



## Appendix 1: Scattered Site Stand Alone Neighborhood Homes Cover Sheet Form

<b>SOLICITATION, OFFER AND AWARD</b>		3. DATE ISSUED	
1. PROJECT NAME	2. TYPE OF SOLICITATION		
<b>Scattered Site Stand Alone Neighborhood Homes NHI</b>	<input type="checkbox"/> Invitation for Bids <input checked="" type="checkbox"/> Negotiated (RFP)	<b>March 9, 2020</b>	
4. ISSUED BY: City of Boston, Department of Neighborhood Development 26 Court Street, 11 <sup>th</sup> Floor Boston, MA 02108		5. ADDRESS OFFER TO: (If other than item 4)	
<b>SOLICITATION</b>			
6. SEALED OFFERS (original and 3 copies) will be received at the place specified in item 4 until <b>4:00 p.m. (EST) April 13, 2020</b> <b>CAUTION:</b> Late submissions, Modifications, and Withdrawals: See Section 10. All offers are subject to all terms and conditions contained in this solicitation.			
7. For Information Contact:	7a. Name <b>Neriliz Llenas</b>	7b. Telephone <b>(617)- 635-0101</b>	7c. Fax <b>(617) 635-0383</b>
	7d. E-mail <b>Neriliz.LLenas@boston.gov</b>		
<b>OFFER</b>			
8. In accordance with the terms of this RFP, the undersigned agrees, if this offer is accepted, to furnish any and all supporting documentation upon request by DND.			
OFFER PRICE:	<b>\$500</b>	This is \$100 per parcel for the affordable homes plus the land price calculated for the Market-Rate homes in Appendix 2	
<b>9. SUBMISSION CHECKLIST</b>			
<input checked="" type="checkbox"/>	Cover Sheet Form (Appendix 1)	<input checked="" type="checkbox"/>	Development Timetable (Appendix 4)
<input checked="" type="checkbox"/>	Financials: (Appendix 2)	<input checked="" type="checkbox"/>	Developer's Qualifications Statement included
<input checked="" type="checkbox"/>	Key Construction Elements (Appendix 3)	<input checked="" type="checkbox"/>	Developers Qualification Statement included with a different NHI Package:
<input checked="" type="checkbox"/>	My signature below signifies that I have read the Terms & Conditions as specified in Appendix 6 and that I will abide by those requirements should I be selected as developer under this Request for Proposals		
10. ADDRESS OF OFFEROR <b>PO Box 555 Stoughton Ma 02072</b>		11. Name and Title of Authorized Signatory (Print) <b>Adler Bernadin Owner</b>	
		12. Signature 	
13. Phone Number <b>781-884-7085</b>		14. Offer Date <b>5-20-2020</b>	

## APPENDIX 2: DEVELOPMENT FINANCIALS FOR MARKET-RATE HOMES

Instructions: Complete all shaded boxes, all other boxes will self-calculate. Refer to Tab 2 for Affordable Home Financials

I. DEVELOPMENT BUDGET								
	PROPERTY					27-29 Browning Ave	TOTAL	
	HOUSE MODEL					2-Family Type C	All Market Rate	
	GROSS SQUARE FOOTAGE					2,987	2,987	
	NET SQUARE FOOTAGE					1,982	1,982	
1	Direct Construction Costs					\$493,247	\$493,247	
2	Hard Cost Contingency					\$50,825	\$50,825	
3	Allocation for potential soil remediation					\$15,000	\$15,000	
4	Other Contingency						\$0	
	CONSTRUCTION						\$0	
5	Subtotal: Construction Expense		\$0		\$0	\$559,072	\$559,072	
	GENERAL DEVELOPMENT COSTS							
6	Survey/Siting & Permits					\$16,772	\$16,772	
7	Architect					\$19,568	\$19,568	
8	Legal					\$2,000	\$2,000	
9	Title & Recording					\$3,000	\$3,000	
10	Appraisal					\$600	\$600	
11	Real Estate Taxes					\$500	\$500	
12	Insurance					\$2,000	\$2,000	
13	Construction Loan Interest					\$20,000	\$20,000	
14	Construction Inspection Fees					\$1,400	\$1,400	
15	Utilities & Back Charges					\$3,000	\$3,000	
16	Fees to Construction Lender					\$2,500	\$2,500	
17	Other: Zoning Lawyer					\$5,000	\$5,000	
18	Other:						\$0	
19	Other:						\$0	
20	Other:						\$0	
21	Soft Cost Contingency						\$0	
22	Subtotal: General Development		\$0		\$0	\$76,340	\$76,340	

23	<b>DEVELOPER FEE &amp; OVERHEAD</b>						\$76,249	\$76,249
24	<b>TOTAL COST TO BUILD AS SPECIFIED</b>			\$0		\$0	\$711,661	\$711,661
	<b>RECOMMENDED COST-SAVING REVISIONS TO SPECIFICATIONS<sup>1</sup></b>							
	<b>Describe</b>							
25	Zoning Lawyer						\$5,000	\$5,000
26	Groundwater rentention system - sitework						\$20,000	\$20,000
27	Soil Remediation						\$15,000	\$15,000
28								\$0

<sup>1</sup> You are encouraged to more fully explain the advantages of your proposed changes on a separate sheet, clearly marked "Cost-Saving Recommendations"

<b>II. SALES, LAND PRICING AND FINANCING PLAN</b>								
	<b>PROPERTY</b>							<b>TOTAL</b>
	<b>HOUSE MODEL</b>							All Market Rate
	<b>SALES</b>							
29	Market Price						\$600,000	\$600,000
30	Sales Expenses (Brokerage, Marketing etc)							\$0
31	Net Proceeds From Sale		\$0		\$0		\$600,000	\$600,000
	<b>LAND PRICE CALCULATION</b>							
32	Net Proceeds From Sale (Line 31)		\$0		\$0		\$600,000	\$600,000
33	Cost To Build As Specified (Line 24)		\$0		\$0		\$711,661	\$711,661
34	Land Price	Land Price is difference between Net Proceeds From Sale (Line 35) and Cost To Build (Line 32), or \$100, whichever is greater					\$100	\$100
	<b>CONSTRUCTION FINANCING</b>							
35	Total Development Cost Including Land		\$0		\$0		\$711,761	\$711,761
36	Construction Loan		\$0		\$0		\$635,512	\$635,512
37	DND Land Financing	Land acquisition cost, if above \$100	\$0		\$0		\$0	\$0
38	Equity: Developer Fees/OH		\$0		\$0		\$76,249	\$76,249
39	Other Equity:							\$0
40	Other Equity:							\$0
41	<b>Total Sources - Construction</b>		\$0		\$0		\$711,761	\$711,761

### APPENDIX 3: DEVELOPMENT FINANCIALS FOR AFFORDABLE HOMES

Instructions: Complete all shaded boxes, all other boxes will self-calculate. Refer to Tab 1 For Market-Rate Financials

