



REQUEST FOR PROPOSALS

for the Rehabilitation, Reuse and Maintenance of:
12 Brainard Street, Boston, MA
Stony Brook Reservation





The **Department of Conservation and Recreation** stewards one of the largest state parks systems in the country. Its over 450,000 acres is made up of forests, parks, greenways, historic sites and landscapes, seashores, lakes, ponds, reservoirs and watersheds. DCR's mission statement is:

*To protect, promote and enhance our common
wealth of natural, cultural and recreational
resources for the well-being of all.*

Contact Us:

Department of Conservation and Recreation
State Transportation Building
10 Park Plaza, Suite 6620
Boston, MA 02116

DCR Main Phone: 617-626-1250
e-mail: mass.parks@state.ma.us

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Executive Office of Energy & Environmental Affairs
Rebecca L. Tepper, *Secretary*

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Office of Cultural Resources
Wendy Pearl, *Director*

Historic Curatorship Program
Ethan Parsons, *Program Manager*

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PART I – OVERVIEW: FORGING A UNIQUE PARTNERSHIP

The Commonwealth of Massachusetts, acting by and through the Department of Conservation and Recreation (DCR), is pleased to invite Proposals for a unique opportunity:

The rehabilitation, reuse and maintenance of the historic former Superintendent's House at Stony Brook Reservation in the Hyde Park neighborhood of Boston (12 Brainard Street) in return for a long-term lease.



Curator Larry Seaboyer restores the custom pressed tin ceilings at the Ft. Revere Officers' Quarters in Hull

A. Historic Curatorship Program Basics

Within the Commonwealth's over 450,000-acre park system are several unused, historically significant buildings. Some of these properties have declined due to neglect, exposure to natural elements, and vandalism. The Historic Curatorship Program was established to preserve these vulnerable landmarks. Through the program, DCR partners with a Curator who agrees to rehabilitate, manage and maintain a historic property in return for a long-term lease. As a result, the Commonwealth secures the long-term preservation of a threatened historic structure and the Curator exchanges hard work and unique skills, and a financial investment, for a long-term lease in a one-of-a-kind location.

Curators are selected through an open and competitive process, and a proposed reuse must be compatible with the historic and natural character of the surrounding parkland. Proposals are evaluated according to the experience of the applicant, the quality of the reuse plan, proof of sufficient resources to undertake the project, and level of public benefit beyond providing required biannual public access. Lease terms generally range from 20 to 30 years and are determined based on the amount of work required and the Fair Market Rent.



Horseneck Beach Lifesaving Station, Westport

B. Purpose of Request for Proposals (RFP)

The purpose of this RFP is to identify and select a Curator who:

- Is committed to the long-term rehabilitation, management, and maintenance of the historic Superintendent's House at 12 Brainard Street in Boston, MA
- Understands and accepts the unique challenge of leasing a property located in a state park
- Possesses the required skills and resources to ensure the long-term preservation of the property
- Has a reuse that is compatible and complimentary to the building, the park and its visitors

The State Legislature enacted enabling legislation for the Historic Curatorship leasing program in 1994 (§44, Ch.85, Acts of 1994 as amended, see Appendix F). This legislation provides for an open, competitive selection process for Curators, consistent with established procedures of the Massachusetts Division of Capital Asset Management and Maintenance (DCAMM). This Request for Proposals conforms to these requirements.

For any questions on this RFP, please contact the Historic Curatorship Program:

Ethan Parsons, Program Manager
State Transportation Building
10 Park Plaza, Suite 6620
Boston, MA 02116
HCP.Requests@mass.gov
857-262-4015
mass.gov/dcr/curatorship

