



RFP for 30-36 Mildred Avenue Development

Submitted by:

Norfolk Design & Construction LLC

PROPOSAL FORM

SUBMITTED TO: DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT

DATE RECEIVED BY DND: 7/5/22

SUBMITTED BY: NAME: Norfolk Design & Construction LL

ADDRESS: 1600 Boston Prov Hwy. Walpole

TELEPHONE: 617-980-1433

EMAIL: office@us-norfolk.com

Under the conditions set forth by the Department of Neighborhood Development, the accompanying proposal is submitted for:

Property Address: 30-36 Mildred Ave

For this proposal to be properly evaluated all questions must be answered by the Proposer. The Awarding Authority (the Department of Neighborhood Development) will regard all responses to questions and all submissions as accurate portrayals of the Proposer’s qualifications and any discrepancy between these statements and any subsequent investigation may result in the proposal being rejected.

- i. The name(s) and address(es) of all persons participating in this application as principals other than the undersigned are:

Adler Bernadin; Duane Boyce

Use separate sheet and attach if additional principals are involved.

- ii. The applicant is a/an:
LLC
(Individual/Partnership/Joint/Venture/Corporation/Trust, etc.)

A. If applicant is a Partnership, state name and residential address of both general and limited partners: _____

B. If applicant is a Corporation, state the following:

Corporation is incorporated in the State of: Massachusetts
President is: Adler Bernadin
Treasurer is: Duane Boyce
Place of Business: 1600 Boston Providence Hwy Suite 287 Walpole, MA

C. If applicant is a Joint Venture, state the names and business addresses of each person, firm or company that is a party to the joint venture:

A copy of the joint venture agreement is on file at: _____ and will be delivered to the Official on request.

D. If applicant is a Trust, state the name and residential address of all Trustees as:

Trust documents are on file at _____
And will be delivered to the Official on request.

- iii. Bank reference(s): Rockland Trust
- iv. If business is conducted under any title other than the real name of the owner, state the time when, and place where, the certificate required by General Laws, c.110, §5 was filed:

- v. Number of years organization has been in business under current name:
8
- vi. Has organization ever failed to perform any contract? NO Yes/No

If answer is "Yes", state circumstances): _____

We propose the following purchase price: \$ 400.00

vii. AUTHORIZATION:

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion of 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]
Signature of individual submitting proposal

Manager
Title

Norfolk Design & Construction LLC
Legal Name of Organization

Dated at: ROCKLAND TRUST BRAINTREE

This 5 day of JULY, 2022

NAME OF ORGANIZATION:
NORFOLK DESIGN & CONSTRUCTION LLC

BY: DUANE BOYCE

TITLE: MANAGER

i. ATTESTATION:

Duane Boyce being duly sworn deposes and says that
(he/she) is the Manager of Norfolk Design & Construction LLC and that all
answers to foregoing questions and all statements contained herein are true and correct.

Subscribed and sworn before me this 5 day of July, 2022

Notary Public: [Signature]

My Commission Expires: May 04, 2029
(Month) (Year)

NOTE: This proposal form must bear the written signature of the applicant.



STEPHEN M. SESIN
Notary Public
Commonwealth of Massachusetts
My Commission Expires May 4, 2029

If the applicant is an individual doing business under a name other than his own name the application must state so, giving the address of the individual.

If the applicant is a partnership a partner designated as such must sign the application.

If the applicant is a corporation, trust or joint venture the application must be signed by a duly-authorized officer or agent of such corporation, trust or joint venture and contain written evidence of the authority to bind the entity.

(Please include the name of the agency or department and position held in that agency or department.)

Project Summary Form

Project Name: 30-36 Mildred Ave

Project Street Address(es): 30-36 Mildred Ave, Mattapan, MA 02126

Developer: Norfolk Design & Construction LLC

Types of Units: Family Individuals Elderly Special Needs

Other? (Describe) _____ Commercial Yes No

Number of Units 6 Number of Affordable Units 6 Homeless Units _____

Number of Units	SRO	Studio	1-Bdr	2-Bdr	3-Bdr	4-Bdr	Total
<30% AMI							0
<60% AMI							0
<80% AMI				6			6
Market							0

Rents	SRO	Studio	1-Bdr	2-Bdr	3-Bdr	4-Bdr
<30% AMI						
<60% AMI						
<80% AMI						
Market						

Housing Budget

TDC: \$ 3,956,561.00

Hard Cost/sf \$ 334.00

Operating Exp/unit \$ 5,663.00

TDC Per Unit: \$ 659,427.00

Hard Cost/unit \$ 446,369.00

Reserves/unit \$ 333.00

Developer Fee and Overhead \$ 439,618.00

Funding Sources: (Check all that apply)

DND – HOME <input type="checkbox"/>	DHCD-HOME <input type="checkbox"/>	DHCD-CIPF <input type="checkbox"/>	Others: <input type="checkbox"/>
HSNG BOSTON 2030 <input type="checkbox"/>	DHCD-HSF <input type="checkbox"/>	9% LIHTC <input type="checkbox"/>	MOH Funds <input checked="" type="checkbox"/>
NHT <input type="checkbox"/>	DHCD-HIF <input type="checkbox"/>	4% LIHTC <input type="checkbox"/>	Mass Housing <input checked="" type="checkbox"/>
IDP <input type="checkbox"/>	DHCD-TOD <input type="checkbox"/>	New Market TC <input type="checkbox"/>	CDBG <input checked="" type="checkbox"/>
FHLB <input type="checkbox"/>	DHCD-CATNHP <input type="checkbox"/>	Historic TC <input type="checkbox"/>	_____ <input type="checkbox"/>
AHTF <input type="checkbox"/>	DHCD-CBH <input type="checkbox"/>	MA State TC <input type="checkbox"/>	_____ <input type="checkbox"/>
MTC Grants <input type="checkbox"/>	DHCD-FCF <input type="checkbox"/>	HUD-Section 202 <input type="checkbox"/>	_____ <input type="checkbox"/>

STATEMENT OF PROPOSER'S QUALIFICATIONS FORM

All questions must be answered. All information must be clear and complete. Attach additional pages, if needed.

1. Name of proposer: Norfolk Design & Construction LLC

2. Names and titles of principals: Adler Bernadin, Duane Boyce

3. Names of authorized signatories: Adler Bernadin, Duane Boyce

4. Permanent main office address: 1600 Boston Providence Highway, Suite 287 Walpole, MA 02081

Phone: 617-980-1433 Fax: _____ Email: office@us-norfolk.com

5. Date organized: 12/13/2014

6. Location of incorporation: Stoughton, MA

7. Number of years engaged in business under your present name: 8

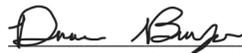
8. List at least three private or public agencies that you have supplied/provided with similar services to that in this solicitation:
 - a. City of Boston

 - b. _____

 - c. _____

Has organization ever failed to perform any contract? YES NO
If YES, attach a written declaration explaining the circumstances.

AUTHORIZATION: The undersigned certifies under penalties of perjury that this 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 proposal

Manager

Title

Norfolk Design & Construction LLC

Legal Name of Organization

7/5/22

Date

CONSTRUCTION EMPLOYMENT STATEMENT FORM

PROPOSER'S NAME: Norfolk Design & Construction LLC

How many full time employees does your firm currently have?

Under 25 25 -99 100 or more

Are you a Boston-based business? YES NO

Boston Based: where the principal place of business and/or the primary residence of the Proposer is in the City of Boston.

Are you a Minority-owned Business Enterprise? YES NO

If yes, are you certified as such by the State Office of Minority and Women Business Assistance (SOMBWA)? YES NO

Are you a Woman-owned Business Enterprise? YES NO

If yes, are you certified as such by the State Office of Minority and Women Business Assistance (SOMBWA)? YES NO

RESIDENT, MINORITY AND FEMALE CONSTRUCTION EMPLOYMENT

DND encourages MIHI builders to seek to achieve the following construction employment goals:

Boston Residents	50% of project hours
Minority	25% of project hours
Female	10% of project hours

These are targets, not requirements, but proposals that provide better evidence of their ability to achieve these targets will be more highly ranked. Explain what actions you will undertake to promote employment of these groups:

There will be a rigorous outreach and advertising campaign undertaken to all of the groups in order to ensure compliance with the goals. This will include newspaper, Internet and in local advertising.

If you have additional information demonstrating your capacity to achieve these employment targets, you may provide this information on a separate sheet clearly labeled at the top with "Supplementary Construction Employment Statement" and the Proposer's name. *Note: if you are, according the US Dept. of Housing & Urban Development, a Section 3 certified vendor, this will be considered strong evidence of capacity to achieve DND's employment goals.*

If you have completed any development projects in the last five years that have required employment reporting through the City's Office of Jobs & Community Services, please list the most recent here: 23-25 Rosebery Road

City of Boston (COB) – Property Affidavit Form

Instructions: List all City of Boston properties currently owned, or previously foreclosed upon for failure to pay real estate taxes or other indebtedness, by the applicant or by any other legal entity in which the applicant has had or now has an ownership or beneficial interest. If there are any past due amounts owed to the Department of Neighborhood Development, the Inspectional Services Department, the Treasury Department and/or the Boston Water and Sewer Commission, such **must be paid in full** before: (1) a vote request can be presented to the City of Boston Public Facilities Commission concerning the sale of property to the applicant or any other business entity in which the applicant has an ownership or beneficial interest; OR (2) the commitment of funding to the applicant or any other business entity in which the applicant has an ownership or beneficial interest. Public Facilities Commission votes are not to be requested until the Property Affidavit has been approved and the Legal Unit has signed the Property Clearance Form.

Upon approval, the Property Affidavit will be valid for ninety (90) calendar days from the date it is signed by the Applicant.

For any additional properties that do not fit on this form, attach a spreadsheet. Do not use another property affidavit form. Only one signature page is to be submitted. All entries made on this form must be typed in the form fields provided below.

Applicant: Norfolk Design & Construction LLC

List Addresses of Boston Properties Owned:	PARCEL ID NUMBER
23-25 Rosebery Road	1803718000, 1803719000
Boston Properties Previously Foreclosed Upon by COB:	PARCEL ID NUMBER

I declare under pains and penalties of perjury that the foregoing representations are true, accurate, complete and correct in all respects.

Duane Boyce, Manager



Print Name and Title

Authorized Representative's Signature

Date

Applicant Contact (If different from above)

Telephone Number

OFFICIAL USE ONLY (Fax the completed form to DND at 635-0262. Delinquency Reported: (If Yes (Y) state the amount owed):

Boston Water & Sewer Commission

Y \$ _____ N

Signature and Date: _____

Notes:

Department of Neighborhood Development

Y \$ _____ N

Signature and Date: _____

Notes:

Public Works Department

Y \$ _____ N

Signature and Date: _____

Notes:

Treasury Department

Y \$ _____ N

Signature and Date: _____

Notes:

DND Contact

Division

Program

Phone: ext.

AFFIDAVIT OF ELIGIBILITY FORM

Developer's Name: Norfolk Design & Construction LLC

Any person submitting an application for under this RFP must truthfully complete this Affidavit and submit it with their application.

1. Do any of the principals owe the City of Boston any monies for incurred real estate taxes, rents, water and sewer charges or other indebtedness?

No

2. Are any of the principals employed by the City of Boston? If so, in what capacity? (Please include name of principal, name of agency or department, and position held in that agency or department).

No

3. Were any of the principals ever the owners of any property upon which the City of Boston foreclosed for his/her failure to pay real estate taxes or other indebtedness?

No

5. Have any of the principals ever been convicted of any arson-related crimes, or currently under indictment for any such crime?

No

6. Have any of the principals been convicted of violating any law, code, statute or ordinance regarding conditions of human habitation within the last three (3) years?

No

Signed under the pains and penalties of perjury this

5th day of July, 20 22

SIGNATURE: *Dan Binger*

TITLE: Manager

ORGANIZATION: Norfolk Design & Construction LLC

ADDRESS: 1600 Boston Prov Hwy. Walpole

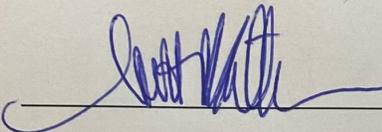
Conflict of Interest Affidavit Form

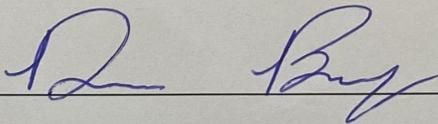
The undersigned hereby certifies, under the pains and penalties of perjury, that neither they, nor those with whom they have business ties, nor any immediate family member of the undersigned, is currently or has been within the past twelve months, an employee, agent, consultant, officer or elected or appointed official of the City of Boston Department of Neighborhood Development. For purposes of this affidavit "immediate family member" shall include parents, spouse, siblings, or children, irrespective of their place of residence.

I declare under penalties of perjury that the foregoing representations are true, correct, accurate, complete and correct in all respects.

WITNESS:

BORROWER:



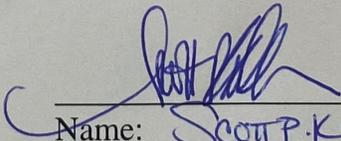


THE COMMONWEALTH OF MASSACHUSETTS

Norfolk
~~Suffolk~~, ss.

July 5 2022

Then personally appeared the above named DUANE BOYCE, (title) of (organization) and executed the foregoing instrument and acknowledged the foregoing instrument to be (his/her) free act and deed as (title) aforesaid and the free act and deed of (organization), before me.


Name: SCOTT P. KILGOAR
Notary Public 9/14/2023

My Commission Expires: 9/14/2023

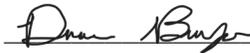


SCOTT P. KILGOAR
Notary Public
Commonwealth of Massachusetts
My Commission Expires September 14, 2023

CHAPTER 803 DISCLOSURE STATEMENT FORM

In compliance with Chapter 60, Section 77B of the Massachusetts General Laws as amended by Chapter 803 of the Acts of 1985, I hereby certify that I have never been convicted of a crime involving the willful and malicious setting of a fire or of a crime involving the fraudulent filing of a claim for fire insurance; nor am I delinquent in the payment of real estate taxes in the City of Boston, or being delinquent, an application for the abatement of such tax is pending or a pending petition before the appellate tax board has been filed in good faith.

This statement is made under the pains and penalties of perjury this 5th day
of July, 2022
Month Year

 _____

Proposer Signature

Co-Proposer Signature (If Applicable)

**DISCLOSURE STATEMENT FOR
TRANSACTION WITH A PUBLIC AGENCY CONCERNING REAL PROPERTY
M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)**

INSTRUCTION SHEET

NOTE: The Division of Capital Asset Management and Maintenance (DCAMM) shall have no responsibility for insuring that the Disclosure Statement has been properly completed as required by law. Acceptance by DCAMM of a Disclosure Statement for filing does not constitute DCAMM's approval of this Disclosure Statement or the information contained therein. Please carefully read M.G.L. c. 7C, s. 38 which is reprinted in Section 8 of this Disclosure Statement.

Section (1): Identify the real property, including its street address, and city or town. If there is no street address then identify the property in some other manner such as the nearest cross street and its tax assessors' parcel number.

Section (2): Identify the type of transaction to which this Disclosure Statement pertains --such as a sale, purchase, lease, etc.

Section (3): Insert the exact legal name of the Public Agency participating in this Transaction with the Disclosing Party. The Public Agency may be a Department of the Commonwealth of Massachusetts, or some other public entity. Please do not abbreviate.

Section (4): Insert the exact legal name of the Disclosing Party. Indicate whether the Disclosing Party is an individual, tenants in common, tenants by the entirety, corporation, general partnership, limited partnership, LLC, or other entity. If the Disclosing Party is the trustees of a trust then identify the trustees by name, indicate that they are trustees, and add the name of the trust.

Section (5): Indicate the role of the Disclosing Party in the transaction by checking one of the blanks. If the Disclosing Party's role in the transaction is not covered by one of the listed roles then describe the role in words.

Section (6): List the names and addresses of **every** legal entity and **every** natural person that has or will have a **direct or indirect** beneficial interest in the real property. The only exceptions are those stated in the first paragraph of the statute that is reprinted in Section 8 of this Disclosure Statement. If the Disclosing Party is another public entity such as a city or town, insert "inhabitants of the (name of public entity)." If the Disclosing Party is a non-profit with no individual persons having any beneficial interest then indicate the purpose or type of the non-profit entity. If additional space is needed, please attach a separate sheet and incorporate it by reference into Section 6.

Section (7): Write "none" in the blank if none of the persons mentioned in Section 6 is employed by DCAMM. Otherwise list any parties disclosed in Section 6 that are employees of DCAMM.

Section (8): The individual signing this statement on behalf of the Disclosing Party acknowledges that he/she has read the included provisions of Chapter 7C, Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts.

Section (9): Make sure that this Disclosure Statement is signed by the correct person. If the Disclosing Party is a corporation, please make sure that this Disclosure Statement is signed by a duly authorized officer of the corporation as required by the statute reprinted in Section 8 of this Disclosure Statement.

This completed and signed Disclosure Statement should be mailed or otherwise delivered to:

Deputy Commissioner for Real Estate
Division of Capital Asset Management and Maintenance
One Ashburton Place, 15th Floor, Boston, MA 02108

**DISCLOSURE STATEMENT FOR
TRANSACTION WITH A PUBLIC AGENCY CONCERNING REAL PROPERTY
M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)**

The undersigned party to a real property transaction with a public agency hereby discloses and certifies, under pains and penalties of perjury, the following information as required by law:

C. (1) REAL PROPERTY:

30-36 Mildred Ave. Mattapan, MA 02126

(2) TYPE OF TRANSACTION, AGREEMENT, or DOCUMENT: Deed, copy attached.

Purchase

(3) PUBLIC AGENCY PARTICIPATING in TRANSACTION:

CITY OF BOSTON ACTING BY AND THROUGH THE PUBLIC FACILITIES
COMMISSION BY THE DIRECTOR OF THE DEPARTMENT OF NEIGHBORHOOD
DEVELOPMENT, **Grantor**

(4) DISCLOSING PARTY'S NAME AND TYPE OF ENTITY (IF NOT AN INDIVIDUAL):

Boston Redevelopment Authority an independent body politic and
corporate, **Grantee**

(5) ROLE OF DISCLOSING PARTY (Check appropriate role):

- | | | | | | |
|--------------------------|-------------------------------------|-----------------|--------------------------|--------------------------|---------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Lessor/Landlord | <input type="checkbox"/> | <input type="checkbox"/> | Lessee/Tenant |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Seller/Grantor | <input type="checkbox"/> | <input type="checkbox"/> | Buyer/Grantee |
| <input type="checkbox"/> | Other (Please describe): _____ | | | | |

(6) The names and addresses of all persons and individuals who have or will have a direct or indirect beneficial interest in the real property excluding only 1) a stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation or 2) an owner of a time share that has an interest in a leasehold condominium meeting all of the conditions specified in M.G.L. c. 7C, s. 38, are hereby disclosed as follows (attach additional pages if necessary):

NAME

Adler Bernadin; Duane Boyce

RESIDENCE



(7) None of the above-named persons is an employee of the Division of Capital Asset Management and Maintenance or an official elected to public office in the Commonwealth of Massachusetts, except as listed below (insert "none" if none): None

(8) The individual signing this statement on behalf of the above-named party acknowledges that he/she has read the following provisions of Chapter 7C, Section 38 (formerly Chapter 7, Section 40J) of the General Laws of Massachusetts:

**DISCLOSURE STATEMENT FOR
TRANSACTION WITH A PUBLIC AGENCY CONCERNING REAL PROPERTY
M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)**

No agreement to rent or to sell real property to or to rent or purchase real property from a public agency, and no renewal or extension of such agreement, shall be valid and no payment shall be made to the lessor or seller of such property unless a statement, signed, under the penalties of perjury, has been filed by the lessor, lessee, seller or purchaser, and in the case of a corporation by a duly authorized officer thereof giving the true names and addresses of all persons who have or will have a direct or indirect beneficial interest in said property with the commissioner of capital asset management and maintenance. The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for sale to the general public with the Securities and Exchange Commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation. In the case of an agreement to rent property from a public agency where the lessee's interest is held by the organization of unit owners of a leasehold condominium created under chapter one hundred and eighty-three A, and time-shares are created in the leasehold condominium under chapter one hundred and eighty-three B, the provisions of this section shall not apply to an owner of a time-share in the leasehold condominium who (i) acquires the time-share on or after a bona fide arm's length transfer of such time-share made after the rental agreement with the public agency is executed and (ii) who holds less than three percent of the votes entitled to vote at the annual meeting of such organization of unit owners. A disclosure statement shall also be made in writing, under penalty of perjury, during the term of a rental agreement in case of any change of interest in such property, as provided for above, within thirty days of such change.

Any official elected to public office in the commonwealth, or any employee of the division of capital asset management and maintenance disclosing beneficial interest in real property pursuant to this section, shall identify his position as part of the disclosure statement. The commissioner shall notify the state ethics commission of such names, and shall make copies of any and all disclosure statements received available to the state ethics commission upon request.

The commissioner shall keep a copy of each disclosure statement received available for public inspection during regular business hours.

(9) This Disclosure Statement is hereby signed under penalties of perjury.

Signature: *Dan Buz*

Dated: 7/5/2022



City of Boston

Jobs and Living Wage Ordinance
THE LIVING WAGE DIVISION • (617) 918-5236

BENEFICIARY AFFIDAVIT

Any for-profit Beneficiary who employs at least 25 full-time equivalents (FTEs) or any not-for-profit Beneficiary who employs at least 100 FTEs who has been awarded assistance of \$100,000 or more from the City of Boston must comply with the *First Source Hiring Agreement* provisions of the Boston Jobs and Living Wage Ordinance.

If you are submitting a request for proposal, request for qualification, or invitation for bid, or negotiating a loan, grant, or other financial assistance that meets the above criteria, you must submit this affidavit along with your proposal. If you believe that you are exempt from the First Source Hiring Agreement provisions of the Boston Jobs and Living Wage Ordinance, complete Part 4: Exemption From First Source Hiring Agreement Provisions, or if you are requesting a general waiver, please complete Part 5: General Waiver Reason(s).