#### I. DEVELOPMENT BUDGET

PROPERTY ADDRESS		29 Bradlee St	30 Clarkson St	38 Clarkson St	ALL
HOUSE MODEL		1-Family Type A2	2-Family Type C	2-Family Type C	This Page
GROSS SQUARE FOOTAGE		1,773	2,987	2,987	7,747
NET SQUARE FOOTAGE		1,230	1,982	1,982	5,194
1	LAND ACQUISITION	\$100	\$100	\$100	\$300
CONSTRUCTION					
2	Direct Construction Costs	\$331,046	\$542,265	\$518,326	\$1,391,637
3	Hard Cost Contingency	\$34,605	\$55,727	\$53,333	\$143,665
4	Allocation for potential soil remediation	\$15,000	\$15,000	\$15,000	\$45,000
5	Other Contingency				\$0
6	<b>Subtotal: Construction Expense</b>	\$380,651	\$612,992	\$586,659	\$1,580,302
GENERAL DEVELOPMENT COSTS					
7	Survey/Siting & Permits	\$13,323	# \$21,455	# \$20,533	\$55,311
8	Architect	\$11,420	# \$18,390	# \$17,600	\$47,409
9	Legal	\$2,000	\$2,000	\$2,000	\$6,000
10	Title & Recording	\$3,000	\$3,000	\$3,000	\$9,000
11	Appraisal	\$600	\$600	\$600	\$1,800
12	Real Estate Taxes	\$500	\$1,300	\$500	\$2,300
13	Insurance	\$1,500	\$1,500	\$1,500	\$4,500
14	Construction Loan Interest	\$20,000	\$26,000	\$26,000	\$72,000
15	Construction Inspection Fees	\$1,000	\$1,000	\$1,000	\$3,000
16	Utilities & Back Charges	\$3,000	\$3,000	\$3,000	\$9,000
17	Fees to Construction Lender	\$2,500	\$2,500	\$2,500	\$7,500
18	Other: Zoning Lawyer	\$5,000	\$5,000	\$5,000	\$15,000
19	Other:				\$0
20	Other:				\$0
21	Other:				\$0
22	Soft Cost Contingency				\$0
23	<b>Subtotal: General Development</b>	\$63,842	\$85,744	\$83,233	\$232,820

24	<b>DEVELOPER FEE &amp; OVERHEAD</b>		\$53,339	\$83,848	\$80,387	\$217,575
25	<b>TOTAL COST TO BUILD AS SPECIFIED</b>		\$497,933	\$782,685	\$750,379	\$2,030,996
	<b>RECOMMENDED COST SAVING REVISIONS TO SPECIFICATIONS<sup>1</sup></b>					
	<b>Describe</b>	<b>Savings</b>	<b>Savings</b>	<b>Savings</b>	<b>Savings</b>	
26	Zoning Lawyer	\$5,000	\$5,000	\$5,000	\$15,000	
27	Groundwater retention system - sitework	\$20,000	\$20,000	\$20,000	\$60,000	
28	Soil Remediation	\$15,000	\$15,000	\$15,000	\$45,000	
29					\$0	

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

<b>II. CONSTRUCTION FINANCING PLAN</b>						
	<b>PROPERTY ADDRESS</b>					<b>ALL</b>
	<b>HOUSE MODEL</b>					<b>This Page</b>
30	<b>TOTAL COST TO BUILD (Line 25)</b>	\$497,933	\$782,685	\$750,379	\$2,030,996	
31	Construction Loan <sup>1</sup>	\$264,750	\$450,000	\$450,000	\$1,164,750	
32	Equity: Deferred Developer Fees/OH	\$53,339	\$83,848	\$80,387	\$217,575	
33	Other Equity: DND Fund	\$100,000	\$200,000	\$200,000	\$500,000	
34	Other Equity:	\$80,000	\$49,000	\$19,000	\$148,000	
35	<b>TOTAL CONSTRUCTION FINANCING</b>	\$498,089	\$782,848	\$749,387	\$2,030,325	

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

### APPENDIX 3: DEVELOPMENT FINANCIALS FOR AFFORDABLE HOMES

Instructions: Complete all shaded boxes, all other boxes will self-calculate. Refer to Tab 1 For Market-Rate Financials

#### I. DEVELOPMENT BUDGET

	PROPERTY ADDRESS		42 Georgia St			ALL
	HOUSE MODEL	Detached Townhomes Type E				This Page
	GROSS SQUARE FOOTAGE		2,595			2,595
	NET SQUARE FOOTAGE		1,992			1,992
1	LAND ACQUISITION		\$100	\$0	\$0	\$100
	CONSTRUCTION					
2	Direct Construction Costs		\$515,982			\$515,982
3	Hard Cost Contingency		\$53,098			\$53,098
4	Allocation for potential soil remediation		\$15,000			\$15,000
5	Other Contingency					\$0
6	<b>Subtotal: Construction Expense</b>		\$584,080	\$0	\$0	\$584,080
	GENERAL DEVELOPMENT COSTS					
7	Survey/Siting & Permits		\$20,443			\$20,443
8	Architect		\$17,522			\$17,522
9	Legal		\$2,000			\$2,000
10	Title & Recording		\$3,000			\$3,000
11	Appraisal		\$600			\$600
12	Real Estate Taxes		\$500			\$500
13	Insurance		\$1,500			\$1,500
14	Construction Loan Interest		\$26,000			\$26,000
15	Construction Inspection Fees		\$1,000			\$1,000
16	Utilities & Back Charges		\$3,000			\$3,000
17	Fees to Construction Lender		\$2,500			\$2,500
18	Other: Zoning Lawyer		\$5,000			\$5,000
19	Other:					\$0
20	Other:					\$0
21	Other:					\$0
22	Soft Cost Contingency					\$0
23	<b>Subtotal: General Development</b>		\$83,065	\$0	\$0	\$83,065

24	<b>DEVELOPER FEE &amp; OVERHEAD</b>		\$80,057			\$80,057
25	<b>TOTAL COST TO BUILD AS SPECIFIED</b>		\$747,303	\$0	\$0	\$747,303
	<b>RECOMMENDED COST SAVING REVISIONS TO SPECIFICATIONS<sup>1</sup></b>					
	<b>Describe</b>		<b>Savings</b>	<b>Savings</b>	<b>Savings</b>	<b>Savings</b>
26	Zoning Lawyer		\$5,000			\$5,000
27	Groundwater rentention system - sitework		\$20,000			\$20,000
28	Soil Remediation		\$15,000			\$15,000
29						\$0

