



**Request for Information**  
**Architectural Design Services for**  
**Businesses in the City of Boston**



City of Boston  
Economic Opportunity  
and Inclusion



City of Boston  
Mayor Michelle Wu

***Dear Design Service Professionals,***

The Small Business Department within the Mayor’s Office of Economic Opportunity and Inclusion wants Boston to be the best city in the nation to start, scale, and sustain a small business, helping to unlock the economic potential of all of our communities, and build generational wealth. In order to do this, we know small business owners in Boston need additional resources and support to work on their businesses which includes expert design services. The primary goal of this request for information is to gain information about expert providers that are experienced in the following architectural design categories:

- HISTORIC BUILDINGS; MULTI-STORY BUILDINGS; MIXED-USE BUILDINGS; LOW DENSITY/SINGLE STORY BUILDINGS; MULTI-TENANT BUILDINGS; MASONRY BUILDINGS; WOOD FRAME BUILDINGS;
- SIGNAGE and GRAPHIC DESIGN

that may benefit a small business or building owner, who may be contacted by the City for future eligible projects. Projects will include utilizing vendors who can guide and support small business and building owners to renovate their storefronts and design, fabricate, and install new high quality exterior signage throughout Boston.

Through this RFI (Request for Information), the City of Boston is seeking information about the skill sets of providers across the following architectural design assistance categories. Note that this RFI does not constitute a Request for Proposals and is solely for gathering information about architectural design vendors that serve the City of Boston. This RFI does not guarantee any future contracts with the City of Boston. We

want information about your architecture services specifically as they relate to the following categories:

- HISTORIC BUILDINGS FIRST FLOOR COMMERCIAL BUILDINGS
  - Provide architectural design services to buildings that are either located in historic districts, designated historic by the City of Boston's Landmarks Commission, or fall under Federal Historic regulations related to Chapter 106. The Product delivered is to include design scheme, cost estimate, construction values format, and recommended materials
  
- MULTI-STORY BUILDINGS FIRST FLOOR COMMERCIAL BUILDINGS
  - Provide architectural design services for buildings that contain two or more stories, including commercial/retail space on the first floor/street level. The Product delivered is to include design scheme, cost estimate, construction values format, and recommended materials
  
- LOW DENSITY/SINGLE STORY COMMERCIAL BUILDINGS
  - Provide architectural design services to one-story commercial buildings that contain tenants that provide goods and services to the surrounding neighborhood and local community. The Product delivered is to include design scheme, cost estimate, construction values format, and recommended materials

This RFI will allow interested providers to provide us with information about their skills, value, and experience by responding to the inquiry form (attached, below etc.). Upon review, the City will review the inquiry and may consider the vendor as a qualified Small Business Restore vendor for contracts. Please note that this inquiry does not guarantee any paid projects at present or in the future. Qualified vendors considered for future services will be contacted as eligible projects arise.

Sincerely,

The City of Boston

## **APPENDIX A: INFORMATIONAL RESPONSES**

Please submit your responses to the following questions via email to Aaron Schliefer at [aaron.schleifer@boston.gov](mailto:aaron.schleifer@boston.gov)

Part 1 - Tell us about your business (up to three pages)

- Please tell us more about why you are submitting a response to this request for information, and how your background (and the background of your team) qualifies you as a provider, and in what area of architectural or graphic design assistance (be specific). We are open to all types of experience and expertise, whether academic, professional, or personal.

Part 2- Tell us about your experience (up to five pages total)

- What type of projects have you designed and worked on in the past? Have you worked with small business owners? Do you have experience working with public sector agencies/departments? Do you have the available time to properly manage and oversee multiple projects at one time? Can you provide visual examples of positive outcomes to specific projects?
- Do you have experience providing services to women, minorities, Immigrants, Veterans, and BIOPIC Owned businesses?
- Do you have experience providing services in Boston neighborhoods? Do you have experience providing services in urban areas similar to Boston?
- Do you have proficiency in a language other than English? If so, what languages?

## **APPENDIX B: DEPARTMENT CONTACT**

Please contact Aaron Schleifer, Senior Neighborhood Business Manager, with any questions or concerns at [aaron.schleifer@boston.gov](mailto:aaron.schleifer@boston.gov)

## **APPENDIX C: TIMELINE AND PROCESS**

We will contact you within 2-3 weeks from receiving your application for next steps.

## **APPENDIX D: TERMS & CONDITIONS**

This RFI is for information and planning purposes only and shall not be construed as a solicitation or as an obligation on the part of the City to issue any competitive procurement or award a contract.

The City will not award a contract on the basis of responses to this RFI nor otherwise pay for the preparation of any information submitted, for any vendor presentation, or the City's use of such information.

All responses to this RFI will be public record under the Massachusetts' Public Records Law, Mass. Gen. L. Ch. 66 s. 10, regardless of confidentiality notices to the contrary.

By submitting, the respondent authorizes the City of Boston to publicize, refer to, and use your response as it sees fit.