IMPORTANT Please print in ink or type all required information. Assistance in completing this form may be obtained by calling the Living Wage Administrator in the Living Wage Division of the Office of Workforce Development, telephone: (617) 918-5236.

PART 1: BENEFICIARY OF ASSISTANCE INFORMATION:

Name Of Beneficiary: Norfolk Design & Construction LLC

Contact Person: Duane Boyce

Company Address: 1600 Boston Providence Hwy Suite 287 Walpole, MA 02081

Telephone #: 6179801433 E-Mail: dboyce@us-norfolk.com

PART 2: ASSISTANCE INFORMATION:

Name Of The Program Or Project Under Which The Assistance Is Being Awarded:

City Of Boston Awarding Department: _____

Bid Or Proposal Amount: _____

Date Assistance Documents Executed: _____ Award End Date: _____

Duration Of Award: 1 year 2 years 3 years Other: _____ (years)

PART 3: ADDITIONAL INFORMATION

Please answer the following questions regarding your company or organization:

Your company or organization is: (check one): For Profit Not For Profit

Total number of employees whom you employ: 0

Total number of employees who will be assigned to work on the above-stated award: 1

Do you anticipate hiring any additional employees? Yes No

If yes, how many additional FTEs do you plan to hire? _____

PART 4: EXEMPTION FROM THE BOSTON JOBS AND LIVING WAGE ORDINANCE

Any Beneficiary who qualifies may request one of the four categories of exemptions from the provisions of the Boston Jobs and Living Wage Ordinance by completing the section below. Attach any pertinent documents to this application to prove that you are exempt from the Boston Jobs and Living Wage Ordinance. Please check the appropriate box(es) below indicating your exemption request. NOTE: Unless you receive written confirmation from The Living Wage Division approving your exemption request, you remain covered by the Boston Jobs and Living Wage Ordinance.

I hereby request an exemption from the First Source Hiring Agreement provisions of the Boston Jobs and Living Wage Ordinance for the following reason(s): Attach any pertinent documents to this application to prove that you are exempt. Please check the appropriate box(es) below:

- The construction contract awarded by the City of Boston is subject to the state prevailing wage law; or
- Assistance awarded to youth programs, provided that the award is for stipends to youth in the program. "Youth Program" means any city, state, or federally funded program which employs youth, as defined by city, state, or federal guidelines, during the summer, or as part of a school to work program, or in other related seasonal or part-time program; or
- Assistance awarded to work-study or cooperative educational programs, provided that the assistance is for stipends to students in the programs; or
- Assistance awarded to vendors who provide services to the City and are awarded to vendors who provide trainees a stipend or wage as part of a job training program and provides the trainees with additional services, which may include but are not limited to room and board, case management, and job readiness services, and provided further that the trainees do not replace current City-funded positions.

Please give a full statement describing in detail which of the four exemptions applies to your assistance and the reasons your assistance is exempt from the Boston Jobs and Living Wage Ordinance (*attach additional sheets if necessary*)

Norfolk Design & Construction is a for profit entity which has less than 25 employees. For this reason, we request an exemption from the First Source Hiring Agreement Provisions.

PART 5: GENERAL WAIVER REASON(S)

I hereby request a general waiver from the First Source Hiring Agreement provisions of the Boston Jobs and Living Wage Ordinance. The application of the First Source Hiring Agreement to my assistance violates the following state or federal statutory, regulatory or constitutional provision(s).

State the specific state or federal statutory, regulatory or constitutional provision(s), which makes compliance with the First Source Hiring Agreement unlawful:

GENERAL WAIVER ATTACHMENTS:

Please attach a copy of the conflicting statutory, regulatory or constitutional provision(s) that makes compliance with this ordinance unlawful.

Please give a full statement describing in detail the reasons the specific state or federal statutory, regulatory or constitutional provision(s) makes compliance with the First Source Hiring Agreement unlawful (*attach additional sheets if necessary*):

PART 6 : BENEFICIARY OF ASSISTANCE AFFIDAVIT

The following statement must be completed and signed by an authorized owner, officer or manager of the Covered Vendor. The signature of an attorney representing the Covered Vendor is not sufficient:

I, (print or type _____), the Beneficiary, certify and swear/affirm that the information provided on this **Beneficiary Affidavit** is true and within my own personal knowledge and belief.

Signed under the pains and penalties of perjury.

SIGNATURE: Duane Boyce

 Digitally signed by Duane Boyce
Date: 2022.07.02 22:04:17 -04'00'

DATE: 07/02/2022

TITLE: Manager



City of Boston

Jobs and Living Wage Ordinance
THE LIVING WAGE DIVISION • (617) 918-5236

FIRST SOURCE HIRING AGREEMENT COVERED VENDORS AND SUBCONTRACTORS

Under the Boston Jobs and Living Wage Ordinance and Regulations, all covered vendors, covered subcontractors, and beneficiaries (hereinafter referred to as "Employers" for the purposes of this agreement) are required to sign a First Source Hiring Agreement with a referral agency or Boston One-Stop Career Center. An Employer may sign additional First Source Hiring Agreements with as many referral agencies or Boston One-Stop Career Centers as it chooses. For a complete list of approved referral agencies and Boston One Stop-Career Centers, see Form LW-10A.

INSTRUCTIONS FOR EMPLOYERS:

You are not required to complete this form until after your service contract or service subcontract, or documents have been executed. After your contract documents are executed, you are required to do the following:

1. Complete the portions of this agreement that are applicable to you (Parts 1,2 and 5A)
2. Within five (5) business days after your contract documents are executed, deliver this agreement to a referral agency or Boston One-Stop Career Center of your choice.

INSTRUCTIONS FOR REFERRAL AGENCIES AND BOSTON ONE-STOP CAREER CENTERS:

Upon receipt of this agreement, you are required to do the following:

1. An authorized person of the referral agency or career center must complete Part 3 of this form and sign the agreement in Part 5B.
2. Submit this agreement within two (2) days of receipt to:

LIVING WAGE ADMINISTRATOR
LIVING WAGE DIVISION
OFFICE OF WORKFORCE DEVELOPMENT
43 HAWKINS STREET
BOSTON, MASSACHUSETTS 02114

NOTE: All parties to this agreement should carefully read Part 4: AGREEMENT OF PARTIES. If you have any questions, telephone the Living Wage Administrator at (617) 918-5236.

PART 1: EMPLOYER INFORMATION:

Name of Employer: Norfolk Design & Construction LLC

Contact Person: Duane Boyce

Company Address: 1600 Boston Providence Hwy Suite 287 Walpole, MA 02081

Telephone #: 6179801433 E-Mail: office@us-norfolk.com

PART 2: NAME AND IDENTIFICATION NUMBER OF THE PROGRAM OR PROJECT UNDER WHICH THE SERVICE CONTRACT OR SERVICE SUBCONTRACT WAS AWARDED:

Mayor's Office of Housing RFP

PART 3: REFERRAL AGENCY OR BOSTON ONE-STOP CAREER CENTER INFORMATION:

Agency Name: _____

Contact Person: _____

Company Address: _____

Telephone #: _____ E-Mail: _____

PART 4: AGREEMENT OF PARTIES

The Employer and the referral agency or Boston One-Stop Career Center signing this agreement agree to the following terms and conditions:

1. Prior to announcing or advertising an employment position for work which shall be performed as a result of a service contract or service subcontract created either as a result of a vacancy of an existing position or of a new employment position, the Employer shall notify the referral agency and/or career center about the position, including a general description and the Employer's minimum requirements for qualified applicants for such position. The notification shall also contain the words: **BOSTON JOBS AND LIVING WAGE ORDINANCE POSTING**, prominently displayed at the top of the first page of the notification.
2. The Employer shall not make such public announcement or advertisement for a period of five (5) business days after notification to the referral agency and/or career center of the availability of such position. Such five (5) day period is hereinafter referred to as the *Advance Notice Period*. The referral agency or career center may make public announcements or advertisements of the job position at any time. Any posting, public announcement or advertisement shall clearly state that only Boston residents may be referred for such job opportunities during the Advance Notice Period.
3. The referral agency or career center shall post any Boston Jobs and Living Wage Ordinance job opportunity notice within the first business day after receipt of the Notification from the Employer in a prominent location for at least the duration of the Advance Notice Period. The referral agency or career center shall provide information on such job opportunities to all Boston residents who receive services. The referral agency or career center may refer qualified candidates to the Employer. The referral agency or career center shall maintain a database of such job opportunities.

4. The *Advance Notice Period* shall be waived if the referral agency and/or career center has no qualified candidates to refer to the Employer.
5. The referral agency or career center shall institute a tracking system and record the job postings referred by Employers, the number of applicants referred to jobs during the *Advance Notice Period*, which applicants were interviewed, which applicants were not interviewed, and which applicants were hired for the positions or any other information deemed relevant by the Living Wage Administrator. The referral agency or career center shall forward this information to the Living Wage Administrator, monthly, in a manner prescribed by the Living Wage Administrator.
6. The agreement does not require the Employer to comply with these procedures if it fills the job vacancy or newly-created position by transfer or promotion from existing staff or from a file of qualified applicants previously referred to the Employer by the referral agency and/or career center.
7. The agreement shall not require the Employer to hire any applicant referred under the terms of this agreement.
8. This agreement covers the term of the service contract or subcontract.

PART 5 : SIGNATURE

An owner or officer of the Employer as well as the referral agency or Boston One-Stop Career Center must sign this agreement.

A : SIGNATURE

On behalf of, Norfolk Design & Construction LLC (*Employer*), I agree to comply with the terms and conditions of this First Source Hiring Agreement.

PRINT/TYPE NAME: Duane Boyce JOB TITLE: Manager

SIGNATURE: Duane Boyce Digitally signed by Duane Boyce
Date: 2022.07.05 13:24:54 -04'00' DATE: 07/05/2022

B. REFERRAL AGENCY OR BOSTON ONE-STOP CAREER CENTER AUTHORIZED SIGNATURE

On behalf of the referral agency or Boston One-Stop Career Center named in Part 3 of this agreement, I agree to provide services in accordance with the terms and conditions of this First Source Hiring Agreement.

PRINT/TYPE NAME: _____ JOB TITLE: _____

SIGNATURE: _____ DATE: _____

PRELIMINARY DEVELOPMENT BUDGET FORM

PROPOSER'S NAME: _____

Complete this Preliminary Development Budget or you may substitute another form that provides substantially equivalent information. Note: Total of Uses of Funds should equal Total of Sources of Funds.

USES OF FUNDING	AMOUNT
Acquisition - Land	\$400.00
Site Prep/Environmental	\$92,121.00
Construction	\$2,614,212.00
Construction Contingency	\$133,911.00
Architect(s) and Engineer(s)	\$168,727.00
Development Consultant	\$57,860.00
Survey and Permits	\$84,364.00
Legal	\$84,364.00
Title and Recording	\$64,679.00
Real Estate Taxes	\$5,353.00
Insurance	\$21,147.00
Construction Loan Interest	\$87,775.00
Construction Inspection Fees	\$35,687.00
Other: Utility	\$17,843.00
Other: Appraisal	\$7,137.00
Other: Pre-Development Loan Fee	\$27,500.00
Other:	\$
Other:	\$
Soft Cost Contingency	\$13,811.00
Developer Overhead	\$228598
Developer Fee	\$211,014.00
TOTAL: ALL USES	\$3,956,503.00

SOURCES OF FUNDING	AMOUNT	Committed
Sponsor Cash In Hand	\$1,000.00	<input type="checkbox"/>
Additional Sponsor Fundraising	\$	<input type="checkbox"/>
Philanthropic Funding	\$	<input type="checkbox"/>
Philanthropic Funding	\$	<input type="checkbox"/>
Bank Loans	\$1,755,498.00	<input type="checkbox"/>
Donated Materials/Services:		
Other: MOH / Community Development Block Grant / Mass Work Force Housing	\$2,200,000.00	<input type="checkbox"/>
Other: Mass Housing Workforce Housing	\$0.00	<input type="checkbox"/>
TOTAL ALL SOURCES:	\$3,956,498.00	

If any of the above-listed funding sources are already in hand or have been committed subject to designation/conveyance by DND, check off the right-hand box under "Committed".

Explanatory notes:
Please refer to Onestop for more comprehensive breakdown

DEVELOPMENT BUDGET

APPLICANT'S NAME: Norfolk Design & Construction

Complete the below Development Budget, or substitute another form that provides substantially equivalent information. Note: Total of Uses of Funds should equal Total of Sources of Funds for the development.

PROJECT NAME: 30 – 36 Mildred Ave

Hard costs		TOTAL (\$)	Grassroots (\$)	Applicant Organization(\$)
Demo/removals				
Earthwork/excavation/geotex		37,000		
Drainage/utilities		\$47,000		
Paving/edging		\$46,000		
Masonry/concrete				
Fencing				
Site furnishings/structures		31,800		
Planting				
Other: Remediation		32,000		
General conditions		23,256		
	Subtotal:	217,055		
Contingency		10,853		
	Subtotal:	227,908		
Soft costs				
Consultants		13,674		
Construction documents				
Bid documents				
Civil Eng/Survey				
Insurance				
Permits				
Staff				
Project Management (non-staff)				
Materials				
	Subtotal:	13,674		
Overhead				
(not to exceed 10% of total project costs)		24,158		
Fee		7,247		
	Subtotal	31,405		
	TOTAL project costs	272,987		

Sources of Funds			Uses of Funds		
		Amount (\$)			Amount (\$)
Grassroots		100,000	Construction		217,055
Applicant Organization			Contingency		10,853
Foundation 1	MOH Funds	172,987		Subtotal:	227,908
Foundation 2			Consultants		13,674
Foundation 3			Materials		
Grant 1			Staff		
Grant 2			Other soft costs:		
In-kind donations				Subtotal:	13,674
			Overhead		24158
			Fee		7,247
				Subtotal:	31,405
	Total Project Costs:	272,987		Total Project Costs:	272,987



30-36 Mildred Avenue

INTRODUCTION

Dear Star Laws,

Thank you for allowing us to submit a bid for the 30-36 Mildred Avenue project. After reviewing the request for proposal, we were immediately compelled to pursue this development and partner with the Boston Planning and Development Agency and Mayor's Office of Housing. The allure of pursuing this proposed development is simple as it affords our company the opportunity to provide affordable home ownership opportunities on a larger scale. This is something which is embedded in our core values as we strive to make a difference in communities across the City of Boston. This development requires a meticulous approach and expertise which are all skills our possesses based on our past and present experiences. At Norfolk Design and Construction, we are all about building on past experiences to make a more meaningful impact on the future and this proposed development would allow us to do exactly this.

We have a proven track record of our projects having a positive impact on the surrounding properties in the community. Throughout the years, we have completed development projects in the City of Boston. Most recently we have successfully developed a newly constructed 2 family residence at 8-10 Loring Place in Hyde Park. The property, when acquired, was vacant with only a small shed present and was transformed into a fantastic structure that was sold as two condominiums in September 2019. The residence was equipped with high-efficiency systems and boasted superior craftsmanship. Before the Loring Place development, our company completed a rehabilitation project at 38 Garfield Avenue in Hyde Park and 10 Wilmore Street in Mattapan. In both instances, the severely deficient properties underwent extensive rehabs and were outfitted quality finishes and new efficient systems. The Hyde Park project was a single-family property while the Mattapan project was a three-family property that speaks to the character of the company to be able to adapt to different types of properties while producing superior products.

In 2021 we were awarded the 23-25 Roseberry project by the City of Boston which has recently completed construction and is currently in the process of closing and will provide affordable home ownership opportunities to 2 fortunate individuals. In addition to the development recently constructed development, our company has been designated as the developer of choice for the Holborn, Scattered Sites and Elmont Norwell RFPs where we will be constructing a total of 15 affordable units. Currently we are at various stages of design development as we prepare for staggered construction starts between 3rd and 4th quarters of 2022 for the Holborn and Scattered Sites respectively. The Elmont Norwell project is anticipated to close and start construction in the 2nd quarter of 2023. During these efforts, we worked collaboratively with the City of Boston Mayors Office of Housing (Department of Neighborhood Development) and the abutters to ensure the needs of both

Norfolk Design & Construction

email. office@us-norfolk.com

tel. 781.884.7085

www.us-norfolk.com



30-36 Mildred Avenue

parties were met. In all instances, the developments resulted in positive results to the adjacent properties and the general neighborhoods. We are committed and prepared to construct the properties at 30-36 Mildred Avenue with the same degree of professionalism and quality associated with our name and brand.

The opportunity to develop the parcels associated with the 30-36 Mildred Avenue project would bring a new and reinvigorated energy to the neighborhood while allowing high-quality affordable and market housing to be made available to several new families. Overall the development will have a positive impact on the Greater Boston community, and Norfolk Design and Construction would be honored to be the entity responsible for bringing this vision to reality.

Sincerely,

A handwritten signature in black ink, appearing to read 'Adler Bernadin', enclosed within a hand-drawn oval.

Adler Bernadin

A handwritten signature in black ink, appearing to read 'Duane Boyce'.

Duane Boyce

Section 1 PROJECT DESCRIPTION

Name and Address of Project			
1 . Project Name:	<input style="width: 95%;" type="text" value="30-36 Mildred Ave"/>		
1a . Application Completed By:	<input style="width: 95%;" type="text" value="Adler Bernadin"/>		
1b . Original Application Date:	<input style="width: 15%;" type="text" value="7-2-2022"/>	Application Revision Date:	<input style="width: 15%;" type="text" value="7/3/2022"/>
2 . Project Address:	<input style="width: 95%;" type="text" value="30-36 Mildred Ave"/>		
3 . Neighborhood	<input style="width: 40%;" type="text" value="Mattapan"/>		
4 . City/ Town	<input style="width: 40%;" type="text" value="Mattapan"/>	MA	<input style="width: 15%;" type="text"/>
	<i>(state)</i>	<i>(zip code)</i>	
5 . County	<input style="width: 95%;" type="text"/>		
6 .	<input type="checkbox"/> Scattered sites		
7 . Is this a qualified census tra	<input style="width: 15%;" type="text" value="No"/>	Enter a census tract	<input style="width: 15%;" type="text"/>
8 . Difficult to develop area	<input style="width: 15%;" type="text"/>	QCT information last updated on:	<input style="width: 15%;" type="text" value="8/1/21"/>

Development Plan

9 . Development Type (Please check all that apply.)

No	New construction
No	Acquisition, substantial rehab of existing housing
No	Acquisition, moderate rehab of existing housing
No	Acquisition, minimal or no rehab of existing housing
No	Adaptive re-use of non-residential structure

10 . Proposed Housing Type

11 . **Project Description:** Number of buildings:

To erect mix-use development

12 . **Development Schedule:**

	Original	Revised	Optional user comments
Application Date	7-2-2022		<div style="border: 1px solid black; height: 100%; width: 100%;"></div>
Construction Loan Closing			
Initial Loan Closing (MHFA only)			
Construction Start			
50% Construction Completion			
Construction Completion			
First Certificate of Occupancy			
Final Certificate of Occupancy			
Sustained Occupancy			
Permanent Loan Closing			

13 . Unit Mix:

	<i>Low-Income Rental Assistance</i>	<i>Low-Income below 50%</i>	<i>Low-Income below 60%</i>	<i>Other Income 100%</i>	<i>Market Rate</i>	<i>Total Units</i>
SRO						0
0 bedroom						0
1 bedroom						0
2 bedrooms				6		6
3 bedrooms				0		0
4 bedrooms						0
Total Units	0	0	0	6	0	6
Home Units*						0

*HOME units included in the above total Other Income=Below 100% of median income

. Unit Size in square feet:

	<i>Low-Income Rental Assistance</i>	<i>Low-Income below 50%</i>	<i>Low-Income below 60%</i>	<i>Other Income 100%</i>	<i>Market Rate</i>	<i>Average All Incomes</i>
SRO						N/A
0 bedroom						N/A
1 bedroom						N/A
2 bedrooms	1000.0	1000.0	1000.0	1000.0	1000.0	1,000
3 bedrooms	1200.0	1200.0	1200.0	1200.0	1200.0	N/A
4 bedrooms						N/A

15 . Number of bathrooms in each unit:

	<i>Low-Income Rental Assistance</i>	<i>Low-Income below 50%</i>	<i>Low-Income below 60%</i>	<i>Other Income 100%</i>	<i>Market Rate</i>	<i>Average All Incomes</i>
SRO						N/A
0 bedroom						N/A
1 bedroom						N/A
2 bedrooms	1.0	1.0	1.0	1.0	1.0	1.0
3 bedrooms	1.0	1.0	1.0	1.0	1.0	N/A
4 bedrooms						N/A

16 . Funding Applied For:

Please check all the funding that is being applied for at this time, with this application:

DHCD Tax Credit Allocation

Category

Category

HOME Funding through DHCD

Massachusetts Housing Finance Agency (select all that apply):

Official Action Status

Construction Financing/Bridge Financing.....

Permanent Financing

Massachusetts Housing Partnership (MHP) Fund:

Permanent Rental Financing Program

Massachusetts Housing Investment Corporation (select all that apply):

Debt Financing

Tax Credit Equity Investment

Boston Department of Neighborhood Development (D

Other

Other.....

Other.....

Other.....

Financing from MassDevelopment

17 . Number of buildings plann	Total	New	
		Construction	Rehabilitation
a. Single-Family	0		
b. 2-4 Family	0		
c. Townhouse	0		
d. Low/Mid rise	1	1	
e. High-rise	0		
f. Other	0		
TOTAL	1	1	0

18 . Number of units:

19 . Gross Square Footage

a. Residential	8,000	8,000	
b. Commercial	-	-	

20 . Net Rentable Square Footage:

	Total		Percent of Gross
a. Residential	6,000	s.f.	75%
b. Commercial	-	s.f.	N/A

21 . Number of handicapped accessible uni percent of total

22 . Fire Code Type

23 . Will building(s) include elevators?

24 . Are the following provided with the housing units:

- a. Range?
- b. Refrigerator?
- c. Microwave?
- d. Dishwasher?
- e. Disposal?
- f. Washer/Dryer Hookup?
- g. Washer & Dryer?
- h. Wall-to-wall Carpet?
- i. Window Air Condition
- j. Central Air Condition

Optional user comments

25 . Are the following included in the rent:

- a. Heat?
- b. Domestic Electricity?
- c. Cooking Fuel?
- d. Hot Water?
- e. Central A/C, if any?

