REQUEST FOR PROPOSALS (RFP)
FOR ELECTRICAL CONTRACTING SERVICES

Issued: March 13, 2025
Walkthrough: March 19, 2025, 8:30-10:30 am
Bids Due: **March 28, 2025**

154-156 Boylston St. Brookline, MA 02445

INTRODUCTION

Brookline Community Development Corporation (BCDC) is soliciting proposals for electrical contracting services. BCDC's mission is to create successful partnerships and programs to improve access to decent, safe, affordable housing and economic opportunity for Brookline's residents.

154-156 Boylston is a fully occupied, three-story, six-unit affordable apartment building. BCDC will be hiring a GC to perform other planned renovations.

This project is tax-exempt, and Prevailing Wage rates apply. Build America Buy America procurement policies may apply.

SCOPE OF SERVICES

BCDC is seeking proposals for Electrical Contracting services as specified in the attached Electrical Set. BCDC has issued a work order to Eversource for a service upgrade and is waiting for them to design and schedule their portion of the work. Electrical Contractor is asked to:

- purchase materials and perform work in advance of Eversource work and other planned renovations
- coordinate their work with GC performing planned renovation, and
- obtain any necessary permits.

PROJECT TEAM

Owner: Brookline Community Development Corporation
Architect: Reisen Design Associates
Owner's Representative: Tierney Development Services, LLC

PROJECT TIMELINE

The anticipated timeline is as follows:

Issue RFP	3/13/25
Contractor walkthrough, 11:00 am	3/19/25
Proposals due by 5:00pm	3/28/25
Contract award	4/1/25
Start procurement and apply for permits	4/2/25

Immediately after Contractor selection, the Owner and Contractor will work to finalize a Short Form Contract that will formalize the required services.

PROPOSAL REQUIREMENTS

Your proposal should include:

1. **Firm Information**: Provide a brief description of your firm and experience. Indicate if your firm is a Certified Minority Business Enterprise (MBE).
2. **Bid & Schedule Form**: Please use the attached Bid & Schedule Form. This project is tax-exempt, and Build America Buy America procurement policies apply. Please indicate anticipated schedule here as well.

EVALUATION OF PROPOSALS

Proposals will be evaluated based on the Proposal Requirements listed above.

CONTACT INFORMATION & BID SUBMISSION

Questions can be emailed to the individuals listed below.

Proposals are due via email to the individuals listed below by 5:00 pm on **March 28, 2025**.

- Giovanny Valencia (gio@brooklinecdc.com)
- Pam Maryanski (pmaryanski@tierneyllc.com)

ATTACHMENTS

1. Electrical Drawing Set, dated 2/28/25, by Elevated Design Inc.
2. Bid & Schedule Form
3. Sample Short Form Contract
4. Prevailing Wage Rates

END OF RFP