Boston Redevelopment Authority D/B/A  
Boston Planning & Development  
Agency) One City Hall Square | Boston,  
MA 02201

# REQUEST FOR PROPOSALS (RFP)

## Citywide Land Use Impact and Needs Assessment

Boston Redevelopment Authority

### Project Summary

The needs assessment will examine key topics and evaluate trade offs based on shared values aligned with the Planning Department's goals of fostering resilient, affordable, and equitable growth in Boston. Objectives include:

- Growing the City to 800,000 residents while mitigating displacement
- Growing the population of school aged children
- Increasing housing affordability
- Balancing access to city services
- Improving/increasing accessible open space
- Fostering economic growth by supporting local businesses & attracting new enterprises
- Encouraging transportation modeshift and improving overall mobility
- Implementing strategies to reduce carbon emissions to mitigate the impacts of climate change for a sustainable & resilient future

### RFP Schedule

| Action                              | Dates                        |
|-------------------------------------|------------------------------|
| Issue Date                          | September 2, 2025            |
| Pre-Submission Conference (Virtual) | September 8, 2025 at 11:30AM |
| Deadline for Questions              | September 12, 2025           |
| BPDA Response to Questions          | September 15, 2025           |
| Proposals Due                       | September 26, 2025           |
| Interviews                          | October 1, 2025              |

### RFP Availability

This RFP package will be available to download on the BPDA Procurement Portal free of charge in digital print form to all interested respondents on **September 2, 2025 at 9:00 A.M.** at

<https://www.bostonplans.org/work-with-us/procurement-portal>.

### Contact Information

Caitlin Coppinger

Caitlin.Coppinger@boston.gov

# REQUEST FOR PROPOSALS (RFP)

## Submission Requirements

All responses to this RFP must be returned no later than **12:00 P.M. (Noon)** on **September 26, 2025**. Complete submissions, including each separate sealed envelope, should be addressed as follows:

FROM: Respondent's name and address

TO: Teresa Polhemus  
Secretary  
Boston Planning & Development Agency  
One City Hall Square, Room 900A/Receptionist  
Boston, MA 02201-1007

RE: Written Response to RFP for Citywide Land Use Impact and Needs Assessment

## Response Requirements

**Envelope 1:** Technical Proposal (*clearly marked and without pricing information*)

One (1) hard copy (printed) of the original Technical Proposal (with ink signature)



One (1) hard copy (printed) of the Technical Proposal



One (1) USB drive with an electronic copy of the Technical Proposal



**Envelope 2:** Fee Proposal (*sealed and clearly marked*)

One (1) hard copy (printed) of the original Fee Proposal



**Envelope 3:** Voluntary Diversity, Equity and Inclusion Plan



# COMMITMENT TO EQUITABLE PROCUREMENT

In May 2021, the Boston Planning & Development Agency (“BPDA”) adopted its Equitable Procurement Plan (“EPP”) as a commitment to grow the number of contracts awarded to businesses and individuals who have historically been underrepresented in government contracting. In 2022, the BPDA continues to execute on this plan by evolving internal processes and expanding community outreach. You can find more information [here](#).

## Disadvantaged Business Certification

The BPDA conducts outreach efforts, including to businesses that have received minority- and/or women-owned certification with the Commonwealth of Massachusetts or the City of Boston. Please reference the following links to learn more about these two certification processes:

**Commonwealth of  
Massachusetts**

<https://www.mass.gov/certification-program-for-sdo>

**City of Boston**

<https://www.boston.gov/departments/economic-development/equity-and-inclusion-office/get-your-business-certified>

## Voluntary DEI Plan Submission

In an effort to better understand how providers are advancing diversity and inclusion, the BPDA seeks to collect information from suppliers.

In a separately sealed envelope, respondents may elect to include a narrative setting forth a plan (hereinafter, a “Diversity and Inclusion Plan”) illustrating how they are increasing opportunities, including for Commonwealth of Massachusetts-certified or City of Boston Certified Minority and Women-Owned Business Enterprises (“M/WBEs”) to participate in the regional economy. Providing a Diversity and Inclusion plan is not required; indeed, the submission of a Diversity and Inclusion plan will have no bearing on the award of contract. Diversity and Inclusion Plans will not be considered or evaluated by the evaluation committee; rather, the BPDA is collecting Diversity and Inclusion Plans for informational purposes only.

An informative Diversity and Inclusion Plan might identify and outline the good-faith efforts that the respondent may implement to include significant participation and management roles by people of color, women, and certified M/WBEs. Respondents who elect to voluntarily submit a Diversity and Inclusion Plan are encouraged to list any certified M/WBEs that participate in active projects, including the type/nature of service offered by certified M/WBEs and the amounts received for the participation of certified M/WBEs.

A Minority Business Enterprise or “MBE” is a certified firm that is owned, operated, and controlled by one or more individuals who are African American, Hispanic American, Native American, or Asian American who have at least 51% ownership of the firm. A Woman Business Enterprise or “WBE” is a certified firm that is owned, operated, and controlled by one or more women who have at least 51% ownership of the firm.

# TABLE OF CONTENTS

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|                                                                                                                                      |    |
|--------------------------------------------------------------------------------------------------------------------------------------|----|
| 01 Project Description                                                                                                               | 2  |
| 02 Scope of Services                                                                                                                 | 3  |
| 03 Procurement Schedule                                                                                                              | 14 |
| 04 Submission Requirements                                                                                                           | 17 |
| 05 Minimum Threshold Requirements & Quality Requirements                                                                             | 19 |
| 06 Comparative Evaluation Criteria                                                                                                   | 21 |
| 07 Rule for Award and Consultant Selection                                                                                           | 26 |
| Exhibit A. Statement of Respondent Qualifications                                                                                    | 29 |
| Exhibit B. Request for Proposals Form                                                                                                | 33 |
| Exhibit C. Certificate of Authority                                                                                                  | 37 |
| Exhibit D. Certificate of Compliance with Laws                                                                                       | 38 |
| Exhibit E. Statement of Tax Compliance                                                                                               | 39 |
| Exhibit F. Non-Discrimination and Affirmative Action                                                                                 | 40 |
| Exhibit G. Non-Collusion Affidavit                                                                                                   | 41 |
| Exhibit H. Acknowledgment of Applicability of Special Municipal Employee Status for Boston Redevelopment Authority (“BRA”) Contracts | 42 |
| Exhibit I. Fee Proposal Form                                                                                                         | 43 |
| Exhibit J. Draft Contract                                                                                                            | 44 |
| Exhibit K. Acknowledgment of Receipt of Draft Contract                                                                               | 51 |

# 01 PROJECT DESCRIPTION

The Boston Redevelopment Authority d/b/a the Boston Planning & Development Agency (the "BPDA"), in coordination with the Boston Planning Department (the "Planning Department") seeks a consultant team to develop a **Citywide Needs Assessment** (the "Assessment") that captures the full spectrum of social, economic, physical, and environmental needs of Boston residents and neighborhoods. The Assessment will compile current gaps, inequities, and opportunities across housing, transportation, public space, infrastructure, economic development, and municipal services, while identifying patterns and trends in demographics, economics, and city infrastructure that affect the delivery of essential services and community outcomes. Based on this analysis, the consultant team will recommend tools, resources, and strategies to address identified needs and support coordinated, equitable citywide planning.

The Assessment will provide the BPDA and the Planning Department with a **foundational understanding of citywide needs**, guiding decision-making for resource allocation, capital investment priorities, and the integration of community benefits programs. It may also serve as a baseline for other City departments in shaping policies and initiatives across sectors.

While this Assessment is one step in Boston's broader planning framework, it represents a critical shift toward proactive, data-informed, and community-centered decision-making. Successful delivery will rely on integrating findings from existing needs assessments, carefully analyzing interrelated urban challenges, and producing a high-quality, actionable report. The Assessment should prioritize equity, preserve Boston's distinctive character, and promote sustainable growth that strengthens neighborhoods and citywide connectivity.

## 02 SCOPE OF SERVICES

This document outlines the full scope of work for the Citywide Needs Assessment, detailing tasks, subtasks, and deliverables to guide a comprehensive, equity-centered planning process.

The needs assessment will examine key topics and evaluate tradeoffs based on shared values aligned with the Planning Department's goals of fostering resilient, affordable, and equitable growth in Boston. Objectives include:

- Growing the City to 800,000 residents while mitigating displacement
- Growing the population of school aged children & families
- Increasing housing affordability
- Balancing access to city services
- Improving/increasing accessible open space
- Fostering economic growth by supporting local businesses & attracting new enterprises
- Encouraging transportation modeshift and improving overall mobility
- Implementing strategies to reduce carbon emissions to mitigate the impacts of climate change for a sustainable & resilient future

### **Task 1 Baseline Data Collection & Projection Analysis**

Establishes a comprehensive inventory of population, housing, and public service assets, and analyzes their capacity to support future growth. It is expected that the selected consultant work closely with the planning department's research team so as to not recreate any data collection the department already has.

#### 1.1 Population & Housing

- Collect and analyze population, demographic, and housing data across defined timelines and geographies and key indicators such as AMI, cost burden, age, household size etc..
- Estimate how much housing exists and how much is needed by neighborhood defined on 5, 10 and 20 year timelines.
- Identify neighborhoods that have produced income- restricted housing and those have not
- Determine where city assets will need to grow to support projected housing growth

## 1.2 Public City & Private Asset Inventory

- Work with the Public Facilities Department to conduct and build upon the Facilities Condition report and conduct a programmatic survey of all city owned public facing assets and include private assets if necessary or where deemed appropriate
- Create a facility table & map by neighborhood that includes
  - Facility Type + Name
  - Programs Provided
  - Operating Hours
  - Capacity/Volume
  - Current usage level
  - Identify Service Delivery by other entities
  - State Level Facilities
  - Non Profit Facilities

## 1.3 Growth Capacity Metrics

- Define and calculate a “growth accommodation” metric for each facility type.
  - For Example libraries have a circulation per volume for each facility type and define these for key facilities to understand where the breaking point is and need for additional services.
- Describe how each department manages growth and decision making for capital projects (i.e. staff up, increase vehicles, build additions etc.)
- Identify endogenous vs exogenous factors
  - For Example: Parks: Climate Change vs. Use Surges

## 1.4 Criticality Scores

- Develop a criticality index for every facility based on the following:
  - Importance of continuous operations
  - Uniqueness
  - Location & Redundancy
  - Services Provided and Population

## 1.5 Spatial + Demographic Equity

- *Population Trend Analysis* - Identify key trends such as aging population, falling birth rate, and neighborhood-level demographic shifts.