26 . Type of heating fuel:

27 . Total no. of parking spaces Outdoor: Enclosed:

28 . Number of parking spaces exclusively for the use of tenants:

a. Residential	Total:	<input type="text" value="6"/>	Outdoor:	<input type="text" value="6"/>	Enclosed:	<input type="text"/>
b. Commercial	Total:	<input type="text" value="0"/>	Outdoor:	<input type="text"/>	Enclosed:	<input type="text"/>

29 . Will rehabilitation require the relocation of existing tenants?

30 . Scope of rehabilitation: Please describe the following (or type N/A).

a. Major systems to be replaced:

b. Substandard conditions and structural deficiencies to be repaired:

c. Special features/adaptations for special needs clients to be housed:

31 . Are energy conservation materials in excess of the Building Code?

- a. Insulation
- b. Windows
- c. Heating system *R-Value or type?*

Information On Site And Existing Buildings

	<i>Square Feet</i>	<i>Acres</i>
32 . Size of Site:	14,133	0.32
33 . Wetlands area:		
34 . Buildable area:	7,084	0.16

Existing Conditions:

35 . What is the present use of the property?

36 . Number of existing structures:

37 . Gross s.f. of existing structures:

38 . If rehabilitation:

	number of units	num. of bedrooms
a. Number of existing residential units/bedrooms:	0	0
b. Number of units/bedrooms currently occupied:	0	0

39 . If site includes commercial space:

a. Square footage of existing commercial space:	0	square feet
b. Square footage currently occupied:	0	square feet

40 . What are the surrounding land uses?

Utilities:

41 . Are the following utilities available on the site:

a. Sanitary sewer?	No	Distance from site (ft.)	10
b. Storm sewer?	No	Distance from site (ft.)	10
c. Public water?	No	Distance from site (ft.)	10
d. Electricity?	No	Distance from site (ft.)	10
e. Gas?	No	Distance from site (ft.)	10

If any of the above are not available, is plan attached explaining how such service will be extended to the site?

Zoning:

Please include information on the property zoning in Exhibit 3. This should include a zoning map, highlighting any special use or dimensional restrictions on the property. If the present zoning does not allow for the proposed use, please explain current status and how approvals will be obtained

42 . Does the present zoning allow the proposed developer Yes No

. Have you applied for a zoning variance, change, special permit or sub Yes No

44 . Do you anticipate applying for a comprehensive permit under Yes No

Site Control:

45 . What form of site control do you have?

Include copies of the appropriate site control documents as part of Exhibit 4.

46 . Please provide details about your site control agreement.

- a. Name of Seller:
- b. Principals of seller corporation:
- c. Type of Agreement:
- d. Agreement Date:
- e. Expiration Date:
- f. Purchase price if under agreement:
- g. Is there any identity of interest between buyer and seller?

. In the past three years, have there been any defaults on any mortgage on the property or any other forms of financial distress?

. Are there any outstanding liens on the property?

Amenities and Services:

. Please indicate distance from site and locate on city/town map (Exhibit 1).

	<i>Distance</i>	
a. Shopping facilities	1.00	miles
b. Schools	3.00	miles
c. Hospitals	3.00	miles
d. Parks and recreational facilities	1.00	miles
e. Police station	1.00	miles
f. Fire station	1.00	miles
g. Public transportation	1.00	miles
h. Houses of worship	1.00	miles
i. City/Town Hall	1.00	miles

Environmental Information

- 50 . Is there any evidence of underground storage tanks or releases or hazardous materials, including hazardous wastes, on the site or within close proximity to the site?
- 51 . Has a Chapter 21E assessment been performed?
- 52 . Does the project consist of either: (a) new construction of more than 100 units; or (b) substantial rehabilitation of more than 200 units, or where more than 10% new floor space is added?
- An Environmental Notification Form (ENF) will most likely be required. Has an ENF been filed?
- 53 . Does the building require lead paint abatement?
- 54 . Does the building require asbestos abatement?
- 55 . Do radon tests show radon levels exceeding four picocuries/liter?
- 56 . Is there any evidence that the premises are insulated with urea formaldehyde foam (UFFI)?
- 57 . Is the site located in an historic district, or contain buildings listed or eligible for listing in the State Register of Historic Places?
- 58 . Are there any above ground storage containers with flammable or explosive petroleum products or chemicals within 1/2 mile of the site?
- 59 . Is the site located in a floodplain or wetlands area?
- 60 . Does the site contain endangered animal or plant species?
- 61 . Is the site subject to noise impact from jet airports within five miles, major highways within 1,000 feet, or rail traffic within 3,000 feet?

Section 2

DEVELOPMENT TEAM SUMMARY

62 . Developer/Sponsor Type

Limited dividend partnership

63 . Developer/Sponsor:

Form of Legal Entity
 Legal Name
 Address

Limited Liability	
Norfolk Design & Construction	
1600 Boston Providence Highway Unit 287	
Walpole Ma 02081	
Adler Bernadin	
office@us-norfolk.com	

Contact Person

E-mail

64 . Owner/Mortgagor:

Legal Name
 Address

Norfolk Design & Construction	
1600 Boston Providence Highway Unit 287	
Walpole Ma 02081	
Has this entity already been formed	Yes
Principals	
Adler Bernadin	
Principals	
Duane Boyce	
Contact Person	
Adler Bernadin	
Telephone No. / Fax. No.	781-884-7085
E-mail	

Has this entity already been formed

Principals

Principals

Contact Person

Telephone No. / Fax. No.

E-mail

65 . General Partner:

Legal Name
 Address

Adler Berandin	
18 Drake Circle Sharon Ma	
Has this entity already been formed	yes
Principal (if corporate)	
Contact Person	
% of Ownership	
51.00%	
Telephone No. / Fax. No.	(781) 884-7085
E-mail	
abernadin@us-norfolk.com	

Has this entity already been formed

Principal (if corporate)

Contact Person

% of Ownership

Telephone No. / Fax. No.

E-mail

66 . General Partner:

Legal Name
 Address

Duane Boyce	
Braintree Ma	
Has this entity already been formed	yes
Principal (if corporate)	
Contact Person	
% of Ownership	
49.00%	
Telephone No. / Fax. No.	(617) 980-1433
E-mail	
dboyce@us-norfolk.com	

Has this entity already been formed

Principal (if corporate)

Contact Person

% of Ownership

Telephone No. / Fax. No.

E-mail

67 . Development Consultant:

Legal Name	Drago Toscano LLP	
Address	15 Broad Street Suite 610 Boston MA 02109	
Contact Person	Daniel Toscano	
Telephone No. / Fax. No.		
E-mail	dtoscano@dtlawllp.com	

68 . Contractor:

Name	Norfolk Design and Construction	
Address	1600 Boston Providence Highway Unit 287 Walpole Ma 02081	
Fed Tax ID #		
Contact Person	Adler Bernadin	
Telephone No. / Fax. No.		
E-mail		

69 . Architect:

Name	RCA LLC	
Address	415 Neponset Ave #4 Dorchester Ma 02122	
Contact Person	Chris Drew	
Telephone No. / Fax. No.	(617) 282-0030	
E-mail	cdrew@roche-christopher.com	

70 . Management Agent:

Name	UHM Properties	
Address	530 Warren Street Dorchester Ma 02121	
Contact Person	Chris Shepard	
Telephone No. / Fax. No.	617-541-5510	
E-mail		

71 . Attorney (Real Estate):

Name	Heaney & Small LLP	
Address	24 Asylum St Milford Ma 01757	
Contact Person	Micheal Heaney	
Telephone No. / Fax. No.	(508) 473-2777	
E-mail	mike@heaneyand small.com	

72 . Attorney (Tax):

Name		
Address		
Contact Person		
Telephone No. / Fax. No.		
E-mail		

73 . Syndicator:

Name		
Address		
Contact Person		
Telephone No. / Fax. No.		
E-mail		

74 . **Guarantor:**

Name	Rockland Trust	
Address		
Contact Person	David Emmons	
Telephone No. / Fax. No.	(7881) 982-6664	
E-mail	david_emmons@rocklandtrust.com	

75 . **Service Provider or Coordinator:**

Name		
Address		
Contact Person		
Telephone No. / Fax. No.		
E-mail		

76 . **Marketing Agent:**

Name	Keller Williams	
Address	Braintree Ma	
Contact Person	Duane Boyce	
Telephone No. / Fax. No.	617-980-1433	
E-mail		

77 .

Other role Name
Address

Contact Person
Telephone No. / Fax. No.
E-mail

VvS Architects & Consultants		
Agnes Vorbrod		
(617) 898-8995		
agnes@ava-greenconsultant.com		

78 .

Other role Name
Address

Contact Person
Telephone No. / Fax. No.
E-mail

79 . Is there any identity of interest between any members of the development team?

80 . Please describe the relationship of the development entity to sponsoring organizations. Is the entity newly-formed or to-be-formed? Is it a single-purpose corporation? How will the parent corporation provide support to this entity? Include an organizational chart showing other affiliates of the parent corporation, as appropriate, and principals of each.

Uses of Funds

The Contractor certifies that, to the best of their knowledge, the construction estimates, and trade-item breakdown on this page are complete and accurate.

Direct Construction:

. Who prepared the estimates?

Adler Bernadin	
Name	Signature

. Basis for estimates?

Contractor pricing and pass project data

DV	Trade Item	Amount	Description
## . 3	Concrete	\$104,000	for foundation
## . 4	Masonry	\$0	
## . 5	Metals	\$0	
## . 6	Rough Carpentry	\$480,000	Building Material & labor
## . 6	Finish Carpentry	\$120,000	Interior finishes
## . 7	Waterproofing	\$16,000	
## . 7	Insulation	\$48,000	
## . 7	Roofing	\$24,000	
## . 7	Sheet Metal and Flashing	\$8,000	
## . 7	Exterior Siding	\$16,000	
## . 8	Doors	\$56,000	Interior / exterior doors
## . 8	Windows	\$56,000	
## . 8	Glass	\$0	
## . 9	Lath & Plaster	\$0	
## . 9	Drywall	\$104,000	
## . 9	Tile Work	\$24,000	
## . 9	Acoustical	\$0	
## . 9	Wood Flooring	\$72,000	
## . 9	Resilient Flooring	\$0	
## . 9	Carpet	\$0	
## . 9	Paint & Decorating	\$56,000	
## . 10	Specialties	\$24,000	misc. specialties
## . 11	Special Equipment	\$0	
## . 11	Cabinets	\$104,000	kitchen / bathroom
## . 11	Appliances	\$40,000	Kitchen appliances
## . 12	Blinds & Shades	\$8,000	
## . 13	Modular/Manufactured	\$0	
## . 13	Special Construction	\$0	
## . 14	Elevators or Conveying Syst.	\$0	
## . 15	Plumbing & Hot Water	\$100,000	All electric system for LEED requirements
## . 15	Heat & Ventilation	\$132,000	All electric heating and cooling system for LEED requirements
## . 15	Air Conditioning	\$0	
## . 15	Fire Protection	\$64,000	
## . 16	Electrical	\$160,000	All electric system for LEED requirements
## .	Accessory Buildings	\$0	
## .	Other/misc	\$0	
## .	Subtotal Structural	\$1,816,000	
## . 2	Earth Work	\$74,000	
## . 2	Site Utilities	\$141,000	
## . 2	Roads & Walks	\$92,000	
## . 2	Site Improvement	\$0	
## . 2	Lawns & Planting	\$63,599	landscaping and prep and irrigation system for community garden
## . 2	Geotechnical Conditions	\$0	
## . 2	Environmental Remediation	\$64,000	Soil remediation as needed
## . 2	Demolition	\$0	
## . 2	Unusual Site Cond	\$0	
## .	Subtotal Site Work	\$434,599	
## .	Total Improvements	\$2,250,599	
## . 1	General Conditions	\$270,072	
## .	Subtotal	\$2,520,670	
## . 1	Builders Overhead	\$90,024	
## . 1	Builders Profit	\$67,518	
## .	TOTAL	\$2,678,212	

Total Cost/square foot: \$334.78

Residential Cost/s.f.: \$334.78

Development Budget:

	Total	Residential	Commercial	Comments
## . Acquisition: Land	\$400	\$400		
## . Acquisition: Building	\$0			
## . Acquisition Subtotal	\$400	\$400	\$0	

## . Direct Construction Budget	\$2,678,212	\$2,678,212		(from line 159)
## . Construction Contingency	\$133,911	\$133,911		5.0%
## . Subtotal: Construction	\$2,812,123	\$2,812,123	\$0	

General Development Costs:

## . Architecture & Engineering	\$168,727	\$168,727		
## . Survey and Permits	\$84,364	\$84,364		
## . Clerk of the Works	\$0	\$0		
## . Environmental Engineer	\$28,121	\$28,121		to monitor and provide report during construction
## . Bond Premium	\$0	\$0		
## . Legal	\$84,364	\$84,364		For Closing to buy and sell condos
## . Title and Recording	\$42,182	\$42,182		
## . Accounting & Cost Cert.	\$0	\$0		
## . Marketing and Rent Up	\$0	\$0		
## . Real Estate Taxes	\$5,353	\$5,353		
## . Insurance	\$21,147	\$21,147		
## . Relocation	\$0	\$0		
## . Appraisal	\$7,137	\$7,137		
## . Security	\$0	\$0		
## . Construction Loan Interest	\$87,825	\$87,825		
## . Inspecting Engineer	\$35,687	\$35,687		
## . Fees to: Lender	\$22,497	\$22,497		
## . Fees to:	\$0	\$0		
## . MIP	\$0	\$0		
## . Credit Enhancement Fees	\$0	\$0		
## . Letter of Credit Fees	\$0	\$0		
## . Other Financing Fees	\$27,500	\$27,500		Pre-Development Loan (\$550K Loan at 5% interest)
## . Development Consultant	\$29,739	\$29,739		ZBA Attorney
## . Other: Utility	\$17,843	\$17,843		
## . Other: Sustainability Consultant	\$28,121	\$28,121		Design building to meet LEED requirements
## . Soft Cost Contingency	\$13,812	\$13,812		2.0% of soft costs
## . Subtotal: Gen. Dev.	\$704,420	\$704,420	\$0	

## . Subtotal: Acquis., Const., and Gen. Dev.	\$3,516,943	\$3,516,943	\$0	
------------------------------------------------------	-------------	-------------	-----	--

## . Capitalized Reserves	\$0			
## . Developer Overhead	\$228,601	\$228,601		6.5
## . Developer Fee	\$211,017	\$211,017		6

## . Total Development Cost	\$3,956,561	\$3,956,561	\$0	\$2,606,398 IDC per unit	\$659,427
------------------------------------	-------------	-------------	-----	---------------------------------	-----------

## . TDC, Net	\$3,956,561	\$3,956,561	\$0	TDC, Net per unit	\$659,427
----------------------	-------------	-------------	-----	--------------------------	-----------

Additional Detail on Development Pro-Forma:

. Gross Syndication Investment

Off-Budget Costs:

Syndication Costs:

. Syndication Legal

. Syndication Fees

. Syndication Consultants

. Bridge Financing Costs

. Investor Servicing (capitalized)

. Other Syndication Expenses

. Total Syndication Expense

. Current Reserve Balance

Reserves (capitalized):

. Development Reserves

. Initial Rent-Up Reserves

. Operating Reserves

. Net Worth Account

. Other Capitalized Reserves

. Subtotal: Capitalized Reserves

. Letter of Credit Requirements

. Total of the Above

Check: Line 214 is the same as line 195.

Please Answer The Following	Dev. Reserves	Initial Rent-Up	Op. Reserves	Net Worth	Other	Letter of Credit
Who requires the reserves?						
Who administers the reserves?						
When and how are they used?						
Under what circumstances can they be released?						

Unit Sales (For Sale Projects Only):

. Gross Sales From Units

. Cost of Sales (Commissions, etc.)

. Net Receipt from Sales

Debt Service Requirements:

. Minimum Debt Service Coverage

. Is this Project subject to HUD Subsidy Layering Review?

Optional user comments

Section 4 OPERATING PRO-FORMA

Operating Income				
Rent Schedule:	Contract <i>Rent</i>	Utility <i>Allowance</i>	Total <i>Gross Rent</i>	No. of <i>Units</i>
222 . Low-Income (Rental Assisted):				
SRO			\$0	0
0 bedroom			\$0	0
1 bedroom	\$754		\$754	0
2 bedrooms	\$906		\$906	0
3 bedrooms	\$1,047		\$1,047	0
4 bedrooms			\$0	0
223 . Low-Income (below 50%):				
SRO			\$0	0
0 bedroom			\$0	0
1 bedroom			\$0	0
2 bedrooms			\$0	0
3 bedrooms			\$0	0
4 bedrooms			\$0	0
224 . Low-Income (below 60%):				
SRO			\$0	0
0 bedroom			\$0	0
1 bedroom	\$1,510		\$1,510	0
2 bedrooms	\$1,812		\$1,812	0
3 bedrooms	\$2,094		\$2,094	0
4 bedrooms			\$0	0
225 . Other Income 100%				
	Below 100% of the median income for the region			
SRO			\$0	0
0 bedroom			\$0	0
1 bedroom			\$0	0
2 bedrooms			\$0	6
3 bedrooms			\$0	0
4 bedrooms			\$0	0
226 . Market Rate (unrestricted occupancy):				
SRO				0
0 bedroom				0
1 bedroom				0
2 bedrooms	\$2,800			0
3 bedrooms	\$2,906			0
4 bedrooms				0
Commercial Income:				
227 . Square Feet:	0	@	(average) \$30.00	/square foot =
				\$0
Parking Income:				
228 . Spaces:	0	@	(average)	/month x 12 =
				\$0

Operating Expenses				
Annual Operating Exp.:	Total	Residential	Commercial	Comments
250 . Management Fee	\$5,000	\$5,000	\$0	
251 . Payroll, Administrative	\$0			
252 . Payroll Taxes & Benefits, Adm	\$0			
253 . Legal	\$0	\$0	\$0	
254 . Audit	\$0			
255 . Marketing	\$0	\$0	\$0	
256 . Telephone	\$0			
257 . Office Supplies	\$0			
258 . Accounting & Data Processing	\$0			
259 . Investor Servicing	\$0			
260 . DHCD Monitoring Fee	\$0			
261 . Other:	\$0			
262 . Other:	\$0			
263 . Subtotal: Administrative	\$0	\$0	\$0	
264 . Payroll, Maintenance	\$0			
265 . Payroll Taxes & Benefits, Adm	\$0			
266 . Janitorial Materials	\$1,500	\$1,500		wance for community garden und
267 . Landscaping	\$2,700	\$1,350	\$1,350	wance for community garden und
268 . Decorating (inter. only)	\$0			
269 . Repairs (inter. & ext.)	\$10,000	\$5,000	\$5,000	wance for community garden und
270 . Elevator Maintenance	\$0			
271 . Trash Removal	\$0			
272 . Snow Removal	\$2,500	\$2,500	\$0	wance for community garden und
273 . Extermination	\$3,000	\$1,000	\$2,000	wance for community garden und
274 . Recreation	\$0			
275 . Other:	\$0			
276 . Subtotal: Maintenance	\$19,700	\$11,350	\$8,350	
277 . Resident Services	\$0			
278 . Security	\$1,500	\$1,500		wance for community garden und
279 . Electricity	\$0	\$0		
280 . Natural Gas	\$0	\$0		
281 . Oil	\$0			
282 . Water & Sewer	\$3,144	\$3,144		wance for community garden und
283 . Subtotal: Utilities	\$3,144	\$3,144	\$0	
284 . Replacement Reserve	\$2,000	\$2,000		carried an allowance for community garden un
285 . Operating Reserve	\$0			
286 . Real Estate Taxes	\$4,000	\$4,000		carried an allowance for community garden un
287 . Other Taxes	\$0			
288 . Insurance	\$6,982	\$6,982		
289 . MIP	\$0	\$0		
290 . Other:	\$0			
291 . Subtotal:Taxes, Insurance	\$10,982	\$10,982	\$0	
292 . TOTAL EXPENSES	\$42,326	\$33,976	\$8,350	

Other Operating Expense Assumptions

Trending Assumptions for Expenses

	Year 2	Year 3	Years 4-5	Years 6-20
293 . Sewer & Water	3.0%	3.0%	3.0%	3.0%
294 . Real Estate Taxes	3.0%	3.0%	3.0%	3.0%
295 . All Other Operating Expenses	%	%	%	%

Reserve Requirements:

296 . Replacement Reserve Requirement		per unit per year
297 . Operating Reserve Requirement		per unit per year

Debt Service:

		Annual Payment
298 . MHFA	MHFA Program 1	N/A
299 . MHFA	MHFA Program 2	N/A
300 . MHP Fund Permanent Loan		N/A
301 . Other Permanent Senior Mortgage		N/A
	Source: N/A	
302 . Other Permanent Senior Mortgage		\$0
	Source: N/A	
303 . Total Debt Service (Annual)		\$0
304 . Net Operating Income		(\$42,326) (in year one)
305 . Debt Service Coverage		N/A (in year one)

Affordability: Income Limits and Maximum Allowable Rents

306 . County MSA

This MSA does not match the county you have chosen

307 . **Maximum Allowed Rents, by Income, by Unit Size:** Income Limits last updated on

	Maximum Income			Maximum Rent (calculated from HUD income data)		
	50%	60%	100%	50%	60%	100%
SRO	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
0 bedroom	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
1 bedroom	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
2 bedrooms	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
3 bedrooms	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
4 bedrooms	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
Area median income for a family	#VALUE!					

308 . **H.U.D. "Fair Market Rents" (Maximum):**

0 bedroom	#VALUE!
1 bedroom	#VALUE!
2 bedrooms	#VALUE!
3 bedrooms	#VALUE!
4 bedrooms	#VALUE!
5 bedrooms	#VALUE!