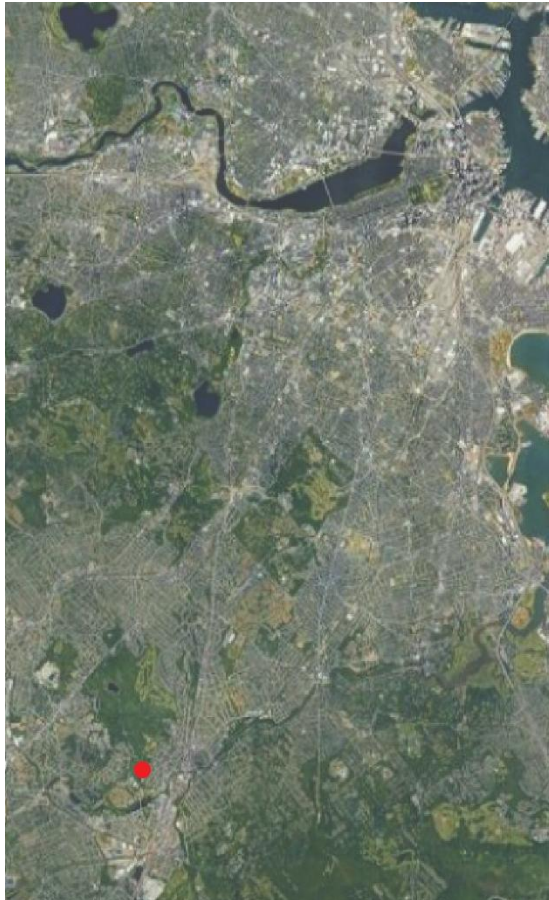


**Former Superintendent's House, Wachusett Mountain State Reservation,
Before and After**

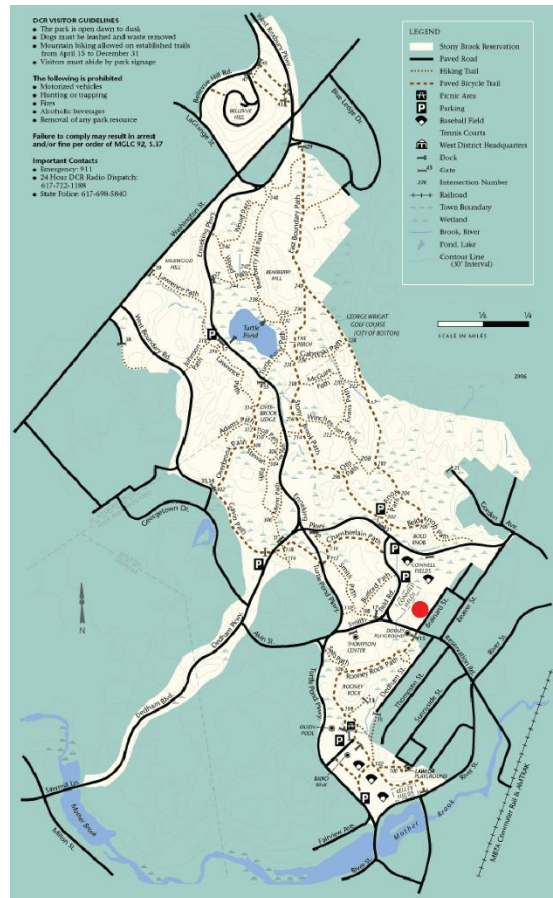
PART II - PROPERTY INFORMATION

A. Site Context

The Stony Brook Superintendent's House at 12 Brainard Street is a two-story Dutch Colonial style house that sits at the southwest edge of the Stony Brook Reservation in the Hyde Park neighborhood of Boston. Set in a residential neighborhood, the property is approximately a 10-minute walk from the Hyde Park Commuter Rail Station.



Boston Aerial Photograph, property in red



Stony Brook Reservation Map



Map showing Brainard in relation to Hyde Park neighborhood and Commuter Rail Station

B. Property Description

Floor Area

Approximately 2,500 square feet (additional 1,100 square feet in unfinished basement), over two stories above grade, partially below-grade basement, and an unfinished attic.

Plumbing System

Entire plumbing system, including fixtures, appears to be near the end of its life and will likely need to be replaced. Municipal water and sewer service the building.

Electric System

Existing 200-amp service, but general infrastructure will need to be upgraded.

Heating and Cooling System

The existing mechanical system is relatively new and may be able to serve the building adequately for the near future. The oil-fired furnace may be usable, but it should eventually be replaced, preferably with a non-fossil fuel system. There is no central air conditioning.

Roof

Asphalt shingles were installed in 2012. May require minor repairs.

Structure

The structure appears in good condition. Minor repairs are needed to address drainage issues.

Interior Elements

The house retains many of its historic interior finishes, including some flooring, trim and built-in furniture. Floors, ceilings, and walls will require minor to major repairs varying by room.

Exterior elements

The exterior of the house appears in good condition with some minor repairs needed to address peeling on the wood trim. The siding of the house consists of stained wood shingles renovated in 2012. The windows are vinyl double-hung with storm windows.

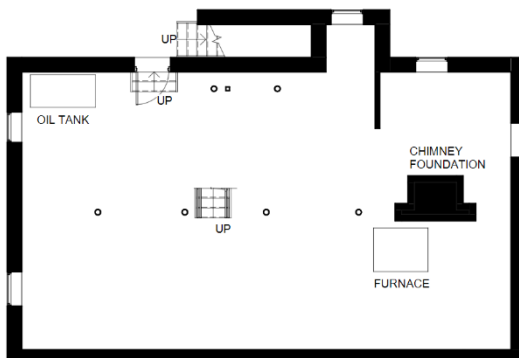
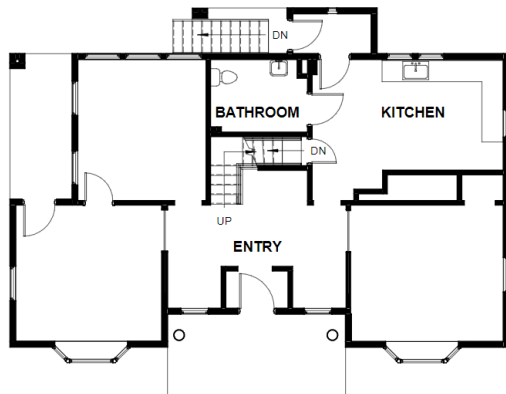
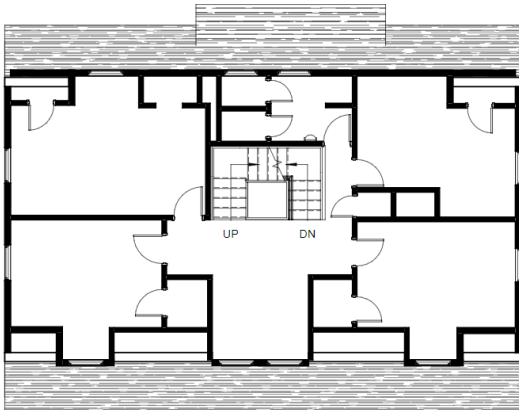
Site

Parking area and approaches to building should be re-graded to improve accessibility. There appear to be at least four off-street parking spaces.



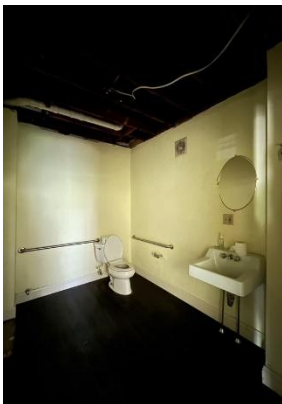
Site aerial with approximate lease area boundary

C. Photographs



Building Plans. Ascending: Basement,
First Floor, Second Floor

Property Exteriors



First Floor Interiors



Second Floor Interiors



Basement

D. Historic Significance

Built in 1898 as the home of the park superintendent, the building was used for years as an office space for DCR staff. It was designed by architect Arthur F. Gray. The building is one of the oldest remaining structures built by the Metropolitan Parks Commission (predecessor agency to DCR). It is listed in the Massachusetts Inventory of Historic Places. While not individually listed in the National Register of Historic Places, it is part of a Multiple Resource Nomination for entire Metropolitan Park System, the nation's first regional park system.

E. Property Access & Adjacent Land Use

The property has frontage on Brainard Street, a public way. There are an existing curb cut and driveway on Brainard Street, providing access to a paved parking area with approximately four spaces. There is a sidewalk along the property's entire frontage, and there is a walkway from the sidewalk to the front door. The property is located 0.7 miles from the Hyde Park Commuter Rail Station.

The property is surrounded on one side by passive and active park and recreational uses (immediately adjacent to tennis courts), and on the other side by predominantly single-household unit uses.