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

## II. CONSTRUCTION FINANCING PLAN

	<b>PROPERTY ADDRESS</b>					<b>ALL</b>
	<b>HOUSE MODEL</b>					<b>This Page</b>
30	<b>TOTAL COST TO BUILD (Line 25)</b>		\$747,303	\$0	\$0	\$747,303
31	Construction Loan <sup>1</sup>		\$466,745	\$0	\$0	\$466,745
32	Equity: Deferred Developer Fees/OH		\$80,057	\$0	\$0	\$80,057
33	Other Equity: DND Fund		\$200,000			\$200,000
34	Other Equity:					\$0
35	<b>TOTAL CONSTRUCTION FINANCING</b>		\$746,802	\$0	\$0	\$746,802

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

(\$500)

### APPENDIX 3: DEVELOPMENT FINANCIALS FOR AFFORDABLE HOMES

Instructions: No data needed - all boxes will self-calculate

I. COMBINED DEVELOPMENT BUDGET					
					ALL
					AFFORDABLE
	GROSS SQUARE FOOTAGE				10,342
	NET SQUARE FOOTAGE				7,186
1	LAND ACQUISITION				\$400
	CONSTRUCTION				
2	Direct Construction Costs				\$1,907,619
3	Hard Cost Contingency				\$196,763
4	Allocation for potential soil remediation				\$60,000
5	Other Contingency				\$0
6	<b>Subtotal: Construction Expense</b>				\$2,164,382
	GENERAL DEVELOPMENT COSTS				
7	Survey/Siting & Permits				\$75,753
8	Architect				\$64,931
9	Legal				\$8,000
10	Title & Recording				\$12,000
11	Appraisal				\$2,400
12	Real Estate Taxes				\$2,800
13	Insurance				\$6,000
14	Construction Loan Interest				\$98,000
15	Construction Inspection Fees				\$4,000
16	Utilities & Back Charges				\$12,000
17	Fees to Construction Lender				\$10,000
18	Other:				\$20,000
19	Other:				\$0
20	Other:				\$0
21	Other:				\$0
22	Soft Cost Contingency				\$0
23	<b>Subtotal: General Development</b>				\$315,885



24	<b>DEVELOPER FEE &amp; OVERHEAD</b>				\$297,632
25	<b>TOTAL COST TO BUILD AS SPECIFIED</b>				\$2,778,299
	<b>RECOMMENDED COST SAVING REVISIONS TO SPECIFICATIONS<sup>1</sup></b>				
	<b>Describe</b>				<b>Savings</b>
26					\$20,000
27					\$80,000
28					\$60,000
29					\$0

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

## II. CONSTRUCTION FINANCING PLAN

				ALL
				AFFORDABLE
30	<b>TOTAL COST TO BUILD (Line 25)</b>			\$2,778,299
31	Construction Loan <sup>1</sup>			\$1,631,495
32	Equity: Deferred Developer Fees/OH			\$297,632
33	Other Equity:			\$700,000
34	Other Equity:			\$148,000
35	<b>TOTAL CONSTRUCTION FINANCING</b>			\$2,777,127

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

PROPERTY ADDRESS
HOUSE MODEL
GROSS SQUARE FOOTAGE
NET SQUARE FOOTAGE

27-29 Browning	29 Bradlee	30 Clarkson	38 Clarkson	42 Georgia	TOTAL
2-Family Model	Single Family	2-Family	2-Family	Side by side Townhouses	
\$2,987	\$1,773	\$2,987	\$2,987	\$2,595	\$13,329
\$1,982	\$1,230	\$1,982	\$1,982	\$1,992	\$9,168

#### DIVISION 2: SITEWORK

1	Earthwork – Excavation & Backfill
2	Utilities – Water, Gas, Electric, Phone, Cable
3	Paving
4	Road and Walks
5	Site Improvements
6	Geotechnical Conditions
7	Landscaping
8	Environmental Remediation
9	Demolition
10	Other On-Site Improvements
11	<b>Subtotal: Sitework</b>

#### DIVISION 3: CONCRETE

**Subtotal: Concrete**

#### DIVISION 4: MASONRY

**Subtotal: Masonry**

#### DIVISION 5: METALS

**12**

#### DIVISION 6: CARPENTRY

15	Rough Carpentry
16	Finish Carpentry & Millwork
17	Cabinets
18	<b>Subtotal: Carpentry</b>

#### DIVISION 7:THERMAL & MOISTURE PROTECTION

19	Dampproofing & Waterproofing
20	Building Insulation
21	Roofing
22	Sheet Metal & Flashing
23	Exterior Siding
24	<b>Subtotal: Thermal &amp; Moisture Protection</b>

#### DIVISION 8: DOORS & WINDOWS

25	Doors, Frames & Hardware
26	Windows
27	Glazing
28	<b>Subtotal: Doors &amp; Windows</b>

#### DIVISION 9: FINISHES

29	Gypsum Wall Board & Plaster
30	Tile
31	Wood Flooring
32	Painting

\$96,609	\$65,318	\$113,130	\$113,143	\$136,910	\$525,110
					\$0
					\$0
					\$0
					\$0
					\$0
\$18,451	\$10,967	\$18,446	\$18,448	\$25,644	\$91,956
\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$75,000
					\$0
					\$0
\$130,060	\$91,285	\$146,576	\$146,591	\$177,554	\$692,066

\$42,764	\$40,050	\$61,817	\$42,801	\$61,392	\$248,824
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					\$0
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					\$0
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\$99,634	\$57,027	\$99,609	\$99,621	\$86,548	\$442,439
\$25,831	\$19,740	\$29,514	\$25,828	\$22,438	\$123,351
\$29,521	\$17,547	\$29,514	\$29,517	\$25,644	\$131,743
\$154,986	\$94,314	\$158,637	\$154,966	\$134,630	\$697,533

					\$0
					\$0
\$11,070	\$6,580	\$11,068	\$11,069	\$9,616	\$49,403
					\$0
					\$0
\$11,070	\$6,580	\$11,068	\$11,069	\$9,616	\$49,403

\$17,233	\$10,243	\$17,229	\$17,231	\$14,970	\$76,906
\$22,141	\$17,547	\$22,135	\$22,138	\$19,233	\$103,194
					\$0
\$39,374	\$27,790	\$39,364	\$39,369	\$34,203	\$180,100

\$40,592	\$28,513	\$40,582	\$40,586	\$35,260	\$185,533
\$25,831	\$17,547	\$29,514	\$29,517	\$25,644	\$128,053
\$14,761	\$10,967	\$18,446	\$18,448	\$16,027	\$78,649