FMR Information last updated on

Operations before this transaction:				Operations after:			
Type	Number	Current Rent	Annualized Income	Number	Future Rents	Market Rent GPR	
309 . SRO	0	0	0	0	0	0	0
310 . 0 bedroom	0	0	0	0	0	0	0
311 . 1 bedroom	0	0	0	0	0	0	0
312 . 2 bedrooms	6	0	0	6	0	0	0
313 . 3 bedrooms	0	0	0	0	0	0	0
314 . 4 bedrooms	0	0	0	0	0	0	0
315 . Gross Potential Rental Income			0				0
316 . Vacancy		0%	0	Vacancy			0
317 . Other Income			0	Other Income			0
318 . Effective Gross Income			0	Effective Gross Income			0
Operating Expenses			Year	Reason	% Change	Year	
319 . Management fee			0				5,000
320 . Administration			0				0
321 . Maintance/Operations			0				19,700
322 . Resident Services			0				0
323 . Security			0				1,500
324 . Utilities			0				3,144
325 . Replacement Reserve			0				2,000
326 . Operating Reserve			0				0
327 . Real Esate Taxes			0				4,000
328 . Insurance			0				6,982
329 . Total Expenses			0				42,326
330 . Net Operating Income			0	Net Operating Income			-42,326
331 . Transaction Description:							
<i>Optional user calculations</i>							

Section 5

LOW INCOME HOUSING TAX CREDITS

Percent of Project Which Qualifies for Tax Credit

332 . Low-Income Units	0		Total Units:	6
333 . Percent of Units	0.0%			
334 . Low-Income Square Feet ..	-	s.f.	Total Area:	6,000 s.f.
335 . Percent of Area	0.0%			
336 . Applicable Percentage	0.0%	<i>(This is the lower of lines 333 and 335 above.)</i>		
337 . Is the project utilizing tax-exempt financing?	No			
338 . Does the project qualify for an acquisition credit?	No			
339 . Does the rehabilitation qualify for a 9% rather than 4% credit?	No			
340 . How much financing is nonqualified (federally subsidized?)	\$			
341 . What grant funds must be subtracted from acquisition basis?	\$			
342 . What grant funds must be subtracted from rehabilitation basis?	\$			
343 . Will the project have a minimum of 20% of units for households earning less than 50% of median, or 40% for less than 60% of median?	40% Of Units			

Historic Tax Credit:

344 . Does the project qualify for historic tax credits?	No
345 . What are the rehabilitation costs which are not qualified for historic credit?	Not Applicable

Project Qualification for 130%:

346 . Is the project located in a "qualified census tract" or in a "difficult to develop" area?	No
-------------------------------------------------------------------------------------------------	----

Calculation of Maximum Tax Credit Amount

	<i>Acquisition Credit</i>	<i>Rehabilitation Credit</i>
347 . Total Eligible Development Costs	\$0	\$3,956,161
348 . Less: Portion of Grants Allocated to Basis	\$0	\$0
349 . Less: 20% Historic Rehab Credit Basis Reduction	\$0	\$0
350 . Less: Nonqualified source of financing	\$0	\$0
351 . Subtotal: Eligible Basis	\$0	\$3,956,161
352 . "Hard to develop" area	100%	100%
353 . Percent Low-Income	0.0%	0.0%
354 . Applicable Rate	3.66%	8.53%
355 . <i>Maximum Annual Tax Credit Amount</i>	\$0	\$0
356 . <i>Total Annual Tax Credit Amount</i>	\$0	
357 . Estimated Net LIHTC Syndication Yield	\$ - rate per \$	\$0
358 . Est. Net Historic Tax Credit Syndication Yield	\$ - rate per \$	\$0
359 . Total Estimated Net Tax Credit Syndication Yield (based on above)	\$0	
360 . Applicant's Estimate of Net Tax Credit Equity.	\$5,300 (from line 82)	

[Note: This page represents a rough estimate of low income credits for which this project may be eligible. It does not represent a final determination.]

	Total Residential	Percentage of Costs Not in Depreciable Basis	Acquisition Credit Basis	Rehabilitation Credit Basis	Not In Basis
361 . Acquisition: Land	\$400				\$400
362 . Acquisition: Building	\$0		\$0	\$0	\$0
363 . Acquisition Subtotal	\$400		\$0	\$0	\$400
364 . Direct Construction Budget	\$2,678,212		\$0	\$2,678,212	
365 . Construction Contingency	\$133,911		\$0	\$133,911	
366 . Subtotal: Construction	\$2,812,123		\$0	\$2,812,123	\$0
General Development Costs:					
367 . Architecture & Engineering	\$168,727	0%		\$168,727	\$0
368 . Survey and Permits	\$84,364	0%		\$84,364	\$0
369 . Clerk of the Works	\$0	0%		\$0	\$0
370 . Environmental Engineer	\$28,121	0%		\$28,121	\$0
371 . Bond Premium	\$0	0%		\$0	\$0
372 . Legal*	\$84,364	0%	\$0	\$84,364	\$0
373 . Title and Recording	\$42,182	0%	\$0	\$42,182	\$0
374 . Accounting & Cost Certificat.	\$0	0%	\$0	\$0	\$0
375 . Marketing and Rent Up*	\$0	100%			\$0
376 . Real Estate Taxes*	\$5,353	0%	\$0	\$5,353	\$0
377 . Insurance	\$21,147	0%	\$0	\$21,147	\$0
378 . Relocation	\$0	0%	\$0	\$0	\$0
379 . Appraisal	\$7,137	0%	\$0	\$7,137	\$0
380 . Security	\$0	0%	\$0	\$0	\$0
381 . Construction Loan Interest*	\$87,825	0%	\$0	\$87,825	\$0
382 . Inspecting Engineer	\$35,687	0%	\$0	\$35,687	\$0
383 . Financing Fees* Lender	\$22,497	0%	\$0	\$22,497	\$0
384 . Financing Fees* 0	\$0	0%	\$0	\$0	\$0
385 . MIP	\$0	0%	\$0	\$0	\$0
386 . Credit Enhancement Fees	\$0	0%	\$0	\$0	\$0
387 . Letter of Credit Fees*	\$0	0%	\$0	\$0	\$0
388 . Other Financing Fees*	\$27,500	0%	\$0	\$27,500	\$0
389 . Development Consultant	\$29,739	0%	\$0	\$29,739	\$0
390 . Other* Utility	\$17,843	0%	\$0	\$17,843	\$0
391 . Other* Sustainability	\$28,121	0%	\$0	\$28,121	\$0
392 . Soft Cost Contingency*	\$13,812	0%	\$0	\$13,812	\$0
393 . Subtotal: Gen. Dev.	\$704,420		\$0	\$704,420	\$0
394 . Subtotal: Acquis., Const., and Gen. Dev.	\$3,516,943		\$0	\$3,516,543	\$400
395 . Developer Overhead	\$228,601		\$0	\$228,601	\$0
396 . Developer Fee/Profit	\$211,017		\$0	\$211,017	\$0
397 . Capitalized Reserves	\$0		\$0	\$0	\$0
398 . Total Development Cost	\$3,956,561				
399 . Total Net Development Cost	\$3,956,561				
400 . Total Eligible Tax Credit Bas	\$3,956,161		\$0	\$3,956,161	

* Some or all of these costs will typically be allocated to intangible assets or expensed.

Section 6 CHECKLIST FOR EXHIBITS

Please indicate whether the following Exhibits are included with this application.

Exhibit 1. Site Information:	
Detailed site map	
Photographs of the site	
Directions to the site	
Site location map	
Exhibit 2. Environmental Information:	
Chapter 21E Assessment	
Environmental Notification Form	
Lead paint inspection	
Lead paint abatement plan	
Asbestos inspection report	
Asbestos abatement plan	
Letter from local or Mass. Historical Commission	
Map of wetlands or floodplain areas	
Determination by Local Conservation Commission and/or Dept. of Environmental Protection	
Other environmental information	
Exhibit 3. Evidence of Zoning	
Exhibit 4. Evidence of Site Control	
Exhibit 5. Evidence of Local Support	
Exhibit 6. Market Information and Acquisition Value	Included
Exhibit 7. Marketing Plan	
Exhibit 8. Affirmative Fair Marketing Plan	
Exhibit 9. Equal Opportunity Questionnaire	Not Included
Exhibit 10. Sales Prices and Affordability	
Exhibit 11. Construction Period Sources and Uses	
Exhibit 12. Tax-Exempt Project Information	
Exhibit 13. Relocation Plan	
Exhibit 14. Special Needs Service Plan	
Exhibit 15. Required Tax Credit Certifications	
Exhibit 16. Preliminary Plans and Specifications	Sent Under Separate Cover
Exhibit 16A. Accessibility Information	Not Included
Exhibit 17. Commitment Drawings and Specifications	
Exhibit 18. Soil and/or Structural Report	

Please indicate whether the following Exhibits are included with this application.

Exhibit 19. Energy Budget	<input type="checkbox"/>
Exhibit 20. Construction Financing	<input type="checkbox"/>
Exhibit 21. Permanent Financing	<input type="checkbox"/>
Exhibit 22. Equity Financing Commitment	<input type="checkbox"/>
Exhibit 23. Other Funding Commitments	<input type="checkbox"/>
Exhibit 24. Rental Subsidies	<input type="checkbox"/>
Exhibit 25. Developer Profile	<input type="checkbox"/>
Exhibit 26. Mortgagor's Other Real Estate	<input type="checkbox"/>
Exhibit 27. Architect's Resume	<input type="checkbox"/>
Exhibit 28. Management Agent Profile	<input type="checkbox"/>
Exhibit 29. General Contractor's Profile	<input type="checkbox"/>
Exhibit 30. Developer Financial Statement and Credit Release	<input type="checkbox"/>
Exhibit 31. Mortgagor Personal Financial Statement	<input type="checkbox"/>
Exhibit 32. Individual Financial Profile	<input type="checkbox"/>
Exhibit 33. General Contractor's Financial Capacity	<input type="checkbox"/>

Additional Exhibits:

Exhibit No.	<input type="text"/>	Title:	<input type="text"/>
Exhibit No.	<input type="text"/>	Title:	<input type="text"/>
Exhibit No.	<input type="text"/>	Title:	<input type="text"/>
Exhibit No.	<input type="text"/>	Title:	<input type="text"/>

Section 7

SIGNATURE PAGE

Project Name 30-36 Mildred Ave

Date: June 30 2022
(month) (day) (year)

The applicant certifies that this application is complete and accurate, to the best of his/her knowledge, and that there are no material misrepresentations.

Mortgagor: LISC
Adler Bernadin
Norfolk Design & Construction

Project Summary Information

NOTE: Do not fill out this section. It is automatically filled in by program.

Project Name	30-36 Mildred Ave
Developer	Norfolk Design & Construction
Community	Mattapan

Number of Units 6

SRO	0	Low-Income, Rental Assisted	0
0 bedroom	0	Low-Income, Below 50%	0
1 bedroom	0	Low-Income, Below 60%	0
2 bedrooms	6	Other Income 100%	6
3 bedrooms	0	Market Rate	0
4 bedrooms	0		

This is an application for:	DHCD Tax Credit Allocation	No
	HOME Funding through DHCD	No
	MHFA Official Action Status.....	No
	MHFA Construction Financing.....	No
	MHFA Permanent Financing	No
	MHP Fund Financing	No
	MHIC Construction Loan.....	No
	MHIC Tax Credit Equity	No
	Boston: DND.....	No
	Other.....	N/A
	Other.....	N/A
	Other.....	N/A
	Financing from Massdevelopment.....	No

Sources of Funds:

Developer's Equity	\$1,736,198
Tax Credit Equity	\$5,300
Public Equity	\$15,000
Subordinate Debt	\$2,200,000
Permanent Debt	\$0
Total All Sources	\$3,956,498

Uses of Funds:

Acquisition	\$400
Construction	\$2,812,123
General Development	\$704,420
Developer Overhead	\$228,601
Developer Fee	\$211,017
Capitalized Reserves.....	\$0
Total All Uses	\$3,956,561

Uses Exceed Sources by \$63

Rent Levels:

Low-Income, Rental Assisted	N/A
Low-Income, Below 50%	N/A
Low-Income, Below 60%	N/A
Other Income 100%.....	\$0
Market Rate	N/A
<i>Average, All Units</i>	\$0

BR (aver.)

N/A
N/A
N/A
2.0
N/A
2.0

SF (aver.)

N/A
N/A
N/A
1000
N/A
1000

Annual Operating Income (year 1):

Gross rental income (residential)	\$0
Vacancy (resid.)	\$0
Other Income (net of vacancies)	\$0
Subtotal	\$0
Operating Subsidies	\$0
Draw on Operating Reserves	\$0
Total Annual Income	\$0
Net Operating Income	(\$42,326)
Debt Service	\$0
Debt Service Coverage	N/A

Annual Operating Expense (year 1):

Management Fee	\$5,000
Administrative	\$0
Maintenance	\$19,700
Res. Service, Security	\$1,500
Utilities	\$3,144
Repl. Reserve	\$2,000
Oper. Reserve	\$0
Taxes, Insurance	\$10,982
Total	\$42,326
Total per Unit	\$5,663

Rent Profile Analysis

NOTE: Do not fill out this section. It is automatically filled in by program.

	<i>Units</i>	<i>Contract Rent</i>	<i>Size of Unit</i>	<i>No. of Bathrooms</i>	<i>Gross Rent/ Maximum</i>	<i>Rent per square foot</i>
Low-Income (Rental Assisted):						
SRO	0	N/A	N/A	N/A	#VALUE!	N/A
0 bedroom	0	N/A	N/A	N/A	#VALUE!	N/A
1 bedroom	0	N/A	N/A	N/A	#VALUE!	N/A
2 bedrooms	0	N/A	N/A	N/A	#VALUE!	N/A
3 bedrooms	0	N/A	N/A	N/A	#VALUE!	N/A
4 bedrooms	0	N/A	N/A	N/A	#VALUE!	N/A

Low-Income (below 50%):						
SRO	0	N/A	N/A	N/A	#VALUE!	N/A
0 bedroom	0	N/A	N/A	N/A	#VALUE!	N/A
1 bedroom	0	N/A	N/A	N/A	#VALUE!	N/A
2 bedrooms	0	N/A	N/A	N/A	#VALUE!	N/A
3 bedrooms	0	N/A	N/A	N/A	#VALUE!	N/A
4 bedrooms	0	N/A	N/A	N/A	#VALUE!	N/A

Low-Income (below 60%):						
SRO	0	N/A	N/A	N/A	#VALUE!	N/A
0 bedroom	0	N/A	N/A	N/A	#VALUE!	N/A
1 bedroom	0	N/A	N/A	N/A	#VALUE!	N/A
2 bedrooms	0	N/A	N/A	N/A	#VALUE!	N/A
3 bedrooms	0	N/A	N/A	N/A	#VALUE!	N/A
4 bedrooms	0	N/A	N/A	N/A	#VALUE!	N/A

Other Income 100%	Below 100% of the median income for the region					
SRO	0	N/A	N/A	N/A	#VALUE!	N/A
0 bedroom	0	N/A	N/A	N/A	#VALUE!	N/A
1 bedroom	0	N/A	N/A	N/A	#VALUE!	N/A
2 bedrooms	6	\$0	1,000	1	#VALUE!	\$0.00
3 bedrooms	0	N/A	N/A	N/A	#VALUE!	N/A
4 bedrooms	0	N/A	N/A	N/A	#VALUE!	N/A

Market Rate (unrestricted occupancy):						
SRO	0	N/A	N/A	N/A		N/A
0 bedroom	0	N/A	N/A	N/A		N/A
1 bedroom	0	N/A	N/A	N/A		N/A
2 bedrooms	0	N/A	N/A	N/A		N/A
3 bedrooms	0	N/A	N/A	N/A		N/A
4 bedrooms	0	N/A	N/A	N/A		N/A

21-Year Operating Proforma (Years 1-5)

NOTE: Do not fill out this section. It is automatically filled in by program.

Calendar Year:	Year 1 N/A	Year 2 N/A	Year 3 N/A	Year 4 N/A	Year 5 N/A
INCOME:					
Low-Income, Rental Assisted	\$0	\$0	\$0	\$0	\$0
Low-Income, Below 50%	0	0	0	0	0
Low-Income, Below 60%	0	0	0	0	0
Other Income 100%	0	0	0	0	0
Market Rate	0	0	0	0	0
<i>Gross Potential Income</i>	0	0	0	0	0
Less vacancy	0	0	0	0	0
<i>Effective Gross Residential Income</i>	0	0	0	0	0
Commercial (includes parking)	0	0	0	0	0
Less vacancy	0	0	0	0	0
Net Commercial Income	0	0	0	0	0
<i>Effective Rental Income</i>	0	0	0	0	0
Other Income: Laundry	0	0	0	0	0
Other Income: 0	0	0	0	0	0
Other Income: 0	0	0	0	0	0
Other Income: 0	0	0	0	0	0
Other Income: 0	0	0	0	0	0
Other Income: 0	0	0	0	0	0
Other Income: 0	0	0	0	0	0
<i>Total Gross Income</i>	0	0	0	0	0
Operating Subsidies	0	0	0	0	0
Draw on Operating Reserves	0	0	0	0	0
<i>Total Effective Income</i>	\$0	\$0	\$0	\$0	\$0
EXPENSES:					
Management Fee	5,000	0	0	0	0
Administrative	0	0	0	0	0
Maintenance	19,700	19,700	19,700	19,700	19,700
Resident Services	0	0	0	0	0
Security	1,500	1,500	1,500	1,500	1,500
Electrical	0	0	0	0	0
Natural Gas	0	0	0	0	0
Oil (heat)	0	0	0	0	0
Water & Sewer	3,144	3,238	3,335	3,436	3,539
Replacement Reserve	2,000	2,000	2,000	2,000	2,000
Operating Reserve	0	0	0	0	0
Real Estate Taxes	4,000	4,120	4,244	4,371	4,502
Other Taxes	0	0	0	0	0
Insurance	6,982	6,982	6,982	6,982	6,982
MIP	0	0	0	0	0
Other:	0	0	0	0	0
<i>Total Operating Expenses</i>	\$42,326	\$37,541	\$37,761	\$37,989	\$38,223
NET OPERATING INCOME	(\$42,326)	(\$37,541)	(\$37,761)	(\$37,989)	(\$38,223)
Debt Service	\$0	\$0	\$0	\$0	\$0
<i>Debt Service Coverage</i>	N/A	N/A	N/A	N/A	N/A
Project Cash Flow	(\$42,326)	(\$37,541)	(\$37,761)	(\$37,989)	(\$38,223)
Required Debt Coverage	\$0	\$0	\$0	\$0	\$0
(Gap)/Surplus for Cov.	(\$42,326)	(\$37,541)	(\$37,761)	(\$37,989)	(\$38,223)

21-Year Operating Proforma (Years 6-10)

NOTE: Do not fill out this section. It is automatically filled in by program.

Calendar Year:	Year 6	Year 7	Year 8	Year 9	Year 10
	N/A	N/A	N/A	N/A	N/A
INCOME:					
Low-Income, Rental Assisted	\$0	\$0	\$0	\$0	\$0
Low-Income, Below 50%	0	0	0	0	0
Low-Income, Below 60%	0	0	0	0	0
Other Income 100%	0	0	0	0	0
Market Rate	0	0	0	0	0
<i>Gross Potential Income</i>	0	0	0	0	0
Less vacancy	0	0	0	0	0
<i>Effective Gross Residential Income</i>	0	0	0	0	0
Commercial Income	0	0	0	0	0
Less vacancy	0	0	0	0	0
Net Commercial Income	0	0	0	0	0
<i>Effective Rental Income</i>	0	0	0	0	0
Laundry Income	0	0	0	0	0
Other Income:	0	0	0	0	0
Other Income:	0	0	0	0	0
Other Income:	0	0	0	0	0
Other Income:	0	0	0	0	0
Other Income:	0	0	0	0	0
Other Income:	0	0	0	0	0
<i>Total Gross Income</i>	0	0	0	0	0
Operating Subsidies	0	0	0	0	0
Draw on Operating Reserves	0	0	0	0	0
<i>Total Effective Income</i>	\$0	\$0	\$0	\$0	\$0
EXPENSES:					
Management Fee	0	0	0	0	0
Administrative	0	0	0	0	0
Maintenance	19,700	19,700	19,700	19,700	19,700
Resident Services	0	0	0	0	0
Security	1,500	1,500	1,500	1,500	1,500
Electrical	0	0	0	0	0
Natural Gas	0	0	0	0	0
Oil (heat)	0	0	0	0	0
Water & Sewer	3,645	3,754	3,867	3,983	4,102
Replacement Reserve	2,000	2,000	2,000	2,000	2,000
Operating Reserve	0	0	0	0	0
Real Estate Taxes	4,637	4,776	4,919	5,067	5,219
Other Taxes	0	0	0	0	0
Insurance	6,982	6,982	6,982	6,982	6,982
MIP	0	0	0	0	0
Other:	0	0	0	0	0
<i>Total Operating Expenses</i>	\$38,464	\$38,712	\$38,968	\$39,232	\$39,503
NET OPERATING INCOME	(\$38,464)	(\$38,712)	(\$38,968)	(\$39,232)	(\$39,503)
Debt Service	\$0	\$0	\$0	\$0	\$0
<i>Debt Service Coverage</i>	N/A	N/A	N/A	N/A	N/A
Project Cash Flow	(\$38,464)	(\$38,712)	(\$38,968)	(\$39,232)	(\$39,503)
Required Debt Coverage	\$0	\$0	\$0	\$0	\$0
(Gap)/Surplus for Cov.	(\$38,464)	(\$38,712)	(\$38,968)	(\$39,232)	(\$39,503)

21-Year Operating Proforma (Years 11-15)

NOTE: Do not fill out this section. It is automatically filled in by program.

