

REQUEST FOR PROPOSALS: SUPPORT SERVICES FOR THE EXPANSION OF GOHUBS!



Boston Transportation Department
Nick Gove, Deputy Chief of Transportation

EV00013664

PROJECT SUMMARY:

The City of Boston is looking for a consultant to provide support services for the expansion of the mobility hubs program, GoHubs! These services would include site design, and installation of mobility hubs along high frequency transit corridors and neighborhood streets. The program aims to combine placemaking amenities with transportation options such as bikeshare and carshare to increase mobility options and reduce car use. The program will help support the City’s efforts to increase the number of homes in Boston within a 10-minute walk of a rail station, key bus route stop, bikeshare station and carshare.

RFP SCHEDULE:

EVENT	DATE
RFP Issue Date	Monday April 22, 2024 at 10:00 am EST
Deadline to submit written questions. Vendors are encouraged to submit questions well before this deadline via email to grecia.white@boston.gov .	Wednesday May 1, 2024 at 5:00 pm EST
Deadline to post responses to written questions. All questions will be compiled and answers will be posted on the City’s Supplier Portal at boston.gov/supplierportal (Bid Event ID EV00013664). Individual answers will not be	Wednesday May 8, 2024 at 5:00 pm EST

supplied. Answers will not be emailed to individual vendors. Answers may be posted anytime between Thursday May 2, 2024 and Wednesday May 8, 2024.	
Proposal Due Date	Friday May 24, 2024 at 12:00pm EST
Interviews with the highest-rated applicants	Week of June 10, 2024
Contractor selected	Week of June 17, 2024

CONTACT INFORMATION:

Grecia White | grecia.white@boston.gov

All questions should be emailed with the **RFP number (EV00013664)** in the subject line.

You can access this RFP and related documents at <https://www.bosotn.gov/bid-listings/EV00013664>

WHAT IS A REQUEST FOR PROPOSALS (RFP) AND HOW DOES IT WORK?

What: An RFP is a document that explains what services the City of Boston needs and is looking to purchase from vendors (you!).

Why: An RFP is important for three primary reasons.

1. RFPs outline the scope of work for the services that the City wants to buy, and what a vendor can expect.
2. RFPs explain what a vendor needs to do to bid for the contract.
3. RFPs ensure that all eligible vendors have the opportunity to bid on City contracts.

How:

- Read through the RFP and decide if you want to bid for the contract.
- Register as a vendor on the Supplier Portal (if you aren't already).
- Put together your technical proposal and price proposal. Be sure to read each section of the RFP carefully.
- Email questions to greCIA.white@boston.gov by May 1, 2024.
- Submit your final technical and price proposals, as well as any necessary forms. Be sure to leave plenty of time for submission.

RFP Structure:



Read sections I and II



Respond to sections III and IV



Follow the directions in section V

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SECTION 1 | PROJECT OVERVIEW AND SCOPE OF WORK



This section provides introductory information about the project. It highlights key elements like the goals, scope of work, and contract details.

IMPORTANT INFORMATION:

- **By submitting a proposal, each proposer accepts the RFP specifications, [Boston's RFP terms](#), and Boston's standard contract terms and conditions (found in Appendix I below).**
- **Once awarded, the contract will be governed by the terms and conditions listed in forms [CM-10](#) and [CM-11](#).** Please see **Appendix 1** for a full list of the forms that the selected vendor will be required to sign and submit during the contracting process if awarded this contract. Please **review** these before submitting your proposal. Failure to agree to the City of Boston's standard contract terms may result in your Proposal being deemed non-responsive to the solicitation and therefore rejected.

1.1 PROJECT OVERVIEW

The City of Boston (“the City”), acting through its Office of Streets’s New Mobility Team (“NMT”), invites submissions from qualified consultants (“Consultant”) to provide support services for the expansion of the GoHubs! program. These services would include site design, and installation of mobility hubs.

Mobility hubs, locally branded as *GoHubs!*, are spaces in our city where people can easily connect to different transportation modes as they make their way to work, see a friend or visit a park. These spaces bring together high frequency transit like the subway with additional mobility options like bikeshare to help people get where they need to go.