33		<i>Subtotal: Finishes</i>	\$81,184	\$57,027	\$88,542	\$88,551	\$76,931	\$392,235
	DIVISION 10: SPECIALTIES							
34		<i>Subtotal: Finishes</i>						\$0
	DIVISION 11: EQUIPMENT							
35		Appliances	\$11,070	\$6,580	\$11,068	\$11,069	\$9,618	\$49,405
		Special Equipment						\$0
36		<i>Subtotal: Equipment</i>	\$11,070	\$6,580	\$11,068	\$11,069	\$9,618	\$49,405
37	DIVISION 12: FURNISHING							
38		Window Treatments						\$0
39		Other Furnishings						\$0
40		<i>Subtotal: Furnishing</i>	\$0	\$0	\$0	\$0	\$0	\$0
	DIVISION 13: SPECIAL CONSTRUCTION							
41		<i>Subtotal: Special Construction</i>						\$0
	DIVISION 14: CONVEYING SYSTEMS							
42		<i>Subtotal: Conveying Systems</i>						\$0
	DIVISION 15: MECHANICAL							
43		HVAC	\$25,831	\$17,544	\$29,514	\$29,519	\$25,644	\$128,052
44		Plumbing & Hot Water	\$29,521	\$19,740	\$29,514	\$29,517	\$25,644	\$133,936
45		Fire Protection						\$0
46		<i>Subtotal: Mechanical</i>	\$55,352	\$37,284	\$59,028	\$59,036	\$51,288	\$261,988
	DIVISION 16: ELECTRICAL							
47		<i>Subtotal: Electrical</i>	\$33,211	\$19,740	\$36,892	\$33,207	\$28,849	\$151,899
48	TOTAL COST TO BUILD AS SPECIFIED		\$559,071	\$380,650	\$612,992	\$586,659	\$584,081	\$2,723,453

#### ***Appendix 4: Development Timetable***

With an increasing need for additional new affordable homeownership housing in Boston, there is an urgency to start construction on NHI developments. DND will make available any existing surveys and environmental testing, site plans, zoning information, and CAD files of home designs (which have been reviewed by the community) in an effort to accelerate the predevelopment period. DND will also assist the designated developer with the community process and zoning board of appeals (if required) in order to streamline the permitting process. Therefore, DND has established a development schedule for the project that must be adhered to:

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



# **Neighborhood Homes Initiative RFP**

Submitted by:

**Norfolk Design & Construction LLC**



## Introduction – Neighborhood Homes Initiative RFPs

After reviewing the request for proposal, we were immediately compelled to pursue this development and partner with the City of Boston's Neighborhood Homes Initiative department. The proposed development requires great vision, creativity, and expertise which are all skills our company possesses based on our past and present experiences. At Norfolk Design and Construction, we are all about building on past experiences to make a more meaningful impact on the future and this proposed development would allow us to do exactly this.

We have a proven track record of our projects having a positive impact on the surrounding properties in the community. Throughout the years, we have completed development projects in the City of Boston. Most recently we have successfully developed a newly constructed 2 family residence at 8-10 Loring Place in Hyde Park. The property, when acquired, was vacant with only a small shed present and was transformed into a fantastic structure that was sold as two condominiums in September 2019. The residence was equipped with high-efficiency systems and boasted superior craftsmanship. Before the Loring Place development, our company completed a rehabilitation project at 38 Garfield Avenue in Hyde Park and 10 Wilmore Street in Mattapan. In both instances, the severely deficient properties underwent extensive rehabs and were outfitted quality finishes and new efficient systems. The Hyde Park project was a single-family property while the Mattapan project was a three-family property that speaks to the character of the company to be able to adapt to different types of properties while producing superior products.

In 2019 we were awarded the 23-25 Roseberry project with the City of Boston and are currently in the final stages of approval before commencing construction. During this effort, we worked in unison with the City of Boston Department of Neighborhood Development and the abutters to ensure the needs of both parties were met. In all instances, the developments resulted in positive results to the adjacent properties and the general neighborhoods. We are committed and prepared to construct the properties included in this proposal with the same degree of professionalism and quality synonymous with our name and brand.

The opportunity to develop the parcels would bring a new and reinvigorated energy to the neighborhoods. This development would allow new families to occupy high-quality housing. Overall the development will have a positive impact on the Greater Boston community, and Norfolk Design and Construction would be honored to be the entity responsible for bringing this vision to reality.

Sincerely,

President

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**Norfolk Design & Construction**  
email. [office@us-norfolk.com](mailto:office@us-norfolk.com)

tel. 781.884.7085

[www.us-norfolk.com](http://www.us-norfolk.com)



## COMPANY DETAILS

Company Name: Norfolk Design and Construction

Year Established: 2014

Legal Structure/Ownership: Limited Liability Corporation

Location(s): Stoughton, MA.

Postal Address: PO Box 555 Stoughton, MA 02072

Phone Number: 781-884-7085

Email: [office@us-norfolk.com](mailto:office@us-norfolk.com)

Status: Minority Base Enterprise & Veteran Owned Business

## COMPANY PROFILE

Norfolk Design & Construction is a company specializing in the vital construction services needed to guarantee maximum project efficiency. Our vision is one, which focuses on the development of the greater Boston community, and we believe this can be achieved by strategic collaboration with our clients.

## Core Competencies

- Quantity Take-offs
- Construction Bid Estimates
- Life Cycle Cost Analysis
- Bid Reconciliation
- Construction Management
- Conceptual Project Budget
- Value Engineering Cost Estimates
- Project Management
- Commercial Renovations
- Land Development



**Value Proposition:** At Norfolk Design & Construction we are committed to providing the highest quality construction services while exhibiting exemplary customer service and maintaining the highest level of client satisfaction. We guarantee clients will be satisfied with the level of service provided and will enjoy their experience while partnering with us. Our honesty and integrity will ensure you feel like less of a client and more of a partner as we work to improve and enhance the communities we invest and develop.

## **CAPABILITIES AND CAPACITY**

Norfolk Design & Construction provides an array of services from pre-construction to construction and closeout. We provide comprehensive estimating services to general contractors, subcontractors and owners. We pride ourselves in being punctual with providing quality detailed estimates by applying the most up to date market pricing. Our use of the latest technology allows us to provide highly accurate quantity takeoffs. These two important attributes ensure our contractor and subcontractor clients are provided with the proper information to submit competitive bids. These attributes are beneficial to owners as it allows them to establish project budgets and make on time decisions on project affordability.

During the construction phase, we provide construction and project management services which not only ensure the projects are completed with the highest degree of quality but within the specified budget. Our years of experience combined experience and partnerships with contractors and subcontractors ensure projects are delivered successfully.