Calendar Year:	Year 11	Year 12	Year 13	Year 14	Year 15
	N/A	N/A	N/A	N/A	N/A
INCOME:					
Low-Income, Rental Assisted	\$0	\$0	\$0	\$0	\$0
Low-Income, Below 50%	0	0	0	0	0
Low-Income, Below 60%	0	0	0	0	0
Other Income 100%	0	0	0	0	0
Market Rate	0	0	0	0	0
<i>Gross Potential Income</i>	0	0	0	0	0
Less vacancy	0	0	0	0	0
<i>Effective Gross Residential Income</i>	0	0	0	0	0
Commercial (includes parking)	0	0	0	0	0
Less vacancy	0	0	0	0	0
Net Commercial Income	0	0	0	0	0
<i>Effective Rental Income</i>	0	0	0	0	0
Other Income: Laundry	0	0	0	0	0
Other Income: 0	0	0	0	0	0
Other Income: 0	0	0	0	0	0
Other Income: 0	0	0	0	0	0
Other Income: 0	0	0	0	0	0
Other Income: 0	0	0	0	0	0
Other Income: 0	0	0	0	0	0
<i>Total Gross Income</i>	0	0	0	0	0
Operating Subsidies	0	0	0	0	0
Draw on Operating Reserves	0	0	0	0	0
<i>Total Effective Income</i>	\$0	\$0	\$0	\$0	\$0
EXPENSES:					
Management Fee	0	0	0	0	0
Administrative	0	0	0	0	0
Maintenance	19,700	19,700	19,700	19,700	19,700
Resident Services	0	0	0	0	0
Security	1,500	1,500	1,500	1,500	1,500
Electrical	0	0	0	0	0
Natural Gas	0	0	0	0	0
Oil (heat)	0	0	0	0	0
Water & Sewer	4,225	4,352	4,483	4,617	4,756
Replacement Reserve	2,000	2,000	2,000	2,000	2,000
Operating Reserve	0	0	0	0	0
Real Estate Taxes	5,376	5,537	5,703	5,874	6,050
Other Taxes	0	0	0	0	0
Insurance	6,982	6,982	6,982	6,982	6,982
MIP	0	0	0	0	0
Other:	0	0	0	0	0
<i>Total Operating Expenses</i>	\$39,783	\$40,071	\$40,368	\$40,673	\$40,988
NET OPERATING INCOME	(\$39,783)	(\$40,071)	(\$40,368)	(\$40,673)	(\$40,988)
Debt Service	\$0	\$0	\$0	\$0	\$0
<i>Debt Service Coverage</i>	N/A	N/A	N/A	N/A	N/A
Project Cash Flow	(\$39,783)	(\$40,071)	(\$40,368)	(\$40,673)	(\$40,988)
Required Debt Coverage	\$0	\$0	\$0	\$0	\$0
(Gap)/Surplus for Cov.	(\$39,783)	(\$40,071)	(\$40,368)	(\$40,673)	(\$40,988)

21-Year Operating Proforma (Years 16-21)

NOTE: Do not fill out this section. It is automatically filled in by program.

Calendar Year:	Year 16	Year 17	Year 18	Year 19	Year 20	Year 21
	N/A	N/A	N/A	N/A	N/A	N/A
INCOME:						
Low-Income, Rent. Ast	\$0	\$0	\$0	\$0	\$0	\$0
Low-Income, Below 50	0	0	0	0	0	0
Low-Income, Below 60	0	0	0	0	0	0
Other Income 100%	0	0	0	0	0	0
Market Rate	0	0	0	0	0	0
<i>Gross Potential Income</i>	0	0	0	0	0	0
Less vacancy	0	0	0	0	0	0
<i>Eff. Gross Res. Income</i>	0	0	0	0	0	0
Commercial Income	0	0	0	0	0	0
Less vacancy	0	0	0	0	0	0
Net Commercial Income	0	0	0	0	0	0
<i>Effective Rental Income</i>	0	0	0	0	0	0
Other Income: Laundry	0	0	0	0	0	0
Other	0	0	0	0	0	0
Other	0	0	0	0	0	0
Other	0	0	0	0	0	0
Other	0	0	0	0	0	0
Other	0	0	0	0	0	0
Other	0	0	0	0	0	0
<i>Total Gross Income</i>	0	0	0	0	0	0
Operating Subsidies	0	0	0	0	0	0
Draw on Operating Res	0	0	0	0	0	0
<i>Total Effective Income</i>	\$0	\$0	\$0	\$0	\$0	\$0
EXPENSES:						
Management Fee	0	0	0	0	0	0
Administrative	0	0	0	0	0	0
Maintenance	19,700	19,700	19,700	19,700	19,700	19,700
Resident Services	0	0	0	0	0	0
Security	1,500	1,500	1,500	1,500	1,500	1,500
Electrical	0	0	0	0	0	0
Natural Gas	0	0	0	0	0	0
Oil (heat)	0	0	0	0	0	0
Water & Sewer	4,898	5,045	5,197	5,352	5,513	5,678
Replacement Reserve	2,000	2,000	2,000	2,000	2,000	2,000
Operating Reserve	0	0	0	0	0	0
Real Estate Taxes	6,232	6,419	6,611	6,810	7,014	7,224
Other Taxes	0	0	0	0	0	0
Insurance	6,982	6,982	6,982	6,982	6,982	6,982
MIP	0	0	0	0	0	0
Other:	0	0	0	0	0	0
<i>Total Operating Expen</i>	\$41,312	\$41,646	\$41,990	\$42,344	\$42,709	\$43,085
NET OPER. INC.	(\$41,312)	(\$41,646)	(\$41,990)	(\$42,344)	(\$42,709)	(\$43,085)
Debt Service	\$0	\$0	\$0	\$0	\$0	\$0
<i>Debt Service Coverage</i>	N/A	N/A	N/A	N/A	N/A	N/A
Project Cash Flow	(\$41,312)	(\$41,646)	(\$41,990)	(\$42,344)	(\$42,709)	(\$43,085)
Required Debt Coverag	\$0	\$0	\$0	\$0	\$0	\$0
(Gap)/Surplus for Cov.	(\$41,312)	(\$41,646)	(\$41,990)	(\$42,344)	(\$42,709)	(\$43,085)

Operating Expense Analysis

NOTE: Do not fill out this section. It is automatically filled in by program.

	<i>Residential Total</i>	<i>Residential Per Unit</i>	<i>Residential Per S. F.</i>	<i>Commercial Total</i>	<i>Commercial Per S. F.</i>
Management Fee	\$5,000	\$833.33	\$0.63	\$0	N/A
Payroll, Administrative	\$0	\$0.00	\$0.00	\$0	N/A
Payroll Taxes & Benefits, Admin.	\$0	\$0.00	\$0.00	\$0	N/A
Legal	\$0	\$0.00	\$0.00	\$0	N/A
Audit	\$0	\$0.00	\$0.00	\$0	N/A
Marketing	\$0	\$0.00	\$0.00	\$0	N/A
Telephone	\$0	\$0.00	\$0.00	\$0	N/A
Office Supplies	\$0	\$0.00	\$0.00	\$0	N/A
Accounting & Data Processing	\$0	\$0.00	\$0.00	\$0	N/A
Investor Servicing	\$0	\$0.00	\$0.00	\$0	N/A
DHCD Monitoring Fee	\$0	\$0.00	\$0.00	\$0	N/A
Other:	\$0	\$0.00	\$0.00	\$0	N/A
Other:	\$0	\$0.00	\$0.00	\$0	N/A
Subtotal: Administrative	\$0	\$0.00	\$0.00	\$0	N/A
Payroll, Maintenance	\$0	\$0.00	\$0.00	\$0	N/A
Payroll Taxes & Benefits, Admin.	\$0	\$0.00	\$0.00	\$0	N/A
Janitorial Materials	\$1,500	\$250.00	\$0.19	\$0	N/A
Landscaping	\$1,350	\$225.00	\$0.17	\$1,350	N/A
Decorating (inter. only)	\$0	\$0.00	\$0.00	\$0	N/A
Repairs (inter. & ext.)	\$5,000	\$833.33	\$0.63	\$5,000	N/A
Elevator Maintenance	\$0	\$0.00	\$0.00	\$0	N/A
Trash Removal	\$0	\$0.00	\$0.00	\$0	N/A
Snow Removal	\$2,500	\$416.67	\$0.31	\$0	N/A
Extermination	\$1,000	\$166.67	\$0.13	\$2,000	N/A
Recreation	\$0	\$0.00	\$0.00	\$0	N/A
Other:	\$0	\$0.00	\$0.00	\$0	N/A
Subtotal: Maintenance	\$11,350	\$1,891.67	\$1.42	\$8,350	N/A
Resident Services	\$0	\$0.00	\$0.00	\$0	N/A
Security	\$1,500	\$250.00	\$0.19	\$0	N/A
Electricity	\$0	\$0.00	\$0.00	\$0	N/A
Natural Gas	\$0	\$0.00	\$0.00	\$0	N/A
Oil	\$0	\$0.00	\$0.00	\$0	N/A
Water & Sewer	\$3,144	\$524.00	\$0.39	\$0	N/A
Subtotal: Utilities	\$3,144	\$524.00	\$0.39	\$0	N/A
Replacement Reserve	\$2,000	\$333.33	\$0.25	\$0	N/A
Operating Reserve	\$0	\$0.00	\$0.00	\$0	N/A
Real Estate Taxes	\$4,000	\$666.67	\$0.50	\$0	N/A
Other Taxes	\$0	\$0.00	\$0.00	\$0	N/A
Insurance	\$6,982	\$1,163.70	\$0.87	\$0	N/A
MIP	\$0	\$0.00	\$0.00	\$0	N/A
Other:	\$0	\$0.00	\$0.00	\$0	N/A
Subtotal:Taxes, Insurance	\$10,982	\$1,830.36	\$1.37	\$0	N/A
TOTAL EXPENSES	\$33,976	\$5,662.70	\$4.25	\$8,350	N/A

Development Cost Analysis

NOTE: Do not fill out this section. It is automatically filled in by program.

	<i>Residential Total</i>	<i>Residential Per Unit</i>	<i>Residential Per S. F.</i>	<i>Commercial Total</i>	<i>Commercial Per S. F.</i>
Acquisition: Land	\$400	\$67	\$0.05	\$0	N/A
Acquisition: Building	\$0	\$0	\$0.00	\$0	N/A
Acquisition Subtotal	\$400	\$67	\$0.05	\$0	N/A
Direct Construction Budget	\$2,678,212	\$446,369	\$334.78	\$0	N/A
Construction Contingency	\$133,911	\$22,318	\$16.74	\$0	N/A
Subtotal: Construction	\$2,812,123	\$468,687	\$351.52	\$0	N/A
General Development Costs:					
Architecture & Engineering	\$168,727	\$28,121	\$21.09	\$0	N/A
Survey and Permits	\$84,364	\$14,061	\$10.55	\$0	N/A
Clerk of the Works	\$0	\$0	\$0.00	\$0	N/A
Environmental Engineer	\$28,121	\$4,687	\$3.52	\$0	N/A
Bond Premium	\$0	\$0	\$0.00	\$0	N/A
Legal	\$84,364	\$14,061	\$10.55	\$0	N/A
Title and Recording	\$42,182	\$7,030	\$5.27	\$0	N/A
Accounting & Cost Certificat.	\$0	\$0	\$0.00	\$0	N/A
Marketing and Rent Up	\$0	\$0	\$0.00	\$0	N/A
Real Estate Taxes	\$5,353	\$892	\$0.67	\$0	N/A
Insurance	\$21,147	\$3,525	\$2.64	\$0	N/A
Relocation	\$0	\$0	\$0.00	\$0	N/A
Appraisal	\$7,137	\$1,190	\$0.89	\$0	N/A
Security	\$0	\$0	\$0.00	\$0	N/A
Construction Loan Interest	\$87,825	\$14,637	\$10.98	\$0	N/A
Inspecting Engineer	\$35,687	\$5,948	\$4.46	\$0	N/A
Fees to: Lender	\$22,497	\$3,749	\$2.81	\$0	N/A
Fees to: 0	\$0	\$0	\$0.00	\$0	N/A
MIP	\$0	\$0	\$0.00	\$0	N/A
Credit Enhancement Fees	\$0	\$0	\$0.00	\$0	N/A
Letter of Credit Fees	\$0	\$0	\$0.00	\$0	N/A
Other Financing Fees	\$27,500	\$4,583	\$3.44	\$0	N/A
Development Consultant	\$29,739	\$4,957	\$3.72	\$0	N/A
Other:	\$17,843	\$2,974	\$2.23	\$0	N/A
Other:	\$28,121	\$4,687	\$3.52	\$0	N/A
Soft Cost Contingency	\$13,812	\$2,302	\$1.73	\$0	N/A
Subtotal: Gen. Dev.	\$704,420	\$117,403	\$88.05	\$0	N/A
Subtotal: Acquis., Const., and Gen. Dev.	\$3,516,943	\$586,157	\$439.62	\$0	N/A
Capitalized Reserves	\$0	\$0	\$0.00	\$0	N/A
Developer Overhead	\$228,601	\$38,100	\$28.58	\$0	N/A
Developer Fee	\$211,017	\$35,169	\$26.38	\$0	N/A
Total Development Cost	\$3,956,561	\$659,427	\$494.57	\$0	N/A
Total Net* Development Cost	\$3,956,561	\$659,427	\$494.57	\$0	N/A

(*Does not include any capitalized reserves nor any developer's fees or overhead which are contributed or loaned to the project.)

June 30, 2022

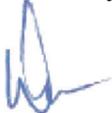
RE: Real Estate Development Loan for Norfolk Design & Construction, Inc.

To Whom It May Concern:

This letter is to inform you that Adler Bernadin and Duane Boyce are valued customer of Rockland Trust Company. The Bank has previously approved real estate financing transactions for these borrowers and would consider financing terms for Norfolk Design & Construction, Inc. on future real estate acquisitions, specifically projects offered through RFP for the Mayor Office of Housing within the City of Boston.

If you have any questions, please do not hesitate to contact me at (781) 982-6664.

Sincerely,



David Emmons
Vice President
Commercial Banking
40 Industrial Park Rd Suite 301
Plymouth, MA 02360



30-36 Mildred Avenue

Operation Plan

The plan for maintaining smooth operations of the new facilities will be outsourced to a 3rd party property management company. This company will be responsible for the overall upkeep of the properties including trash removal, snow removal, landscaping and other routine maintenance items. These items are reflected in the One Stop budget.

Trustees

Mildred Avenue Garden - Draft Annual Operating Budget

Personnel

Annual Maintenance & Repairs	\$	2,500
Programing/ Community Support	\$	3,125

Operating

Including Supplies	\$	3,950
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Organization Overhead

Calculated at 20%	\$	1,915
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Annual Operating Budget

\$	11,490
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*Special programs, events, seeds/plant starts not included

BPDA Inclusionary Development Policy
2022 Income Limits, Maximum Sales Prices & Maximum Affordable Rents based on Area Median Income

HH Size	Income Limits*										
	30% AMI	40% AMI	50% AMI	60% AMI	65% AMI	70% AMI	75% AMI	80% AMI	90% AMI	100% AMI	110% AMI
1	\$29,450	\$39,300	\$49,100	\$58,900	\$63,850	\$68,750	\$73,650	\$78,550	\$88,350	\$98,150	\$107,950
2	\$33,650	\$44,900	\$56,100	\$67,300	\$72,950	\$78,550	\$84,150	\$89,750	\$101,000	\$112,200	\$123,400
3	\$37,850	\$50,500	\$63,100	\$75,700	\$82,050	\$88,350	\$94,650	\$100,950	\$113,600	\$126,200	\$138,800
4	\$42,050	\$56,100	\$70,100	\$84,100	\$91,150	\$98,150	\$105,150	\$112,150	\$126,200	\$140,200	\$154,200
5	\$45,450	\$60,600	\$75,750	\$90,850	\$98,450	\$106,050	\$113,600	\$121,150	\$136,300	\$151,450	\$166,550
6	\$48,800	\$65,100	\$81,350	\$97,600	\$105,750	\$113,900	\$122,000	\$130,100	\$146,400	\$162,650	\$178,900

HH Size	115% AMI	120% AMI	130% AMI	140% AMI	150% AMI	160% AMI	165% AMI	170% AMI	180% AMI	190% AMI	200% AMI
1	\$112,900	\$117,800	\$127,600	\$137,450	\$147,250	\$157,050	\$161,950	\$166,850	\$176,650	\$186,500	\$196,300
2	\$129,000	\$134,600	\$145,800	\$157,050	\$168,250	\$179,450	\$185,100	\$190,700	\$201,900	\$213,150	\$224,350
3	\$145,150	\$151,450	\$164,050	\$176,700	\$189,300	\$201,900	\$208,250	\$214,550	\$227,150	\$239,800	\$252,400
4	\$161,250	\$168,250	\$182,250	\$196,300	\$210,300	\$224,300	\$231,350	\$238,350	\$252,350	\$266,400	\$280,400
5	\$174,150	\$181,750	\$196,850	\$212,050	\$227,150	\$242,250	\$249,900	\$257,450	\$272,550	\$287,750	\$302,850
6	\$187,050	\$195,200	\$211,450	\$227,750	\$243,950	\$260,200	\$268,400	\$276,500	\$292,750	\$309,050	\$325,300

Bedrooms	Maximum Sales Prices									
	50% AMI	60% AMI	70% AMI	80% AMI	90% AMI	100% AMI	110% AMI	120% AMI	150% AMI	
Studio	\$89,100	\$117,900	\$146,600	\$175,300	\$204,100	\$232,800	\$261,600	\$290,300	\$368,500	
1	\$113,100	\$146,600	\$180,200	\$213,700	\$247,200	\$280,700	\$313,000	\$343,000	\$432,500	
2	\$137,000	\$175,300	\$213,700	\$252,000	\$290,400	\$326,000	\$360,000	\$394,100	\$496,400	
3	\$160,900	\$204,000	\$247,200	\$290,300	\$330,200	\$368,500	\$406,800	\$445,300	\$560,400	
4	\$184,800	\$232,700	\$280,700	\$325,800	\$368,500	\$411,100	\$453,700	\$496,400	\$624,200	

Bedrooms	Maximum Affordable Rents												
	30% AMI	40% AMI	50% AMI	60% AMI	65% AMI	70% AMI	75% AMI	80% AMI	90% AMI	100% AMI	110% AMI	120% AMI	150% AMI
SRO	\$375	\$517	\$659	\$801	\$871	\$943	\$1,015	\$1,085	\$1,227	\$1,369	\$1,511	\$1,653	\$2,079
Studio	\$499	\$690	\$879	\$1,068	\$1,162	\$1,257	\$1,353	\$1,447	\$1,636	\$1,825	\$2,014	\$2,204	\$2,772
1	\$590	\$811	\$1,031	\$1,252	\$1,361	\$1,473	\$1,584	\$1,695	\$1,914	\$2,136	\$2,357	\$2,577	\$3,240
2	\$659	\$911	\$1,164	\$1,417	\$1,542	\$1,668	\$1,795	\$1,921	\$2,174	\$2,426	\$2,679	\$2,931	\$3,689
3	\$734	\$1,018	\$1,303	\$1,586	\$1,727	\$1,869	\$2,011	\$2,154	\$2,437	\$2,721	\$3,007	\$3,290	\$4,141
4	\$809	\$1,123	\$1,440	\$1,755	\$1,912	\$2,070	\$2,228	\$2,386	\$2,701	\$3,017	\$3,333	\$3,647	\$4,595
5	\$884	\$1,225	\$1,566	\$1,907	\$2,077	\$2,247	\$2,417	\$2,589	\$2,928	\$3,270	\$3,610	\$3,950	\$4,973

*Based on Area Median Income (AMI) as determined by the U.S. Department of Housing and Urban Development for the Boston-Cambridge-Quincy HUD FMR Area

**BPDA Inclusionary Development Policy -- Compact Unit Policy
2022 Compact Unit Maximum Sales Prices & Maximum Affordable Rents**

Compact Unit Maximum Sales Prices									
Bedrooms	50% AMI	60% AMI	70% AMI	80% AMI	90% AMI	100% AMI	110% AMI	120% AMI	150% AMI
Studio	\$80,100	\$106,100	\$131,900	\$157,700	\$183,600	\$209,500	\$235,400	\$261,200	\$331,600
1	\$101,700	\$131,900	\$162,100	\$192,300	\$222,400	\$252,600	\$281,700	\$308,700	\$389,200
2	\$123,300	\$157,700	\$192,300	\$226,800	\$261,300	\$293,400	\$324,000	\$354,600	\$446,700
3	\$144,800	\$183,600	\$222,400	\$261,200	\$297,100	\$331,600	\$366,100	\$400,700	\$504,300

Compact Unit Maximum Affordable Rents													
Bedrooms	30% AMI	40% AMI	50% AMI	60% AMI	65% AMI	70% AMI	75% AMI	80% AMI	90% AMI	100% AMI	110% AMI	120% AMI	150% AMI
Studio	\$449	\$621	\$790	\$960	\$1,045	\$1,130	\$1,217	\$1,302	\$1,472	\$1,642	\$1,813	\$1,984	\$2,494
1	\$531	\$729	\$928	\$1,126	\$1,224	\$1,326	\$1,425	\$1,524	\$1,722	\$1,922	\$2,121	\$2,319	\$2,915
2	\$593	\$820	\$1,047	\$1,275	\$1,388	\$1,502	\$1,615	\$1,729	\$1,957	\$2,183	\$2,411	\$2,638	\$3,320
3	\$661	\$916	\$1,172	\$1,427	\$1,554	\$1,682	\$1,810	\$1,939	\$2,194	\$2,449	\$2,706	\$2,961	\$3,727



30-36 Mildred Avenue

Development Schedule

TASK	Date
RFP Available on MOH Website	
Proposal Submission Due Date	July 5, 2022
MOH Presents Eligible Applicants to Community	August 2022
PFC Tentatively Designates Developer	October 2022
Zoning Board of Appeal Hearing	February 2023
Construction Bidding/Contractor Selection/Cost Finalization	August 2023
Financing/Permitting Secured	September 2023
Closing	October 2023
Construction Begins	October 2023
Construction Completed	February 2024
Full Development Sales	April 2024



30-36 Mildred Avenue

COMPANY DETAILS

Company Name: Norfolk Design and Construction
Year Established: 2014
Legal Structure/Ownership: Limited Liability Corporation
Location(s): Stoughton, MA.
Postal Address: PO Box 555 Stoughton, MA 02072
Phone Number: 781-884-7085
Email: office@us-norfolk.com
Status: Minority Base Enterprise & Veteran Owned Business

COMPANY PROFILE

Norfolk Design & Construction is a company specializing in the vital construction services needed to guarantee maximum project efficiency. Our vision is one, which focuses on the development of the greater Boston community, and we believe this can be achieved by strategic collaboration with our clients.