Additionally, these spaces include a mix of placemaking elements and supportive services such as benches to pause and rest, colorful planters that add beauty and vibrancy, free public wi-fi to check when the next bus is coming and bicycle parking, to name a few.

Combined, this mix of mobility options, placemaking and supportive elements come together to create a sense of place as people transfer between bus and bike or simply take a moment to pause and gather themselves as they make their way home from getting groceries.

The mobility hub sites for this program will fall under two main categories: Transit Corridor Hubs and Urban Neighborhood Hubs. Together, these two different types of hubs will support a hub and spoke deployment model.

Transit Corridor hubs will be located at high frequency transit stops. For every Transit Corridor Hub, there will be two corresponding Urban Neighborhood Hubs to support people’s mobility needs between major transit corridors and nearby neighborhood streets.

Because mobility hubs are not a one-size-fits-all, each site will consist of different amenities. We are excited at the possibility of partnering with a creative and experienced partner to help us deliver on our goal of creating welcoming spaces that improve people's travel experiences. We look forward to receiving your proposal.

1.2 PROJECT BACKGROUND

In the summer of 2021, the City of Boston’s New Mobility team installed eight (8) mobility hubs across the East Boston neighborhood. Mobility Hubs, locally branded as GoHubs!, are a priority project identified in [Go Boston 2030](#) – Boston’s transportation action plan.

Locations were identified based on community input, existing infrastructure, and neighborhood context such as the number of businesses and services nearby with support from a consultant. Drawing from a ‘Kit-of-Parts’, a mix of amenities were added to each site to support people’s mobility across the neighborhood. These kit-of-parts components included the following:



Additional details on the kit-of-parts and details of which amenities were added to each of the pilot sites can be found in the [GoHubs! Neighborhood Mobility Hubs Guidebook](#).

Most recently, in 2023 the team analyzed bikeshare and carshare data to evaluate the pilot and gather insights. Below are some of the key takeaways that will help guide expansion efforts:

- **52% of bikeshare rides in East Boston started at a GoHub! in summer 2022 -- one year after pilot kick off.**
- **Placemaking and public art elements are the most popular mobility hub features according to the community survey conducted by MassINC:**
 - 61% of respondents are very interested in parklets
 - 57% of respondents are very interested in public art as GoHub! Features
- **Sites in residential areas far from the subway saw the highest demand for bikeshare and carshare amenities among all the GoHub! sites.**
 - +110% increase in bikeshare ridership at Eagle Hill (summer '21 vs summer '22)
 - +72% increase in bikeshare ridership at Porzio Park (summer '21 vs summer '22)
 - Eagle Hill surpassed the Boston average for average miles driven on Zipcar in 2022

The full pilot evaluation report can be found at <https://www.boston.gov/departments/transportation/gohubs>.



Example of one of the eight pilot GoHubs! located at Maverick Square in East Boston featuring a bikeshare station, planters, smart bench and red paint on the sidewalk.

Across the street the team added bike racks and passenger pick up/drop off zones.

1.3 GOALS

As the mobility hubs program expands, we seek to support the goals from the 2021 pilot as well as two additional goals from the city’s transportation action plan. Together, these goals include:

- Expanding access by providing transportation options to people
- Focusing on experiential quality by developing public spaces that feel welcoming, clean and fun
- Advancing transparent governance by embracing broad resident participation and transparency in decision making
- Leveraging innovation and technology by supporting new mobility technologies and innovations in shared transportation
- Building for resiliency by reducing greenhouse gas emissions through modeshift

1.4 SCOPE OF WORK

The scope of work is divided into two (2) tasks.

The Consultant is asked to review the outlined scope of work below and prepare a written response to the RFP that conveys their qualifications, relevant experience, and how the Consultant would approach each task. The selected Consultant will be required to provide a full range of management and strategic skills to complete the services required. More details of the proposal submission are outlined in Section 3 “Your Technical proposal” on page 15. Please make sure to include within your response your team’s approach to overall project management, in addition to your approach to each of the tasks below.