F. Development Considerations

- The property will be offered in an as-is condition. A potential Curator will be required to provide all improvements needed to receive a Certificate of Occupancy while preserving significant exterior and interior features in accordance with historic preservation standards.
- Reuses are limited by the floor space of the building. A Curator should not expect that DCR will permit additions that add conditioned floor area to the building.
- Any public use will be required to comply with the Americans with Disabilities Act and any other state regulations pertinent to the Building Code chosen for the reuse.
- While the space directly around the house would be available to the Curator, any use of or change to the space must be compatible with the historic landscape and the site's place at the entrance to the park, and subject to DCR's approval.
- The house is located directly across from a residential neighborhood with single-household and small multi-unit homes. Uses for the building must be reasonably compatible with this context.
- Any rehabilitation must consider Massachusetts' [Executive Order No. 594: LEADING BY EXAMPLE: DECARBONIZING AND MINIMIZING ENVIRONMENTAL IMPACTS OF STATE GOVERNMENT](#) and specifically *Section 7, Guidelines for Existing Buildings*. Additional consideration will be given to proposals that incorporate environmentally sustainable products and technology, especially regarding heating and cooling systems.
- Curators are required to comply with all applicable rules, regulations, and laws, including but not limited to local property taxes, local and state building code and permitting, and more.

PART III – CURATORSHIP REQUIREMENTS

A. Reuse Conditions

The Commonwealth considers the primary purpose of leasing historic properties through the Historic Curatorship Program to be to facilitate their long-term preservation. Historic properties may be leased only if the following reuse conditions are met:

1. The proposed use(s) are compatible with the mission of the Department of Conservation and Recreation;
2. The proposed use(s) are compatible with the public's enjoyment of the surrounding park;
3. The proposed improvements and use of the property are compatible with the quality and significance of the resource;
4. The proposal for reuse includes public access to the property at least twice annually.
5. DCR reserves the right to determine that a proposed use provides a public benefit to the park, park visitors, and the neighborhood.

B. Responsibilities

The Commonwealth intends that, under the lease, the Curator, and their heirs, successors and assigns, if named in the lease, shall have sole responsibility for:

1. Rehabilitating and maintaining the property as a significant historic resource in conformance with the preservation and construction standards outlined in Appendix E and in The Secretary of the Interior's Standards for the Treatment of Historic Properties (1992); and taking all practicable precautions against damage by fire, vandalism or other cause.
2. Occupying and maintaining the property in conformance with the Lease and any other conveyancing or contractual instruments, and all applicable permits, federal, state and local laws, regulations and the like.
3. Defraying all costs (above DCR's agreed upon level of assistance if any) associated with the capital improvement and repairs and maintenance of the property in conformance with the Lease and any other conveyancing or contractual instruments.
4. Paying all applicable local and state taxes or fees that may be associated with the property for the duration of the lease.
5. Maintaining in full force sufficient insurance to cover costs of rehabilitating any partial damage or destruction of the property, including flood coverage for any part of the lease area that falls within a delineated flood zone.
6. Maintaining comprehensive liability insurance for all activities.

7. Indemnifying the Commonwealth against all claims or suits brought because of an error or an act or omission by the Curator.

8. Ensuring that the proposed improvements are carried out by person(s) with sufficient qualifications and/or appropriate licensure.

C. Required Improvements

The selected Curator will be responsible for all improvements required to rehabilitate the property to the **Secretary of the Interior's Standards for Historic Rehabilitation** (see Appendix E). The core ideal of these standards is to repair original materials, and only if necessary, replace missing elements "in kind" with similar materials and design. Minimum expected improvements are outlined in Exhibit B, and include:

- Repair or replacement of systems and fixtures (heating, plumbing, electrical, etc.)
- Rehabilitation of all doors and windows
- Repair of structurally unsound framing
- Rehabilitation of all exterior trim and siding

These improvements and any others proposed by the Curator will be outlined in a Work Plan and completion schedule that will be incorporated into the lease. The actual reuse will determine the scope of work as it will require meeting certain standards, codes and requirements.

The estimated cost of the baseline Required Improvements is **\$862,737. Please keep in mind that the cost estimates represent the value of the work if DCR was to hire contractors to perform all work. The cost estimates were prepared for DCR in 2022. Refer to the Cost Estimates in Appendix B and Conditions Report in Appendix C for details.** Most Curators leverage some amount of sweat equity towards a good deal of the required work.

D. Maintenance / Management

The Curator will be responsible for all costs related to the rehabilitation, management, and maintenance of the property, including, but not limited to, insurance, utilities, regular and routine maintenance (see Appendix E for Maintenance Standards and Guidelines).

E. Lease Term

Based on the fair market rent and the value of anticipated work, DCR can offer a **25-year** lease term with two mutually agreeable 5-year extension terms. Alternate proposed lease terms may be considered if supported by sufficient justification.

F. Fair Market Rent

According to the Historic Curatorship Program's Enabling Legislation, DCR must establish a Fair Market Rent (FMR) for the property. For the purposes of this solicitation, DCR is establishing the following rent values based on the FMR values established by the Federal Department of Housing and Urban Development (HUD) for Boston, Massachusetts (2026). The FMR for any extension terms will be adjusted according to future changes in the Consumer Price Index and/or the HUD FMR values.

U.S. Department of Housing and Urban Development: FY 2026 FMR-3 Bedroom – Boston	
Monthly	\$3,526
Annual	\$42,312

G. Fulfillment of Rent Obligation

If all rehabilitation, management, and maintenance services agreed upon in the lease are performed, no cash rent will be exchanged. In addition to the value of the rehabilitation investment included in the final lease, the Fair Market Rent is also offset by the value of the following:

1. Management and Maintenance Credit

The selected Curator will be credited 10% of the value of the Fair Market Rent annually for the ongoing maintenance of the property (assuming all required maintenance tasks are being performed according to the standards and guidelines established in Appendix E). To recognize the value of the management and occupation of the property (utilities, insurance, fees, any applicable taxes, etc.), the Curator is credited an additional 10% of the value of the Fair Market Rent annually. Management costs exceeding these allowances, including directly related business expenses such as employee salaries, if applicable to the management of the property, can be applied as part of Mandatory Improvement accounting (see below).

