



Request For Proposals – Office Space Consultant October 2024

The Boston Public Health Commission (BPHC), the health department for the City of Boston, is seeking a consultant to assist with a review and reorganization of its office space at its headquarters at 1010 Massachusetts Avenue in Boston. BPHC occupies two floors at the facility, plus additional office space in an adjoining building behind 1010 Mass Ave. BPHC seeks to maximize the use of its space by moving or consolidating various BPHC departments and programs. We also seek guidance regarding the creation of hoteling space for those programs with staff members in the field, but who also need a workspace in the building.

BPHC anticipates the consultant would meet with BPHC staff, review the space and existing floor plans, and propose new locations for various programs and offices. Surveys of staff may also be necessary to obtain the data required to make informed decisions about the use of the space. To be clear, BPHC is not looking for an architect to modify the building or the office and cube layouts. We seek to maximize the use of the space as it currently exists. The second and sixth floor of 1010 Massachusetts Avenue have approximately 59,000 square feet of office space. The one floor in the adjoining building has roughly 16,000 square feet. Floor plans for each floor are included with the RFP.

The final work product would be a proposed new floor plan for all Commission staff at 1010 Mass Ave, one that includes space for hybrid workers and other staff in the field who need a work space for a day. Space for floating interns and other onsite contractors will also be a consideration.

Interested vendors should follow the instructions below. Please do not hesitate to submit questions by the time indicated below if there is any additional information we can provide.

RFP Timeline

Monday, November 4, 2024	RFP available online at www.bphc.org/RFP and the Boston Globe at 10:00 AM EST
Monday, November 18, 2024	Questions are due via email by 5:00 PM EST to RFR@bphc.org
Friday, November 22, 2024	Responses to questions available on www.bphc.org/RFP by 5:00 PM EST
Friday, December 6, 2024	Bid due by 5:00 PM EST. Please email a PDF of your submission to RFR@bphc.org . Vendors should include a written description of their experience, proposal for reviewing the space, plan for creating a proposed new floor plan, a summary of their costs, and the resumes of the project team. Examples of past work on similar projects may also be included.

Friday, December 20, 2024

Notice of Decision

BPHC has the discretion to extend this date without notice or to cancel this request for proposals. The contract resulting from this RFP shall be in effect when all necessary contract documentation is fully executed by BPHC and awarded vendor. The winning bidder will execute BPHC's Standard Contract, comply with all invoicing requirements and provide necessary liability insurance certificates. All bids shall remain valid and open for a period of one hundred and twenty (120) days from the bid submission date, unless bidder notifies BPHC that it is withdrawing its bid.

Rule of Award and Evaluation Criteria

The contract will be awarded to the vendor who submits the most responsive bid at a cost acceptable to BPHC. Vendors will be evaluated on their experience with similar projects and their proposed costs. Vendors may submit a proposed cost that includes their rates and total cost, assuming a project that includes meeting with BPHC contacts, review of floor plans, site visits, follow up meetings to review the work product, and final creation of a proposed floor plan.

All bidders must also complete and submit as part of their proposal the non-collusion and tax compliance form below.

Performance Period

The all activity required to develop the new plans is expected to occur during the period of January 2025 – March 2025.



Non-Collusion & Tax Compliance Form

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of Individual submitting bid or proposal