In this next phase of the GoHubs program, twenty (20), but no less than twelve (12) new mobility hub sites will be added. These sites will include two (2) Urban Neighborhood Hubs for every one (1) Transit Corridor Hub. See descriptions for each type of hub:

Hub type	Description
Transit Corridor mobility hub	A place at a high frequency transit stop
Urban Neighborhood mobility hub	A place within a high density neighborhood that is more than a 10-minute walk away from the nearest high frequency bus stop or subway station

TASK 1: SITE DESIGN

Each potential mobility hub location has its own set of constraints and opportunities due to differences in available space, types of nearby amenities and overall neighborhood context. Based on findings from the community engagement process we can get a better grasp on which amenities make the most sense for each space.

1.1 Consultant will conduct in-person site visits together with NMT to assess existing conditions and better understand assets, challenges and opportunities. NMT will have a list of these locations ready for the consultant at the start of the contract.

These visits will be done for up to twenty (20), but no less than twelve (12) sites.

Some site considerations include:

- Sidewalk width
- Existing amenities
- Community services nearby (health centers, libraries, etc.)
- Pedestrian observations, how people are using the space
- Usage of existing bike racks
- Opportunities for murals, public art
- Existing shade elements
- Existing commercial/residential land use surrounding the site
- Existing curb use (loading zones, pick up/drop off zones, etc.)
- Existing green infrastructure

Deliverable:

- A spreadsheet highlighting the assets, opportunities and challenges for each site.

1.2 Work with NMT to prioritize sites and create a final list based on observations from site visits and different factors such as:

- Available space at each site and the kinds of amenities it can accommodate
- Existing neighborhood assets and challenges

Deliverable:

- A report that includes the following for each site:
 - Summary of existing conditions (assets and challenges)
 - Amenities that could be appropriate based on space availability and desires and needs expressed by community members. Proposed amenities should pull from examples from other cities.
 - Corresponding vendors for each amenity

- Maintenance required for each amenity
- Costs associated for each amenity

1.3 Engineered designs alongside NMT and amenity vendors for each site.

These designs will be informed by the site visits and feedback from NMT as well as space limitations, budget considerations, vendor requirements and complexity.

Deliverable:

- Develop conceptual, 25% and 100% plans for deployment of up to twenty (20), but no less than twelve (12) sites. These will include two (2) Urban Neighborhood Hubs for every one (1) Transit Corridor Hub.

TASK 2: Install mobility hubs

Based on plans developed in Task 1.3 work with subcontractors / service providers / agencies to install the mobility hubs. The consultant will be responsible for:

- A. Sourcing and fabricating all elements of the mobility hubs
- B. Installing each of the mobility hubs
- C. Construction administration, including oversight and progress updates

Deliverable:

- Install up to twenty (20), but no less than twelve (12) sites.
- Compilation of documentation for each of the elements installed (maintenance guides, operation manuals, warranty details, etc.)

1.5 WHAT TO DO IF YOU HAVE QUESTIONS

Vendors can email questions to Grecia White at grecia.white@boston.gov with the RFP number (EV00013664) in the subject line.¹²

1.6 CONTRACT DETAILS

The term of the contract will be July 1, 2024 - June 30, 2027. The maximum budget for this project is \$500,000.

¹ No other City employee, consultant, or contractor is empowered to speak for the City with respect to this RFP. Any oral communication is considered unofficial and non-binding to the City.

² **After the proposal deadline, Vendors should not contact the RFP Coordinator or any other City official or employee about this RFP**, except to respond to a request by the RFP Coordinator. Vendors may continue to contact City officials and employees about issues **unrelated** to this RFP.

SECTION 2 | HOW WE CHOOSE



This section explains how we will evaluate candidates. It provides clear descriptions for what we consider a highly advantageous proposal.

We will evaluate your proposal based on two sets of criteria: **minimum evaluation criteria** and **comparative evaluation criteria**.

2.1 MINIMUM EVALUATION CRITERIA

First, we will review all proposals to see if they meet the minimum evaluation criteria listed below. These criteria reflect the standards that the City considers essential for this contract. We will rate any vendor that does not meet these minimum criteria as “not responsive” and they will not be further considered.