- *Racial Equity & Social Vulnerability Index* -Map neighborhood-level scores based on factors like income, race, language isolation, disability, and health risks.
- *Transportation Access Score*- Assign a score to each facility based on how easily residents across the city can reach it by walking, biking, or transit
- *Resilience Overlay* - Map coastal and flooding risk areas over existing public facilities and services

## **Task 2: Fair Share/Gap Analysis**

Assesses how equitably services and facilities are distributed across neighborhoods and identify where needs are unmet or oversupplied.

### 2.1 Neighborhood Level Assessment

- Compare neighborhoods by per-capita access to key assets identified in Task 1
- Distance to nearest facility (walk-shed or transit shed)
- Volume of usage relative to size, staff or breaking analysis

### 2.2 Fair Share Analysis

- Establish baseline service ratios
- Determine how equitably assets are currently distributed including housing opportunity such as income restricted housing, TOD housing, housing near important infrastructure and housing near jobs
- Highlight underserved areas and areas being absorbing disproportionate amounts of growth without proportional service investment

### 2.3 Cross City Equity Analysis

- Cluster neighborhoods by need typologies (high vulnerability, low access, hot spots etc.)
- Map citywide gaps and overlaps across service categories

## **Task 3: Community Engagement**

Gathers resident input on needs, priorities, and program preferences to ground recommendations in lived experience and local context.

- Interview each relevant department/cabinet head and City Councilor to understand their perception of needs

- Complete a city-wide statistically relevant survey affirming needs. *Please provide this as an add-on option to the base pricing.*

#### **Task 4: Prioritization + Decision Making Tool**

Creates a transparent framework to compare, score, and prioritize capital investments based on need, impact, equity, and feasibility.

##### 4.1 Capital Project Prioritization

- Develop criteria for evaluating new and existing capital projects and propose mechanisms for inter departmental prioritization, (E.g. Enabling multiple departments to prioritize shared or aligned projects. Criterion for projects should include:
  - Equity (e.g. based on Community Need/Service Reach),
  - Safety/Accessibility (E.g. Criticality/life stage of asset),
  - Cost Effectiveness (E.g. Return/savings, externally funded),
  - Climate Resilience (E.g. Health/Property impacts, GHG reduction)"
- Prioritize between project types (public-facing vs. internal) and locations using a scoring tool.
- Include asset condition data (tied to FCA scores) to factor in repair vs. replacement decisions.

##### 4.2 Programmatic Trade-Off Analysis

- When City departments are faced with constrained budgets and must make difficult choices between competing programmatic needs—such as investing in a gymnasium versus a library, or a workforce development center versus a recreation facility—a transparent, structured framework is essential to guide equitable and data-informed decisions.
- The consultant shall develop a multi-criteria decision-making tool that enables departments to evaluate and compare projects based on core categories such as demonstrated need, equity impact, service capacity, and potential community benefit. The framework should include a weighted scoring system that reflects the relative importance of each category, allowing for flexibility across different project types and geographies. As part of this task, the consultant will:
  - Create a trade-off scoring criteria that departments can apply consistently across investment types.
  - Recommend criteria weighting methods that prioritize high-need and underserved communities, while maintaining flexibility for

department-specific priorities.

- Develop a summary decision tool (e.g., a 1–2 page project sheet) that departments can use to communicate with stakeholders and the public. This tool should clearly outline the rationale behind investment decisions, including key data points, community engagement findings, an equity assessment, and a projected timeline with accountability checkpoints.
- The resulting framework will support more equitable and strategic resource allocation and will help ensure that capital investments reflect both short-term priorities and long-term community goals.

### **Task 5: Private Development Contributions**

Identifies where private development can fill service gaps and proposes location-specific public benefit contributions.

#### 5.1 Role of Development on Filling Gaps

The consultant should identify where services can be met through new development (such as residential or mixed-use development) or developer mitigation (open space, in kind or monetary donation, inclusion of ground floor public space) and identify what levels of density will be needed to provide certain levels of benefit.

#### 5.2 Developer Mitigation Wishlist

Create a geographically indexed wishlist of mitigation needs (e.g., basketball court in Roxbury teen space in Hyde Park). See Needs Section for a more in depth overview of what this could apply to.

### **Outcomes Deliverables & Recommendations**

The goal of this scope of work is to deliver data-informed, equity-driven recommendations at the citywide and neighborhood level, including timelines, targets, and funding implications.

#### Outcomes & Recommendations

- Set citywide goals for new housing units by timeline and need. Targets should include
  - Recommend for citywide assets of new libraries/pools/community centers etc.

- Reuse or repurposing of underused buildings
- Funding models for high-priority assets
- Prioritization of 'Discretionary' Projects
  - Reassess lower-priority asks in light of citywide need and equity metrics.
  - Align capital project scoring with FCA and service impact data
- Investment decision-making tool that includes citywide and neighborhood-specific priorities

### Neighborhood Level Recommendations

- Provide on a neighborhood wide level
  - Housing unit targets per neighborhood
  - Asset expansion needs by type and urgency
  - Priority ranking of capital and programmatic investments

### Final Report

- A visually appealing report that includes:
  - Executive summary and key findings that are translated into the city's threshold languages
  - Citywide and neighborhood-level data profiles
  - Maps, infographics, and charts to illustrate equity gaps and service distribution
  - Narrative summaries of each public facility type (libraries, EMS, schools, etc.)
  - Fair share and growth capacity analyses
  - Community engagement findings and quotes
  - Final prioritized recommendations by geography and theme
  - Appendices with methodology, data sources, and scoring criteria

### Spatial Equity Mapbook

- A map-driven supplement OR if done succinctly enough could be included as the final report that includes:
  - Thematic maps for each facility type showing access, capacity, and need
  - Overlay maps of demographic vulnerability + service gaps
  - Neighborhood equity scores and facility criticality rankings
  - Maps of public/private/nonprofit asset distribution
  - Growth pressure maps aligned with housing production and zoning

## Interactive Online Platform

- An online platform that will include:
  - Interactive dashboards showing facility conditions, needs, and capacity
  - Searchable neighborhood profiles with data visualizations
  - Embedded map tools (e.g., “find your nearest library,” “see gaps in your area”)
  - Internally we could include
- Status of discretionary capital asks vs. assessed need
- Housing production triggers tied to facility expansions
- Cumulative impacts of development on service infrastructure

## Investment Decision Making Tool Kit

- A backend data + scoring framework for departments:
  - Prioritization matrix to rank new projects using defined criteria
  - Facility criticality index tied to FCA data and service importance
  - Programmatic trade-off analyzer (e.g., pool vs. clinic logic model)
  - Capacity stress indicators for each asset type to flag where growth will exceed supply
  - Built-in equity weighting for high-need or historically underserved communities

Timing: The spatial equity mapbook, fair share analysis, and a shortlist of priority capital projects are expected to be delivered by April 2025. The remaining components of the scope of work may be completed over the course of the one-year contract term.

## Related Plans and Studies

Noting that this is a key effort in a time of transition in the role of planning in the City of Boston, this analysis should be especially coordinated with other completed studies, programs, permitted developments and organizations. The Consultant shall refer to the following non-exhaustive list of plans and studies in approaching this deliverable:

- Revive and Reimagine: A Strategy to Revitalize Boston’s Downtown (2022)
- Imagine Boston 2030
- Allston Brighton Need Assessment (2024)
- PLAN series neighborhood plans
- Beacon Park Yards

- Boston Zoning Code
- Boston Zoning Code Assessment (Sara C. Bronin)
- City of Boston Design Vision
- Boston Creates - Arts & Culture Plan
- Citywide Land Audit - Public Land for Public Good
- City of Boston Facilities Condition Assessment (2023)
- Boston Community Health Collaborative - Community Health Needs Assessment (CHNA) (2022)
- Boston Community Health Collaborative - Community Health Improvement Plan (2022-2025)
- BPHC Health of Boston Report
- Boston Public Schools - Long-Term Facilities Plan (2023)
- Boston Housing Authority - Federal and State Annual Plan
- Boston Housing Authority - Capital Needs Assessment
- City of Boston Urban Forest Plan
- City of Boston Open Space and Recreation Plan
- Parks Parcel Priority Plan
- Go Boston 2030 - Revisioned
- Streets Cabinet Bus Priority Vision + MBTA Better Bus Project
- TDM Action Plan
- Boston Complete Streets Guidelines 2.0
- ClimateReady Boston
- Green Infrastructure - Site Assessment & Prioritization
- Heat Plan
- Citywide recreational facilities mapping and analysis

#### State and Regional Plans and Studies

- Destination 2050: The Long-Range Transportation Plan for the Boston Region, Boston Region Metropolitan Planning Organization
- ISO New England - Boston 2033 Needs Assessment

#### Sampling of Available Data

Courtesy of the planning departments research division the department has the following sampling of data as to not re-create data collection to ensure an outcome that is usable for all.

#### People

- Demographic Indicators: The BPDA Research Division profiles Boston's population and trends over time. They are experienced in analyzing Boston's population by age, race/ethnicity, nativity, gender and other demographic variables. They assess limitations to Census data and make adjustments for Census undercounts. They approximate Boston's neighborhoods using Census tracts.
- 2020 Census and 2018-2022 ACS data by city, neighborhood, and tract:  
<https://www.bostonplans.org/research/mycensus-viewer>
- The 2020 Census undercount and its implications:  
<https://www.bostonplans.org/getattachment/c2924cf9-a8d6-4a97-871f-ffd3826c58c0>

#### Growth Trends and Projected Population:

- The BPDA Research Division has developed consistent tract and neighborhood geographies to analyze growth trends and demographic and economic changes over time.  
<https://www.bostonplans.org/research/exploring-neighborhood-change>
- The BPDA Research Division has produced population projections for Boston. These projections use a two-region, cohort component projection methodology that uses the decennial census, American Community Survey, and Massachusetts public health data to develop migration, fertility, and survival rates to project Boston's population by 5-year age and sex cohorts for 5-year intervals. This cohort component model was designed to be updated annually, and they have adapted the projection model to address data limitations due to COVID-19. They work closely with the Boston Public Schools and the Mayor's Office of Housing to produce our population projections. They frequently consult with the Massachusetts Data Center at the UMass Donahue Institute.
- Developing migration rates for Boston's population projection:  
<https://www.bostonplans.org/getattachment/d59164b8-a4c5-4950-938a-16a230846d3b>
- Changes to Boston's domestic migration:  
<https://www.bostonplans.org/getattachment/358a35af-ddac-4b32-84b2-82120b5605f2>
- Domestic Mobility in Boston 2010-2019:  
<https://www.bostonplans.org/getattachment/e7758b6d-34da-4cf8-850b-62df8b712bf6>
- Global, National and Local trends influencing Boston's population:  
<https://www.bostonplans.org/getattachment/139f8843-7834-40b1-ad83->

1eff9292abab

- Boston population projection – Vintage 2024:  
<https://www.bostonplans.org/getattachment/5d8ff1b6-939f-4e26-a022-85637ce4eee4>

Environmental Justice Indicators: The BPDA Research Division has used the above data analysis tools to assess vulnerability and environmental justice categorization and the tract and neighborhood level.