Printed Name Individual submitting bid or proposal

Company or Entity Name

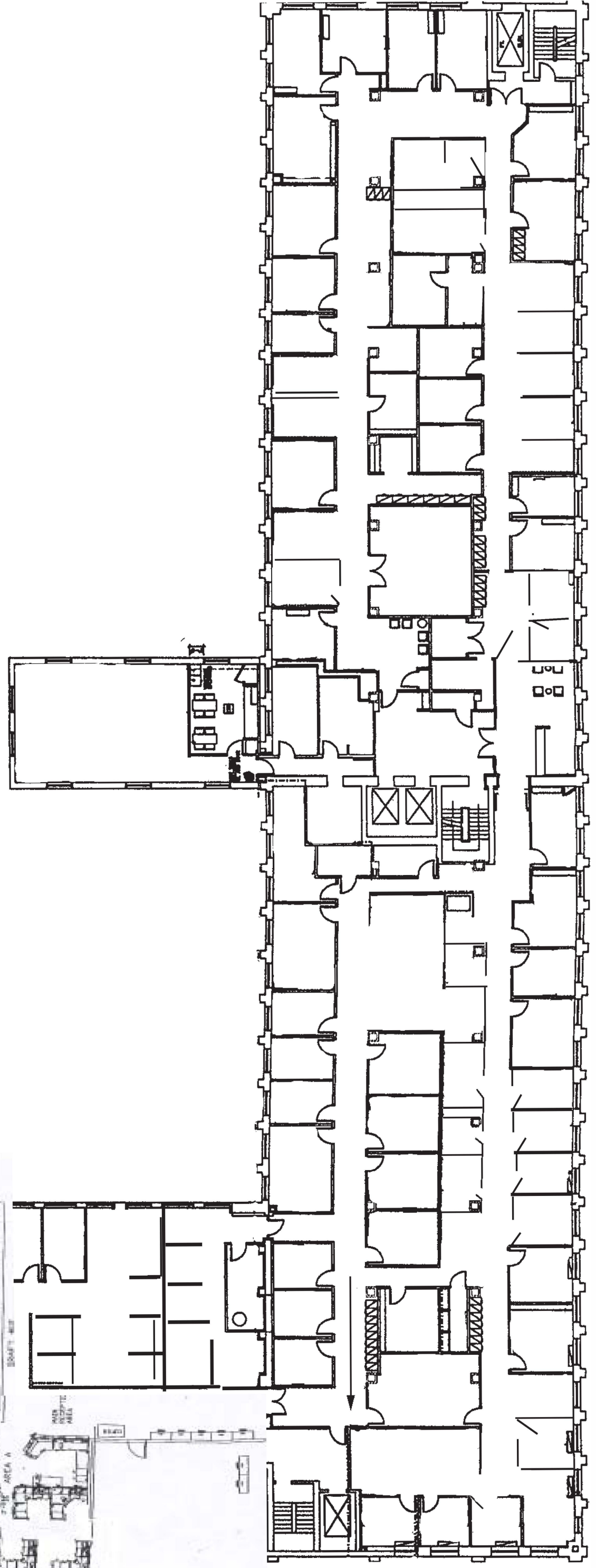
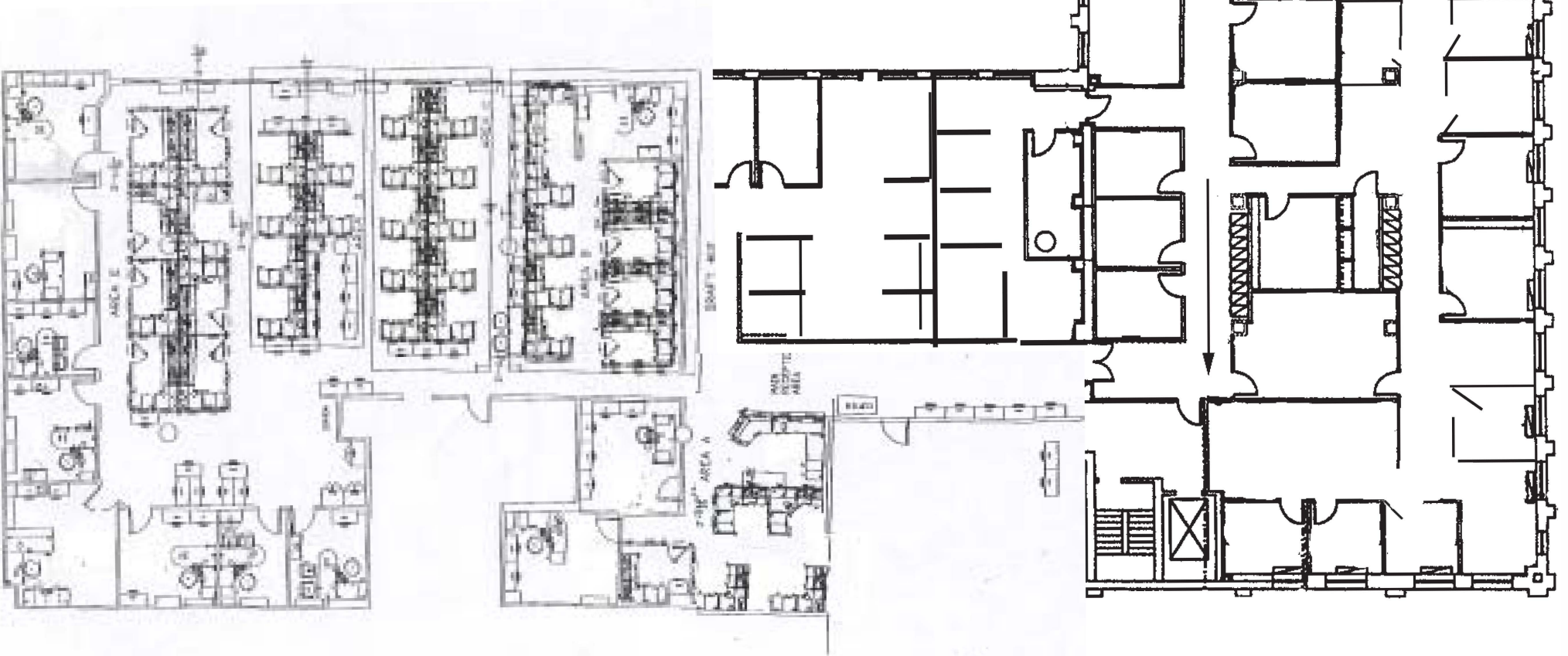
Tax Compliance Certification