Core Competencies

- Quantity Take-offs
- Construction Bid Estimates
- Life Cycle Cost Analysis
- Bid Reconciliation
- Conceptual Project Budget
- Value Engineering Cost Estimates
- Project Management
- Commercial Renovations



30-36 Mildred Avenue

- Construction Management
- Land Development

Value Proposition: At Norfolk Design & Construction we are committed to providing the highest quality construction services while exhibiting exemplary customer service and maintaining the highest level of client satisfaction. We guarantee clients will be satisfied with the level of service provided and will enjoy their experience while partnering with us. Our honesty and integrity will ensure you feel like less of a client and more of a partner as we work to improve and enhance the communities we invest and develop.

CAPABILITIES AND CAPACITY

Norfolk Design & Construction provides an array of services from pre-construction to construction and closeout. We provide comprehensive estimating services to general contractors, subcontractors and owners. We pride ourselves in being punctual with providing quality detailed estimates by applying the most up to date market pricing. Our use of the latest technology allows us to provide highly accurate quantity takeoffs. These two important attributes ensure our contractor and subcontractor clients are provided with the proper information to submit competitive bids. These attributes are beneficial to owners as it allows them to establish project budgets and make on time decisions on project affordability.

During the construction phase, we provide construction and project management services which not only ensure the projects are completed with the highest degree of quality but within the specified budget. Our years of experience combined experience and partnerships with contractors and subcontractors ensure projects are delivered successfully.



30-36 Mildred Avenue

KEY PERSONNEL



Adler Bernadin

President / Founder of Norfolk Design & Construction

Education: Bachelor Degree in Construction Management, Wentworth Institute of Technology 2007

Master Degree in Project Management, Northeastern University

Board Member: The C.Y.S.T.E.M, City Youth Sports Training & Education Movement

Work Experience:

I have over fifteen years' experience working in the construction industry. My career in construction started in 2001 when I joined the United State Marine Corp. as a heavy equipment operator. I have a great amount of knowledge of the estimating as well as the project management side of construction during my time as estimator and assistant project manager. As an estimator for Shawmut Design & Construction I brought in over 20 million dollars' worth of work. Working as an owner's representative for MIT Lincoln Lab and Northeastern University I performed project portfolio management task and estimating to ensure projects got executed on time and budget. I also supported owner decision making as to project affordability during pre-construction. I had a 90% hit rate when comparing my project estimates to the actual project cost.



30-36 Mildred Avenue

As the President of Norfolk Design & Construction my task include client relationship, asset acquisition, project budgeting, design review, contract management, and project feasibility.



Duane Boyce

Vice President / Founder of Norfolk Design & Construction

Education: Bachelor Degree in Mechanical Engineering, 2006

Work Experience:

My introduction to the construction industry commenced in 2006 when I started as a Project Engineer for Turner Construction at Yale New Haven Hospital where I assisted with managing the Mechanical, Electrical and Plumbing subcontractors. Seeking a more rounded construction experience and exposure to more trades, I progressed to the position of Assistant Project Manager/Estimator where collectively I was involved in projects which ranged from 1M to 12M. For the last 10 years, I have been a Project Manager at the largest utility company in New England and responsible for executing major infrastructure projects. In this role, my responsibilities have spanned entire project lifecycles from preconstruction through closeout and have included estimating, permitting budget, schedule management and logistical coordination. Overall, the total value of the multitude of projects I have overseen and managed is approximately 75 million dollars.



30-36 Mildred Avenue

As the Vice-President of Norfolk Design & Construction my task include client relationship, project management, logistics, schedule, and project feasibility and closeout.

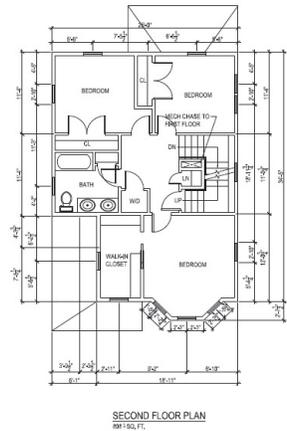
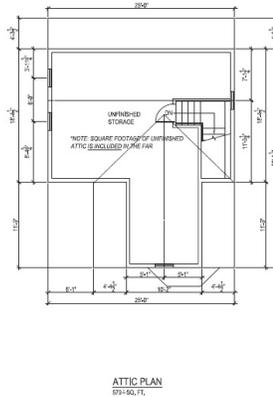
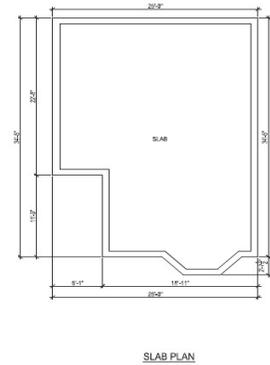
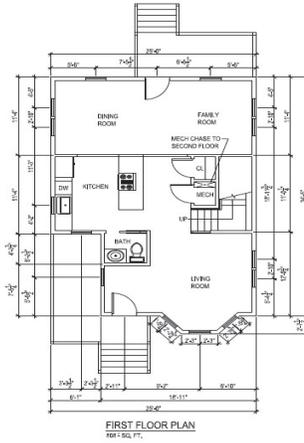
PROJECT SHOWCASE

We are proud to have renovated and built numerous homes during the 7 years we have been in business.

SCATTERED SITES DEVELOPMENT

DORCHESTER, MA

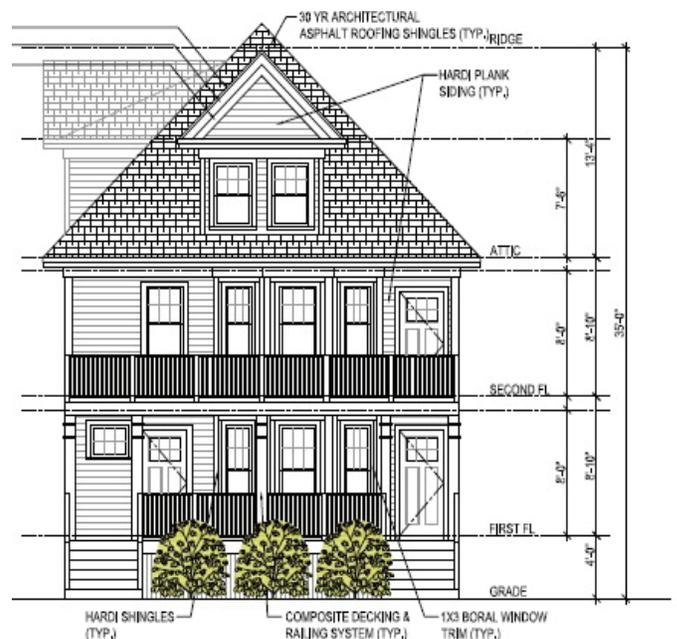
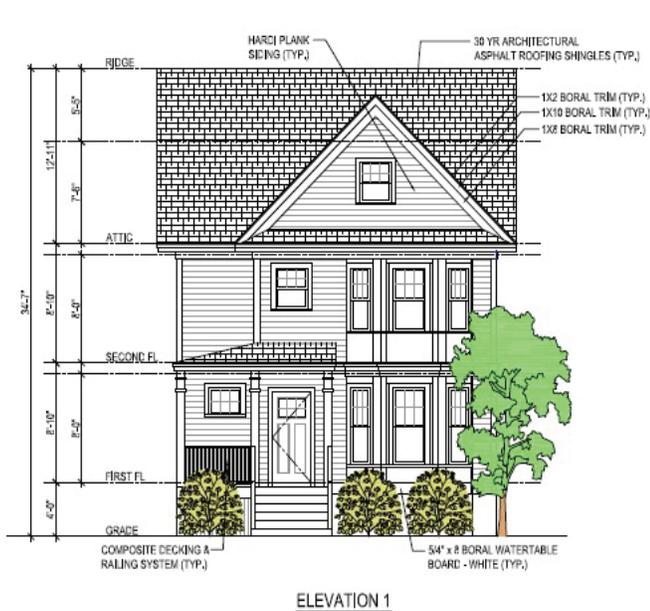
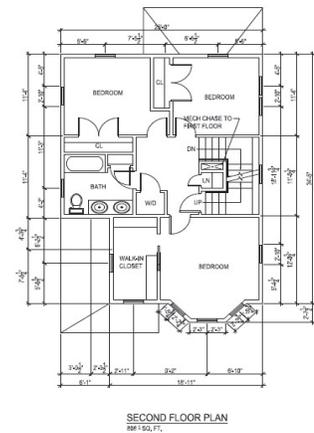
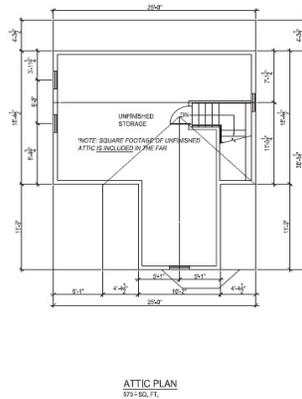
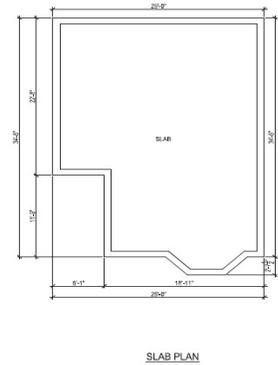
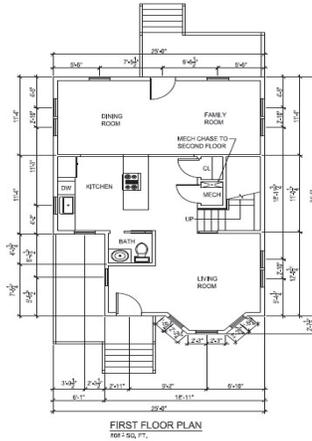
- **9 Affordable Units**
- **NHI Project**
- **Year Built: 2022 & 2023**
- **2 & 3 Bedroom Units**
- **22 Bedrooms Total**
- **13 Baths Total**
- **Approx. 12,000 Sq. ft. Total**
- **High Efficiency Plumbing & HVAC Systems**
- **Central Air Conditioning**
- **Hardwood Floors**
- **Granite Countertops**
- **Stainless Steel Appliances**
- **Washer Dryer Hookup**



HOLBORN STREET DEVELOPMENT

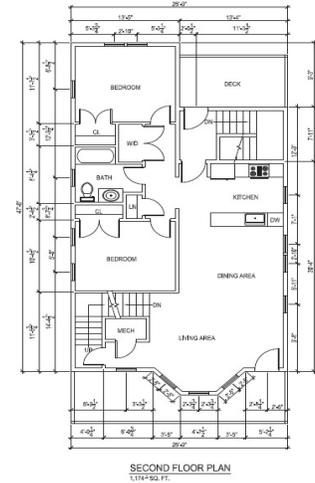
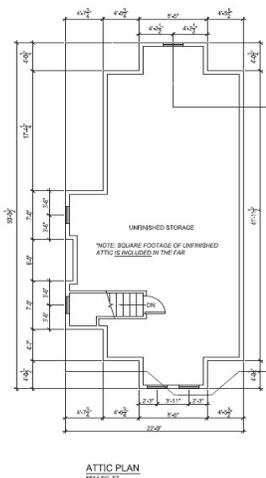
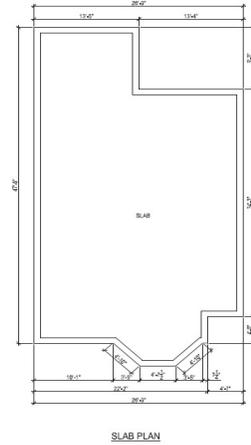
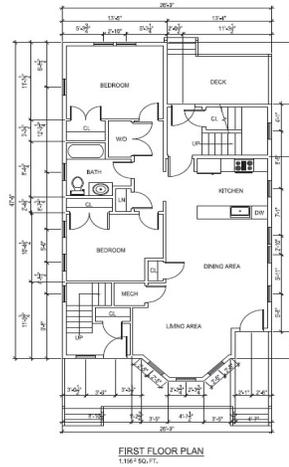
DORCHESTER, MA

- **6 Affordable Units**
- **NHI Project**
- **Year Built: 2022**
- **2 & 3 Bedroom Units**
- **14 Bedrooms Total**
- **7 Baths Total**
- **Approx. 7500 Sq. ft. Total**
- **High Efficiency Plumbing & HVAC Systems**
- **Central Air Conditioning**
- **Hardwood Floors**
- **Granite Countertops**
- **Stainless Steel Appliances**
- **Washer Dryer Hookup**



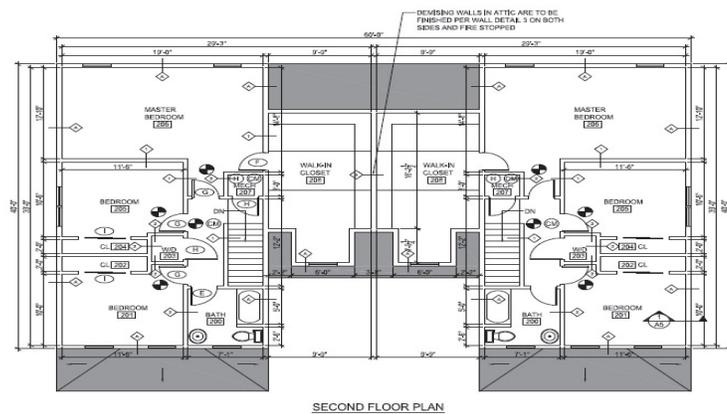
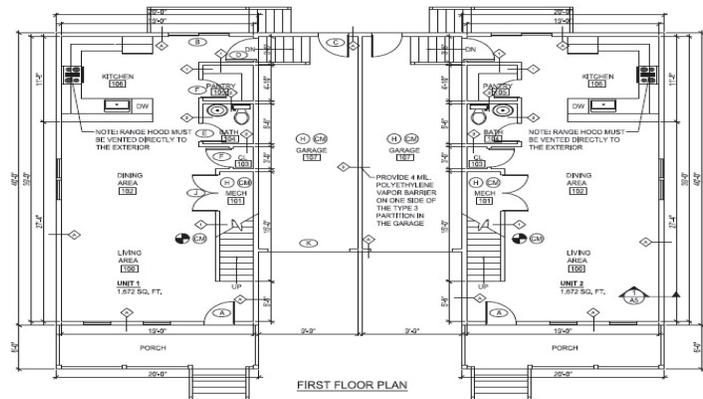
14-14A HOLBORN ST DORCHESTER, MA

- **2 Affordable Units**
- **Year Built: 2022**
- **Open Concept**
- **4 Bedrooms**
- **2 Baths**
- **Approx. 2400sq. ft. Total**
- **Tankless Water Heater**
- **Forced Hot Air**
- **Central Air Conditioning**
- **Hardwood Floors**
- **Granite Countertops**
- **Stainless Steel Appliances**
- **Washer Dryer Hookup**



23-25 ROSEBERRY RD, MATTAPAN, MA

- **2 Affordable Units**
- **Year Built: 2021**
- **Open Concept**
- **6 Bedrooms Total**
- **3 Baths Total**
- **Approx. 3200 Sq. Ft.**
- **High Efficiency Water Heater**
- **High Efficiency Heating Systems**
- **Central Air Conditioning**
- **2 Garages**
- **Hardwood Floors**
- **Granite Countertops**
- **Stainless Steel Appliances**



**8-10 LORING PLACE,
HYDE PARK, MA**

- **2 Condominiums**
- **Year Built: 2019**
- **Open Concept**
- **2 Bedrooms**
- **2.5 Total Baths**
- **Approx. 1900 sq. ft. Each**
- **Tankless Water Heater**
- **Forced Hot Air**
- **Central Air Conditioning**
- **2 Car Driveway**
- **Hardwood Floors**
- **Granite Countertops**
- **Stainless Steel Appliances**
- **Washer Dryer Hookup**
- **Bonus Space**



SALE YEAR: 2019

SALE PRICE: UNIT 8: 470,000; UNIT 10: 485,000

38 GARFIELD AVE.

HYDE PARK, MA

- **Single Family Residence**
- **Year Renovated: 2018**
- **Open Concept**
- **4 Bedrooms**
- **3 Total Baths**
- **Approx. 2100 sq. ft**
- **Forced Hot Air**
- **Central Air Conditioning**
- **2 Car Driveway**
- **Hardwood Floors**
- **Quartz Countertops**
- **Stainless Steel Appliances**
- **Washer Dryer Hookup**
- **Bonus Space**
- **Lounge Area**



SALE YEAR: 2019

SALE PRICE: 579,000

10 WILMORE ST
MATTAPAN, MA

- **3 Family residence**
- **Year Renovated: 2017**
- **9 Total Bedrooms**
- **3 Total Baths**
- **Approx. 3900 sq. ft.**
- **Tankless Water Heater**
- **Baseboard Heating**
- **Shared 2 Car Driveway**
- **Hardwood Floors**
- **Breakfast Bar**
- **Granite Countertops**
- **Stainless Steel Appliances**
- **Washer Dryer Hookup**



SALE YEAR: 2017

SALE PRICE: \$770,000

**171 CENTRAL ST
STOUGHTON, MA**

- **Single Family Residence**
-
- **Year Renovated: 2015**
- **3 Bedrooms**
- **3 Total Baths**
- **Approx. 2000 sq. ft**
- **Baseboard Heating**
- **Hardwood Floors**
- **Large Master Suite**
- **Washer Dryer Connection**
- **Family Room**
- **Sewer Upgrade**
- **Upgraded Electrical**
- **New Roof**



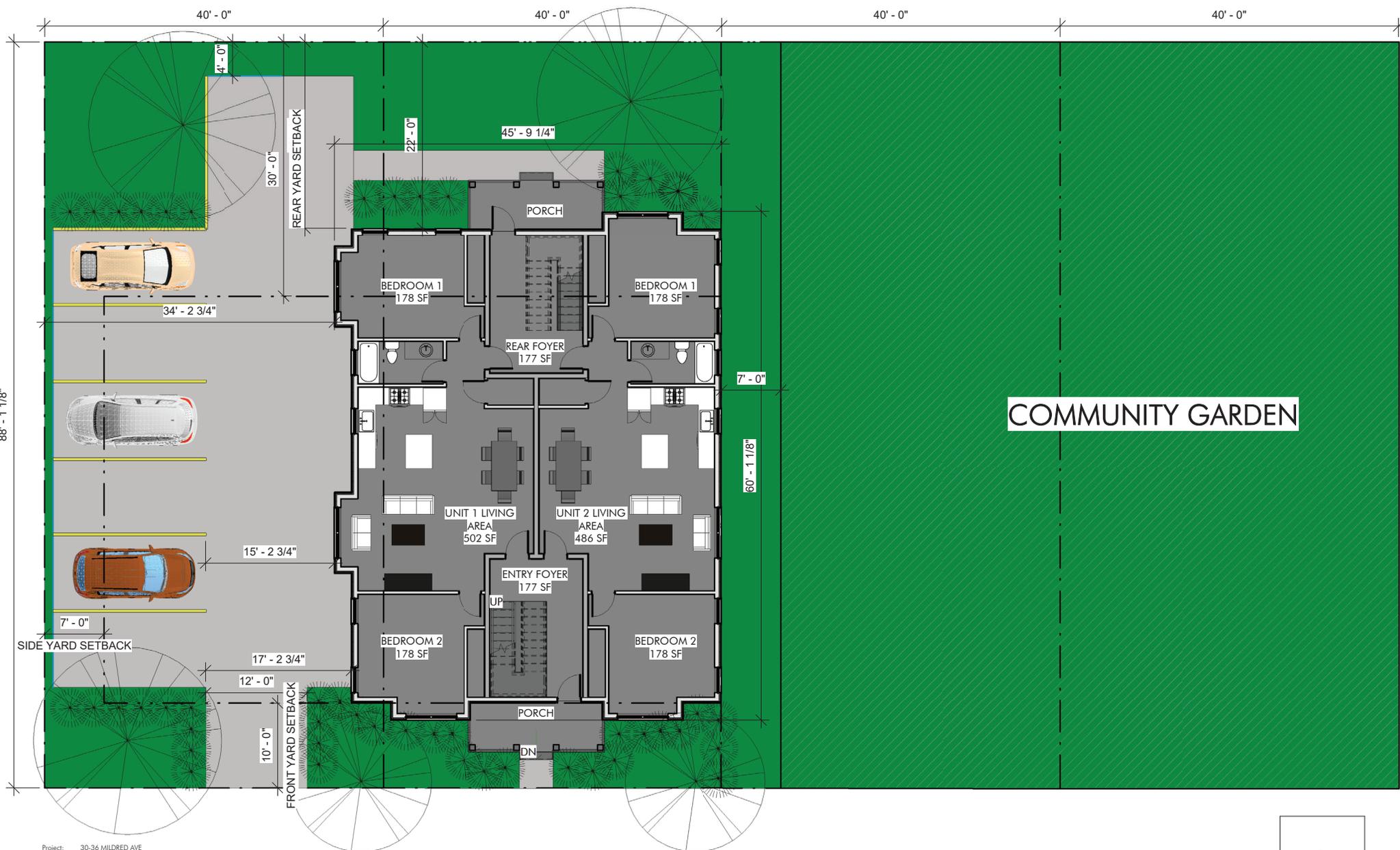
**SALE YEAR: 2016
SALE PRICE: 359,000**



30-36 Mildred Avenue

Development Plan

The plan for the developing of the site(s) located at 30-36 Mildred Ave Mattapan incorporates several key design elements as outlined in the RFP. The two lots 30 and 32 are designated for the residential structure and associated parking while lots 34 and 36 will be the new home of the community garden. The proposed residential structure will provide six families with the opportunity of affordable home ownership. The proposed building is consistent with the triple deckers on the street and has discrete elements such as bay windows on the front and one side to further integrate the new structure with existing structures. Parking has been provided on the left side (looking from the street) to create sufficient separation between the proposed new and existing structures. It is anticipated that the height of the building will be consistent with buildings in the area but it is anticipated the project, if selected will have to seek relief from the ZBA for side, front and rear yard setbacks. The exterior of the building will be designed to match that of the surrounding buildings. The color and texture of the exterior will be selected based on community feedback and BPDA approval. Adjacent to the new structure will be a community garden which will have separate utilities and will be of benefit to the greater community.