## KEY PERSONNEL



### Adler Bernadin

President / Founder of Norfolk Design & Construction

*Education: Bachelor Degree in Construction Management, Wentworth Institute of Technology 2007*

*Master Degree in Project Management, Northeastern University*

*Board Member: The C.Y.S.T.E.M, City Youth Sports Training & Education Movement*

#### *Work Experience:*

*I have over fifteen years' experience working in the construction industry. My career in construction started in 2001 when I joined the United State Marine Corp. as a heavy equipment operator. I have a great amount of knowledge of the estimating as well as the project management side of construction during my time as estimator and assistant project manager. As an estimator for Shawmut Design & Construction I brought in over 20 million dollars' worth of work. Working as an owner's representative for MIT Lincoln Lab and Northeastern University I performed project portfolio management task and estimating to ensure projects got executed on time and budget. I also supported owner decision making as to project affordability during pre-construction. I had a 90% hit rate when comparing my project estimates to the actual project cost.*

*As the President of Norfolk Design & Construction my task include client relationship, asset acquisition, project budgeting, design review, contract management, and project feasibility.*



## Duane Boyce

Vice President / Founder of Norfolk Design & Construction

*Education: Bachelor Degree in Mechanical Engineering, 2006*

### *Work Experience:*

*My introduction to the construction industry commenced in 2006 when I started as a Project Engineer for Turner Construction at Yale New Haven Hospital where I assisted with managing the Mechanical, Electrical and Plumbing subcontractors. Seeking a more rounded construction experience and exposure to more trades, I progressed to the position of Assistant Project Manager/Estimator where collectively I was involved in projects which ranged from 1M to 12M. For the last 9 years, I have been a Project Manager at the largest utility company in New England and responsible for executing major infrastructure projects. In this role, my responsibilities have spanned entire project lifecycles from preconstruction through closeout and have included estimating, permitting budget, schedule management and logistical coordination. Overall, the total value of the multitude of projects I have overseen and managed is approximately 75 million dollars.*

*As the Vice-President of Norfolk Design & Construction my task include client relationship, project management, logistics, schedule, and project feasibility and closeout.*



## PROJECT SHOWCASE

*We are proud to have renovated and built numerous homes during the 5 years we have been in business.*

# 23-25 ROSEBERRY RD, MATTAPAN, MA



- 2 Affordable Units
- Year Built: Scheduled Start Q3 2020
- Open Concept
- 3 Bedrooms
- 1.5 Baths
- Approx. 1662 sq. ft. Each
- 1 Car Garage
- Hardwood Floors
- Granite Countertops
- Stainless Steel Appliances
- Washer Dryer Hookup

**8-10 LORING PLACE,  
HYDE PARK, MA**

- 2 Condominiums
- Year Built: 2019
- Open Concept
- 2 Bedrooms
- 2.5 Total Baths
- Approx. 1900 sq. ft. Each
- Tankless Water Heater
- Forced Hot Air
- Central Air Conditioning
- 2 Car Driveway
- Hardwood Floors
- Granite Countertops
- Stainless Steel Appliances
- Washer Dryer Hookup
- Bonus Space



**SALE YEAR: 2019**

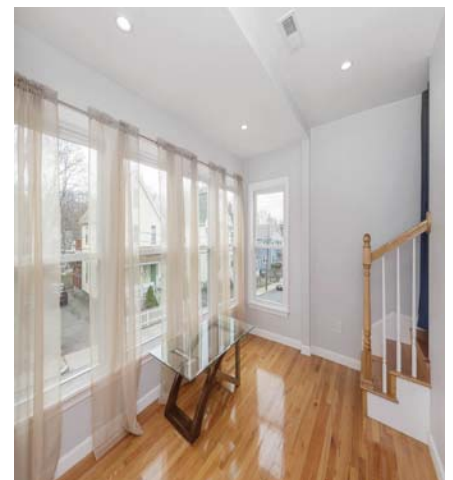
**SALE PRICE: UNIT 8: 470,000; UNIT 10: 485,000**



**38 GARFIELD AVE.**

**HYDE PARK, MA**

- Single Family Residence
- Year Renovated: 2018
- Open Concept
- 4 Bedrooms
- 3 Total Baths
- Approx. 2100 sq. ft
- Forced Hot Air
- Central Air Conditioning
- 2 Car Driveway
- Hardwood Floors
- Quartz Countertops
- Stainless Steel Appliances
- Washer Dryer Hookup
- Bonus Space
- Lounge Area



**SALE YEAR: 2019**

**SALE PRICE: 579,000**

**10 WILMORE ST  
MATTAPAN, MA**

- 3 Family residence
- Year Renovated: 2017
- 9 Total Bedrooms
- 3 Total Baths
- Approx. 3900 sq. ft.
- Tankless Water Heater
- Baseboard Heating
- Shared 2 Car Driveway
- Hardwood Floors
- Breakfast Bar
- Granite Countertops
- Stainless Steel Appliances
- Washer Dryer Hookup



**SALE YEAR: 2017**  
**SALE PRICE: \$770,000**



**171 CENTRAL ST  
STOUGHTON, MA**

- Single Family Residence
- 
- Year Renovated: 2015
- 3 Bedrooms
- 3 Total Baths
- Approx. 2000 sq. ft
- Baseboard Heating
- Hardwood Floors
- Large Master Suite
- Washer Dryer Connection
- Family Room
- Sewer Upgrade
- Upgraded Electrical
- New Roof



**SALE YEAR: 2016**  
**SALE PRICE: 359,000**





## Potential Contractors (Partial list subject to competitive bid)

Company Name	Trade	Minority Participation	Address	State
City Point Partners	Owner's PM (OPM)	WBE, SLBE	11 Elkins Street, Suite 470	MA
Coast and Harbor Associates, INC	Owner's PM (OPM)	MBE, WBE, SBE	7 Kimball Lane, Suite D	MA
Janey Construction	Owner's PM (OPM)	MBE, SLBE	236 Huntington Ave	MA
Nanepashemet Project Management, Inc.	Owner's PM (OPM)	SBE	328 West Shore Drive	MA
Pinck & Co	Owner's PM (OPM)	WBE, SLBE	98 Magazine St	MA
PMA Consultants, L.L.C	Owner's PM (OPM)	MBE	226 W. Liberty, Suite 100	MI
Terva Corporation	Owner's PM (OPM)	MBE	9 Hickory Lane	RI
Alexandra Construction Inc	Construction Managers	SBE	109 Oak Street, Suite 101	MA
Elaine Construction Company	Construction Managers	WBE	1037 Chestnut St	MA
Bald Hill Builders, LLC	General Contractors	WBE, SBE	6 Merchant St Suite 1	MA
Canton Corporation	General Contractors	SLBE	10 Malcolm X Blvd.	MA
Design Construction & Consulting Services, Inc.	General Contractors	MBE, SLBE	74 Howland Street	MA
Essex Newbury North Contracting Corp.	General Contractors	MBE	55 Parker St.	MA