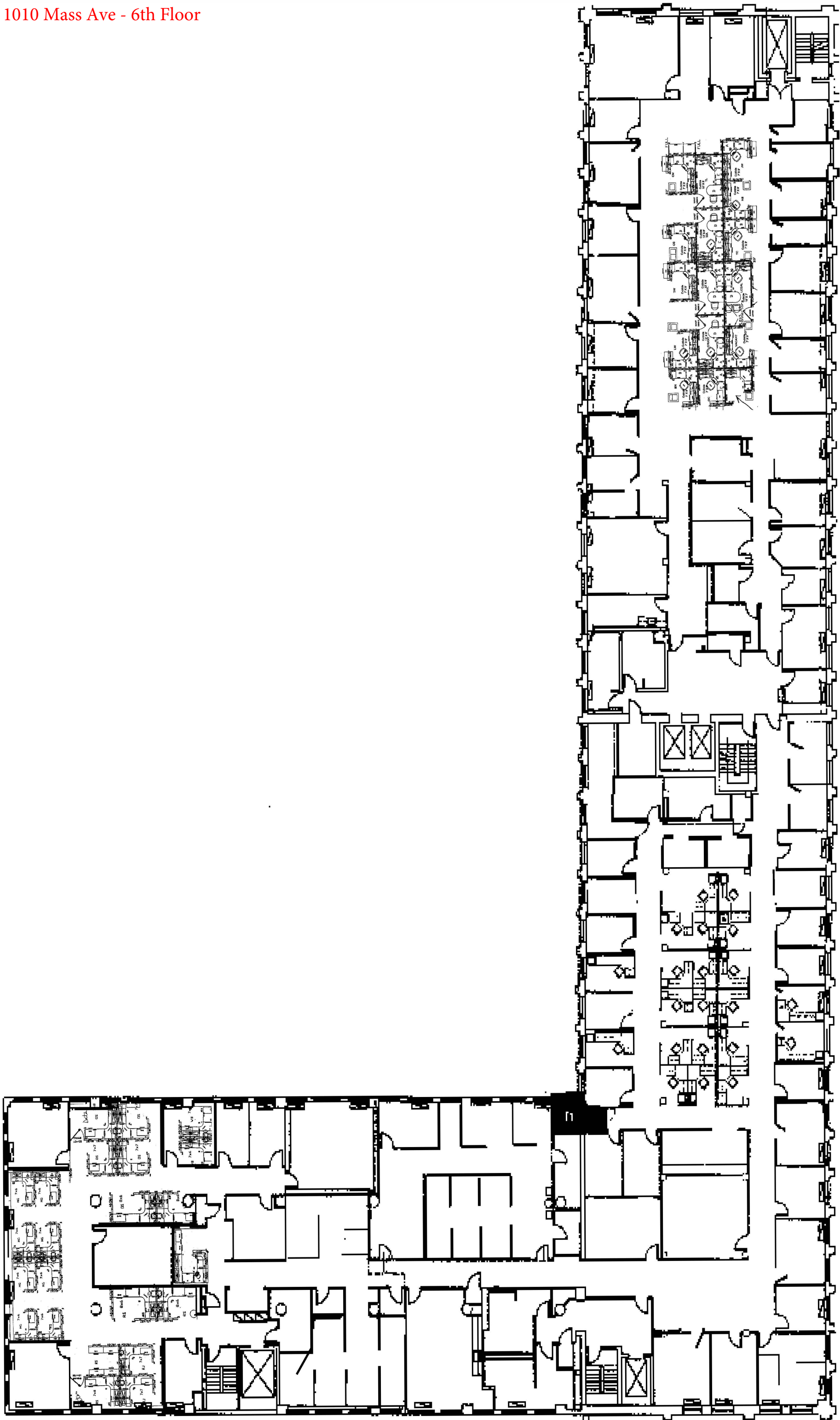
Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of Individual submitting bid or proposal

