

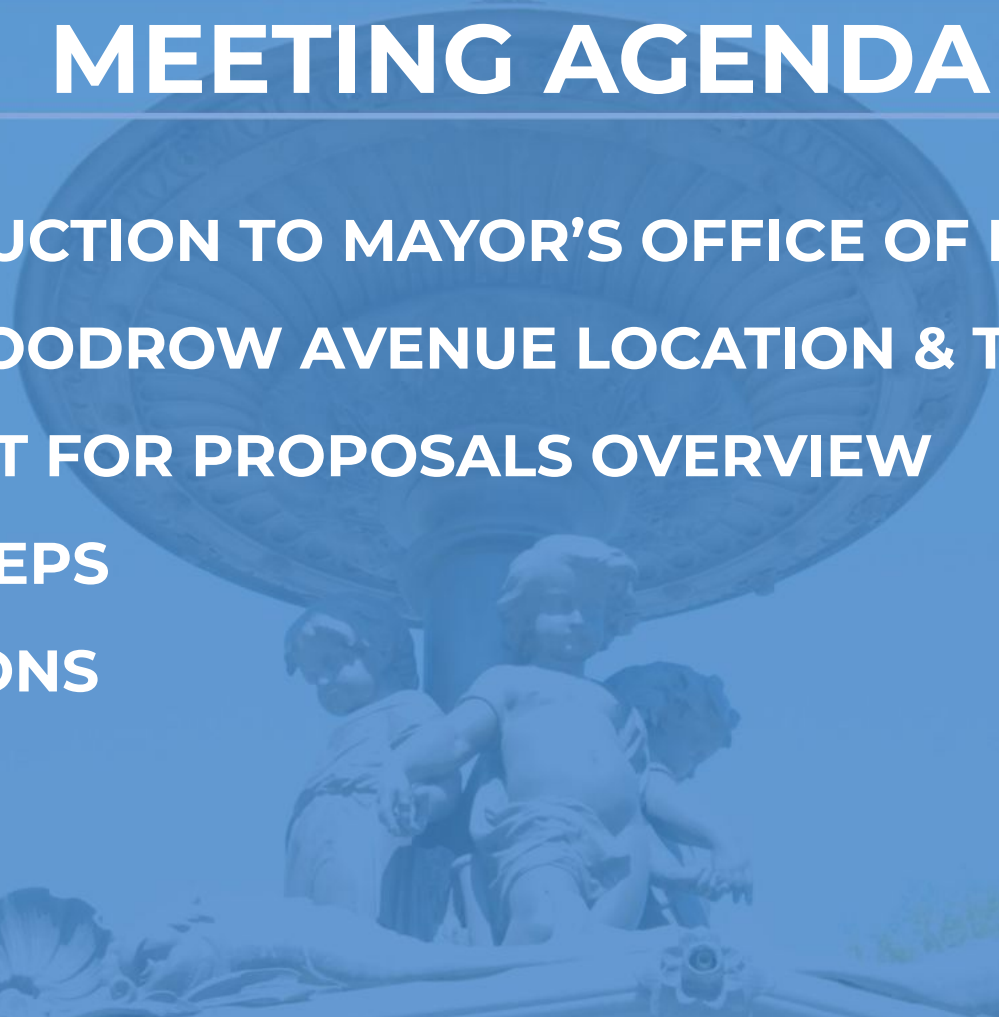
# 61-65 WOODROW AVENUE RFP APPLICANT CONFERENCE

SEPTEMBER 7, 2023



# MEETING AGENDA

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- I. INTRODUCTION TO MAYOR'S OFFICE OF HOUSING
  - II. 61-65 WOODROW AVENUE LOCATION & TIMELINE
  - III. REQUEST FOR PROPOSALS OVERVIEW
  - IV. NEXT STEPS
  - V. QUESTIONS
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# THE DIVISIONS OF THE MAYOR'S OFFICE OF HOUSING

## **Boston Home Center**

*helps residents buy, improve, and keep their homes*

## **Office of Housing Stability**

*helps residents find & maintain safe, stable, & affordable housing*

## **Neighborhood Housing Development**

*builds, preserves, and acquires income-restricted and affordable housing*

## **Supportive Housing**

*works to end homelessness in the City of Boston*

## **GrowBoston**

*supports gardeners, farmers and more, to increase local food production*

## **Real Estate Management & Sales**

*manages and disposes of Boston's tax-foreclosed real estate*

## **Policy Development & Research**

*researches and analyzes data about Boston's housing needs to create policy and address inequities*