Fisher Contracting Corp.	General Contractors	MBE, WBE	11 Webster Place	MA
Icarus Construction Services LLC	General Contractors	MBE	340 Main Street	MA
Kaplan Construction	General Contractors	WBE	dba: Kaplan Construction (116 Harvard Street)	MA
Mass Construction & Management, Inc	General Contractors	MBE	489 Page Street, Suite 1	MA
Oneway Development, Inc.	General Contractors	MBE, SLBE	67 Kemble St., Suite 1.1	MA
Principal Builders	General Contractors	SLBE	One Westinghouse Plaza (Building A - Suite 23)	MA
R Mullen & Assoc Inc	General Contractors	SBE	18 Autumn Circle	MA
Over, Under Inc.	Architect	SLBE	46 Waltham Street	MA
RODE Architects	Architect	SLBE	535 Albany Street	MA
Silverman Trykowski Associates Inc	Architect	SLBE	21 Drydock Avenue, 7 West	MA
Studio G Architects	Architect	WBE, SLBE	179 Boylston Street	MA
Merge Architects, Inc	Architect	WBE	374 Congress St (Suite 500)	MA
DHK Architects, Inc.	Architect	MBE	54 Canal Street	MA
Embarc Studio	Architect	SLBE	60 K Street (3rd Floor)	MA
Fennick McCredie Architecture, LTD.	Architect	WBE	70 Franklin Street	MA
ICON Architecture	Architect	WBE	38 Chauncy Street	MA
IMAI Keller Moore Architects	Architect	MBE	70 Phillips Street	MA
Isgenuity LLC	Architect	SLBE	321 Summer Street (Suite 401)	MA
Joseph Kennard	Architect	SLBE	141 Dorchester Ave	MA



Architects, Inc.

Kyu Sung Woo Architect Inc	Architect	MBE	488 Green St	MA
Andrew Crocker	Architect	SBE	Andrew Crocker Architecture Design (13 Norwood Ave	MA
Audrey O'Hagan Architects, LLC	Architect	MBE, WBE, SBE	4 Brattle Street, Suite 308	MA
Baker/Wohl Architects	Architect	WBE	132 Lincoln Street	MA
Bargmann Hendrie + Archetype	Architect	WBE	300 A Street	MA
Bloom Architecture	Architect	SLBE	1946 Washington Street	MA
Studio Luz Architects, LTD	Architect	MBE, WBE	21C Wormwood Street	MA
Stull & Lee Inc	Architect	MBE	33 Farnsworth St	MA
Christopher Roche Architecture	Architect	SBE	415 Neponset Ave # 4	MA
Banks II Quan Associations	Engineers	WBE	DBA: B2Q Associates (100 Burt Road Suite 212)	MA
East Coast Engineering Inc.	Engineers	WBE	147 Bakerville Road	MA
Engineered Solutions Inc	Engineers	SBE	6 Union St.Suite 3	MA
LandTech Consultants, Inc.	Engineers	SBE	515 Groton Street	MA
Nitsch Engineering, Inc.	Engineers	WBE	2 Center Plaza (Suite 430)	MA
Richard E. Galat	Engineers	SBE	dba TAG Engineering, LLC	MA
Robert W Sullivan Inc	Engineers	SLBE	529 Main St (Suite 203)	MA
Thompson Consultants, Inc.	Engineers	SBE	525 Mill Street	MA
WSP Flack & Kurtz Inc	Engineers	SLBE	88 Falcon Ave (Suite 210)	MA



Boston Survey Inc.	Survey	SBE	C4 Shipway Place	MA
L.V.M.J	Sitework	SBE	65 Howard Street	MA
Corrib Concrete	Concrete	SBE	920 Randolph Avenue,	MA
			18706 North Creek Parkway,	
Contract Hardware Inc.	Carpentry	SBE	Suite 110	WA
Falvey Finishing Company Inc	Carpentry	SLBE	111 Boston St	MA
K.D. Plastering Inc.	Carpentry	SBE	29 Langdon Road	MA
National Home Improvement	Carpentry	SBE	447 Boston Post road	MA
Boston Max Construction	Carpentry	SBE	421 Aden St, Fall River	MA
Best Paint Corporation	Painting	SBE	127 Commercial Street	MA
Cross Country Painting Co	Painting	MBE, SBE	Po Box 526	MA
Done Right Building Services, Inc.	Painting	MBE	Four Copley Place, Suite 125	MA
Future Contracting Llc	Painting	MBE	88 Warren St	MA
Johnson Contracting	Painting	MBE	24 Sandstone Drive	MA
New Color Painting	Painting	SBE	191 Broadway #1R	MA
Nicholas Martinelli	Painting	SBE	dba Martinelli Painting (17 Selina Street)	MA
S&C Painting	Painting	MBE	119 Harding St	MA
X-Cel Painting Company	Painting	MBE	172 Green St	MA
Baynes Electric Supply Co., Inc.	Electrical	SBE	PO Box 1850	MA
Coughlin Electrical Contractors, Inc.	Electrical	WBE	100 Prescott Street	MA
Gaines Electric Contracting	Electrical	MBE, SLBE	2 Ellis St (Suite B)	MA



Green Electric Co	Electrical	MBE	10 Draper Street, Unit 17	MA
J&M Brown Co Inc	Electrical	SLBE	267 Amory St (PO Box 237)	MA
Nappa Electric & Construction Corp	Electrical	SBE	380 Cambridge Street	MA
O'Mahony & Sons Electrical, Inc	Electrical	SBE	143 Lacy Street	MA
Pigott Electric Co., Inc	Electrical	SBE	47 Dudley Street	MA
Wireworks, LLC	Electrical	SBE	21 R Olympia Avenue	MA
Nova Sheen Corporation	Flooring	MBE, SLBE	417 Blue Hill Ave	MA
Pavilion Floors, Inc	Flooring	SBE	90 Commerce Way	MA
Professional Flooring Corp	Flooring	WBE, SBE	55 Carnegie Row	MA
Alpha Floor Sanding, Inc	Flooring	SBE	1476 River St. Unit 8	MA
Boston Air Corp	HVAC	SBE	1595 Central Street (Unit 2)	MA
Kevin S. Cox Associates, Inc.	HVAC	SBE	365 K St	MA
S.G. Torrice Co., Inc	HVAC	SBE	80 Industrial Way	MA
Montrond Company	HVAC	SBE	132 Pond St Weymouth	MA

April 8, 2020

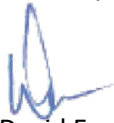
RE: Real Estate Development Loan for Norfolk Design & Construction, Inc.

To Whom It May Concern:

This letter is to inform you that Adler Bernadin and Duane Boyce are valued customer of Rockland Trust Company. The Bank has previously approved real estate financing transactions for these borrowers and would consider financing terms for Norfolk Design & Construction, Inc. on future real estate acquisitions, specifically opportunities offered through the Department of Neighborhood Development within the City of Boston.

If you have any questions, please do not hesitate to contact me at (781) 982-6664.

Sincerely,



David Emmons  
Vice President



## Construction Employment Plan

As a certified Minority Business Enterprise, Norfolk Design and Construction seeks to provide opportunities and partner when possible with minority, women and small business enterprises. These partnerships are important because it allows us to build relationships which will lead to long term mutual success for all companies. In past projects, we have utilized the services for these companies on projects. For example in our most recent project we utilized the services of small business and minority business enterprises for scopes such as sitework, concrete, carpentry, electrical and HVAC and utilized Boston based businesses for architecture and flooring services. In the proposed development, the goal is to continue to solicit services from these valued vendors while establishing new relationships with new local companies. Norfolk Design and Construction looks forward to continuing to build relationships with local, small, minority and women owned businesses.