Printed Name Individual submitting bid or proposal

Company or Entity Name





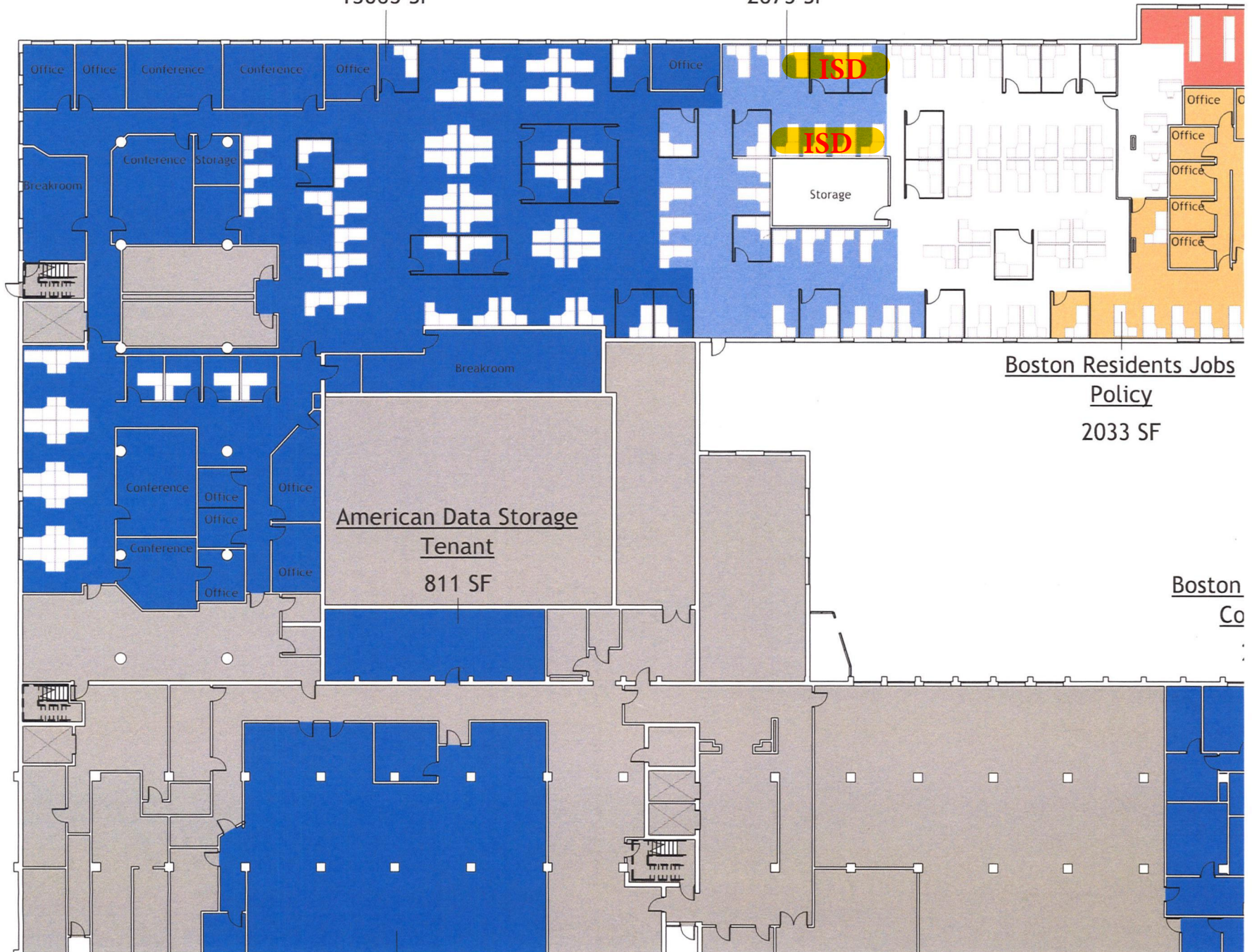
Boston Public Health
Commission

13065 SF

Boston Public Health
Commission Extension

2675 SF

E8
A1



Boston Residents Jobs
Policy
2033 SF

American Data Storage
Tenant
811 SF

Boston
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