Projected Curator Investment vs. Fair Market Rent

Estimated Rehabilitation Costs	\$862,736
Maintenance Credit (10% of the annual FMR) x 25-year lease	\$105,775
Management Credit (10% of the annual FMR) x 25-year lease	\$105,775
Anticipated Curator Investment over the lease term	\$1,074,286
Total Fair Market Rent, 25-year lease term (\$42,312 x 25 years - see section F above)	\$1,057,800

Credits accrued above the value of the FMR can be applied to potential extension terms

2. Mandatory Improvements

The value of work performed on Mandatory Improvements can be accrued and applied towards the Fair Market Rent for the base term and any proposed extension terms. *Mandatory Improvements* are unexpected tasks that were not identified in Appendices B and C or the Proposal but are necessary for the continued preservation and occupancy of the property. These improvements are normally capital in nature, and do not include general maintenance (spot repairs, garden maintenance, touch-up painting, etc.). General maintenance work is accounted for through the 10% maintenance credit.

For example: Repair begins on interior wall and a rotted corner post is discovered. Since this is a Mandatory Improvement not included in the original assessment, the Curator submits a cost for the repair (materials and labor), and that value can be applied towards the Fair Market Rent for the base term and any extensions.

If a Curator decides to perform *Optional Improvements*, the cost of those improvements cannot be credited towards the Fair Market Rent. Optional Improvements are those projects that are not required for the continued preservation, management, or maintenance of the property.

H. Public Benefit

The Historic Curatorship's Enabling Legislation requires that the property be accessible to the public at least twice a year. **The quality and scope of the proposed public benefit beyond this basic requirement is a factor in the evaluation of Curator proposals.** DCR encourages Curators to coordinate public benefit activities with other park events. Public uses of the property may be limited by code requirements for occupancy. Public benefit examples:

- Maintaining and allowing public access to trails through the property
- Maintaining a web site or blog to document the project
- Coordinating a senior's garden and farm tour
- Sponsoring bi-annual tours of the property
- Partnering with the park on an event or project (Great Park Pursuit, Park Serve Day, etc.)
- Opening a garden to a local youth group as a service project
- Holding a demonstration class highlighting preservation carpentry
- Allowing a local group to use the property for meeting/event space
- Participating in community-wide events or programs

I. Review and Inspection

1. Review by Massachusetts Historical Commission

As required by Massachusetts General Laws Chapter 9, §26 to 27c, as amended by Chapter 254, Acts of 1988, and state regulation (950 CMR 71.00), DCR is required to consult with the Massachusetts Historical Commission (MHC) regarding the proposed rehabilitation of the property. The successful culmination of the MHC consultation process will be a finding by MHC that any work plan associated with a lease has "no adverse effect" on the historic qualities of the property. Following provisional designation, the Curator will submit any proposed alterations to DCR, where the work will be reviewed and forwarded to MHC for review and comment via a Project Notification Form (PNF). MHC has thirty days from the submission of a new project notification to review and comment. Any future changes to the original workplan may require submission of additional PNFs.

2. Inspections and Compliance

DCR reserves the right to inspect all work performed under the Curatorship according to the work items and schedule established in the Work Plan, which will be incorporated into the lease and will serve as the baseline for lease compliance. The State Building and Plumbing Inspectors must review and approve all work on the building and the plumbing, while electrical work, health, fire and safety issues and fire protection fall under the jurisdiction of the local inspectional authority. If applicable, sewer connections or septic system installation / maintenance are regulated by the MA Department of Environmental Protection. The Curator is also responsible for all compliance with all state, local or federal

regulations, including but not limited to the Natural Heritage and Endangered Species Program and the Wetlands Protection Act.

3. MEPA Review

In accordance with the Massachusetts Environmental Policy Act (301 CMR §11.27), the Curator will be required to work with DCR in filing an Environmental Notification Form (ENF) if the proposed project triggers any of the thresholds for review (see <http://www.mass.gov/eea/agencies/mepa/about-mepa/statute-and-regulations/mepa-regulations.html>). After the lease is executed, any new major projects not included in the original scope may also require the Curator to file a "Notice of Project Change" with the appropriate MEPA Unit for review. It is not likely that any proposed reuse of the property would trigger MEPA review.

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PART IV – PROPOSAL EVALUATION & SELECTION PROCEDURE

A. Evaluation Team

DCR will convene an Evaluation Team composed of staff and other individuals whose interest or expertise qualifies them to provide advice to the DCR Commissioner. This Evaluation Team will review all proposals and make recommendations to the Commissioner. All information submitted to the Department will remain confidential throughout the evaluation process.

B. Criteria for Evaluation

The following criteria will be used in evaluating all proposals:

Section 1. PROPOSED REUSE (25 total points)

- a. Provides for long term preservation of the property (0-5 points)
- b. Compatible with DCR's mission to conserve the cultural, natural and recreational resources of the Commonwealth and with the requirements outlined in this RFP (0-5 points)
- c. Compatible with the management of the park (0-5 points)
- d. Compatible with needs of park users and friend groups, abutting neighbors and the surrounding municipality (0-5 points)
- e. Provide additional services, programs, concessions or other direct benefit to park users and the community (0-5 points)

Section 2. EXPERIENCE AND QUALIFICATIONS (20 total points)

- a. Specialized skills in historic preservation (0-10 points)
- b. Experience and qualifications to undertake, implement and manage the rehabilitation, reuse and maintenance of the property (0-5 points)
- c. Examples of pertinent previous work (0-5 points)

Section 3. REHABILITATION / MAINTENANCE / MANAGEMENT PLAN (25 total points)

- a. Quality and feasibility of rehabilitation plan, including consideration of sustainable products, systems and technologies (0-10 points)
- b. Feasibility and efficiency of proposed schedule / timeline for rehabilitation tasks (0-10 points)
- c. Feasibility of Maintenance and Management plan (0-5 points)

Section 4. FINANCIAL CAPABILITY (20 total points)

- a. Sources and methods of funding for the rehabilitation of the property (0-10 points)
- b. Sources and methods of funding for continued upkeep and maintenance throughout the proposed lease term (0-10 points)

Section 5. PUBLIC BENEFIT (10 total points)