### Economic Trends

- Job Growth and Employment Centers: The BPDA Research Division has created an interactive map of employment in Boston by location and industry. <https://www.bostonplans.org/research/employment-map>
- Research tracks monthly economic indicators influencing the labor market: <https://www.bostonplans.org/research/economic-indicators-dashboard>
- Real Estate Market Conditions and Vulnerabilities: The Economic Indicators Dashboard linked above tracks trends in the real estate market and in real estate development.
- Housing Affordability: The BPDA Research Division works closely with the Mayor's Office of Housing to study issues of housing affordability. The Exploring Neighborhood Change tool <https://www.bostonplans.org/research/exploring-neighborhood-change> includes information about housing tenure, sales prices, and home loans over time by neighborhood.
- New and Emerging Markets: The BPDA Research Division has conducted research analyzes on new and emerging markets such as life sciences and climate tech.

### Socio-cultural Factors

- Displacement risks: The BPDA Research Division assisted in the development of a displacement risk tool for Affirmatively Furthering Fair Housing
- Heritage and cultural resources: The BPDA Research Division has created a Diversity Index Map Tool to visualize multidimensional diversity throughout the city. <https://www.bostonplans.org/research/mapping-diversity-in-boston>

### Places

- Land Use Patterns: The BPDA Research Division has created Land Use & Assessed Value Explorer, an interactive dashboard guiding users through the

historical and current dynamics of parcel land use and assessed property values in Boston. <https://www.bostonplans.org/research/exploring-land-use-and-value>

- Diversity and Availability of Dwelling Types: The BPDA Research Division utilizes Census and development data to track diversity of housing types by number of bedrooms and numbers of units in building.
- Public Safety: The BPDA Research Division developed a tool for the Mayor's Office of Public Safety to analyze shooting hotspots in a temporal/spatial analysis.
- Recent Development Activity: The BPDA Research Division is experienced in using BPDA and Mayor's Office of Housing data to analyze spatial and temporal patterns in recent development activity.

# 03 PROCUREMENT SCHEDULE

## INTRODUCTION

The Boston Redevelopment Authority (“BRA”) d/b/a Boston Planning & Development Agency (“BPDA”), by its Chief Procurement Officer (“CPO”), is pleased to issue this Request for Proposals (“RFP”) for Citywide Land Use Needs Assessment (hereinafter, the “Services”).

All Respondents must submit their proposal in accordance with Massachusetts General Laws M.G.L. c. 30B, as may be amended. The Respondents shall thoroughly examine and familiarize themselves with all parts of the RFP and its Exhibits. All proposals must be submitted on forms supplied by the BPDA and shall be subject to all requirements of the RFP, including any Exhibits thereto. All proposals must be regular in every respect and no special conditions shall be made or included by the Respondent.

## RFP SCHEDULE

| Action                              | Dates                        |
|-------------------------------------|------------------------------|
| Issue Date                          | September 2, 2025            |
| Pre-Submission Conference (Virtual) | September 8, 2025 at 11:30AM |
| Deadline for Questions              | September 12, 2025           |
| BPDA Response to Questions          | September 15, 2025           |
| Proposals Due                       | September 26, 2025           |
| Interviews                          | October 1, 2025              |

**RFP Available:** This RFP package will be available to download on the BPDA Procurement Portal free of charge in digital print form to all interested respondents on **September 2, 2025 at 9:00 A.M.** at <https://www.bostonplans.org/work-with-us/procurement>. Plan holders shall register by entering the information requested and then follow the prompt to start file download. If unable to access the RFP package through the BPDA Procurement Portal, please contact the BPDA Procurement Office via email at [BPDA.CPO@boston.gov](mailto:BPDA.CPO@boston.gov).

**Pre-Submission Conference (Virtual):** All interested respondents are invited to attend a virtual pre-submission conference on **September 8, 2025 at 11:30 A.M.** Interested respondents should register for the pre-submission conference at the following link:

<https://www.zoomgov.com/meeting/register/q1ZVizsuSYKQy2E6enEbMg>. After registering, interested respondents will receive a confirmation email containing information about joining the pre-submission conference session.

**Questions on this RFP:** Please submit any and all questions by **September 12, 2025** to the BPDA Procurement Office at [PlanningProcurement@boston.gov](mailto:PlanningProcurement@boston.gov) and Caitlin Coppinger / Planning Department at [Caitlin.Coppinger@boston.gov](mailto:Caitlin.Coppinger@boston.gov). Vendors will receive copies of all questions and responses by **September 15, 2025**. Answers to vendors' questions will be in the form of an addendum to the RFP.

**Addenda:** All addenda, including the responses to vendors' questions, shall become part of the RFP and all vendors shall be bound by such addenda, whether or not received by the vendors. The BPDA shall not be responsible for, and no respondent may rely upon or use as the basis of a claim against the BPDA, any instruction, information, explanation, clarification, or the like, concerning or relating to the solicitation process rendered in any fashion except as an addendum issued to the RFP.

**Response Deadline:** All responses to this RFP must be returned no later than **September 26, 2025 at 12:00 P.M. (noon)**. Absolutely no responses will be accepted after the due date and time. Complete submissions, including each separate sealed envelope, should be addressed as follows:

TO: Teresa Polhemus  
Secretary  
Boston Planning & Development Agency  
One City Hall Square, Room 900A  
Boston, MA 02201-1007

Please note the following: **Fee proposals must be submitted under separate sealed envelope that is clearly marked. Absolutely no responses will be accepted after the due date and time.**

## **INTERVIEW**

The BPDA plans to hold interviews the week of September 29, 2025. All respondents who are deemed to have met the Minimum Threshold Requirements and the Quality Requirements set forth in Section 05 of the RFP will be interviewed. Interviews are a component of the evaluation and selection criteria and will be mandatory for any respondents wishing to be considered for the resulting contract

award. All interviews will take place in person. One representative from each organization or sub-consultant in the respondent team is required to attend. A remote participation option using video conference technology can be available if necessary. The BPDA will reach out to each respondent determined to have met all the criteria outlined in Section 05 of the RFP and inform them of the date, time, and logistics for the interview.

#### **ADDITIONAL REQUIREMENTS**

The selected respondent will be expected to sign a Contract, in substantial accord with the Draft Contract attached hereto as **Exhibit I** and to sign the Acknowledgement of Receipt of Draft Contract in **Exhibit J**.

# 04 SUBMISSION REQUIREMENTS

## WRITTEN RESPONSE REQUIREMENTS SUMMARY

The Response Requirements consists of two (2) required separate Envelope submissions with an optional third Envelope submission. Please label each envelope clearly.

- Envelope 1: Technical Proposal (without pricing information)
  - One (1) hard copy (printed) of the original Technical Proposal (with ink signature)
  - One (1) hard copy (printed) of the Technical Proposal
  - One (1) USB drive with an electronic copy of the Technical Proposal
- Envelope 2: Fee Proposal (sealed):
  - One (1) hard copy (printed) of the original Fee Proposal
- Envelope 3: Diversity, Equity and Inclusion Plan (Voluntary)

Complete submissions, including each separate sealed envelope, should be clearly labeled and addressed as follows:

FROM: Respondent's name and address

TO: Teresa Polhemus  
Secretary  
Boston Planning & Development Agency  
One City Hall Square, Room 900A/Receptionist  
Boston, MA 02201-1007

RE: Written Response to RFP for Citywide Land Use Needs Assessment

## TECHNICAL PROPOSAL (ENVELOPE 1) REQUIREMENTS

The Technical Proposal consists of the following documents and forms:

1. Letter of introduction
2. Resumes of each member of the respondent
3. Plan for carrying out the Scope of Services set forth in Section 03
4. Evidence of availability of insurance
5. Exhibit A. Statement of Respondent Qualifications
6. Exhibit B. Request for Proposal Form
7. Exhibit C. Certificate of Authority or LLC alternative

- a. If a limited partnership or a limited liability company, the respondent must submit a Certificate of Legal Existence with regard to the limited partnership or a limited liability company issued by the Office of Secretary of State of the Commonwealth of Massachusetts, a Certificate of Good Standing issued by the Department of Revenue of the Commonwealth of Massachusetts, and evidence of limited partnership or limited liability company authority with respect to execution of the contract on behalf of the respondent , must be furnished to the BRA as applicable, prior to the execution of the resulting contract.
8. Exhibit D. Certificate of Compliance with Laws
9. Exhibit E. Statement of Tax Compliance
10. Exhibit F. Non-Discrimination and Affirmative Action Affidavit
11. Exhibit G. Non-Collusion Affidavit
12. Exhibit H. Acknowledgment of Applicability of Special Municipal Employee Status
13. Exhibit K. Acknowledgement of Receipt of Draft Contract
14. One (1) hard copy (printed) copy of the Technical Proposal
15. One (1) USB drive with an electronic copy of the Technical Proposal items (1- 13 for Envelope 1)

### **FEE PROPOSAL (ENVELOPE 2) REQUIREMENTS**

1. Completed Fee Proposal Form (**Exhibit I**)

### **VOLUNTARY DEI PLAN SUBMISSION (ENVELOPE 3)**

In a separately sealed envelope, respondents may elect to include a narrative setting forth a plan (hereinafter, a “Diversity and Inclusion Plan”) illustrating how they are increasing opportunities, including for Commonwealth of Massachusetts-certified or City of Boston Certified Minority and Women-Owned Business Enterprises (“M/WBEs”) to participate in the regional economy. Providing a Diversity and Inclusion plan is not required; indeed, the submission of a Diversity and Inclusion plan will have no bearing on the award of contract. Diversity and Inclusion Plans will not be considered or evaluated by the evaluation committee; rather, the BPDA is collecting Diversity and Inclusion Plans for informational purposes only.

# 05 MINIMUM THRESHOLD REQUIREMENTS & QUALITY REQUIREMENTS

To be eligible for award of the contract for the Services, respondents must demonstrate that they are responsive and responsible by meeting the Minimum Threshold Requirements and Quality Requirements set forth below. Respondent proposals meeting both the Minimum Threshold Requirements and the Quality Requirements will be evaluated as set forth in Section 07 Comparative Evaluation Criteria.