The minimum evaluation criteria include:

1. Did the vendor submit the proposal by the deadline, appropriately and truthfully?
2. Did the vendor submit separate technical and price proposals (with no price information in the technical proposal)? Note: Any technical proposal that includes price information will be disqualified from consideration.
3. Did the vendor submit all the necessary forms and documentation requested in this RFP?

2.2 COMPARATIVE EVALUATION CRITERIA

Proposals that have met all minimum evaluation criteria will move to the next stage of evaluation. In this stage, we will evaluate proposals according to the comparative evaluation criteria described below.

For each criteria below there are four possible ratings:

- **Highly Advantageous:** The Project Team meets **MOST** of the qualifications listed.
- **Advantageous:** The Project Team meets **SOME** of the qualifications listed.
- **Not Advantageous:** The Project Team meets **FEW** of the qualifications listed.

- **Unacceptable:** The Project Team meets **NONE** of the qualifications listed.

The Selection Committee will then use these ratings to assign a composite ranking for each proposal.

For each criteria below there are four possible ratings:

- **Highly Advantageous:** The Project Team meets **NEARLY ALL** of the qualifications listed.
- **Advantageous:** The Project Team meets **MANY** of the qualifications listed.
- **Not Advantageous:** The Project Team meets **FEW** of the qualifications listed.
- **Unacceptable:** The Project Team meets **NONE** of the qualifications listed.

The Selection Committee will then use these ratings to assign a composite ranking for each proposal.

Evaluation Areas:

1. Project Team Experience
2. Experience creating site plans and reports
3. Proposal Quality and Presentation

The City will consider the ratings of the Technical Submissions when selecting the most advantageous proposal. Any reference to specific dollar amounts must be limited to the Billing Rates Submissions, which will be opened and analyzed during the review. The City reserves the right to interview those vendors providing proposals that it has determined are the most advantageous.

CRITERIA 1: PROJECT TEAM EXPERIENCE
<ul style="list-style-type: none"> ● Has experience working with public sector agencies/departments ● Has experience conducting site visits to assess feasibility of public amenity placement ● Has the available time to conduct multiple rounds of edits (1-2) for site plans ● Has experience communicating with private vendors, securing physical amenities and coordinating their installation
CRITERIA 2: REPORTS
<ul style="list-style-type: none"> ● Demonstrated a strong track record of writing short reports that balance being interpretable by the general public with providing enough detail and methodological notes for those who wish to validate report results

CRITERIA 3: SITE PLANS

- Demonstrated experience designing engineered site plans that focus on active mobility and placemaking

CRITERIA 4: PROPOSAL QUALITY AND RESPONSIVENESS

- Proposal demonstrated ability to make a compelling presentation and communicate clearly
- Written proposal was well-organized, focused, relevant, and free of typographical and grammatical errors
- Demonstrated sound graphic design and page layout principles
- Demonstrated a thorough and thoughtful understanding of the scope of services

CRITERIA 5: PROPOSAL QUALITY AND RESPONSIVENESS

We will invite the highest-scoring bidders to hold in-person interviews and share oral presentations the week of June 10, 2024. The below evaluation will only be applicable to those respondents. During the oral presentation, the Partner:

- Concisely described their approach to the project and full scope of work
- Used slides that were well-organized, visually appealing, and supported the oral presentation
- Gave direct and complete questions to answers

2.2 AWARD AND CONTRACT

The City will contract with the selected vendor that best meets the City's needs and may not necessarily make an award to the lowest price bidder. Both the technical and price proposals are considered.

Please Note: An award letter or award notification is not a communication of final acceptance of a Vendor's proposal. No final award has been made until the following three steps have occurred:

1. Final **execution of a Contract by the Vendor and the City of Boston** (by its Awarding Authority/Official and the City Auditor);
2. The approval of the final Contract by the Mayor of Boston; and
3. Contractor receipt of a City issued Purchase Order.

Until these steps have occurred, the City may reject any or all proposals or choose not to proceed with this RFP. The Vendor shall not provide any services, equipment, materials or labor unless a fully executed and approved Contract and Purchase Order is received from the City, and funds are appropriated for the Contract.