- a. Strength of public benefit component beyond twice annual public access (0-5 points)
- b. Feasibility of long-term continuation of proposed public benefit component 0-5 points)

C. Curator Selection Process / Timeline

Following the deadline for responses to this RFP, the Curator selection process will be completed in approximately 8-10 weeks. Please note that the schedule provided is an estimate based on past solicitations and may vary. The process will include:

1. Selection Committee selects one or more finalists to meet for an in-person interview with the Committee (**approx. 2-3 weeks following submission deadline**). Proposers selected for an interview will be required to provide a detailed work plan and annual schedule that addresses all items listed in Appendix B.
2. Selection Committee recommends a selected finalist to the Commissioner (**approx. 2-3 weeks following interviews**). DCR reserves the right to request further information from a Proposer prior to final selection. DCR reserves the right to waive any formalities.
3. Commissioner reviews Selection Committee recommendation (**approx. 3-4 weeks following recommendation**) and if accepted, provisionally designates a Curator for the property.

All Proposers will be notified in writing of this Curator designation. Following designation, the Curator and the Commonwealth will sign a Provisional Lessee Designation Agreement, which is valid for one year. This agreement requires the designated Curator to provide certain assurances, including a more thorough inspection of the property, development of a detailed Work Plan and schedule and proof of insurance and financial capability before a lease can be executed. During this period, DCR will begin drafting a lease. A lease may be executed any time before the expiration of the Provisional Lease period if all requirements are fulfilled. During the provisional period, DCR and the Curator may agree to enter into a Memorandum of Agreement that would allow certain work, under specific conditions, to begin at the Curator's risk before a lease is executed.

PART V: RESERVATIONS AND CONDITIONS

A. General Reservations

1. DCR makes no express or implied representations or warranties as to the accuracy and/or completeness of any of the information provided as part of this Request for Proposals (the "RFP"), including information that is available upon request. This information is provided subject to errors, omissions, change of cost, lease or conditions, additional changes in and different interpretations of laws and regulations, prior sale, lease or financing.
2. DCR reserves the right to suspend, withdraw or amend this RFP at any time, without notice.
3. DCR reserves the right to seek additional information or revised proposals from respondents or finalists at any time prior to selection of Curators through written notice to all respondents.
4. DCR reserves the right to change the selection process or schedule with written notice to all respondents to the RFP or finalists, as necessary.
5. DCR reserves the right to reject, in its sole discretion, any proposal not submitted in conformance with this RFP and any amendments hereto, or to reject any and all proposals, in its sole discretion, for any reason. DCR further reserves the right to waive or decline to waive irregularities in any proposal when it determines that it is in DCR's best interest to do so.
6. If a lease is not executed with the Selected Curator, DCR may choose to execute a Lease with an alternate Curator from the pool of respondents, to terminate the selection process, or to begin a new selection process.
7. DCR reserves the right to discontinue its selection of any Proposer, or the entire RFP process, for any reason whatsoever or for no reason, prior to the execution of a Lease.

B. Conflict of Interest and Collusion

1. By submitting a proposal, a Respondent certifies that no relationship exists between the Respondent or any of its officers, employees, agents, or representatives and DCR, or any officer, employee, or agent of DCR that constitutes unfair competition or conflict of interest or that may be adverse to DCR.
2. By submitting a proposal, a Respondent certifies that it has not acted in collusion with any other Respondent or other entity doing business with DCR in a way that would constitute unfair competition.

C. Confidentiality

1. Respondents should assume that all material submitted in response to the RFP will be open to the public following the evaluation process, except for the Respondents' personal financial information, which DCR shall endeavor to keep confidential.
2. DCR reserves the right to share any and all ideas from any of the proposals submitted with a selected Curator. No Respondent has proprietary rights to any ideas or materials submitted in their response to the RFP. All material submitted becomes the sole property of DCR.

D. Respondent's Responsibilities

Respondents shall be entirely responsible for verifying construction cost estimates, code requirements, design guidelines, and any other regulatory information. Respondents shall be entirely responsible for verifying all site conditions of the property. Copies and summaries of this information are included in this RFP only as a convenience and DCR is not liable for any mistakes, damages, or other consequences arising from use of this information.

E. Other Legal Issues

1. Conflict of Interest

- a. DCR employees are not eligible to participate in the Historic Curatorship Program.
- b. Employees of the Commonwealth may participate in the Historic Curatorship Program, provided, however, that they comply with the requirements of Chapter 268A §7.

2. Miscellaneous Provisions

The Department's objective in seeking an outside entity to lease the property is the preservation of the property. For this reason, if the property's historic integrity is significantly destroyed by fire or other cause, DCR reserves the right to terminate the lease or provisional lessee designation, unless both parties agree it is in both parties' interest to apply insurance proceeds to rebuild a similar compatible structure. If DCR does not agree to allow a reconstruction, any proceeds will be distributed based on the amount of investment under the lease, provisional lessee designation, or other agreement arising out of the RFP process. Additionally, in the event of a default by a Curator, DCR reserves the right to terminate the lease. Events of default may include, but are not limited to, the following: 1) failure to comply with the terms and conditions of the lease agreement; 2) abandonment of the premises; 3) Curator bankruptcy.

PART VI - PROPOSAL SUBMISSION

DUE DATE: before 3pm, Monday, December 28th, 2026

Two Open Houses to view and inspect the property are tentatively scheduled for **Saturday, September 26th, 2026, from 10am- 12pm and Tuesday October 6th, 2026, from 4-6pm.**

Please RSVP to HCP.Requests@mass.gov if you plan to attend.

A. Format

An electronic copy of the Proposal (PDF format) must be sent via email to HCP.Requests@mass.gov (attention: Ethan Parsons) before the submittal date and time stated in this Request.

Proposals may also be sent via mail to the address below, to be received before the submittal date and time stated in this Request:

Department of Conservation and Recreation
Office of Cultural Resources
State Transportation Building
10 Park Plaza, Suite 6620
Boston, MA 02116

Attn: Ethan Parsons, Historic Curatorship Program Manager

Mailed proposals must be received, not just postmarked, by the submission deadline. Confirmation must be made via email or telephone that the proposal was received by the Historic Curatorship Program. Proposers are requested to examine this RFP and the accompanying Table of Contents to make sure that all pages are included. DCR assumes no responsibility for a proposal submitted based on an incomplete RFP package.