# 61-65 WOODROW AVENUE PARCEL-SPECIFIC DETAILS

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<b>ADDRESS</b>	<b>PARCEL NUMBER</b>	<b>AREA</b>	<b>YEARS IN DND INVENTORY</b>
61-63 Woodrow Avenue	1402954000	2,265 square feet	33 Years
Woodrow Avenue	1402955000	1,520 square feet	33 Years
65 Woodrow Avenue	1402956000	3,096 square feet	19 Years

# 61-65 WOODROW AVENUE GENERAL PARCEL DETAILS

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<b>COMBINED AREA</b>	6,881 square feet
<b>ZONING</b>	Three-family Residential (3F-5000)
<b>DISTRICT</b>	4
<b>SURROUNDING USES</b>	Residential and Commercial

# SATELLITE VIEW: 61-65 WOODROW AVENUE



# SATELLITE VIEW: UNNUMBERED, 61-63 & 65 WOODROW AVENUE



# STREET VIEW: UNNUMBERED, 61-63 & 65 WOODROW AVENUE



**65 WOODROW AVENUE**

**UNNUMBERED, 61-63 WOODROW AVENUE**



# STREET VIEW: 65 AND 61-63 WOODROW AVENUE

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# 61-65 WOODROW AVENUE TIMELINE

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## SPRING 2021

MOH initiated community engagement through presentations at standing Woodrow Avenue Neighborhood Association (“WANA”) monthly meetings. Initial feedback included a strong desire for an outcome beyond a housing-only program.

## SUMMER 2022

WANA hosted a community celebration at 61-65 Woodrow, which included a discussion of visions and preferences for the parcels and conducting a feedback survey.

## SEPTEMBER 2023

RFP Applicant Conferences held with a virtual information session on 9/7 and an in-person networking event on 9/18.

## SUMMER 2021-EARLY 2023

Boston Society of Architecture facilitates continued conversations and visioning with WANA, MOH and broader community through the Community+Collaborative Design program.

## AUGUST 28, 2023

MOH issued the Request for Proposals (“RFP”) for 61-65 Woodrow Avenue. The RFP includes a non-residential development objective identified in the community visioning process.

## DECEMBER 5, 2023

Applicant Responses to the RFP are due. Heading into 2024, MOH evaluates responses. Potential Development Teams present to the community. A developer is designated.

# PROJECT GOALS

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*The focus of this RFP is the three City-owned vacant parcels at unnumbered Woodrow Avenue, 61-63 Woodrow Avenue, and 65 Woodrow Avenue.*

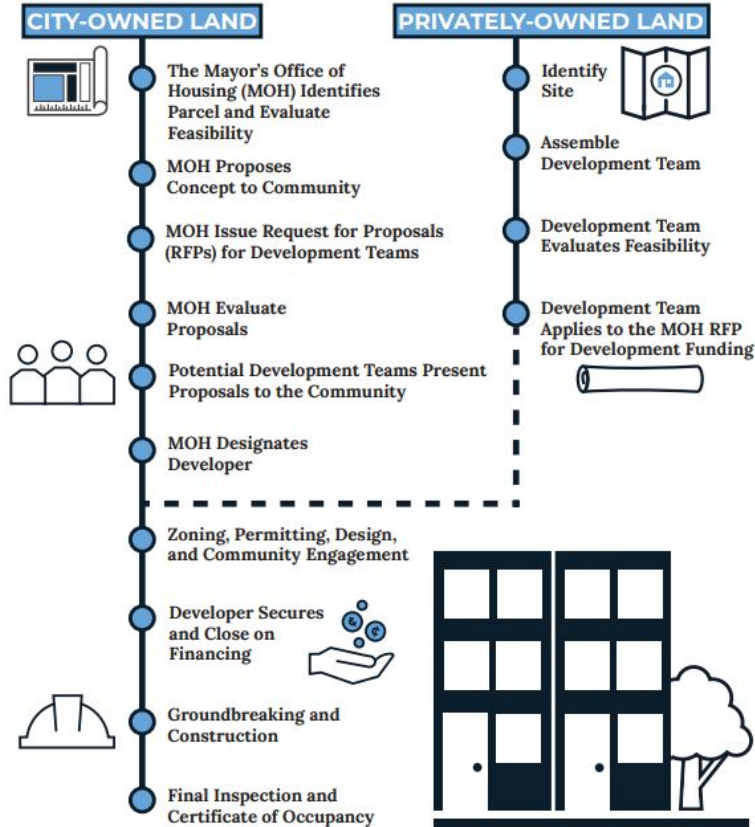
As outlined in the Request for Proposals (RFP), the development objectives are to:

- Develop new affordable residential units in a mixed-use building;
- Create a community-oriented non-residential space with a realistic plan to meet at least one of the following priorities:
  - provide flexible gathering space for events and community meetings
  - provide opportunities for intergenerational learning and interactions
  - offer youth development opportunities
  - create a safe space for youth in the community
- Maximize efforts at equity and inclusion, outreach, and support so that historically underrepresented residents and businesses can achieve success in the plan.