## MINIMUM THRESHOLD REQUIREMENTS

The BPDA will conduct a preliminary/initial review to ensure compliance with the following Minimum Threshold Requirements:

- **Subject area matters:** Data analysis for physical needs assessments and housing needs studies, including land use and scenario modeling, social equity metrics, demographic and trend forecasting, market and affordability analysis, municipal finance evaluation, green infrastructure impact assessment, and development economics.
- **Data Synthesis & Visualization:** Expertise in sourcing and evaluating data, distilling complex information into clear narratives, and creating compelling visualizations. Skilled at transforming raw findings into visually engaging formats—such as book-style presentations—that make data accessible and actionable for community discussions.
- **Municipal Budgeting/Decision Making:** Experienced in guiding municipal departments to create structured approaches for analyzing trade-offs and prioritizing projects. Skilled at translating complex financial and operational data into visual frameworks that clarify which initiatives should be city-led versus private-led, supporting transparent, strategic decision-making.
- **Communication:** Ability to communicate complex issues and data analysis in graphic plans, diagrams, and illustrations; experience eliciting feedback particularly from individuals and/or groups who may be less vocal; narrative

storytelling; ability to produce clear, high-quality graphics and video production designed to be provided to the public through a variety of channels.

- **Project management:** Demonstrated ability to set milestones, make key deliverable timelines, effectively synthesize data and report findings, coordinate with other consultants and City staff, and mediate differences.

## **QUALITY REQUIREMENTS**

To meet the Quality Requirements, the Respondent(s) shall be required to have knowledge and experience in the following areas:

- 1) Respondent has provided at least (2) relevant references.
- 2) Experience managing, at a minimum, three (3) planning projects that required detailed data analysis related to land use.
- 3) Experience managing, at a minimum, three (3) previous planning projects that included community engagement and required the ability to represent and communicate effectively regarding complex planning topics.
- 4) The Respondent must be led by a Project Manager with expertise and practical experience in managing a multi-disciplinary consultant team to a successful outcome.

# 06 COMPARATIVE EVALUATION CRITERIA

All respondents determined to have submitted all required documents and met the minimum threshold requirements above shall be evaluated and numerically rated by the BPDA evaluation committee according to the criteria described herein.

For each of the evaluation criterion, a rating of highly advantageous, advantageous, or not advantageous will be assigned to each responsive and responsible respondent:

- *Highly Advantageous* when it has been determined that the respondent demonstrates an exemplary understanding indicating expertise, and fully complies with all of the criteria set forth herein.
- *Advantageous* when it has been determined that the respondent demonstrates a clear understanding and fully complies with a majority of the criteria set forth herein.
- *Not Advantageous* when it has been determined that the respondent does not demonstrate sufficient understanding or is unable to comply with a majority of the criteria set forth herein.

## **Evaluation Criteria**

1. Respondent Team Qualifications
2. Project Manager Qualifications
3. Project Approach
4. Respondent Interview
5. Allocation of Resources and Schedule

## Criteria Rating Description

### 1. *Respondent Team*

- a. HIGHLY ADVANTAGEOUS when it has been determined that the Respondent is highly qualified, highly experienced, and highly effective in the following area: Data analysis for physical needs assessments and housing needs studies, including land use and scenario modeling, social equity metrics, demographic and trend forecasting, market and affordability analysis, municipal finance evaluation, green infrastructure impact assessment, and development economics. This includes demonstrated project management ability to manage similar scopes of work and experience working on outreach and engagement initiatives in coordination with a government agency.
- b. ADVANTAGEOUS when it has been determined that the Respondent is qualified, experienced, and effective in the following areas: Data analysis for physical needs assessments and housing needs studies, including land use and scenario modeling, social equity metrics, demographic and trend forecasting, market and affordability analysis, municipal finance evaluation, green infrastructure impact assessment, and development economics. This includes demonstrated project management ability to manage somewhat similar scopes of work to deliver tasks on schedule.
- c. NON-ADVANTAGEOUS when it has been determined that the Respondent is not qualified, experienced, and effective within the areas of expertise required by this project, including a lack of demonstrated project management experience for similar scopes of work.

### 2. *Project Manager Qualifications*

- a. HIGHLY ADVANTAGEOUS when it has been determined that the Respondent has assigned a highly qualified project manager with the qualifications and demonstrated track record of bringing similar scopes of work to fruition.
- b. ADVANTAGEOUS when it has been determined that the Respondent has assigned a qualified project manager with the qualifications and demonstrated track record of bringing similar scopes of work to fruition.
- c. NON-ADVANTAGEOUS when it has been determined that the Respondent has not assigned a project manager with the

qualifications or track record to bring similar scopes of work to fruition.

### **3. *Project Approach***

- a. HIGHLY ADVANTAGEOUS when it has been determined that the Respondent's approach to the Project includes: i) a very clear understanding of the scope of services and utilizes a thoughtful comprehensive strategy in their approach on data collection and synthesis ii) demonstrate a strong initial understanding of the key challenges of the Assessment as well as strong understanding of how those challenges will be addressed.
- b. ADVANTAGEOUS when it has been determined that the Respondent's approach to the Project includes: i) clear understanding of the scope of services and utilizes a thoughtful comprehensive strategy in their approach on data collection and synthesis ii) demonstrate a fair initial understanding of the key challenges of the Assessment as well as fair understanding of how those challenges will be addressed.
- c. NON-ADVANTAGEOUS when it has been determined that the Respondent's approach to the Project does not include: i) clear understanding of the scope of services and utilizes a thoughtful comprehensive strategy in their approach on data collection and synthesis ii) demonstrate a reasonable initial understanding of the key challenges of the Assessment as well as reasonable understanding of how those challenges will be addressed.

### **4. Respondent Interview**

- a. HIGHLY ADVANTAGEOUS when it has been determined that the Respondent team: i) Is very well prepared, as demonstrated through clear, articulate, and succinct remarks reflecting a strong understanding of the Scope of Services as well as strong team qualifications and experience; ii) Respondent demonstrates strong understanding of local context and issues; iii) The Respondent's project manager demonstrates a high capacity to manage the project team by articulating relevant ideas, assuming a strong leadership role during the presentation, facilitating an open and participatory discussion among team members, and referring questions appropriately to subject matter experts on the team; iv) Key team members contribute substantially to the presentation and discussion, demonstrating considerable appropriate knowledge, skills and experience and

offering relevant and thoughtful remarks during the presentation and discussion; and v) The presentation and discussion are extremely lively and engaging.

- b. ADVANTAGEOUS when it has been determined the Respondent team:
  - i) Is prepared, as demonstrated through clear, articulate, and succinct remarks reflecting a reasonable understanding of the Scope of Services as well as adequate team qualifications and experience; ii) Respondent demonstrates a reasonable understanding of local context and issues; iii) The Respondent's project manager demonstrates a reasonable capacity to manage the project team by articulating relevant ideas, assuming a leadership role during the presentation, facilitating an open and participatory discussion among team members, and referring questions appropriately to subject matter experts on the team; iv) key team members contribute to the presentation and discussion, demonstrating reasonable knowledge, skills and experience and offering relevant and thoughtful remarks during the presentation and discussion; and v) the presentation and discussions are lively and engaging.
- c. NON-ADVANTAGEOUS when it has been determined the Respondent team:
  - i) Is not well prepared, failing to provide clear, articulate, and succinct remarks reflecting a good understanding of the Scope of Services or adequate team qualifications and experience; ii) Respondent fails to demonstrate strong understanding of local context and issues; iii) the Respondent's project manager fails to demonstrate a the ability to manage the project team by articulating relevant ideas, assuming a leadership role during the presentation, facilitating an open and participatory discussion among team members, or referring questions appropriately to subject matter experts on the team; iv) key team members do not contribute meaningfully to the presentation and discussion, nor do they demonstrate appropriate knowledge, skills and experience or offer relevant and thoughtful remarks during the presentation and discussion; or v) the presentation and discussion are not at all lively and engaging.

##### **5. *Allocation of Resources and Schedule***

- a. HIGHLY ADVANTAGEOUS when it has been determined that the proposal:
  - a) allocates significant resources to priority work items; and contains a highly realistic and detailed work schedule to complete the tasks described in the Scope of Services; and b) outlines a proposed

staffing plan that strongly demonstrates the Respondent team's ability to meet the BPDA's preference for a regular and consistent Boston presence.

- b. ADVANTAGEOUS when it has been determined that the proposal: a) allocates sufficient resources to priority work items; and contains an adequate work schedule to complete the tasks described in the Scope of Services; and b) outlines a proposed staffing plan that demonstrates the Respondent ability to meet the BPDA's preference for a regular and consistent Boston presence.
- c. NON-ADVANTAGEOUS when it has been determined that the proposal: a) allocates insufficient resources to priority work items; and does not contain an adequate work schedule to complete the tasks described in the Scope of Services; and b) outlines a proposed staffing plan that does not demonstrates the Respondent team's ability to meet the BPDA's preference for a regular and consistent Boston presence.

# 07 RULE FOR AWARD AND CONSULTANT SELECTION

Immediately following the proposal submission deadline, all proposals will be recorded and the names of Respondents will be read aloud. All proposals will be reviewed to ensure they meet the Minimum Threshold Requirements and Quality Requirements and then will be evaluated based upon the Comparative Evaluation Criteria set forth herein.

## **RULE FOR AWARD**

A contract will be awarded, subject to the approval of the BPDA Board, to the responsive and responsible Respondent meeting the Quality Requirements, satisfying the Minimum Threshold Criteria and submitting the most advantageous proposal, taking into consideration the Comparative Evaluation Criteria, and the Fee Proposal.

## **BPDA BOARD APPROVAL PROCEDURES AND CONTRACT EXECUTION**

After the Rule for Award has been applied by the selection committee and a determination has been made concerning the most advantageous proposal, staff will issue a Notice of Intent to Award ("NIA") to the successful Respondent and provide the final draft contract in the form to be executed. Upon receipt of the NIA, Respondent shall indicate full acceptance with the terms of the draft contract and confirm understanding of its Special Municipal Employee designation. Once these steps, as further set forth in the NIA have been completed, staff shall submit a memorandum to the BPDA Board requesting authorization for the BPDA Director to enter into a contract with the selected Respondent.

Upon BPDA Board approval, the selected Respondent and the BPDA Director shall enter into a contract. No further changes to the contract shall be accepted after BPDA Board approval. The successful Respondent shall, simultaneous with the execution of the resulting contract, furnish evidence of the required insurance.

## **REJECTION OF PROPOSALS AND OTHER AWARD PROCEDURES**

1. The BPDA 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 prior

to the receipt of proposals or to waive any minor informality requirement of this RFP with respect to all Respondents; to hold discussions regarding the terms of any proposal received in response to this RFP; all as the BPDA may deem to be in the best interest of the BPDA and/or the City of Boston.