Proposers are expected to review all requirements and instructions of this RFP; failure to do so will be at the Proposer's risk. Each Proposer should furnish all the information required by this RFP. DCR reserves the right to waive formalities in any Proposal, and may, if it determines that such action is in the best interests of the Commonwealth, select a Proposal which does not conform in all details with the requirements of this RFP. Likewise, the Commonwealth reserves the right to reject all Proposals.

This Request does not commit the Commonwealth of Massachusetts to enter into any disposition of a real property interest; or to pay any costs, including costs associated with any studies or designs, incurred by any party in the preparation and submission of a Proposal.

Proposals will not be returned but will be retained by DCR for the official record.

B. Inquiries and Explanations

All inquiries concerning this Request for Proposals should be directed to:

Ethan Parsons, Program Manager
Historic Curatorship Program
Department of Conservation and Recreation
Office of Cultural Resources
State Transportation Building
10 Park Plaza, Suite 6620
Boston, MA 02116

HCP.Requests@mass.gov

Tel.: (857) 262-4015

Any explanation desired by a Proposer regarding the meaning or interpretation of this Request must be submitted in writing and with sufficient time allowed for a reply to reach the Proposer prior to the submission of their Proposal. Verbal explanations or instructions shall not be binding on the Department.

Any information given in writing to a prospective Proposer will be furnished to all prospective proposers as an amendment to the Request for Proposals if such information is deemed by DCR to be necessary to Proposers in their preparation and submission of Proposals, or prejudicial to uninformed Proposers if they were to lack such information.

C. Proposal

Proposals should follow the outline, supply all the information described below, and should demonstrate the ability of the potential Curator to undertake a challenging and complex commitment. It is intended that the substance of a Proposal, as approved by the Commonwealth, will be incorporated into all agreements and real property transactions which may result from the process. **Please submit a cover letter with any proposal.**

Proposals must include responses to all applicable sections of this RFP. Proposers may fill in the provided spaces and attach additional sheets or submit a separate document containing responses to each of the twelve sections. If the Proposer chooses the latter option, please provide responses in a similar format, under the same section headings. Electronic (Word and Excel) versions of the application section are available upon request.

PROPOSAL TEMPLATE

Applicant Information

List the names, addresses and telephone numbers of all principals, partners and others participating in the project.

Name

Address

City

State

Zip

e-mail

Telephone

Name

Address

City

State

Zip

e-mail

Telephone

Name

Address

City

State

Zip

e-mail

Telephone

Section 1: Proposed Reuse (25/100 points)

Please provide a narrative summary of the Proposed Reuse concept. DCR is seeking reuses that are compatible with the park and surrounding community and focused on the rehabilitation of the historic resource. Reuses must also comply with the existing conditions of the house and site, including building code requirements, environmental impacts, and the limitations of the septic and water systems. Consideration will be given for reuses that serve or benefit underserved communities or populations.

Describe, at a minimum, how the proposed reuse concept meets the following criteria:

- a. Provides for long-term preservation of the property (0-5 points)
- b. Compatible with DCR's mission to conserve the cultural, natural and recreational resources of the Commonwealth (0-5 points)
- c. Compatible with DCR's management of the park (0-5 points)
-Would the proposed reuse present additional burdens to DCR in terms of significantly increased cost or staff time?
- d. Compatible with needs of park users and friend groups, abutting neighbors and the surrounding municipality (0-5 points)
-It is encouraged that responses to this section be accompanied by written expressions of support
- e. Provide additional services, programs, concessions or other direct benefit to park users and the community (0-5 points)

Section 2: Experience and Qualifications (20/100 points)

Provide a narrative summary of experience and qualifications to undertake, implement and manage the rehabilitation, reuse and maintenance of the property. Supplemental material describing pertinent projects, including visual aids, is encouraged but not required. Specifically address the following criteria:

a. Specialized skills in historic preservation (0-10 points)

-Including possession of any certifications and licenses in trades and skills pertinent to the rehabilitation

b. Experience and qualifications to undertake, implement and manage the rehabilitation, reuse and maintenance of the property (0-5 points)

- Including but not limited to business management skills, project management skills, experience in non-profit development / management)

c. Examples of pertinent previous work (0-5 points)

Section 3: Rehabilitation / Maintenance / Management Plan (25/100 points)

Curators are responsible for the **rehabilitation, maintenance and management** of the historic property. The success of any Curatorship relies on a strong and feasible rehabilitation plan, as well as a plan for projected management and maintenance costs and improvements over the long term. This section should outline the proposed plan to address all three areas:

3a. Rehabilitation Plan (0-10 pts)

1. Rehabilitation Plan Summary
2. Rehabilitation Pro Forma
3. Lease Term
4. Inclusion of sustainable practices, products and technologies

3b. Proposed schedule / timeline for rehabilitation tasks (0-10 points)

1. Narrative statement on proposed rehabilitation schedule
2. Rehabilitation Schedule Template

3c. Maintenance and Management Plan (0-5 pts)

1. Narrative statement
2. Estimated Costs

Please see the following pages for details on each area.

Section 3a

Rehabilitation Plan Summary

This section should specify how the Proposer intends to carry out the Rehabilitation phase of the project, including the Required Improvements listed in Appendix B. Please use this section to propose eliminating, adding, or changing any Required Improvements and provide justification.

1. Narrative statement describing rehabilitation plan in general.
2. Rehabilitation Pro forma

These priority tasks are derived from the Conditions Assessment Reports (Appendix C). Costs reflect markups as described in the report, including allowances for permits, engineering and architectural design fees, etc. Please keep these costs in mind when estimating, as some construction permits may require professional design services. This list represents the priority rehabilitation tasks; however, the proposal may add or remove items from this list based on the proposed reuse and rehab plan. A finalized work plan will be incorporated into the lease.

Please keep in mind that the cost estimates represent the value of the work if DCR was to hire contractors to perform all work. Most Curators leverage sweat equity towards a good deal of the required work. Please indicate proposed actual costs for these tasks. The DCR estimated value will be the amount credited towards the fair market rent, since it represents the true value of the work to the Commonwealth. The estimates provided do not include unforeseen capital improvements in the future that are also the responsibility of the Curator.