SECTION 3 | YOUR TECHNICAL PROPOSAL



Your application will be submitted in two parts. The first part (this section) is the Technical Proposal. The **Technical Proposal** is where you tell us why you are the best candidate for this role.

Do NOT mention pricing in this section. If you include pricing information in your technical proposal your proposal will be rejected in its entirety.

***Why can't you include price in the technical proposal?** The law requires that we look at the technical and pricing proposals separately. This allows us to first determine who would be the best at implementing the project, without considering price. Next, we consider price proposals. Once both technical and price proposals are evaluated, we choose the proposal that provides the best overall value.*

Your technical proposal should consist of the following sections (each detailed in the following pages). Your technical proposal should be submitted as one document that addresses all components listed below. [An editable version of the template below is included in the bid package of this RFP's Supplier Portal page. You should complete the editable template and submit it as your technical proposal.]

- (3.1) Cover Page
- (3.2) Response to Scope of Work
- (3.3) Plan for Diversity and Equity
- (3.4) References
- (3.5) Insurance Documentation
- (3.6) Standard Contract Forms

3.1 COVER PAGE

Please include a cover page as the first page of your technical proposal.

COVER PAGE		
RFP Title and Number	Support services for the expansion of GoHubs! (EV00013664)	
Primary Organization Name		
Contact Information	Name	
	Title	
	Address	
	Email	
	Phone	
A brief introduction highlighting why you would be a good partner for the City on this project (4-5 sentences).		

3.2 RESPONSE TO SCOPE OF WORK

This section is where you tell us how your solution meets or exceeds our needs by answering the questions/prompts below. Feel free to use anything (e.g. graphics, links to your work, etc.) that helps you make your case. Suggested response lengths are for guidance only. Feel free to answer with more or less detail as needed to best answer the question.

Guidelines for Example Projects

Consultants are encouraged to include examples of projects that are similar in scope and/or process to the services requested in this RFP. For all projects listed as examples of experience, proposals must include the TOTAL project cost in US dollars and the dollar amount that was allocated to the Consultant's team (or an estimation thereof). All examples should clearly state which team members played a role and provide a one sentence summary of their role in the project. Examples

may be provided as brief summaries with links to project websites, plans, documents, and other files as needed to demonstrate competency.

Q1: Please explain why your organization is best-suited to manage this evaluation. (Suggested length: 2-4 paragraphs)

An ideal answer will include the following information, focusing on why these qualities of your organization make it best-suited to manage this RFP:

- What services your organization provides
- How long your organizations has been providing these services
- Your organization’s structure
- Your organization’s strategy
- Any relevant awards your team has received

Q2: Who will work on this project and why are they best qualified to achieve the goals of this RFP? (1-3 paragraphs)

An ideal answer will include:

- A description of the team that would work on the project, and their qualifications or specific contributions they have made to similar projects
- A list of key team members
- An org chart or description of the team structure
- Bios and/or resumes of key personnel

Q3: If your team includes multiple organizations, please let us know (a) how long you have worked together and (b) which one organization will be designated as the prime contractor (all others will be designated as subcontractors). Skip if not applicable to your organization.

	Name	How long you have worked together
Prime contractor		
Subcontractor		
Subcontractor		
Subcontractor		

Q4: Please describe your approach to both qualitative and quantitative data collection from participants. (1-2 pages)

Q5: Please describe your experience conducting "on the field" outreach such as site pop-ups and site walks with residents and community groups. (1-2 pages)

Q6: Please describe your experience designing small scale urban site plans focused on promoting active mobility. (1-2 pages)

Q7: Describe any recommended additions to or deletions from the scope of work (NOTE: DO NOT provide any cost estimates for said additions and/or deletions.)

Q7: Have you had a contract terminated for default during the past five (5) years, or have been involved in litigation regarding a contract? ³

Yes

No

Q8: If you answered "Yes" to the previous question, what is your position on the matter(s)?