Project: 30-36 MILDRED AVE
 Drawing: PROPOSED SITE AND FIRST FLOOR PLAN
 Date: 07.05.2022
 Scale: 1" = 10'-0"



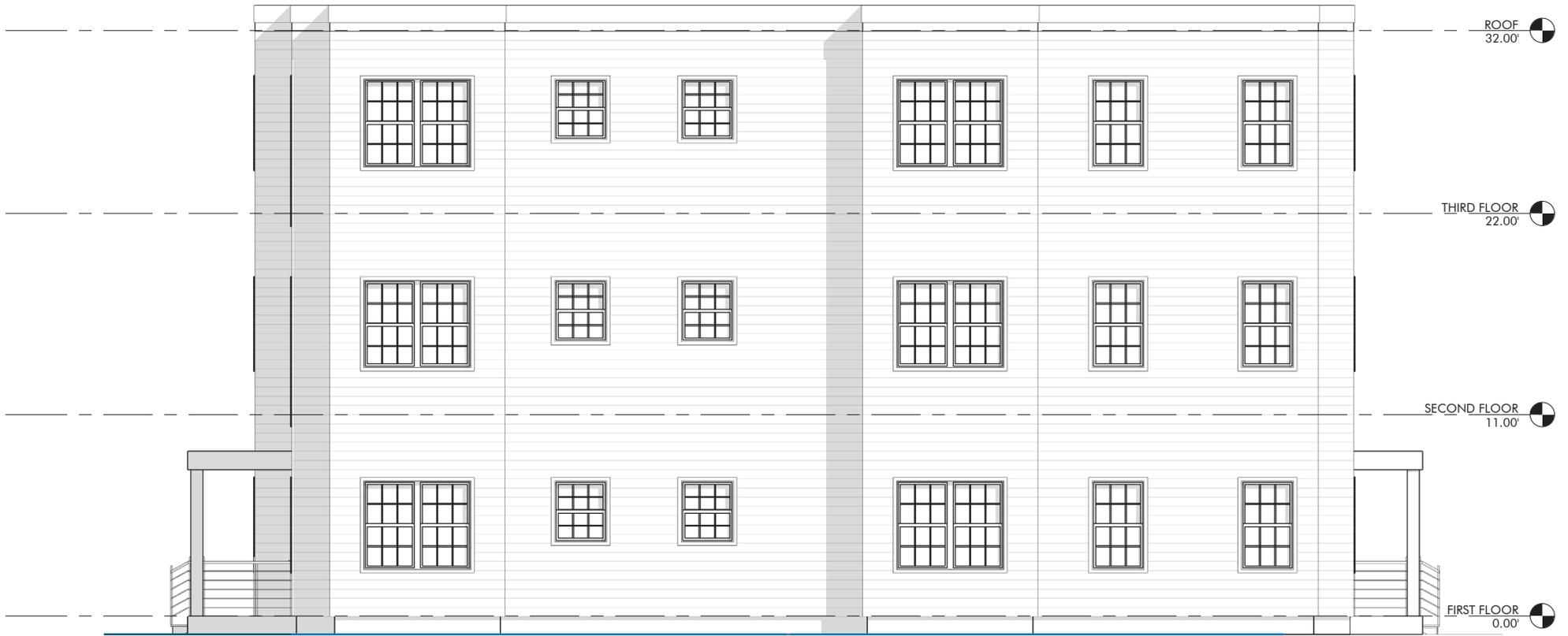
Project: 30-36 MILDRED AVE
Drawing: EXTERIOR RENDER 1
Date: 07.05.2022
Scale:



Project: 30-36 MILDRED AVE
Drawing: EXTERIOR RENDER 2
Date: 07.05.2022
Scale:



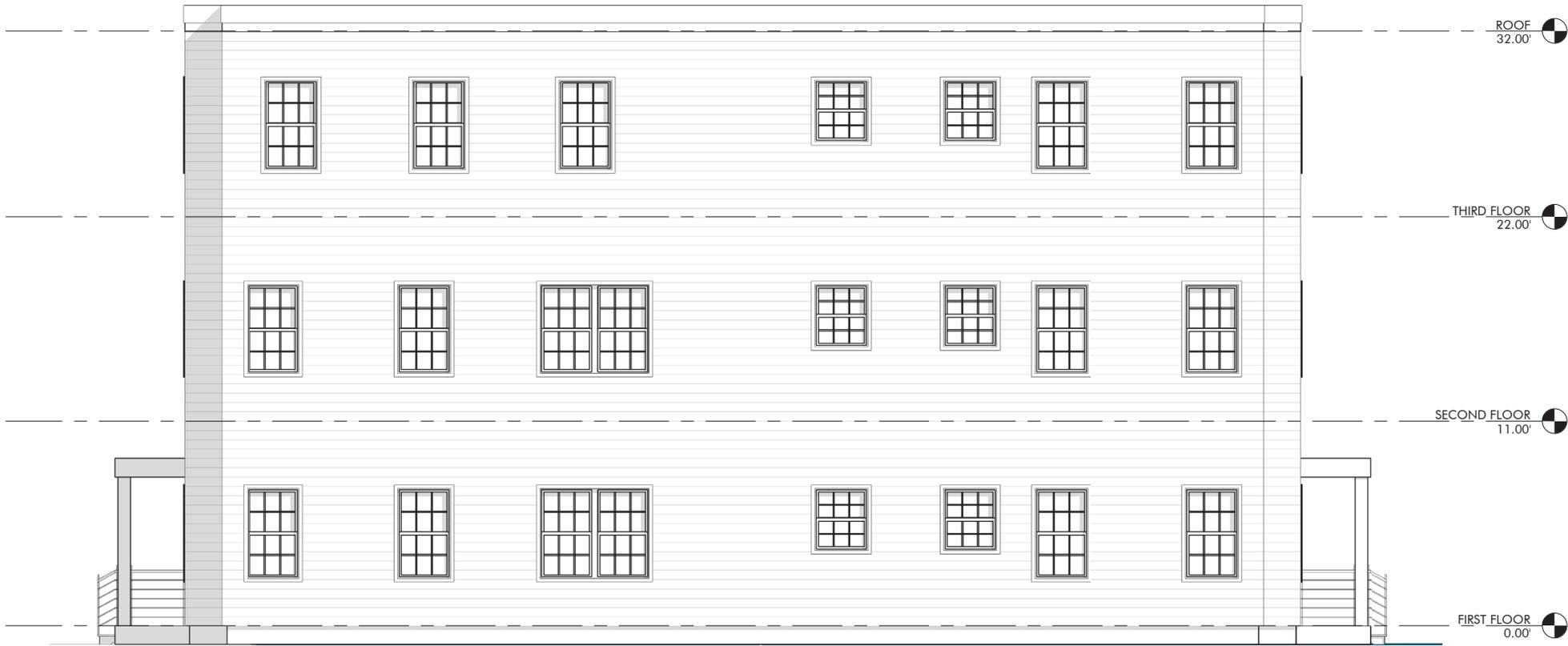
Project: 30-36 MILDRED AVE
Drawing: FRONT ELEVATION
Date: 07.05.2022
Scale: 3/16" = 1'-0"



Project: 30-36 MILDRED AVE
Drawing: LEFT ELEVATION
Date: 07.05.2022
Scale: 3/16" = 1'-0"

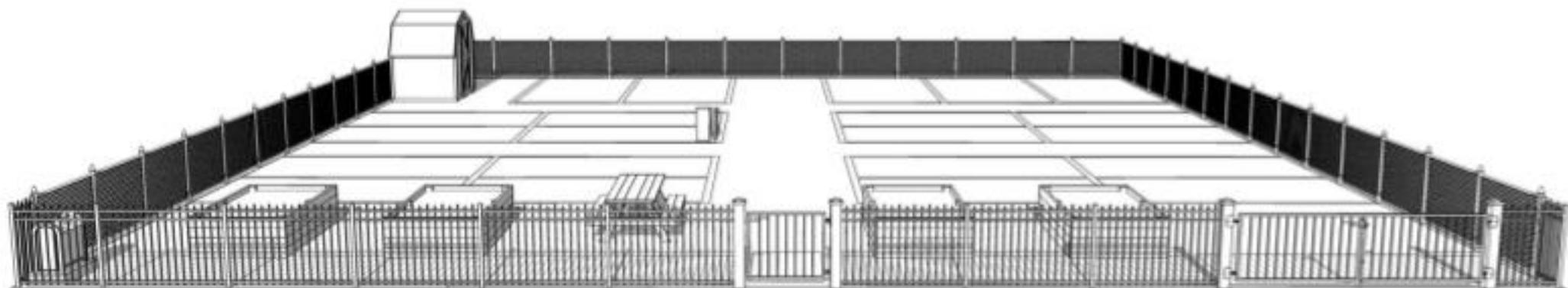


Project: 30-36 MILDRED AVE
Drawing: REAR ELEVATION
Date: 07.05.2022
Scale: 3/16" = 1'-0"



Project: 30-36 MILDRED AVE
 Drawing: RIGHT ELEVATION
 Date: 07.05.2022
 Scale: 3/16" = 1'-0"

Community Garden Concept





LEED v4 for Building Design and Construction: Homes and Multifamily Lowrise

Project Checklist

Project Name: 30-36 Mildred Avenue

Date: July 5, 2022

Y ? N

Y	?	N	Credit	Integrative Process	2
5	9	1	Location and Transportation		15
Y			Prereq	Floodplain Avoidance	Required
PERFORMANCE PATH					
			Credit	LEED for Neighborhood Development Location	15
PRESCRIPTIVE PATH					
1	7		Credit	Site Selection	8
	2	1	Credit	Compact Development	3
2			Credit	Community Resources	2
2			Credit	Access to Transit	2
7	0	0	Sustainable Sites		7
Y			Prereq	Construction Activity Pollution Prevention	Required
Y			Prereq	No Invasive Plants	Required
2			Credit	Heat Island Reduction	2
3			Credit	Rainwater Management	3
2			Credit	Non-Toxic Pest Control	2
8	2	0	Water Efficiency		12
Y			Prereq	Water Metering	Required
PERFORMANCE PATH					
			Credit	Total Water Use	12
PRESCRIPTIVE PATH					
4	2		Credit	Indoor Water Use	6
4			Credit	Outdoor Water Use	4
34	2	0	Energy and Atmosphere		38
Y			Prereq	Minimum Energy Performance	Required
Y			Prereq	Energy Metering	Required
Y			Prereq	Education of the Homeowner, Tenant or Building Manager	Required
PERFORMANCE PATH					
29			Credit	Annual Energy Use	29
BOTH PATHS					
5			Credit	Efficient Hot Water Distribution System	5
			Credit	Advanced Utility Tracking	2
	1		Credit	Active Solar Ready Design	1
	1		Credit	HVAC Start-Up Credentialing	1
PRESCRIPTIVE PATH					
Y			Prereq	Home Size	Required
			Credit	Building Orientation for Passive Solar	3
			Credit	Air Infiltration	2
			Credit	Envelope Insulation	2
			Credit	Windows	3
			Credit	Space Heating & Cooling Equipment	4

EA PRESCRIPTIVE PATH (continued)					
			Credit	Heating & Cooling Distribution Systems	3
			Credit	Efficient Domestic Hot Water Equipment	3
			Credit	Lighting	2
			Credit	High Efficiency Appliances	2
			Credit	Renewable Energy	4

5	2	3	Materials and Resources		10
Y			Prereq	Certified Tropical Wood	Required
Y			Prereq	Durability Management	Required
1			Credit	Durability Management Verification	1
4			Credit	Environmentally Preferable Products	4
		3	Credit	Construction Waste Management	3
	2		Credit	Material Efficient Framing	2

12	4	1	Indoor Environmental Quality		16
Y			Prereq	Ventilation	Required
Y			Prereq	Combustion Venting	Required
Y			Prereq	Garage Pollutant Protection	Required
Y			Prereq	Radon-Resistant Construction	Required
Y			Prereq	Air Filtering	Required
Y			Prereq	Environmental Tobacco Smoke	Required
Y			Prereq	Compartmentalization	Required
3			Credit	Enhanced Ventilation	3
1.5		0.5	Credit	Contaminant Control	2
	3		Credit	Balancing of Heating and Cooling Distribution Systems	3
	1		Credit	Enhanced Compartmentalization	1
2			Credit	Enhanced Combustion Venting	2
2			Credit	Enhanced Garage Pollutant Protection	2
3			Credit	Low Emitting Products	3

6	0	0	Innovation		6
Y			Prereq	Preliminary Rating	Required
5			Credit	Innovation	5
1			Credit	LEED AP Homes	1

3	1	0	Regional Priority		4
1			Credit	Regional Priority: Rainwater Management	1
1			Credit	Regional Priority: Annual Energy Use	1
1			Credit	Regional Priority: Heat Island Reduction	1
	1		Credit	Regional Priority: Material-efficient Framing	1

80	20	5	TOTALS		Possible Points: 110
Certified: 40 to 49 points, Silver: 50 to 59 points, Gold: 60 to 79 points, Platinum: 80 to 110					

VvS | Architects & Consultants



VvS | Architects & Consultants is a boutique firm offering sustainability consulting services to owners and other design professionals including: LEED/WELL/Fitwel project management and documentation preparation, design and construction team "coaching", energy modeling, corporate trainings, commissioning assistance for LEED.

We have working experience on 80+ LEED/WELL/Fitwel projects in the USA and abroad totaling over 11,500,000sf, including the following building types: university, school, office, library, lab, manufacturing facility, testing/research facility, hotel, conference center, sports complex, retail/bank interior, corporate interior, warehouse, city hall, internal revenue service, multifamily residential. Our Clients include Fortune 500 companies, real estate developers, architects, public and private sector companies.

Our creative and multi-disciplinary team offers expertise in the following areas LEEDv2009, LEEDv4 and LEEDv4.1, campus/master site, WELL, Fitwel, SITES, LEED-ND, Passive House certification services, climate change/resiliency. Our commitment to project success and client-oriented personal approach results in high client retention.

VvS | Architects & Consultants is a LEED Proven Provider BD+C as well as WBE (woman owned business) certified by the State of MA OSD

Relevant Experience

- MEDFORD PUBLIC LIBRARY – 45,000SF library, target LEED Silver
- Mt.HOLYOKE COLLEGE LIBRARY STUDY –existing library, study
- 90 SMITH STREET – 38,000SF university interior renovation, target LEED Silver
- CHAMPIONS CENTER – 56,000SF university sports complex, LEED Gold
- 87 TRUMBULL STREET – 28,000SF university office building, target LEED Gold
- CALEB DUSTIN HUNKING SCHOOL – 148,000SF school, LEED Silver
- MANCHESTER MEMORIAL ELEMENTARY SCHOOL – 75,000SF school, target LEED Silver
- 401 CONGRESS STREET – 600,000SF office building, target LEED Gold
- 2 HARBOR STREET – 380,000SF lab building, target LEED Gold
- PILOT TOWER – 178,112SF office building, LEED Platinum
- NIMBUS OFFICE BUILDING – 349,828SF office building, LEED Gold
- ASTORIA PREMIUM OFFICES – 298,640SF office building, LEED Platinum
- B2 OFFICE BUILDING – 143,183SF office building, LEED Platinum
- ALCHEMIA – 2,120,000SF office building complex, LEED Platinum

Project contact - Agnes Vorbrodt, Principal
NCARB, LEED AP BD+C, WELL AP, ENV SP, CBCP, Fitwel Ambassador
d: 617-898-8995, e: agnes@ava-greenconsultant.com



Image: 1.BGI, 2. Google, 3. UBM-Development, 4. Probuild, 5.SchwarzSilver, 6. Immofinanz, 7. Torus, 8. Strabag.

Dr. AGNES VORBRODT

+1.617.898.8995

agnes@AVA-greenconsultant.com

FIELDS OF EXPERTISE:

- Sustainable design - design of energy efficient, environmentally responsible and healthy buildings
- LEED / WELL / FITWEL / SITES / PARKSMART / BREEAM / ENVISION certification project management
- International green building rating systems
- Resiliency
- Sustainability and historic preservation
- Healthy materials
- Sustainability and green strategy consulting
- Green roofs and green site design
- Passive design and zero-energy design
- WBE certified in MA
- Completed BREEAM Assessor training and exam
- CBCP – Certified Building Commissioning Professional
- LEED AP BD+C, WELL AP, ENV SP
- MA Registered Architect, NCARB
- LEED Proven Provider BD+C

QUALIFICATIONS:

Agnes Vorbrodt, Ph.D., MArch, MBA, ALM in EM, NCARB, LEED AP BD+C, WELL AP, ENV SP, CBCP

Dr. Vorbrodt is the Principal of VvS | Architects & Consultants - an international practice specializing in sustainable design and sustainability consulting. She was co-teaching a green buildings course at Harvard in 2007-2014. She holds three master's degrees and a PhD in sustainable architecture. From 2009-2011, Ms. Vorbrodt was serving as a sustainable design advisor for National Grid.

Among her recent projects is the first officially registered and the first LEED certified building in Poland as well as the largest warehouse in Europe. Currently she has a working experience on 80+ LEED/WELL/green projects in USA and Europe including a number of large-scale offices, lab/R&D, hotels, school/universities and warehouse/production facilities.

Agnes Vorbrodt was a USGBC Faculty officially authorized by the USGBC to teach courses LEED 101, LEED 201, LEED BD+C 251, LEED EBOM 251, LEED BD+C 301 and LEED ID+C 301.

Dr. Vorbrodt is also the Founder of the Polish Green Building Council, an NGO accredited by the WorldGBC as an Established Council. Since 2007 she has been successfully building and managing the organization, leading it by all levels of the WorldGBC membership. She originated and implemented the idea of PLGBC Green Materials Certification and founded the PLGBC Certification Institute IC PLGBC. She proudly represented the Council during national and international affairs, including LEED International Roundtable. She used to serve on the WorldGBC European Network Education Committee, WGBC ERN Steering Committee, LEED International IEQ and Water Technical Groups.

EDUCATION:

- **SILESIA UNIVERSITY OF TECHNOLOGY**, Gliwice, Poland 2021
Degree: Doctor of Philosophy in Architecture (Ph.D.)
 - Dissertation: *"Implementation of the principles of sustainable construction in higher education on the example of U.S. East Coast university campuses planning"*
- **HARVARD UNIVERSITY**, Cambridge, MA 2007
Degree: Master of Liberal Arts in Environmental Management

Concentration: Sustainability

- Thesis: *How the Selection of Green Roof Technology Influences Overall Building Cost? The Cost/Benefit Analysis of Select Extensive Roof Types on the Example of Harvard University Campus Installations*
- **UNIVERSITY OF MASSACHUSETTS**, Boston, MA 2005
Degree: Master of Business Administration
Concentration: International Management
- **HESSEN INTERNATIONAL SUMMER UNIVERSITY**, Frankfurt, Germany Summer 2005
A joint project of the Johann Wolfgang Goethe-University and the Fachhochschule Frankfurt am Main - University of Applied Sciences
 - The program consisted of seminars and lectures (in English) on current European and German economics, political and cultural topics as well as an intensive German language course
- **SILESIAN UNIVERSITY OF TECHNOLOGY**, Gliwice, Poland 2002
Degree: Master of Science and Engineer of Architecture (mgr inż. arch.)
Major: Architecture and Urban Planning
 - Dissertation on adaptation and reconstruction of a Neo-Gothic palace to boarding school
 - Thesis grade 5.0 (the equivalent to the US: A)

PROFESSIONAL EXPERIENCE:

- **VvS | Architects & Consultants**, South Hamilton, MA 2008-present
Position: Principal/Owner

VvS | Architects & Consultants is a boutique firm offering green building design consulting services to owners and other design professionals including: LEED/WELL/Fitwel/SITES consulting and project management, design and construction team “coaching”, energy modeling, corporate trainings, commissioning documentation assistance for LEED. Agnes Vorbrod, the Principal is a LEED Accredited Professional and Certified Building Commissioning Professional

We have working experience on 80+ LEED/WELL/Fitwel/SITES/green projects in the USA and abroad - we worked on the following building types: university, school, office, library, lab, manufacturing facility, testing/research facility, hotel, conference center, sports complex, retail/retail interior (bank branch), corporate interior, warehouse, city hall, internal revenue service, multifamily residential.

Select Clients:

- University of Massachusetts (with JCJ Architecture)
- Hunking School in Haverhill (with JCJ Architecture)
- Wildwood Elementary School in Amherst (with JCJ Architecture)
- Harvard University (with EH&E)
- Yale University (with SchwarzSilver Architects)
- Medford Public Library (with SchwarzSilver Architects)
- Google
- Boston Global Investors
- Cargo Ventures
- Beacon Capital Partners (with Cosentini)
- Parallax Partners, Inc. / Thompson's Point
- MINCO / Cambridge Capital Group
- Wynn Design and Construction
- The Community Builders (with RODE)
- Corcoran Jennison/Suncal (with Stantec)
- BorgWarner Turbo Systems Poland
- BorgWarner Poland
- SKF
- Strabag
- UBM Development Polska
- TORUS
- Pratt & Whitney
- PORR Polska SA / NIMBUS Real

- Hamilton Sundstrand / United Technologies
 - CITI
 - FM Logistics/NG Concept
 - Globe Trade Center (with APA Kuryłowicz & Associates)
 - www.AVA-greenconsultant.com
-
- **IC PLGBC – PLGBC Certification Institute**, Gliwice, Poland 2012-2019
 Position: Chairman
 Managing and promoting the Green Materials Certification, setting up direction and vision for progress as well as overseeing the certification process.