Category	Task Description (Not exhaustive)	DCR ESTIMATE	Proposed Estimated Cost	To be Completed in Year:
<i>Existing Conditions-Demolition</i>	Selective demolition	\$11,766		
<i>Concrete</i>	Cast-in-place concrete	\$3,349		
<i>Masonry</i>	Masonry	\$1,200		
<i>Metals</i>	Metal fabrications	\$7,678		
<i>Wood, Plastics and Composites-Finish Carpentry</i>	Rough carpentry, finish carpentry	\$101,455		
<i>Thermal + Moisture Protection-Damp-proofing, Waterproofing and Sealants</i>	Dampproofing, waterproofing, insulation, fire stopping, joint sealing	\$9,600		
<i>Openings-Doors and Windows</i>	Door and window repair, replacement	\$3,750		

<i>Finishes</i>	Plaster, tile, flooring, painting	\$103,011		
<i>Specialties</i>	Toilet and bath, fire protection	\$2,400		
<i>Equipment</i>	Residential appliances	\$8,800		
<i>Furnishings</i>	Casework, cabinets	\$11,000		
<i>Mechanical</i>	Plumbing/HVAC	\$168,124		
<i>Electrical</i>	Electrical repairs/replacement	\$75,790		
<i>Earthwork</i>	Porch and stair slab/footings	\$11,635		
<i>Site Work</i>	Regrade driveway/parking area and add accessible walkways	\$82,821		
<i>Design Contingency, mark-ups, escalation allowance (assuming DCR were to undertake project)</i>		\$260,358	---	---
TOTAL		\$862,737	---	---

Section 3a cont.

3. Lease Term (optional)

If proposing an alternative term to the offered 25 years with the option of 2-mutually agreeable 5-year terms as an extension, please describe. Include justification for the proposed term by describing any additional proposed investment or services. DCR reserves the right to accept or refuse any alternate lease term as part of the evaluation and selection process.

4. Inclusion of sustainable practices, products and technologies.

Describe elements of the rehabilitation / maintenance and management plans that utilize environmentally sustainable techniques and / or products. Plan should consider [Massachusetts' Executive Order No. 594: LEADING BY EXAMPLE: DECARBONIZING AND MINIMIZING ENVIRONMENTAL IMPACTS OF STATE GOVERNMENT](#) and specifically [Section 7 Guidelines for Existing Buildings](#).

Section 3b

Rehabilitation Schedule / Timeline for Rehabilitation tasks (0-10 points)

1. Narrative statement on proposed rehabilitation schedule. Proposed schedules will be evaluated for feasibility and efficiency (with an emphasis on prompt occupancy).

Section 3b cont.

2. Rehabilitation Schedule Template

Please include a general schedule with milestones for all improvements listed above, grouped by the year work will occur. A more detailed schedule will be required before lease execution. Use the format below or another that clearly indicates expected annual rehabilitation costs. Identify the proposed occupancy date.

Schedule should prioritize tasks that will:

- Facilitate occupancy as soon as possible
- Address immediate threats to the property or pose safety hazards
- Improve the exterior / public view of the property

This table is an example.

Task		Proposed cost
2027	Month / month range	
Task 1	Jan-March	\$
Task 2	Jan-March	\$
Task 3	March-April	\$
Task 4	May-August	\$
Task 5	August-November	\$
Annual Rehabilitation Subtotal		\$
2028		
Task 6	Jan-Mar	\$
Task 7	Jan-Mar	\$
Task 8	Mar-Apr	\$
Task 9	May-Aug	\$
Task 10	Aug-Nov	\$
Task 11	Oct-Dec	\$
OCCUPY PROPERTY	Dec.	
Annual Rehabilitation Subtotal		\$
2029		
Task 12	Jan-Mar	\$
Task 13	Jan-Mar	\$
Task 14	Mar-Apr	\$
Task 15	May-Aug	\$
Annual Rehabilitation Subtotal		\$
2030		
Task 16	Jan-Mar	\$
Task 17	Jan-Mar	\$
Task 18	Mar-Apr	\$
Annual Rehabilitation Subtotal		\$
ADD ADDITIONAL YEARS IF NECESSARY		

Section 3c.

1. Maintenance and Management Plan-Narrative Statement

Use this section to identify anticipated costs related to ongoing maintenance and management of the property. Maintenance costs including mowing, roof repairs, repointing, mold remediation, pest control, maintaining mechanical systems, etc.

Management costs include those related to the operation and occupancy of the property, including insurance, utilities, applicable fees and taxes, etc.

2. Maintenance and Management Plan-Estimated Costs

Use this table or another format to estimate annual costs for the maintenance and management of the property. The cost estimates for maintenance should consider average costs in a given year and anticipate unforeseen major repairs that may have to be done over the term of the lease (roof replacement, repainting, etc).

Annual Maintenance Estimate	\$
Annual Management Estimate	
Insurance	\$
Utilities	\$
Fees / taxes	\$
Anticipated Major Cyclical Repair Allowance	\$
Other costs	\$
Annual Management Estimate-TOTAL	\$

Section 4: Financial Capability (20/100 points)

This section is used to determine the Proposer's financial prospects for implementing the requirements of this RFP. All information will remain *confidential*. In this section provide information that addresses the projected sources of income for the rehabilitation phase of the project, as well as the ongoing maintenance and management expenses throughout the term of the lease.

- Financial plan must include specific sources and amounts
- Plan must not rely heavily on volunteer labor or anticipated grants and fundraising without written commitment
- Plan should include information about in-hand funds
- Plans for use with profit-based financing should be based on market research and precedent

a. Sources and methods of funding for the rehabilitation of the property (10 points)

Provide a brief narrative statement of the overall financial plan:

b. Sources and methods of funding for continued upkeep and maintenance throughout the proposed lease term (10 points)

Provide a brief narrative statement of the overall financial plan

c. Supporting Data

Anticipated Income Pro Forma

Use the table below to compare estimated income with expected costs (from previous sections).

(Attach more detailed breakdowns if desired. If this proposal is selected as a finalist, Proposer may be required to provide more detailed projected cost and income information).