2. Any and all costs incurred by any Respondent in responding to this RFP or in otherwise developing proposals are entirely the responsibility of such Respondent and shall not be reimbursed in any manner by the BPDA.
3. Execution of a resulting contract between the BPDA and the selected Respondent will be contingent on the availability of funds.
4. The BPDA shall not have any liability to any Respondent except pursuant to the terms of a written contract duly executed and delivered by the BPDA and such Respondent.
5. All submitted proposals shall be retained by the BPDA and become the property of the BPDA. The Respondent will submit a reproducible and digital copy of all maps, graphic slide presentations, surveys and photographs to the BPDA. Hard copies of presentation materials, such as display boards, slides, videos, etc., shall be submitted to the BPDA.
6. The provisions of this RFP are severable and if any provision shall be determined to be illegal or invalid by a court of competent jurisdiction, such determination shall not impair or otherwise affect any other provision of this RFP.

## **OTHER REQUIREMENTS**

### **1. Sub-consultants/Sub-contractors**

The BPDA reserves the right to request substitute sub-consultants other than those named in the proposal. The final selection of all sub-consultants shall be subject to prior review and written agreement by the BPDA's Authorized Representative. The BPDA reserves the right to amend the sub-consultant selection during the course of the Services at its discretion in consultation with the selected Respondent.

### **2. Equal Employment Opportunity**

Attention of Respondent is particularly called to the law for ensuring that employees and consultants for employment are not discriminated against because of their race, color, religion, sex, sexual orientation or national origin.

3. Massachusetts Public Records Law

Proposals and other documents submitted in connection with this RFP are subject to the Massachusetts Public Records Law. Statements or endorsements contained in response to this RFP that are inconsistent with such law are of no effect.

4. Special Municipal Employee Status (BRA)

In accordance with M.G.L. c. 121B, Section 7, third paragraph, as amended, the selected respondent shall be deemed a “special municipal employee” for purposes of the Commonwealth of Massachusetts Conflict of Interest Law, M.G.L. c. 268A, as amended (the “Conflict of Interest Law”), and is required to abide by such a designation. The selected respondent shall be expected to assemble a team, including sub-Designers, in compliance with the requirements for special municipal employees set forth in the Conflict of Interest Law and will be responsible for informing all employees and sub-Designers of the Conflict of Interest Law.

All respondents shall include a signed **Exhibit H** with their response to this RFP a signed Acknowledgment of Applicability of Special Municipal Employee Status to BPDA Contracts in the form attached hereto. Respondents are encouraged to carefully review the attached “Special Municipal Employees-Explanation of the Conflict of Interest Law” prepared by the State Ethics Commission. The Conflict of Interest Law requires that in certain circumstances special municipal employees file disclosures. If such disclosures are required, they are to be filed with the BPDA prior to execution of the contract with the selected respondent.

All obligations to comply with the Conflict of Interest Law and satisfaction of the requirement herein are the sole responsibility of the selected respondent and not the BPDA. The BPDA shall have no liability for the selected respondent’s failure to meet these requirements.

## EXHIBIT A. STATEMENT OF RESPONDENT QUALIFICATIONS

Name of Respondent: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

FID No.: \_\_\_\_\_

How many years has your organization been in business as a consultant under your present business?

\_\_\_\_\_

Have you ever provided services under another name(s)? Yes ☐ No ☐

If yes, please indicate prior name(s) and address(es):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate the type of service and the number of years your organization has experience in:

| TYPE OF SERVICE | NUMBER OF YEARS |
|-----------------|-----------------|
|                 |                 |
|                 |                 |
|                 |                 |
|                 |                 |
|                 |                 |

List the principal officers of the organization and experience:

| NAME | PRESENT POSITION | YEARS OF EXPERIENCE<br>(INCLUDING PRESENT AND<br>PREVIOUS FIRMS) | ANTICIPATED PROJECT<br>ROLE (IF ANY) |
|------|------------------|------------------------------------------------------------------|--------------------------------------|
|      |                  |                                                                  |                                      |
|      |                  |                                                                  |                                      |
|      |                  |                                                                  |                                      |



Indicate the project manager you intend to assign to the Services and his/her experience especially relative to this project:

Project Manager Name: \_\_\_\_\_ Yrs. Exp.: \_\_\_\_\_

| EXPERIENCE | DISCIPLINE/TITLE/FUNCTION | YEARS | SKILLS |
|------------|---------------------------|-------|--------|
|            |                           |       |        |
|            |                           |       |        |
|            |                           |       |        |
|            |                           |       |        |

Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a contract? If so, state name of individual, other organization, reason therefore and bonding company:

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Has any officer or partner of your organization ever failed to complete a contract handled in their own name? If so, state name of individual, name of organization, reason therefore and bonding company:

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List below previous projects/Services contracts (limited to 5) similar in size, dollar threshold, and scope to these Services completed within the last 5 years along with organization's contact or representative:

| CONTRACT AMOUNT | TYPE OF SERVICE | WHEN COMPLETED | LOCATION | NAME & TELEPHONE OF ORGANIZATION OR REPRESENTATIVE |
|-----------------|-----------------|----------------|----------|----------------------------------------------------|
|                 |                 |                |          |                                                    |
|                 |                 |                |          |                                                    |
|                 |                 |                |          |                                                    |
|                 |                 |                |          |                                                    |
|                 |                 |                |          |                                                    |



List below all current active projects/Services contracts similar in size, dollar threshold, and scope you currently performing:

| CONTRACT AMOUNT | TYPE OF SERVICE | CONTRACT AMOUNT REMAINING | PERCENT COMPLETE | COMPLETION DATE | LOCATION | NAME & PHONE NUMBER OF ORGANIZATION OR REPRESENTATIVE |
|-----------------|-----------------|---------------------------|------------------|-----------------|----------|-------------------------------------------------------|
|                 |                 |                           |                  |                 |          |                                                       |
|                 |                 |                           |                  |                 |          |                                                       |
|                 |                 |                           |                  |                 |          |                                                       |
|                 |                 |                           |                  |                 |          |                                                       |
|                 |                 |                           |                  |                 |          |                                                       |

Have you ever failed to complete any service awarded to you? Yes ☐ No ☐

If so, where and why?

Did you complete your last three contracts per the original contract duration? Yes ☐ No ☐

If not, why?

Indicate the bank(s) and associated loan officers your organization does business with:

| BANK | CONTACT | TELEPHONE |
|------|---------|-----------|
|      |         |           |
|      |         |           |
|      |         |           |

Credit Available: \_\_\_\_\_



In what other lines of business are you financially interested?

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Will you, upon request, fill out a detailed financial statement and furnish any other information that may be required by the BPDA? Yes ☐ No ☐

I \_\_\_\_\_, attest/certify that, to the best of my knowledge and my belief the information provided in this Statement of Respondent Qualifications is complete. I further attest/certify that I am authorized to submit this Statement of Respondent Qualifications on behalf of the organization as presented/stated in the Certificate of Authority, herein. I understand the BPDA may request further information to substantiate what is provided herein. I, hereby, authorizes and requests any person, firm or corporation to furnish any information requested by the BPDA in verification of the recitals comprising this Statement of Respondent's Qualifications.

**Signed**

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

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

Date: \_\_\_\_\_



## EXHIBIT B. REQUEST FOR PROPOSALS FORM

Respondent: \_\_\_\_\_

To the Boston Redevelopment Authority d/b/a Boston Planning & Development Agency ("BPDA"):

This RFP includes addenda numbered: \_\_\_\_\_

A. Hours

1. Business Hours: Normal business hours are Monday through Friday, inclusive, 9 AM to 5 PM. Holidays are days observed by the U.S. Post Office (National Holidays).
2. Billable Hours: The BPDA will pay for only those hours spent pursuant to the services outlined in the resulting contract. Thus, the hourly rate that the respondent includes in the respondent's response to the RFP should include all expenses associated with performing the services, including travel time.

B. The undersigned respondent agrees that, if he or she is selected as respondent, he or she will within five (5) business days, Saturdays, Sundays, and legal holidays excluded, after presentation thereof by the BPDA either by mail or delivery, execute in two (2) counterparts the resulting contract with the BPDA in accordance with the terms of this RFP.

C. The undersigned respondent certifies under penalties of perjury that this RFP is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this paragraph the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

D. The undersigned respondent represents that this RFP is made without connection of any kind with other respondents for the same work, that the undersigned is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or corporation, that no other person or corporation has any interest in the profits of the contract, that the undersigned has read the contract documents attached hereto and is fully informed in regard to all provisions thereof.

E. The names and addresses of all persons interested in this Proposal, as principals other than the undersigned, are as follows:

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F. The respondent is a (an): (Choose one)

- ☐ Individual      ☐ Partnership      ☐ Corporation      ☐ Joint Venture      ☐ Trust



1. If respondent is a Partnership, state names and residential addresses of all partners:

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2. If respondent is a Corporation, state the following:

Corporation is incorporated in the State of: \_\_\_\_\_

President is: \_\_\_\_\_

Treasurer is: \_\_\_\_\_

Place of business is: \_\_\_\_\_  
(Street, City, State and Zip Code)

3. If the respondent is a Foreign Corporation, also state the following:

The Power of Attorney was filed on: \_\_\_\_\_

The Certificate and copy of its Charter, Articles or Certificate of Incorporation were filed on: \_\_\_\_\_

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

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

5. If the respondent is a Trust, state the names and residential addresses of all Trustees:

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6. The Trust documents are on file at: \_\_\_\_\_

A copy of the same will be delivered to the BPDA on request.

G. Bank Reference: \_\_\_\_\_

*Name and Phone #*

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

I. The Federal Social Security Identification Number of the respondent (the number used on Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941) is: \_\_\_\_\_

J. RESPONDENT INSURANCE REQUIREMENTS

It is the desire of the BPDA for the selected respondent to possess insurance in the types and limits specified in the Draft Contract (see Exhibit I) respondents not possessing the required insurance and/or limits shall attach additional sheets fully describing their coverage. The respondent shall provide draft "Certificates of Insurance" as part of this RFP package and effective "Certificates of Insurance" upon notification of contract award. Said certificates shall name the "Boston Redevelopment Authority" as "An Additional Insured".

Description of Respondent's Proposed Liability Insurance:

|                                           |  |
|-------------------------------------------|--|
| <b>NAME OF CURRENT<br/>INSURANCE FIRM</b> |  |
| <b>ADDRESS</b>                            |  |
| <b>CONTACT</b>                            |  |
| <b>PHONE NUMBER</b>                       |  |

Description of Coverage and Limits Provided By Policy:

Policy Period: \_\_\_\_\_



The undersigned Respondent offers the following information as evidence of their qualifications to perform the services as indicated in the RFP upon and according to all requirements of the Scope of Services:

Have been in business under present business name \_\_\_\_\_ years.

Ever failed to complete any work awarded. Yes ☐ No ☐ (if yes, attach descriptive account).