**Additional information can be found in the RFP:**  
[boston.gov/departments/housing/requests-proposals](https://boston.gov/departments/housing/requests-proposals)



# HOW INCOME-RESTRICTED HOUSING IS BUILT IN THE CITY OF BOSTON



## KEY ROLES WITHIN A DEVELOPMENT TEAM:

- Project Manager
- Architect
- Consultants
- Lender/Financing Partners
- General Contractor/Builder
- Attorney
- Marketing/Property Management

# KEY ELEMENTS IN THE RFP

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## OFFERING SUMMARY & OVERVIEW

- RFP Objectives
- Properties Offered
- Additional Resources

## DEVELOPMENT GUIDELINES

- Preferred Uses
- Design Guidelines
- Existing Site Conditions

## PROJECT REQUIREMENTS

- As-Is Appraised Value
- Offer Price Information
- Applicant Guidelines

## BUDGET REVIEW AND COST

### EVALUATION PROCESS

- Minimum Eligibility Criteria
- Comparative Evaluation Criteria

### AWARD OF CONTRACT & DEV SCHEDULE

- Developer Designation
- Development Schedule

# SUBMITTING A PROPOSAL

Successful applicants will need to ensure their proposal complies with [MOH's Housing Development and Underwriting Policies](#). Proposals must include **ALL** of the following sections as part of the minimum eligibility criteria;

- Original Application Submitted
- Proposal Summary and Narrative
- Pre-Development Sources and Uses Budget (w/ proof of cash availability)
- [One-Stop Application](#) for Development Budget- Use Sections 1-7, including “Project Summary Information”, “Rent Profile Analysis”, “21-Year Operating Proforma” and “Operating Expense Analysis” and Development Cost Analysis”
- Evidence of Financing - Letter of Interest or Commitment Letter from an established Financial Institution
- Evidence of Acquisition of Privately-owned Land, if applicable
- Audited Financial Statement (most recent)
- Resumes of Development Team
- Design Submittal including 1 Full Plan Set
- LEED Checklist demonstrating LEED Silver “Certifiable” strategy
- Green Narrative that addresses, at a minimum, Integrated Design Process, Green and LEED Silver “Certifiable” strategy and sources of green funding.
- Operating budget for non-residential space
- Completed Forms, links provided in RFP

# RFP FORMS

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Additionally, the following forms must be completed and submitted with your application:

**Proposal Checklist (see RFP)**

[MOH Proposal Form](#)

[Project Summary Form](#)

[MOH Mixed-Income Proforma](#)

[Proposer's Qualification Form](#)

[Development Budget Form](#)

[Operating Budget Form](#)

[Development Timetable Form](#)

[Employment Statement Form](#)

[Property Affidavit Form](#)

[Affidavit of Eligibility Form](#)

[Conflict of Interest Form](#)

[c.803 Disclosure Form](#)

**NOTE:** The above is not a comprehensive list of all federal, state, and City laws and regulations that govern affordable housing projects within the City of Boston. For further questions and guidance on the City of Boston or MOH's development and construction requirements, please contact Christine O'Keefe at (617) 635-0351 or [christine.okeefe@boston.gov](mailto:christine.okeefe@boston.gov)

**NEXT STEPS**





- Visit the project project page ([bit.ly/61-65woodrow](https://bit.ly/61-65woodrow)) for the most up to date information, including, project updates, and upcoming events.
- MOH will host a Networking Session on **MONDAY, SEPTEMBER 18, 2022, FROM 2:30 PM TO 3:30 PM**. Attendees will have an opportunity to network with other potential applicants and industry professionals. To register fill out the form ([bit.ly/woodrow\\_networking](https://bit.ly/woodrow_networking))
- RFP proposals will be received until December 5, 2023, at 4:00 p.m. (est). Late proposal submissions will **NOT BE ACCEPTED**.





**MOH THANKS YOU FOR YOUR INTEREST!**