2027		
Income source	Estimated income	
Source 1	\$	
Source 2	\$	
Source 3	\$	
TOTAL 2027 Income		\$
Annual Rehab Subtotal	\$	
Annual Estimated Maintenance costs	\$	
Annual Estimated Management costs	\$	
Total 2027 costs		\$

2028		
Income source	Estimated income	
Source 1	\$	
Source 2	\$	
Source 3	\$	
TOTAL 2028 Income		\$
Annual Rehab Subtotal	\$	
Annual Estimated Maintenance costs	\$	
Annual Estimated Management costs	\$	
Total 2028 costs		\$

2029		
Income source	Estimated income	
Source 1	\$	
Source 2	\$	
Source 3	\$	
TOTAL 2029 Income		\$
Annual Rehab Subtotal	\$	
Annual Estimated Maintenance costs	\$	
Annual Estimated Management costs	\$	
Total 2029 costs		\$

2030		
Income source	Estimated income	
Source 1	\$	
Source 2	\$	
Source 3	\$	
TOTAL 2030 Income		\$
Annual Rehab Subtotal	\$	
Annual Estimated Maintenance costs	\$	
Annual Estimated Management costs	\$	
Total 2030 costs		\$

For all remaining lease years following completion of major rehabilitation (anticipated average per year)		
Income source	Estimated income	
Source 1	\$	
Source 2	\$	
Source 3		

	\$	
TOTAL anticipated annual Income		\$
Annual Estimated Maintenance costs	\$	
Annual Estimated Management costs	\$	
Total Annual costs		\$

Bank References

Lending Institution	Name of Lender	Address	Phone

Bankruptcy Disclosure

If the Proposer or any affiliated business entity of the Proposer or any of the entity's officers, principal, or investors has been adjudged bankrupt, either voluntarily or involuntarily, within the last ten years, please note the date and location of the judgment and the name of the party involved.

Section 5: Public Benefit (10/100 points)

The Historic Curatorship Enabling Legislation requires that properties be accessible to the public at least twice annually. DCR encourages reuses that provide a benefit or amenity to park visitors and the public in general.

- a. Describe the proposed scope and nature of the Public Benefit Element, and any projects / programs / services that will fulfill and/or exceed this requirement (0-5 points).
- b. Describe how the proposed public benefit will be sustained throughout the term of the lease (0-5 points).

Section 6: Disclosures

a. Organizational Structure (if applicable)

If the Proposer is acting officially on behalf of an organization, please describe fully the nature of the organization, including:

1. Describe legal structure of the general partners
2. Describe the legal history of the organization
3. Attach a copy of any joint venture agreement, articles of incorporation or trust agreement establishing the organization.
4. Corporate Structure (if applicable)

Please disclose if the Proposer or any other member of the development entity is a subsidiary of or affiliated with any other corporation or firm. Attach references for the development team and/or team members. Please attach an audited financial statement for the general partners and/or the principal development entity. These statements will be held in strict confidence by the Commonwealth.

a. Tax Compliance

Pursuant to MGL Chapter 62C, Section 49A*, I, hereby certify that I have filed all state tax returns, have paid all state taxes required under law, and have no outstanding obligations to the Commonwealth of Massachusetts, Department of Revenue.

Signed under the pains and penalties of perjury on this ____ day of 20____.

Federal Tax ID No.

Signature

* "No contract or other agreement for the purposes of providing goods, services or real estate space to any ... agencies [of the Commonwealth] shall be entered into, renewed or extended with any person unless such person certifies in writing, under penalties of perjury, that he had complied with all laws of the Commonwealth relating to taxes."

b. Disclosure Statement Concerning Beneficial Interest

I hereby state, under the penalties of perjury, that the true names and addresses of all persons who have or will have a direct or indirect beneficial interest (including the amount of their beneficial interest accurate to within one-tenth percent) in the proposed project are listed below:

NAME AND RESIDENCE OF ALL PERSONS WITH SAID BENEFICIAL INTEREST:

NAME	ADDRESS	PERCENTAGE INTEREST
------	---------	---------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The undersigned also acknowledges and states that none of the above-listed individuals is an official elected to public office in the Commonwealth of Massachusetts or is an employee of the Commonwealth.

I hereby state, under the penalties of perjury, that the names and addresses of all the firms and personal corporations employing attorneys, real estate brokers, architects, engineers, planners, and surveyors, and all other agents who have acted on behalf of any of the foregoing with respect to this proposal are listed, above.

SIGNED under the penalties of perjury.

Signature

Date

c. Conflict of Interest

The Proposer covenants that he/she will not employ or retain any company or person (other than a full-time bona-fide employee working for the Proposer) to solicit or secure any agreement related to this RFP, and that he/she has not/will not pay any company or person (other than such an employee) any gift, contribution, fee, commission, percentage, or brokerage fee, contingent upon or resulting from the execution of any agreements.

No member, official or employee of DCR or DCAMM shall have any personal interest, direct or indirect, in any agreement entered into or in the lessee, nor shall any such member, official or employee participate in any decision relating to any agreements which affects his / her personal interest or the interests of any corporation, partnership, or association in which he/she is, directly or indirectly, interested. No member official or employee of DCR or DCAMM shall be personally liable to the lessee or any successor in interest in the event of any default or breach by the Commonwealth or for any amount which may become due to the lessee or to its successor or on any obligations under the terms of this RFP or any agreements which follow. For the purpose of this statement, employees of either agency shall be deemed to include so-called dependent (03) consultant employees.

Date: _____ By: _____

d. Anti-Discrimination

The Proposer agrees that in the construction of the improvements and otherwise through any agreements made hereafter, it shall cause all contractors, tenants and users to comply with all applicable laws, ordinances, regulations and orders from time to time in effect relating to nondiscrimination, equal employment opportunity, contract compliance and affirmative action.

Date: _____ By: _____

PART VII: APPENDICES

A. DEFINITIONS

B. REQUIRED REHABILITATION TASKS AND COST ESTIMATES

C. BUILDING CONDITIONS SURVEY+FLOOR PLANS

D. PRESERVATION STANDARDS AND CRITERIA

E. MAINTENANCE GUIDELINES

F. HISTORIC CURATORSHIP ENABLING LEGISLATION