Date: \_\_\_\_\_ Business Address: \_\_\_\_\_

Respondent (Company Name): \_\_\_\_\_ Business Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

By: \_\_\_\_\_ Have Answering Service? Yes ☐ No ☐

(Authorized signature)

NOTE: For the purposes of executing the RFP please note the following:

1. This RFP must bear the written signature of the respondent.
2. If the respondent is an individual doing business under a name other than his own name, the RFP must so state, giving the address of the individual.
3. If the respondent is a partnership, the RFP must so state, setting forth the names and addresses of all partners, and must be signed by a partner designated as such.
4. If the Respondent is a corporation, the proposal must bear the seal of the corporation and must be signed by a duly authorized officer or agent of such corporation.
5. If the price of any item appears to the BPDA to be abnormally high or low, or the respondent neglects to provide a response for each and every item in the RFP, it may be cause for the rejection of the RFP.



## EXHIBIT C. CERTIFICATE OF AUTHORITY

CERTIFICATE OF AUTHORITY MEETING OF BOARD OF DIRECTORS \_\_\_\_\_, 2025

At a meeting of the Directors of Consultant firm duly called and held at \_\_\_\_\_  
on the \_\_\_\_\_ day of \_\_\_\_\_, 2025, at which a quorum was present and acting, it was Voted, that  
\_\_\_\_\_ the \_\_\_\_\_ of the firm is hereby authorized and  
empowered to make, enter into, sign, seal, and deliver, in behalf of this firm a contract for Citywide Lands Use  
Impact and Needs Assessment with the Boston Redevelopment Authority d/b/a Boston Planning & Development  
Agency ("BPDA") in connection with such contract.

I do hereby certify that the above is a true and correct copy of the record, that said vote has not been amended or  
repealed and is in full force and effect as of this date, and that \_\_\_\_\_  
is the duly elected \_\_\_\_\_ of this firm.

Attest:

\_\_\_\_\_ Clerk or Secretary of the firm

(If Corporation, Affix Corporate Seal)



## EXHIBIT D. CERTIFICATE OF COMPLIANCE WITH LAWS

### Massachusetts Employment Security Law

Pursuant to M.G.L. c. 151 A, §19A(b), the undersigned hereby certifies under the penalties of perjury the Respondent, with Department of Unemployment Assistance ID Number \_\_\_\_\_ has complied with all laws of the Commonwealth relating to unemployment compensation contributions and payments in lieu of contributions.

Compliance may be certified if the Respondent has entered into and is complying with a repayment agreement satisfactory to the Commissioner of DET, or if there is a pending adjudicatory proceeding or court action contesting the amount due pursuant to M.G.L. c. 151 A, §19A(c).

### Massachusetts Child Care Law

Pursuant to Chapter 521 of the Massachusetts Acts of 1990, as amended by Chapter 329 of the Massachusetts Acts of 1991, the undersigned hereby certifies that the Respondent:

1. ☐ employs fewer than fifty (50) full-time employees; or
2. ☐ offers either a dependent care assistance program or a cafeteria plan whose benefits include a dependent care assistance program; or
3. ☐ offers child care tuition assistance, or on-site or near-site subsidized child care placements.

### Revenue Enforcement Protection Program

Pursuant to M.G.L. c. 62C, §49A, the undersigned hereby certifies that the Respondent's Social Security or Federal Identification No. is \_\_\_\_\_, and that to the best of his/her knowledge and belief, the Respondent has filed all state tax returns and paid all state taxes required by law.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BY: \_\_\_\_\_



## EXHIBIT E. STATEMENT OF TAX COMPLIANCE

Pursuant to Massachusetts Laws Chapter 62C, Section 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

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*Bidder's Name*

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*Social Security Number or Federal Identification Number*

By

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*Corporate Officer's Name*

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*Corporate Officer's Title*

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*Date*

Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant.

Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non filing or delinquency will not have a contract or other agreement issued, renewed, or extended.



## EXHIBIT F. NON-DISCRIMINATION & AFFIRMATIVE ACTION

The respondent agrees:

1. The respondent shall not, in connection with the services under this Contract, discriminate by segregation or otherwise against any employee or applicant for employment on the basis of race, color, creed, national origin, age, sex or sexual preference and shall undertake affirmative action measures designed to guarantee and effectuate equal employment opportunity for all persons.
2. The respondent shall provide information and reports requested by the Boston Redevelopment Authority pertaining to its obligations hereunder and will permit access to its facilities and any books, records, accounts or other sources of information which may be determined by the Authority to affect the respondent's obligations.
3. The respondent shall comply with all federal and state laws pertaining to civil rights and equal opportunity including executive orders and rules and regulations of appropriate federal and state agencies unless otherwise exempt therein.
4. The respondent's non-compliance with the provisions hereof shall constitute a material breach of this Contract, for which the Authority may, in its discretion, upon failure to cure said breach within thirty (30) days of written notice thereof, terminate this Contract.
5. The respondent shall indemnify and save harmless the Authority from any claims and demands of third persons resulting from the respondent's non-compliance with any provisions hereof.

Signed

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

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

Date: \_\_\_\_\_



## EXHIBIT G. NON-COLLUSION AFFIDAVIT

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

County of \_\_\_\_\_

\_\_\_\_\_ being first duly sworn deposes and says that:

1. He/she is (owner, partner, officer, representative, or agent) of \_\_\_\_\_ , the Respondent that has submitted the attached Proposal;
2. He/she is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Bid;
3. Such Proposal is genuine and is not a collusive or sham Proposal;
4. Neither the said respondent nor any of the officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other respondent, firm or person to submit a collusive or sham Proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly sought by agreement of collusion or communication or conference with any other respondent, firm or person to fix the price or prices in the attached Proposal or of any other respondent, or to fix any overhead, profit or cost element of the Proposal Price or the Proposal Price of any other respondent or to secure through any collusion conspiracy, connivance or unlawful agreement any advantage against the Boston Redevelopment Authority d/b/a Boston Planning & Development Agency on or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposal or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed) \_\_\_\_\_

Title \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ , 2025

My commission expires: \_\_\_\_\_ Seal



## EXHIBIT H. ACKNOWLEDGMENT OF APPLICABILITY OF SPECIAL MUNICIPAL EMPLOYEE STATUS FOR BOSTON REDEVELOPMENT AUTHORITY (“BRA”) CONTRACTS

I, \_\_\_\_\_,  
(Individual Completing Form)

\_\_\_\_\_ at \_\_\_\_\_,  
(Position) (Respondent)

hereby acknowledge that I received a copy “Special Municipal Employees-Explanation of the Conflict of Interest Law” (revised October 2017). Further, I acknowledge that in certain circumstances Special Municipal Employees are required to file Disclosure Forms under the Massachusetts Conflict of Interest Law, which can be found at <https://www.mass.gov/service-details/municipal-employee-disclosure-forms>. If any Disclosure Forms are required of the respondent, they shall be signed and submitted to the BRA prior to contract execution.

\_\_\_\_\_  
Signature of Respondent

\_\_\_\_\_  
Date



## EXHIBIT I. FEE PROPOSAL FORM

**THIS FEE PROPOSAL FORM MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE LABELED IN THE FOLLOWING MANNER:**

**FEE PROPOSAL for Citywide Land Use Impact and Needs Assessment.**

Submitted By:

Name \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

Telephone / Fax \_\_\_\_\_

Email Address \_\_\_\_\_

Under the conditions set forth by the BPDA, the accompanying Fee Proposal is submitted to assist in the preparation of the **Citywide Land Use Impact and Needs Assessment**.

The total Fee Proposal is \$ \_\_\_\_\_ (in numerals)



# EXHIBIT J. DRAFT CONTRACT

By and Between

**BOSTON REDEVELOPMENT AUTHORITY**

And

**FORM LEGAL NAME HERE**

This SERVICES CONTRACT (“Contract”) is entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between the BOSTON REDEVELOPMENT AUTHORITY, having its offices at Boston City Hall, One City Hall Square, Boston, MA 02201-1007, doing business as BOSTON PLANNING & DEVELOPMENT AGENCY (the “BRA”) and FIRM LEGAL NAME HERE (the “Consultant”), a XX corporation, having its offices/principal place of business at XXXXX. The BRA and the Consultant hereinafter sometimes are referred to, individually, as a “Party” and collective-ly, as “Parties.”

**WHEREAS**, the BRA is seeking XXXX services related to GENERAL DESCRIPTION OF TYPE SERVICES (project description) located at ADDRESS HERE/LOCATION HERE;

**WHEREAS**, the BRA issued a Request for Proposals (“RFP”) for XXXXX on XXXXX, 2025;

**WHEREAS**, the BRA received XXXXXXXX from XXXXXXXX;

**WHEREAS**, BRA staff determined that XXXXXXXX was the top ranked finalist; and

**WHEREAS**, on XXXXXXXX, 2025, the BRA Board authorized an engineering services contract with XXXXXXXX for an amount not to exceed XXXXXXXX Dollars and XXXX Cents (\$XXX,XXX.XX) for all services included in the Contract.

**NOW, THEREFORE**, in consideration of the mutual covenants contained therein, and intending to be legally bound, the BRA and the Consultant agree to the following

## **I. SCOPE OF SERVICES**

- A. Description of Services. The Consultant, by and through the Consultant’s staff, shall be responsible for performing the services set forth in Exhibit A attached hereto and incorporated herein as a part hereof (the “Services”).
- B. Changes to Scope of Services. The BRA’s Authorized Representative may, at any time, by written notice, make reasonable and non-substantial changes within the general scope of this Contract in the tasks to be performed. If any such change causes an increase or decrease in the cost of, or the time required for, the performance of any part of the services under this Contract, an equitable adjustment shall be made in the compensation to be paid under this Contract and this Contract shall be modified in writing accordingly. Any such amendment is subject to the approval of the BRA’s Board and Director.



- C. Performance Standards. The Consultant agrees that the Services provided hereunder shall conform to the professional standards of care and practice customarily expected of like firms engaged in performing comparable work, that the personnel furnishing said Services shall be qualified and competent to perform adequately the services assigned to them and that the recommendations, guidance and performance of such personnel shall reflect such standard of professional knowledge and judgment.
- D. Deliverables. The Consultant, by and through its staff and approved sub-Consultant(s), shall be responsible for completing the tasks and deliverables set forth in conjunction with the Services as shown in Exhibit A.