Below is a list of vendors who will be considered for the development who have been utilized in past projects. As always, we will interview and look for the opportunity to add to employ additional companies as needed.

Montrond Company – HVAC Vendor – Minority Owned Business

Luciano Electrical Services – Electrical Contractor – Minority Owned Business

National Home Improvement – Carpentry Contractor – Minority Owned Business

Alpha Flooring – Flooring Contractor – Boston Based Business



Charles D. Baker  
Governor  
Karyn E. Polito  
Lieutenant Governor  
Michael J. Heffernan  
Secretary  
Gary J. Lambert  
Assistant Secretary for  
Operational Services

November 27, 2017

Mr. Duane Boyce  
Norfolk Design and Construction, LLC  
PO Box 555  
Stoughton, MA 02072-1671

Dear Mr. Boyce:

Congratulations! Your firm has been renewed as a minority business enterprise (MBE) with the Supplier Diversity Office ("SDO") under the business description of CONSTRUCTION MANAGEMENT COMPANY WHICH FOCUSES ON PRE-CONSTRUCTION AND PROJECT MANAGEMENT SERVICES, INCLUDING ESTIMATING (OF ALL TRADES), CONSTRUCTION PROJECT MANAGEMENT, OWNER PROJECT MANAGEMENT, PROJECT BUDGET MANAGEMENT, PROPERTY MANAGEMENT. Your firm will be listed in the SDO Certified Business Directory and the Massachusetts Central Register under this description. **This letter serves as the sole proof of your SDO certification.** Your designation as a MBE is valid for three (3) years unless revoked pursuant to 425 CMR 2.00.

Your firm's next renewal date is October 22, 2020. SDO will send written renewal notices to your business and/or e-mail address on file approximately thirty (30) business days prior to your firm's three (3) years certification anniversary. Additionally, every six (6) years, certified companies that wish to remain certified may undergo a substantive review which will require certain updated supporting documentation.

SDO also reserves the right to monitor your firm and to perform random spot checks to ensure the firm continues to meet the certification criteria. Your firm is required to notify the SDO in writing of any material changes. Examples include but are not limited to changes in its business description, as well as business phone number, fax number, business' physical location, webpage and e-mail addresses. Other reportable changes include business structure, ownership (the business is sold or transferred), control and outside employment. You also have a duty to report decertification and debarment notices from this or any other jurisdiction. Failure to abide by the continuing duty requirements shall constitute grounds for the firm's decertification.





We look forward to working with you and your firm to maximize its business opportunities. Should you have any questions, please feel free to contact us via email at [wsdo@state.ma.us](mailto:wsdo@state.ma.us).

Sincerely,

A handwritten signature in blue ink that reads "William M. McAvoy". The signature is fluid and cursive, with the first name "William" being the most prominent.

William M. McAvoy  
Deputy Assistant Secretary and  
Chief Legal Counsel



## **AFFIDAVIT OF ELIGIBILITY FORM**

Developer's Name: \_\_\_\_\_

Any person submitting an application for under this RFP must truthfully complete this Affidavit and submit it with their application.

1. Do any of the principals owe the City of Boston any monies for incurred real estate taxes, rents, water and sewer charges or other indebtedness?
  
  
  
  
  
  
  
  
  
  
2. Are any of the principals employed by the City of Boston? If so, in what capacity? (Please include name of principal, name of agency or department, and position held in that agency or department).
  
  
  
  
  
  
  
  
  
  
3. Were any of the principals ever the owners of any property upon which the City of Boston foreclosed for his/her failure to pay real estate taxes or other indebtedness?
  
  
  
  
  
  
  
  
  
  
5. Have any of the principals ever been convicted of any arson-related crimes, or currently under indictment for any such crime?
  
  
  
  
  
  
  
  
  
  
6. Have any of the principals been convicted of violating any law, code, statute or ordinance regarding conditions of human habitation within the last three (3) years?

Signed under the pains and penalties of perjury this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

SIGNATURE: Don Buz

TITLE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

# City of Boston (COB) – Property Affidavit Form

**Instructions:** List all City of Boston properties currently owned, or previously foreclosed upon for failure to pay real estate taxes or other indebtedness, by the applicant or by any other legal entity in which the applicant has had or now has an ownership or beneficial interest. If there are any past due amounts owed to the Department of Neighborhood Development, the Inspectional Services Department, the Treasury Department and/or the Boston Water and Sewer Commission, such **must be paid in full** before: (1) a vote request can be presented to the City of Boston Public Facilities Commission concerning the sale of property to the applicant or any other business entity in which the applicant has an ownership or beneficial interest; OR (2) the commitment of funding to the applicant or any other business entity in which the applicant has an ownership or beneficial interest. Public Facilities Commission votes are not to be requested until the Property Affidavit has been approved and the Legal Unit has signed the Property Clearance Form.

Upon approval, the Property Affidavit will be valid for ninety (90) calendar days from the date it is signed by the Applicant.


For any additional properties that do not fit on this form, attach a spreadsheet. Do not use another property affidavit form. Only one signature page is to be submitted. All entries made on this form must be typed in the form fields provided below.

**Applicant:** Norfolk Design & Construction

List Addresses of Boston Properties Owned:	PARCEL ID NUMBER
Boston Properties Previously Foreclosed Upon by COB:	PARCEL ID NUMBER

I declare under pains and penalties of perjury that the foregoing representations are true, accurate, complete and correct in all respects.

Print Name and Title


  
 Authorized Representative's Signature
 
Date

Applicant Contact (If different from above)
Telephone Number

**OFFICIAL USE ONLY (Fax the completed form to DND at 635-0262. Delinquency Reported: (If Yes (Y) state the amount owed):**

**Boston Water & Sewer Commission**
Y \$ \_\_\_\_\_ N ☐

Signature and Date: \_\_\_\_\_

Notes: \_\_\_\_\_

**Department of Neighborhood Development**
Y \$ \_\_\_\_\_ N ☐

Signature and Date: \_\_\_\_\_

Notes: \_\_\_\_\_

**Public Works Department**
Y \$ \_\_\_\_\_ N ☐

Signature and Date: \_\_\_\_\_

Notes: \_\_\_\_\_

**Treasury Department**
Y \$ \_\_\_\_\_ N ☐

Signature and Date: \_\_\_\_\_

Notes: \_\_\_\_\_

DND Contact
Division
Program
Phone: ext.