³ **Please note:** If you have had a contract terminated for default during the past five (5) years, or have been involved in litigation regarding a contract, this fact must be disclosed along with your position on the matter(s). If you have experienced no such terminations for default in the past five (5) years and have not been involved in contract litigation, then you must indicate as such. The City reserves the right to request a copy of your firm's audited financial statements, including a detailed balance sheet and profit and loss statement for three years, or Dun & Bradstreet reports or similar financial reports, in order to evaluate the financial strength of your company.

3.3 PLAN FOR DIVERSITY AND EQUITY

Q1. Is your organization a small, local, minority-owned, women-owned, and/or veteran-owned business?⁴ (Yes or No)

Small

Local

Minority-Owned

Women-Owned

Veteran Owned

Q2: Is your organization certified as a small, local, minority-owned, women-owned, and/or veteran-owned business with the City of Boston? If you are unsure, you can check here:

<https://www.boston.gov/certified-business-directory>

Yes

No

If you are not certified but would like to be, you can find directions for how to apply here:

<https://www.boston.gov/certified-business-application>

Becoming a certified small, local, minority-owned, women-owned, and/or veteran-owned business with the City of Boston provides you with many opportunities:

- *Exclusive access to Sheltered Market Program contracts*
- *Targeted outreach for released procurements*
- *Support building your business and navigating the procurement process*
- *Access to the new M/WBE Written Quote Contract procurements, which provide a simpler way for businesses to get into government contracting.*

⁴ This information helps us improve our outreach to all potential partners; this RFP is open to any vendor who would like to respond.

Q3. Are any of your proposed subcontractors a small, local, minority-owned, women-owned, and/or veteran-owned business?⁷

Yes

No

Q4. What is your plan for including DEI (Diversity, Equity and Inclusion) considerations in this project or service? (1-3 paragraphs)

3.4 REFERENCES

REFERENCES		
REFERENCE EXAMPLE	Organization	Smith Events
	Project Manager (or equivalent)	Jennifer Smith
	Phone number	845-111-2222
	Email (if available)	jsmith@smithevents.com
	Project Description	Planned and implemented a family-friendly concert on the steps of City Hall. Worked with diverse community organizations to select performers and vendors. Hosted 150 residents.
	Project start and end dates	July 1, 2024 - June 30, 2027
REFERENCE 1	Organization	
	Project Manager (or equivalent)	
	Phone number	

	<i>Email (if available)</i>	
	<i>Project Description</i>	
	<i>Project start and end dates</i>	
REFERENCE 2	<i>Organization</i>	
	<i>Project Manager (or equivalent)</i>	
	<i>Phone number</i>	
	<i>Email (if available)</i>	
	<i>Project Description</i>	
	<i>Project start and end dates</i>	
REFERENCE 3	<i>Organization</i>	
	<i>Project Manager (or equivalent)</i>	
	<i>Phone number</i>	
	<i>Email (if available)</i>	
	<i>Project Description</i>	
	<i>Project start and end dates</i>	

3.5 INSURANCE DOCUMENTATION



Attach documentation of your insurance coverage. The City's recommended levels of insurance are listed in **Appendix 2**.

If you have a different level of coverage, please explain why that is sufficient to manage the risk of this project.

SECTION 4 | YOUR PRICE PROPOSAL



The **Pricing Proposal** is where you will share your estimated project budget with us and where you will explain your costs/budget.

IMPORTANT: The Price Proposal (and all pricing information) MUST be submitted separately from the remainder of the proposal. No price information may be included in the Technical Proposal. **If you do not separate all pricing information from your Technical Proposal, your proposal will be rejected.**

The pricing proposal (which lists all costs associated with your proposed deliverable) is required in addition to the technical proposal. There are two steps:

1. **Please complete the price proposal template** provided below. 2. **Please enter the total price for CONTRACT LENGTH in the price line if submitted electronically through the Supplier Portal.** More detailed instructions are available in the following section, Section V, *Submission Instructions*. Instructions can also be found on the [Procurement Information Page](#).

Please note:

- The **total price** will be used to compare price proposals.
- In the price proposal, the City asks that you provide detailed pricing for all deliverables in the scope of work with the understanding that the deliverables and quantities of goods and services the City notes in this RFP are estimates only and that the final scope of work may change during contract negotiations between the City and the selected vendor(s).
- **No additional charges** will be allowed, unless they are included in your Price Proposal, including travel and related lodging, subsistence, miscellaneous (ad-hoc) expenses or other expenses.
- The vendor will bear the onus of any **errors** made in pricing the services (e.g., omitting a component of the services).