## II. COMPENSATION

### A. Amount of Payment.

Except as provided in Section VI.A of this Contract, the Consultant shall be paid as follows for the performance of the Services:

1. For the Services performed, either by the Consultant or sub-Consultants, in execution of the Services described in Exhibit A, the Consultant shall be paid an amount not to exceed **XXX Thousand, XXX Dollars and XXX Cents (\$ XX,XXX.XX )** (the "Maximum Amount") in accordance with the pricing set forth in the Consultant's proposal attached hereto as **Exhibit B** and incorporated as a part hereof. This Maximum Amount includes all fees, overhead, general administrative costs, profit and applicable taxes or governmental charges, if any, for all Consultant and/or sub-Consultant(s) charges arising under this Contract and all other approved reimbursable expenses. The Consultant shall be paid not more than once a month upon the BRA's approval of the Consultant's monthly statements submitted in accordance with Section II.B. The amount paid each month shall equal the sum of (i) the product of the number of hours worked by the Consultant and its staff in connection with the performance of services under this Contract during the prior month and the hourly rate of services set forth in Exhibit B, attached hereto and incorporated as a part hereof, plus (ii) the amount of expenses incurred by the Consultant and its staff during the prior month and approved by the BRA as a reimbursable expense. The BRA shall make payment to the Consultant for hours worked only, with payment to be made from the BRA to the Consultant upon receipt and approval by the BRA of the Consultant's invoice for services performed.
  2. Statement. Upon acceptance of the deliverables specified in this Contract, the Consultant shall submit to the BRA a statement for all services rendered, tasks completed, and any reimbursable expenses incurred. The Consultant's statement shall be in such detail as the BRA may reasonably require to show the identification of the personnel performing services, their classifications and hours worked, and the detailed nature and extent of services performed.
- B. Retention of Records and Audit Rights. The Consultant shall keep records pertaining to services performed and reimbursable expenses incurred on the basis of generally accepted accounting principles and in accordance with such reasonable requirements to facilitate review as the BRA may require. The BRA shall have the right to inspect, review or audit, in conformity with accepted auditing standards, the accounts, books, records and activities of the Consultant necessary to determine compliance by the Consultant with the provisions and requirements of this Contract and the laws of the State.



### III. TIME OF PERFORMANCE

The Consultant shall perform each task required to be performed by it promptly and within the time designated therefore by the BRA. The Consultant acknowledges that time is of the essence in performing the services hereunder. Said tasks shall be completed in accordance with the schedule in **Exhibit A**, which may be updated or modified by approval of the BRA. The start date shall reflect the date at which the contract is executed.

### IV. TERM

The term of this Contract for these services shall commence upon execution of the Contract and conclude (XXXX) from issuance of the Notice to Proceed, unless sooner terminated by the BRA in accordance with this Contract; provided, however, that the BRA may, at its election and in its own discretion, extend the term of this Contract for additional ninety (90) day periods, as determined necessary by the BRA.

### V. INSURANCE AND INDEMNIFICATION

A. Insurance. The Consultant shall purchase and maintain, at his/her expense, all insurance as noted below and as required by applicable Massachusetts law, including but not limited to G.L. c. 152 and G.L. c. 146.

At a minimum, the Consultant shall carry the following:

1. Workmen Compensation and Employers Liability Insurance in the Statutory Limits;
2. With minimum Comprehensive General Liability Limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate and shall include the following:

Public Liability (Bodily Injury and Property Damage)

Prior to execution of this Contract, the Consultant shall provide insurance certificates naming the Boston Redevelopment Authority as an “additional insured”; and

3. Comprehensive Professional Liability Insurance in the amount of One Million Dollars (\$1,000,000).

The Consultant shall cause all sub-Consultants under this Contract to carry similar insurance coverage as well as other insurance coverage as the BRA may from time to time reasonably direct. Evidence of such insurance coverage shall be provided to the BRA. The Consultant is not relieved of any liability or other obligations assumed or pursuant to the Contract by reason of its or its sub-Consultant’s failure to obtain or maintain insurance in sufficient amounts, duration, or types. By requiring such insurance, the BRA shall not be deemed or construed to have assessed the risk that may be applicable to the Consultant or sub-Consultants under this Contract. The insurance requirements herein for this Contract in no way limit the indemnity covenants contained in the Contract.

Thirty (30) days prior to the expiration date of any type of Insurance, the Consultant shall furnish a new certificate of insurance to the BRA at One City Hall Square, 9th Floor, Boston, MA 02201.

A. Indemnification. The Consultant, at its expense, shall defend and indemnify and hold harmless the Boston Redevelopment Authority, its members, directors, officers and employees from and against all claims, causes of



action, suits, losses, damages and expenses, including attorney's fees, arising out of or resulting from any action or omission by the Consultant and anyone employed by it in the performance of this Contract. Such obligation shall not be construed to negate or abridge any other obligation of indemnification running to the Boston Redevelopment Authority which would otherwise exist. The Boston Redevelopment Authority shall give the Consultant prompt and timely notice of any claim, threatened or made, or suit instituted against it which could result in a claim for indemnification hereunder. The extent of the foregoing indemnification and hold harmless provisions shall not be limited by any provision of insurance contained in this Contract.

## **VI. TERMINATION**

- A. The BRA, by and through written notice from its Director, may terminate this Contract as follows:
1. on fourteen (14) days' notice, without cause; or
  2. on seven (7) days' notice if (i) the services to be performed under this Contract shall be canceled or abandoned by the BRA, (ii) this Contract or any part thereof shall be assigned without the prior written consent of the BRA's Director, (iii) the Consultant shall violate any of the provisions of this Contract or shall fail to perform, keep, or observe any of the terms, covenants or conditions herein contained, (iv) the Consultant abandons in whole or in part its services, or becomes unable to perform its services, or (v) the Consultant fails to perform the services in a timely and workmanlike manner; provided, however, that the Consultant shall not be in default hereunder if any such failure to perform or make progress arises out of causes beyond its control and through no fault or negligence of its own. In the event of such termination, the BRA may procure, upon such terms and in such manner as it shall deem appropriate, services similar to those so terminated without prejudice to any other rights and remedies for default the BRA may have.

In the event of the termination of this Contract in accordance with this Section VI, the Consultant shall be compensated in accordance with Section II for all work performed until the effective date of termination. Upon the termination of this Contract, the Consultant shall promptly deliver to the BRA all documents produced under this Contract by the Consultant prior to its termination.

## **VII. SUB-CONSULTANTS**

In furtherance of this Contract, the BRA and the Consultant recognize that sub-Consultant(s) may be necessary to conduct specific tasks with regard to elements of the Services to be performed under this Contract. The Consultant agrees to contract directly with any such sub-Consultants in accordance with the terms and conditions of this Contract. The final selection of all sub-Consultant(s) shall be subject to prior review and written approval by the BRA's Authorized Representative and/or the BRA's Director. The Consultant shall manage and coordinate the Services as they relate to any and all sub-Consultant(s), and shall be responsible for overall management, coordination and information integration of the Services.

## **VIII. ADDITIONAL TERMS AND CONDITIONS**

- A. Records, Documents, Plans and Drawings. All records and documents prepared pursuant to this Contract shall be considered the property of the BRA and shall be delivered to the BRA's custody upon completion of the work or upon request in writing by the BRA's Director, and in any event no later than sixty (60) days after the expiration or earlier termination of this Contract unless such time limit shall be extended in writing by the BRA's Director. Any reports, plans or drawings, that will be part of the final submission, are to become the property of



the BRA, and shall be of the size and quality established by the BRA. Except as required for the discharge of its duties to the BRA under this Contract, no reports, plans, sketches, drawings, or other renderings or documents shall be released or disclosed by the Consultant to any other person without the prior written approval of the BRA's Director. Such documents are not intended or represented to be suitable for reuse by the BRA or others on extensions of the project or on any other project. Any such reuse or modification without written verification or adaptation by Consultant, as appropriate for the specific purpose intended, will be at the BRA's sole risk and without liability or legal exposure to Consultant.

- B. BRA's Authorized Representative. The Director of Real Estate or his/her designee (with such designation to be set forth in a written notice from the Director of Real Estate to the Consultant) is hereby designated as the "authorized representative" of the BRA.
- C. Key Personnel. The Consultant acknowledges that the BRA is entering into this Contract specifically to obtain the services and expertise to be provided by (XXXX). In the event that any of the persons named above are no longer principals of or otherwise employed by the Consultant, the BRA shall have the right to terminate this Contract and enter into such other agreements as may be necessary to procure the necessary services required.
- D. Independent Contractor. The Consultant is engaged under this Contract as an independent contractor and not as an agent or employee of the BRA.
- E. Non-Discrimination and Affirmative Action/Compliance with Laws. The Consultant shall abide by and conform with the non-discrimination and affirmative action provisions set forth in Exhibit X, attached hereto and incorporated as a part hereof. The Consultant shall also complete and sign the Certificate of Compliance with Laws set forth in Exhibit X, attached hereto and incorporated as a part hereof.
- F. No Waiver. Any failure by the BRA to assert its rights for or upon any default of this Contract shall not be deemed a waiver of such rights, nor shall any waiver be implied from the making of any payment hereunder. The BRA's review, approval, acceptance or payment for services under this Contract shall not operate as a waiver of any rights under this Contract and the Consultant shall be and remain liable to the BRA for all damages incurred by the BRA as a result of the Consultant's failure to perform in conformance with the terms and conditions of this Contract.
- G. Remedies. The rights and remedies of the BRA provided for under this Contract are in addition to any other rights or remedies provided by law. The BRA may assert a right to recover damages by any appropriate means, including but not limited to setoff, suit, withholding, recoupment, or counter-claim either during or after performance of this Contract.
- H. Limited Liability of Boston Redevelopment Authority. Except as provided in Section I.B of this Contract, in no event shall the total liability of the BRA in connection with this Contract exceed the Maximum Amount provided for under Section II hereof. In no event shall the BRA be liable to the Consultant for damages for loss resulting from causes beyond the reasonable control of the BRA and in no event shall the BRA be liable for incidental, special or consequential damages, including loss of anticipated revenues or profits, whatever the cause.
- I. No Personal Liability. No member or employee of the BRA shall be charged personally or held contractually liable by or to the Consultant under any term or provision of this Contract or because of any breach thereof.



- J. No Employment of BRA or EDIC Personnel. During the term of this Contract, the Consultant shall not employ on either a full-time or part-time basis, any person so long as such person shall be employed by the Economic Development and Industrial Corporation of Boston or the Boston Redevelopment Authority.
- K. Special Municipal Employee. In accordance with M.G.L. Chapter 121B, §7, third paragraph, as amended, for purposes of the State Conflict of Interest Law (M.G.L. Chapter 268A, as amended), the Consultant shall be deemed to be a “special municipal employee.”
- L. Assignment. This Contract, any duties hereunder, or interest herein may not be assigned or delegated by the Consultant without the prior written approval of the BRA’s Director. It is acknowledged and agreed that the Consultant’s services under this Contract are personal services and may not be assumed by or assigned by a trustee in bankruptcy.
- M. Governing Law. This Contract shall be governed by and construed under the laws of the State of Massachusetts.
- N. Severability. If any provision of this Contract shall to any extent be held invalid or unenforceable, the remainder of this Contract shall not be deemed affected thereby.
- O. Entire Agreement. This Contract sets forth the entire understanding between the parties as to the subject matter hereof and supersedes all prior and collateral agreements and representations.
- P. Amendment. This Contract may not be amended or modified except by a writing signed by both parties.
- Q. Captions. The captions are for convenience and reference only, and shall not be used to interpret, clarify, limit or amend the contents or meaning of this Contract or any provision hereof.