## Conflict of Interest Affidavit Form

The undersigned hereby certifies, under the pains and penalties of perjury, that neither they, nor those with whom they have business ties, nor any immediate family member of the undersigned, is currently or has been within the past twelve months, an employee, agent, consultant, officer or elected or appointed official of the City of Boston Department of Neighborhood Development. For purposes of this affidavit "immediate family member" shall include parents, spouse, siblings, or children, irrespective of their place of residence.

I declare under penalties of perjury that the foregoing representations are true, correct, accurate, complete and correct in all respects.

WITNESS:

BORROWER:

\_\_\_\_\_

Diane Boyce

### THE COMMONWEALTH OF MASSACHUSETTS

Suffolk, ss.

20<sup>th</sup> May 2020

Then personally appeared the above named Diane DA Boyce, (title) of (organization) and executed the foregoing instrument and acknowledged the foregoing instrument to be (his/her) free act and deed as (title) aforesaid and the free act and deed of (organization), before me.

Rajeswari Chandrasekhar

Name:

Notary Public

My Commission Expires:



RAJESWARI CHANDRASEKHAR  
Notary Public  
Commonwealth of Massachusetts  
My Commission Expires March 20, 2026





# CITY OF BOSTON JOBS AND LIVING WAGE ORDINANCE

THE LIVING WAGE DIVISION • (617) 918-5236

## **BENEFICIARY AFFIDAVIT**

Any for-profit Beneficiary who employs at least 25 full-time equivalents (FTEs) or any not-for-profit Beneficiary who employs at least 100 FTEs who has been awarded assistance of \$100,000 or more from the City of Boston must comply with the **First Source Hiring Agreement** provisions of the Boston Jobs and Living Wage Ordinance.

*If you are submitting a request for proposal, request for qualification, or invitation for bid, or negotiating a loan, grant, or other financial assistance that meets the above criteria, you must submit this affidavit along with your proposal. If you believe that you are exempt from the First Source Hiring Agreement provisions of the Boston Jobs and Living Wage Ordinance, complete Part 4: Exemption From First Source Hiring Agreement Provisions, or if you are requesting a general waiver, please complete Part 5: General Waiver Reason(s).*

**IMPORTANT:** Please print in ink or type all required information. Assistance in completing this form may be obtained by calling the Living Wage Administrator in the Living Wage Division of the Office of Workforce Development, telephone: (617) 918-5236.

### **PART 1: BENEFICIARY OF ASSISTANCE INFORMATION:**

Name of  
Beneficiary: Norfolk Design & Construction

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Zip

Telephone #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### **PART 2: ASSISTANCE INFORMATION:**

Name of the program or project under which the assistance is being awarded:

\_\_\_\_\_

City of Boston awarding department: \_\_\_\_\_

Bid or proposal amount: \$ \_\_\_\_\_

Date assistance documents executed: \_\_\_\_\_ Award end date: \_\_\_\_\_

Duration of award: ☐ 1 year ☐ 2 years ☐ 3 years ☐ Other: \_\_\_\_\_ (years)

**PART 3: ADDITIONAL INFORMATION**

Please answer the following questions regarding your company or organization:

1. Your company or organization is: *check one*:

☐ For Profit ☐ Not For Profit

2. Total number of employees whom you employ: \_\_\_\_\_

3. Total number of employees who will be assigned to work on the above-stated award: \_\_\_\_\_

4. Do you anticipate hiring any additional employees?

☐ Yes ☐ No

*If yes*, how many additional FTEs do you plan to hire? \_\_\_\_\_

**PART 4: EXEMPTION FROM FIRST SOURCE HIRING AGREEMENT PROVISIONS OF THE BOSTON JOBS AND LIVING WAGE ORDINANCE**

Any Beneficiary who qualifies may request an exemption from the First Source Hiring Agreement provisions of the Boston Jobs and Living Wage Ordinance by completing the following:

I hereby request an exemption from the First Source Hiring Agreement provisions of the Boston Jobs and Living Wage Ordinance for the following reason(s): Attach any pertinent documents to this application to prove that you are exempt. Please check the appropriate box(es) below:

- ☐ The construction contract awarded by the City of Boston is subject to the state prevailing wage law; or
- ☐ Assistance awarded to youth programs, provided that the award is for stipends to youth in the program. "Youth Program" means any city, state, or federally funded program which employs youth, as defined by city, state, or federal guidelines, during the summer, or as part of a school to work program, or in other related seasonal or part-time program; or
- ☐ Assistance awarded to work-study or cooperative educational programs, provided that the assistance is for stipends to students in the programs; or
- ☐ Assistance awarded to vendors who provide services to the City and are awarded to vendors who provide trainees a stipend or wage as part of a job training program and provides the trainees with additional services, which may include but are not limited to room and board, case management, and job readiness services, and provided further that the trainees do not replace current City-funded positions.

Please give a full statement describing in detail the reasons you are exempt from the First Source Hiring Agreement provisions the Boston Jobs and Living Wage Ordinance (attach additional sheets if necessary):

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**PART 5. GENERAL WAIVER REASON(S)**

I hereby request a general waiver from the First Source Hiring Agreement provisions of the Boston Jobs and Living Wage Ordinance. The application of the First Source Hiring Agreement to my assistance violates the following state or federal statutory, regulatory or constitutional provision(s).

State the specific state or federal statutory, regulatory or constitutional provision(s), which makes compliance with the First Source Hiring Agreement unlawful:

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**GENERAL WAIVER ATTACHMENTS:**

Please attach a copy of the conflicting statutory, regulatory or constitutional provision(s) that makes compliance with this ordinance unlawful.

Please give a full statement describing in detail the reasons the specific state or federal statutory, regulatory or constitutional provision(s) makes compliance with the First Source Hiring Agreement unlawful (attach additional sheets if necessary):

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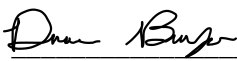


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**PART 6: BENEFICIARY OF ASSISTANCE AFFIDAVIT:**

I, (print or type) \_\_\_\_\_, the Beneficiary, certify and swear/affirm that the information provided on this **Beneficiary Affidavit** is true and within my own personal knowledge and belief.

Signed under the pains and penalties of perjury.

SIGNATURE:  DATE: 5/19/20

TITLE: \_\_\_\_\_



## CHAPTER 803 DISCLOSURE STATEMENT FORM

In compliance with Chapter 60, Section 77B of the Massachusetts General Laws as amended by Chapter 803 of the Acts of 1985, I hereby certify that I have never been convicted of a crime involving the willful and malicious setting of a fire or of a crime involving the fraudulent filing of a claim for fire insurance; nor am I delinquent in the payment of real estate taxes in the City of Boston, or being delinquent, an application for the abatement of such tax is pending or a pending petition before the appellate tax board has been filed in good faith.

This statement is made under the pains and penalties of perjury this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_  
Month Year

  
\_\_\_\_\_  
Proposer Signature

\_\_\_\_\_  
Co-Proposer Signature (If Applicable)