4.1 PRICE PROPOSAL (REQUIRED)

Examples of pricing proposal templates [found here](#).

4.2 SUPPLEMENTAL INFORMATION (OPTIONAL)

You have the option (but are not required) to attach additional information describing any costs that don't fit into the above template, to describe the reasoning behind your pricing, or to state any assumptions you made while filling out the template.

SECTION 5 | SUBMISSION INSTRUCTIONS



This section shows you how to submit your application.

- To be considered for funding, each applicant must submit a **complete proposal prior to noon (12:00 pm) on May 24, 2024.**
 - See the checklist below (section 5.1) for the requirements for a complete application.
- Complete applications can be submitted through the [City of Boston Supplier Portal](#) (see section 5.2)
- Applicants often run into technical issues with the [City of Boston Supplier Portal](#). We STRONGLY recommend submitting your proposal in advance of the deadline to allow for enough time to navigate any technical issues you may have.
- The contact you listed in your submitted proposal will receive periodic email updates to let you know:
 - If your application has been received
 - If your proposal has been awarded or denied the contract
 - If we need any follow up information

The City will NOT be able to consider proposals that are submitted late or that do not follow these guidelines.

5.1 CHECKLIST FOR SUBMITTING PROPOSAL

This checklist is for your use only; you do not need to submit this checklist along with your proposal.

CHECKLIST ITEM	COMPLETE <input checked="" type="checkbox"/>
IMPORTANT: Submit <u>separate</u> technical and price proposals. (Do NOT include any price information in your technical proposal, otherwise your proposal will be rejected.)	
A. Technical Proposal	
Included a cover page with all required information	
Responded to questions and prompts in “Response to Scope of Work”	
Provided Plan for Diversity and Equity	
Provided 3 references	
Included required documentation of insurance	
B. Price Proposal	
Provided detailed budget and pricing	
Provided additional information about pricing proposal (optional)	
C. Review Contract Terms and Conditions	
<i>Read and reviewed contract terms, conditions, and additional forms If awarded the contract, you will be required to sign and submit these forms</i>	

5.2 SUBMITTING PROPOSAL VIA BOSTON'S SUPPLIER PORTAL

Vendors can submit a proposal electronically through the Supplier Portal. You can access the Supplier Portal from boston.gov/procurement at the Supplier Portal link. We do not accept proposals submitted via email or other electronic communication.

To submit using the Supplier Portal, follow the steps on this website:

https://www.boston.gov/sites/default/files/embed/e/entering_a_bid_on-line_1.pdf

Below is a summary of those steps:

1. **REGISTER** (If you are not yet registered as a “bidder” on the Supplier Portal)
 - a. <https://www.boston.gov/departments/procurement/how-use-supplier-portal> provides step-by-step instructions to register.
2. **FIND EVENT:**
 - a. Log in to your account.
 - b. Click Main Menu > Manage Events and Place Bids > View Events and Place Bids.
 - c. Enter “EV00013664” into the search box and click the “Search” button.
 - d. Click “Support Services for the Expansion of GoHubs.”
 - e. Click “View Event Package.” Here you can download forms and documentation linked to this RFP. We recommend starting with “[Main RFP Document File name](#).”
 - f. Click the ‘OK’ button to return to the ‘Event Details’ page.
3. **ENTER YOUR BID:**
 - a. Click on the ‘Bid On Event’ button.
 - b. Attach or enter your technical proposal, price proposal and forms.
4. **SUBMIT YOUR BID:**
 - a. Once you have responded to all required fields, you may click “Validate Entries” to confirm if your application is ready to be submitted.
 - b. To submit your bid, click “Submit Bid.”

We recommend submitting your proposal at least 24 hours prior to the deadline. ⁵

⁵ Please note that Supplier Portal file uploads are limited to a 59-character file name length.