IN WITNESS WHEREOF, this Contract is hereby executed by the BRA and the Consultant in two (2) counterparts as of the day and year first written above.

|                                                       |                  |
|-------------------------------------------------------|------------------|
| <b>BOSTON REDEVELOPMENT AUTHORITY</b>                 | <b>FIRM NAME</b> |
| <b>D/B/A BOSTON PLANNING &amp; DEVELOPMENT AGENCY</b> |                  |
| BY: _____<br>Kairos Shen,<br>Director                 | BY: _____        |
| DATE: _____                                           | TITLE _____      |
|                                                       | DATE: _____      |

APPROVED AS TO FORM

By: \_\_\_\_\_  
Lisa Herrington, General Counsel

# EXHIBIT K. ACKNOWLEDGEMENT OF RECEIPT OF DRAFT CONTRACT

I hereby acknowledge that I have received and reviewed the **Draft Contract – Exhibit J**. The BPDA expects the **Draft Contract – Exhibit J** to be accepted as-is by the Consultant. I understand that any requested modifications to the **Draft Contract – Exhibit J** must be submitted with the proposal response. I understand that all modifications to the **Draft Contract – Exhibit J** must be agreed to by the BPDA prior to BPDA Board authorization and submittal of proposed modifications does not constitute acceptance by the BPDA. If selected to perform the Services described herein, the Consultant will be expected to abide by the terms of the final Contract executed between the BPDA and the Consultant. If you have any questions or require any additional information, please feel free to reach out to the Procurement Office at [PlanningProcurement@boston.gov](mailto:PlanningProcurement@boston.gov).

**Signed**

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

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

Date: \_\_\_\_\_



**Boston Redevelopment Authority (“BRA”) d/b/a Boston Planning &  
Development Agency (“BPDA”)**

**“Citywide Land Use Impact and Needs Assessment”  
Request for Proposals (“RFP”)**

Boston Planning & Development Agency  
One City Hall Square, Room 910  
Boston, MA 02201-1007

**ADDENDUM NO. 1 dated September 15, 2025**

This addendum modifies, revises, amends, and supplements designated parts of the **“Citywide Land Use Impact and Needs Assessment” Request for Proposals (“RFP”)** issued on **September 2, 2025** and is hereby made a part thereof by reference and shall be as binding as though inserted in its entirety in the locations designated hereunder.

Wherever portions of any addendum are in conflict with a previous addendum, the addendum bearing the latest date shall govern. It shall be the responsibility of each contractor to notify all sub-contractors of any changes or modifications contained in this addendum. No claim for additional compensation due to the lack of knowledge of the contents of this addendum will be considered. Consultants(s) are hereby notified they must acknowledge this addendum as part of the RFP submission requirements.

-

## **General**

**Item 1:** The following additional questions were received either orally at the pre-bid conference or were submitted in writing prior to the date specified in the bid is as follows:

**Q1:** Are subconsultants required to complete all forms listed as Exhibits A through J, or are these forms only required of the prime respondent?

A1: These forms must be completed by all respondents.

**Q2:** For Exhibit I - Fee Proposal, is there a specific fee template to be followed?

A2: There is no specific fee template to be followed.

**Q3:** During the Pre-Submission Conference on 9/8, the anticipated fee was shared as \$800,000 – may you please confirm?

A3: Correct.

**Q4:** For Exhibit C - Certificate of Authority, Is it acceptable to submit “Articles of Incorporation” in lieu of the requested form?

A4: If a limited partnership or a limited liability company, the respondent can submit a Certificate of Legal Existence with regard to the limited partnership or a limited liability company issued by the Office of Secretary of State of the Commonwealth of Massachusetts, a Certificate of Good Standing issued by the Department of Revenue of the Commonwealth of Massachusetts, and evidence of limited partnership or limited liability company authority with respect to execution of the contract on behalf of the respondent, in place of a Certificate of Authority.

**Q5:** Please confirm that Exhibit G - Non-Collusion Affidavit is the only form requiring notarization.

A5: Yes, that is correct.

**Q6:** Can you confirm that interviews will be in person at BPDA and the window will be Oct 1-3?

A6: Interviews will be held virtually and held on October 1.

**Q7:** What is the anticipated project timeline? (start? duration?)

A7. The project is expected to commence shortly following the Board's approval of the consultant contract in October.

**Q8:** For the population and housing projections, will we be expected to update the BPDA's existing projection models or only to apply them to the needs assessment?

A8: The consultant is free to propose to another form of modeling housing projections that captures the number of housing units needed by type (affordable, group 2 units, family sized units etc..)

**Q9:** Regarding the Facilities Condition Assessment (FCA) and Public Facilities data: will the City provide raw facility-level data (condition scores, operating hours, capacity, usage, etc.) or will the consultant need to re-collect/verify this?

A9: Generally the city has access to building condition scores and the entirety of public facilities. We would like for the consultant to verify programmatic data (operating hours, capacity, usage, etc).

**Q10:** Should the consultant plan for translation/interpretation services and multilingual outreach, or will the City provide these resources?

A10: The consultant should plan for translation and interpretation services as part of the overall scope of work. Generally executive summaries, surveys, and key planning documents need to be translated into threshold languages.

**Q11:** For the interactive online platform, does the City already have a preferred technology stack or vendor (e.g., ArcGIS Hub, Tableau, custom-built web tool), or should the consultant propose options?

A11: ArcGIS Hub is our preferred model.

**Q12:** We understand that the Planning Department has a treasure trove of data to aid in Task 1. Do you anticipate the need for any data gathering, or will the City provide all the data required for Task 1? For example, will the Planning Department make available all the information to enable the creation of a facility table and map in Task 1.2?

A12: Please see Q9. Generally the majority of information needed in Task 1 we have collected and expect you to use planning department data.

**Q13:** Are you envisioning community engagement other than the survey? (Other than the interviews with department/cabinet heads and City Councilors which we understand is a required activity).

A13: We are open to consultants' approaches to a meaningful engagement process.

**Q14:** Do you anticipate starting Task 4 upon completion of the citywide survey in Task 3? Or might they run in parallel?

A14: The two efforts can run in parallel, and we are flexible in aligning with the consultant's schedule."

**Q15:** Should the deliverables include the findings from the community survey or is that entirely separate?

A15: Survey results should help inform the final deliverables, but they do not need to be presented as a primary finding or standalone chapter.

**Q16:** Relatedly, is the community engagement expected to be completed and incorporated into the spatial equity mapbook, fair share analysis, and shortlist of priority capital projects to be submitted by April 2025?

A16: Preliminary findings should be submitted by April 2025. The final mapbook should have community engagement incorporated into the final findings.

**Q17:** Is the interactive online platform intended to be external or internal facing? Or a mix of both?

A17: It's anticipated this is a mix of both.

**Q18:** What is the expectation of the Planning Department's staff time that will be available to support this work?

A18: The project will have a deputy director and two planning staff dedicated to the project. The Deputy Director will dedicate a minimum 50% of their time, and the two planners will range from 25%-75% of their time.

**Q19:** In what format are you expecting the proposers' documentation to allow an evaluation of the Minimum Threshold requirements? Show sample work products?

A19: We expect proposers to provide documentation in a clear and organized written format that directly demonstrates how they meet the Minimum Threshold requirements. This may include concise narrative responses, supporting tables, or references to past work. Sample work products are welcome if they help illustrate relevant experience and capacity, but are not required unless specifically requested.

**Q20:** Provide short descriptions of the example work conducted. Is there a page limit or other guidance on the structure for the proposer to share this information? Is there a specific software or format that the Planning Department uses for geospatial analysis or have a preferred format for packaging geospatial or analytical deliverables?

A20: For the spatial equity book, we envision a format similar to leading examples such as The Paris Atlas: 150 Original Maps to Understand the City and Greater Toronto's Essential Spaces for Community Needs, which translate complex data into accessible, community-focused insights.

**Q21:** For the Facilities Condition report within task 1.2 Public City & Private Asset Inventory, can you provide examples of the types of facilities that are not covered

by data, but you would like to be covered?

A21: In addition to public facilities, we would like the inventory to capture certain non-public assets that play a critical role in community life but are often missing from existing datasets. Examples include privately owned community centers, faith-based facilities, childcare centers, cultural institutions, nonprofit service providers, and recreational facilities such as private gyms or fields. These spaces, while not city-owned, contribute significantly to meeting community needs and should be reflected in the report.

**Q22:** For the Facilities Condition report within task 1.2 Public City & Private Asset Inventory, what support role (staff time, resources, data collection) will the Public Facilities Department play?

A22: PFD will be part of the project team; however, they will likely not participate in data collection and will primarily provide guidance to inform workflow and project direction

**Q23:** For the 1.3 Growth Capacity Metrics, which city departments would need to have representation to inform project around how they manage growth and decision making for capital projects?

A23: Departments are but not limited to: Operations Cabinet, Economic Opportunity and Inclusion, Equity & Inclusion, Streets, Human Services, Office of Budget Management, and Planning.

**Q24:** For the 1.3 Growth Capacity Metrics, are the city departments that would need to have representation already have an existing working group structure or would this need to be created specifically for this project?

A24: We will likely need to create a new working group; however, there are existing groups from which we could draw members.

**Q25:** For the 1.4 Criticality Scores, there are many different ways to index data. Are you imagining a review board to approve the index, or a specific set of staff within the Planning Department to approve the index methodology?

A25: The core working group members will approve the index methodology, with some leadership input. It will not be through a review board or BPDA board.

**Q26:** For the Task 3: Community Engagement, does the City of Boston have a preferred survey vendor or survey tool that it has successfully deployed on previous projects?

A26: We do not have a preferred vendor. The City has worked with Zencity in other capacities to do surveys.

**Q27:** Is this solicitation approximately the same as was advertised a couple of years ago?

A27: This is a different RFP than was advertised previously.

**Q28:** If so, is there currently an incumbent contractor from that earlier solicitation?

A28: The former contract has been cancelled.

**Teresa Polhemus**  
**Interim Director of Finance/Chief Procurement Officer**  
**END OF ADDENDUM No. 1**