SECTION 6: APPENDICES

APPENDIX 1: CONTRACT TERMS AND CONDITIONS

Please be familiar with these terms and conditions at the time of proposal submission to ensure that you are able to meet them if awarded the contract.

All applicants are required to review (but not sign or submit) the following documents at this stage. By submitting a proposal, an applicant acknowledges that if they are selected as the winning bidder, they will be required to complete and provide each of the below forms to the City as part of the contract package. The vendor will be disqualified if it does not submit completed versions of the following forms during the contracting process.

1. [Form CM-06](#) – Certificate of Authority (Only Required for Corporations)
2. [Form CM-09](#) – Contractor Certification
3. [Form CM-10](#) – Standard Contract Document
4. [Form CM-11](#) – Standard Contract General Conditions
5. CM Forms [15A](#), [15B](#) – CORI Compliance & CORI Compliance Standards
6. [Form CM-16](#) – Wage Theft Prevention
7. [Form LW-1](#) – Requirements Of The Boston Jobs and Living Wage Ordinance
8. [Form LW-2](#) – Covered Vendors Living Wage Agreement
9. [Form LW-8](#) – Vendors Living Wage Affidavit

APPENDIX 2: INSURANCE REQUIREMENTS AND RECOMMENDATIONS

As noted in Section III, Your Technical Proposal, the City recommends the following levels of insurance. If you have a different level of coverage, please remember to explain in your Technical Proposal why that is sufficient for the work required under this RFP.

The Contractor shall purchase and maintain during the term of the Contract all insurance required by the Commonwealth of Massachusetts and as required in this section, and will assure that subcontractors carry similar and appropriate coverage. These requirements shall not be construed to limit the liability of the Contractor or its insurer.

Insurance will be issued by insurance companies licensed to write insurance in their domicile state and the Commonwealth of Massachusetts, and will have a current Best's

rating of A- VII or above. Insurance Certificates on Acord Form 25 evidencing all requirements listed below shall be delivered to the Official by the selected vendor prior to the execution of any contract. Additionally, renewal certificates must be delivered within 30 days prior to the expiration of the preceding policy.

Insurance Recommendations:

1. **Workers' Compensation** insurance as required from under General Laws c.152 (the Workers' Compensation Law) and including employer's liability limits of one million (\$1,000,000) per accident and per employee, including Disease.
2. **Commercial General Liability** with coverage no less than one million (\$1,000,000) per occurrence and two million (\$2,000,000) annual aggregate limit per location or project basis.
3. **Automobile Liability** (Any Auto/Hired/Non-owned) for one million (\$1,000,000) combined single limit per accident.
4. **Umbrella Liability excess of Commercial General Liability, Employer's Liability and Auto Liability** for one million (\$1,000,000) each occurrence. In lieu of umbrella liability, required limits may be achieved by purchasing higher limits on individual policies.
5. **Technology Errors & Omissions / Cyber Liability / Security & Privacy:** for one million (\$1,000,000) per claim and one million (\$1,000,000) in the aggregate with coverage continuing for one year after completion or termination of the Agreement. Policy must specifically include:
 - a. computer or network systems attacks
 - b. denial or loss of service,
 - c. introduction, implantation or spread of malicious software code
 - d. unauthorized Access and Use of computer systems,
 - e. privacy liability, and
 - f. breach response coverage equaling at least 50% of liability limit.
6. **Third Party Crime / Employee Dishonesty:** for \$1 million per claim and \$1 million in the aggregate. Coverage is required if vendor will have access to personal or municipal financial information and/or records maintained by City
7. Professional Liability
8. Liquor Liability

General Conditions:

- City of Boston must be named as Additional Insured on all policies except, Workers' Compensation and Employer's Liability.

- Above insurance shall be primary and noncontributory over any such insurance available to the City of Boston, its officials, employees and volunteers.
- Waiver of Subrogation will be included as respects all coverages listed above in favor of the City of Boston. The Workers' Compensation Policy must be specifically endorsed and noted as such in the required certificate.
- All policies will be endorsed to provide thirty days written notice to the certificate holder, the City of Boston, in the event of cancellation, non-renewal or material changes in coverage. Such endorsements must be attached to the Certificate.