 - **Polish Green Building Council PLGBC**, Krakow, Poland 2007-2014
 Position: Founder (formerly also CEO 2009-2012 and Vice President of the Board 2007-2014)
 Founder (formerly also Vice president of international relations and architecture) of the Polish Green Building Council, an NGO accredited by the WorldGBC as an Established Council. Since 2007 she has been successfully building and managing the organization, leading it by all levels of the WorldGBC membership. She led the Council through difficult negotiations with the rating tool owners, securing exclusive contracts with the USGBC and BRE. She originated and implemented the idea of PLGBC Green Materials Certification, worked with the WorldGBC European Network Education Committee on the common European education program. Currently she is building the PLGBC Green Building Education program, along with the professional accreditation. Agnes is now working on introducing the PLGBC Green Company certification. She proudly represents the Council during national and international conferences and meetings.

 - **NATIONAL GRID**, Waltham, MA 2009-2011
 Position: Sustainable Design Advisor
 Agnes was asked to serve as an expert and uses her extensive knowledge of sustainable design to represent the leading international utility company, National Grid in front of its clients. Work with teams of architects and clients to help them design and construct green, more energy efficient building that qualifies for utility incentive programs. Work on presentations on energy efficiency strategies, Advanced Buildings Core Performance Guide and sustainable design. Prepare documents and publications for internal and external distribution.

 - **GROUP ONE PARTNERS, Inc.**, Boston, MA 07.2006-05.2008
 Position: Architectural Job Captain
 Major projects: Hampton Inn and Suites in NH, Marriott Courtyard in Cambridge, MA, Hawthorn Suites in VA and Residence Inn by Marriott in Portland, ME.

 - **CBT ARCHITECTS**, Boston, MA 10.2002-07.2006
 Position: Architect
 Key projects: Mandarin Oriental Boston. Shaw's supermarket in Newton, MA. design-build renovation and redesign of a condominium in Ritz Carlton in Boston, Temple Beth in Newton, Copley Fairmont Hotel in Boston, corporate offices of First Marblehead in Boston, New England Conservatory, Boylston Street office building as part of the Prudential Boston development, numerous sales and marketing jobs.

 - **WTO ARCHITECT PC.**, Douglaston, NY 09-10.2002
 Position: Architect

 - **SEARS ROEBUCK CO**, Braintree, MA 06-09.2002
 Position: Marketing Associate

 - **P.P.BOST**, Gliwice, Poland 10.1997-06.2002
 Position: Project Architect

TEACHING EXPERIENCE:

- **HARVARD UNIVERSITY**, Cambridge, Ma 2012- 2014
 Position: Course Co-Instructor

Course Co-Instructor in ENVR E-119 Sustainable Buildings: Design and Construction. Lectured on the following topics: LEED Rating System and other international rating systems, passive design and green residential design, business case for green buildings, international project case studies, site/landscape design strategies, green/healthy materials.

- **HARVARD UNIVERSITY**, Cambridge, Ma Fall 2007-2012
Position: Course Co-Instructor and Head TF

Course Co-Instructor in ENVR E-119 Sustainable Buildings: Design, Construction, and Operations. Lectured on the following topics: Background Terms, the Setting/Green Roofs, Green Building Rating Systems.

- **HARVARD UNIVERSITY**, Cambridge, Ma Spring 2007
Position: Teaching Fellow and Lecturer in ENVR E-119 Sustainable Buildings: Design, Construction, and Operations.

As the only TF in this class, she was responsible for the entire coordination of the course, preparation of course documents, interaction with students, overseeing and grading homework and projects. Co-lectured on the following topics: Building Components, Materials and Systems, Green Building Rating Systems, Green Roofs

BOARDS/MEMBERSHIPS/COMMITTEES:

- **Polish Green Building Council** – Founder, CEO and Vice President of International Relations and Architecture - past
- **United States Green Building Council** – member since 2004
- **USGBC LEED International Roundtable** - past
- **USGBC LEED International Roundtable Technical Group IEQ** - past
- **USGBC LEED International Roundtable Water Technical Group** - past
- **PLGBC Rating System Committee** - past
- **PLGBC Product & Material Certification Committee** - past
- **World Green Building Council (WGBC) European Steering Committee** - past
- **WorldGBC Europe Regional Network Education Task Force** - past
- **WorldGBC Europe Regional Network Policy Task Force** - past
- **WorldGBC Europe Regional Network Capacity Building Task Force** - past
- **Technical Working Group for the European Union EMAS Pilot Reference Document on Best Environmental Management Practices in the Construction Sector** – past
- **NCARB**
- **Harvard Club of Poland** - past
- **Harvard Real Estate Alumni Organization**
- **Harvard Business School Association of Boston**

LANGUAGES:

- Polish, English, German, Russian

PUBLIC SPEAKING EXPERIENCE

- **LEED International Roundtable** – Boston MA [November 2017] - speaker
- **PLGBC Green Building Tour – Poleczki Busines Park B2** – Warsaw [October 2017]
- **Introduction to WELL Rating System and LEED-CI** – Gdansk [July 2017] – Speaker
- **US Commercial Service of the US Embassy in Prague – presentation of VvS work** - Prague [July 2017]
- **Pratt & Whitney Kalisz Grand Opening and LEED Gold Plaque presentation** – Kalisz [June 2017]
- **The US Commercial Service of the US Embassy in - technical session "Certification of Buildings with LEED Certificate"** – Warsaw [October 2016] – Speaker
- **GREEN BUILDING TOUR of DOUBLE PLATINUM ALCHEMIA I – during PLGBC EARTH DAY CONFERENCE** – Gdansk [April 2016] – Speaker
- **EUROPAPROPERTY CEE Green Building Awards** – Warsaw [October 2015] – Jury Member
- **LEED 001, 201 and LEED BD+C 251 official trainings** – Warsaw [March 2015] – Speaker
- **LEED 001, 201 and LEED BD+C 251 official trainings** – Warsaw [October 2014] – Speaker and organizer
- **USGBC Green Apple Day of Service presentation** – Warsaw [October 2014] – Speaker and organizer

- **LEED 101 official training** – Warsaw [July 2014] – Speaker and organizer
- **EARTH DAY WITH PLGBC CONFERENCE** – Warsaw [March 2014] – Speaker and organizer
- **LEED 101 and LEED-BD+C 251 official trainings** – Warsaw [March 2014] – Speaker and organizer
- **LEED v4 INTRODUCTION** – Warsaw [October 2013] – Speaker and organizer
- **LEED 201 and LEED-BD+C 251, LEED-CI 301 official trainings** – Warsaw [October 2013] – Speaker and organizer
- **FM CONGRESS** – Warsaw [October 2013] – Speaker
- **LEED 201 and LEED-BD+C 251, LEED-EBOM 251 official trainings** – Warsaw [July 2013] – Speaker and organizer
- **LEED 201 and LEED-BD+C 251 official trainings** – Warsaw [March 2013] – Speaker and organizer
- **LEED 201 and LEED-BD+C 251 official trainings** – Warsaw [December 2012] – Speaker and organizer
- **PLGBC Green Building Symposium** – Warsaw [October 2012] - Organizer and Speaker
- **LEED 101 and LEED-BD+C 301 official trainings** – Warsaw [October 2012] – Speaker and organizer
- **LEED 201 and LEED-BD+C 251 official trainings** – Warsaw [July 2012] – Speaker and organizer
- **The future of human longevity: medical advances, lifestyle adjustments** – **Harvard School of Public Health** [May 2012] – Speaker
(http://cgd.swissre.com/events/Future_of_human_longevity_medical_advances_lifestyle_adjustments.html)
- **LEED 101 and 201 official trainings** – Warsaw [May 2012] – Speaker and organizer
- **Innovative Poland – Green Revitalization** – Warsaw [April 2012] - Speaker
(<http://innovativepoland.org.pl/pages/pArticle.php?id=6>)
- **Spring into Green** – Warsaw [March 2012] Organizer and Speaker (topics LEED for Homes Midrise, Integrated Design Charrette)
- **PLGBC Green Building Symposium, Expo and Gala with WorldGBC Europe Network Meeting** Organizer and Speaker - (with **Paul King** – CEO of UKGBC, **Scot Horst** - USGBC Senior Vice President for LEED, **Martin Townsend** – Director of BREEAM) – Krakow [November 2011]
- **Greenbuild 2011 International Summit Closing Plenary** (Toronto) – [October 2011] – Speaker (video: <http://vimeo.com/30070993>)
- **Greenbuild 2011 - Master Speaker Series: The LEED International Program** (Toronto) – [October 2011] – Speaker (video: <http://vimeo.com/30158414>)
- **Green Industrial Buildings** conference co-organized by Forbes (Poznan) - [September 2011] - speaker
- **Warsaw Voice Conference: Zielone biura w zielonych biurach** – Warsaw [May 2011] - Speaker
- **Go Green! Building a More Sustainable Future** (speaking with **US Ambassador Lee Feinstein** and **USGBC Senior Vice President for LEED Scot Horst**) – Warsaw/Washington DC [April 2011] - Co-organizer and speaker
- **Earth Day with PLGBC** (Green building education and green building tour) – Warsaw [April 2011] – Organizer and Speaker
- **Technical Working Group** for the European Union EMAS Pilot Reference Document on Best Environmental Management Practices in the Construction Sector – **Brussels** [March 2011]
- **CEEQA Green Debate** – Warsaw – [March 2011] – Panelist (speaker)
- **PLGBC Green Building Education** - Warsaw [January 2011] – Organizer and Speaker
- **PLGBC Green Building Night** [January 2011] – Organizer and speaker (with **Dominika Czerwinska, WorldGBC**)
- **AIT Contractworld Conference – Sustainability Symposium – Hannover, Germany** – [January 2011] – Speaker and Panelist (in a panel with **Michael Braungart**)
- **Selena International Conference on Green Buildings** – Wroclaw [December 2010] - Speaker
- **Switch to Green - Eurobuild Conference** – Warsaw [November 2010] – Speaker
- **PLGBC Symposium, Expo and Gala** [November 2010] – Organizer and Speaker
- **LEED training** - Warsaw [November 2010] – Organizer and Speaker
- **High Level Roundtable on Low-Carbon Economy** - Warsaw [November 2010] - Panelist
- **World Green Building Week Press Conference** - Warsaw [September 2010] – Organizer and Speaker
- **Eurobuild Conference** – Mragowo [June 2010] – Speaker
- **Kongres Ekonomiczny** – Katowice [June 2010] - Panelist
- **LEED training** - Warsaw [June 2010] – Organizer and Speaker
- **PLGBC Green Building Night** [June 2010] – Organizer and Speaker
- **PLGBC Green Building Night** [April 2010] – Organizer and Speaker
- **Murator Expo Poland** - Warsaw [April 2010] –Speaker
- **Build Green CEE - Budapest** [April 2010] – Organizer and Speaker (with **Paul King** – CEO of UKGBC, **Jane Henley** – CEO of WorldGBC, **Scot Horst** – Senior Vice President of USGBC, **Jerry Yudelson** – Owner of **Yudelson Associates**)
- **CEE Renewable 2010** - Warsaw [March 2010] –Speaker
- **Akja-Kreacja** – 3hr training for invited architects [April 2010] –Speaker

- PLGBC Green Building Night [March 2010] – Organizer and Speaker
- Akcja-Kreacja – 3hr training for invited architects [February 2010] –Speaker
- PLGBC Green Building Night [January 2010] – Organizer and Speaker
- Murator Expo Poland (2009) - Speaker
- **PLGBC Symposium, Expo and Gala** (2009) – Organizer and Speaker (with **Andrew Bowerbank – CEO of WorldGBC, Martin Townsend – Director BREEAM, Christian Donath – CEO DGNB, Mario Zochatelli – President GBC Italia**)
- Taiwan GBC Green Buildings Conference (2009) – Submitted paper on the current situation of green buildings in Poland
USGBC, LEED-Online (2009)

RELEVANT CONTINUING EDUCATION/CONFERENCES

- Completed course and exam - Fitwel Ambassador [October 2020]
- Completed course and exam – USGBC Green Classroom Professional [June 2020]
- Completed CBCP – Certified Building Commissioning Professional training and exam – Boston [April 2019]
- Harvard Real Estate Weekend – Boston / Cambridge [March 2019]
- MSBA Diversity Conference – Boston [February 2019]
- ENVISION infrastructure rating system training [November 2018]
- Harvard Business School Association CEO Roundtable – Boston [April 2018]
- Harvard Real Estate Weekend – Boston [March 2018]
- ARC Individual training by USGBC - [March 2018]
- Greenbuild International Summit – Boston [November 2017]
- Greenbuild Expo – Boston [November 2017]
- 2017 ChallengeHer Conference – Boston MA [August 2017]
- Harvard Club of Prague – Prague [July 2017]
- MASSPORT 2017 Business Diversity Summit – Boston MA [May 2017]
- Massachusetts Office for Supplier Diversity Conference at the Federal Reserve Bank –Boston MA [May 2017]
- Harvard Business School Association of Boston - FOOD AND TECHNOLOGY FORUM - Boston MA [May 2017]
- Harvard Business School Association of Boston - 9TH ANNUAL CEO BRAND LEADERSHIP ROUNDTABLE - Boston MA [April 2017]
- Harvard Business School Association of Boston - BEHIND THE SCENES: NATIONAL EMERGING INFECTIOUS DISEASE LABORATORY – Boston MA [March 2017]
- Harvard Business School Association of Boston - The Business of Beverages – Boston MA [December 2016]
- Harvard Business School Association of Boston - EMOTIONAL CONNECTIONS: THE BOTTOM LINE: How Marketers Use The Power of Emotional Intelligence To Drive Customer Spend – Boston MA [November 2016]
- Massachusetts Office for Supplier Diversity Conference at the Federal Reserve Bank –Boston MA [May 2016]
- PLGBC Earth Day Conference – Gdansk [April 2016]
- Earth Day event at the US Ambassador Warsaw Residence – Warsaw [April 2016]
- Business of Food, Part Deux – Harvard Business School - Boston MA [April 2016]
- Harvard Real Estate Association of Boston: Program on Sustainability – Boston MA [April 2016]
- 2016 Real Estate Weekend – Harvard Business School – Boston MA [April 2016]
- Harvard Business School CEO Roundtable – Boston MA [March 2016]
- One Harvard Conference – Boston MA [March 2016]
- EUROPAPROPERTY CEE Green Building Awards – Warsaw [October 2015]
- Harvard SHINE Conference – Boston, MA [June 2015]
- USGBC Education Partners Summit – Washington, DC [March 2015]
- Harvard Center for Green Buildings and Cities Inaugural Conference – Cambridge, MA [November 2014]
- Boston Healthy Materials Summit – Boston, MA [November 2014]
- LEED International Roundtable meeting – New Orleans [October 2014]
- La Defense District visit – Paris, France [July 2014]
- USGBC Education Partners Summit – Washington, DC [May 2014]
- Capacity and Contracts training: 5 weeks long seminar organized by the Commonwealth of Massachusetts and Next Street – Boston [May - June 2014]
- LEED International Roundtable meeting – Philadelphia [November 2013]
- GreenBuild International Conference and Expo – Philadelphia [November 2013]
- LEED 252: Introduction to LEED v4: Performance: Measuring for Success [September 2013]

- LEED 252: Introduction to LEED v4: Key Concepts and Strategies [September 2013]
- LEED International Roundtable meeting – San Francisco [November 2012]
- GreenBuild International Conference and Expo – San Francisco [November 2012]
- LEED for Homes Green Rater 2-day training - Chicago [June 2012]
- LEED for Homes 6 webinar series – online [June 2012]
- Ecobuild – London [March 2012]
- WGBC European Network Meeting – London [March 2012]
- LEED International Roundtable meeting in Paris, France [March 2012]
- WGBC European Network Meeting – Krakow [November 2011]
- WGBC International Congress – Toronto [October 2011]
- GreenBuild International Conference and Expo - Toronto [October 2011]
- WorldGBC Europe Regional Network meeting – Barcelona [May 2011]
- LEED for Existing Buildings: O&M Webinar: Energy & Atmosphere - [May 2011]
- US Green Building Council “How to Develop an Education Program” – [May 2011]
- WGBC European Network Meeting – London [March 2011]
- EcoBuild – London [March 2011]
- GreenBuild International Conference and Expo - Chicago [November 2010]
- WGBC European Network Meeting [June 2010]
- Consense – Stuttgart [June 2010]
- EcoBuild – London [March 2010]
- BREEAM Assessor Training [2010]
- AIA+2030: The 2030 Commitment: Setting and Achieving Energy Goals with Integrated Design [2009]
- GreenBuild International Conference and Expo (2009)
- WorldGBC International Congress Phoenix AZ (2009)
- AIA Convention, San Francisco (2009)
- USGBC, The Building Certification Process (2009)
- ASHRAE, Clean, Lean, and Green: IAQ for Sustainable Buildings (2009)
- USGBC, LEED 2009 Green Building Rating Systems (2009)
- Zero Net Energy Homes, Boston MA (2009)
- Residential Design and Construction, Boston MA (2009)
- Brandeis University, Passive House Training (2009)
- NESEA Conference, Boston MA (2009)
- An Introduction to eQUEST using ASHRAE 90.1 Appendix G, 8hrs, Boston MA (2009)
- COP 14, The United Nations Climate Change Conference in Poznań, 1-12 December 2008
- GreenBuild International Conference and Expo 2008, Boston, MA (2008)
- Advanced Buildings Core Performance Guide (4 hours), Build Boston (2008)
- Harvard University Celebration on Sustainability with Former Vice-President Al Gore (2008)
- Reducing Carbon, Promoting Sustainability: the Role of Individuals and Institutions, Harvard, Cambridge, MA (2008)
- 8th International Congress, World Green Building Council, London (2008)
- EcoBuild Conference and Expo, London (2008)
- AIA National Convention, Conference and Expo, Boston, MA (2008)
- Integrated Building Design: Bringing the Pieces Together to Unleash the Power of Teamwork. ASHRAE (2008)
- Residential Design and Construction, Conference and Expo, Boston, MA (2008)
- Sustainable Design Seminar with Kevin Hydes, Stantec, Inc., Boston, MA (2007)
- GreenBuild International Conference and Expo 2007, Chicago, IL (2007)
- BuildBoston Conference and Expo, Boston, MA (2007)
- Residential Design and Construction, Conference and Expo, Boston, MA (2007)
- West Coast Green, Conference and Expo, San Francisco (2006)
- BuildBoston Conference and Expo, Boston, MA (2006)
- BuildBoston Conference and Expo, Boston, MA (2005)
- Harvard Sustainability Symposium, Harvard Business School, Cambridge, MA (2004)
- BuildBoston Conference and Expo, Boston, MA (2004)
- ICFF – International Contemporary Furniture Fair, New York, NY, (2004)
- Post Neocon Show, Boston, MA (2004)
- BuildBoston Conference and Expo, Boston, MA (2003)

- Autocad Architectural Desktop v.3.3 (40 hours), Boston, MA (2003)
- BuildBoston Conference and Expo, Boston, MA (2002)
- Frankfurt Light+Building Expo, Frankfurt, Germany (2002)
- Post Neocon Show, Boston, MA (2001)

Project Team



Agnes Vorbrodt, Ph.D., NCARB
Principal

Project Role
Sustainability Consultant

Location
Hamilton, MA

Dr. Vorbrodt is the principal of VvS | Architects & Consultants - a boutique practice specializing in sustainability consulting. She is the founder of the Polish Green Building Council and a former member of the LEED International Roundtable. Among her projects is the first LEED certified building in Poland, first LEED platinum for Google in Europe, as well as the largest warehouse in Europe. She has working experience on over 80 LEED/well/fitwel/green projects in the USA and Europe including large scale offices, lab, r&d, industrial, warehouse, retail, civic, court, library, school, university, city hall, hospitality, multifamily residential - condos and apartments, sports, interiors, event, business/ industrial parks, waterfront redevelopment projects, LEED-ND.

Professional Registrations

MA, NCARB Certification
LEED AP BD+C
Certified Building Commissioning Professional
WELL AP
Fitwel Ambassador
Green Classroom Professional - GBCI

Education

2021 Silesian University of Technology
Doctor of Philosophy in Architecture
2007 Harvard University
Master of Liberal Arts in Environmental Management
2005 University of Massachusetts
Master of Business Administration
2005 Hessen International Summer University
2002 Silesian University of Technology
Master of Architecture

Academic/teaching positions

Harvard University, ENVR-E119, 2007-2014
USGBC/LEED Faculty: 2011-2015

Selected Projects

10 WORLD TRADE – 600,000SF office/lab building, target LEED Gold, WELL
2 HARBOR STREET – 480,000SF lab building, target LEED Gold, WELL
PILOT TOWER – 178,112SF office building, LEED Platinum
NIMBUS OFFICE BUILDING – 349,828SF office building, LEED Gold
ASTORIA PREMIUM OFFICES – 298,640SF office building, LEED Platinum
B2 OFFICE BUILDING – 143,183SF office building, LEED Platinum
ALCHEMIA 1-4 – 2,120,000SF office building complex, LEED Platinum
PEGAZ – 415,000SF office building complex, LEED Platinum
DOKI 1 and DOKI 2 – office waterfront redevelopment, target LEED Gold
ONE CHARLESTOWN – LEED-ND, LEED, Article 37 (entitlements), study
NEWBURYPORT CROSSING – multifamily residential, LEED precertified, Fitwel certified
POINT 262 – multifamily residential, LEED Gold
3368 WASHINGTON STREET – multifamily residential, LEED Silver certifiable
MEDFORD PUBLIC LIBRARY - 45,000SF public library, LEED Silver targeted
REGIONAL JUSTICE CENTER - sustainability study
YALE 87 TRUMBULL STREET - 37,000SF office building, LEED Gold targeted
UMASS AMHERST CHAMPIONS CENTER
56,000SF sports facility, LEED Gold
HUNKING SCHOOL - 148,000SF school, LEED Silver
MANCHESTER MEMORIAL ELEMENTARY SCHOOL - 75,051SF school, LEED Silver targeted
TYNGSBOROUGH MIDDLE SCHOOL - LEED Certified targeted

Professional Affiliations

U.S. GREEN BUILDING COUNCIL
NCARB
ASSOCIATION OF ENERGY ENGINEERS
LEED Proven Provider BD+C
WBE Woman-owned business

Memorandum

Date: 2022-07-05

Sustainability narrative

The new 6-unit residential project at 30-36 Mildred Street will be sustainable, resilient and healthy. The proposed building and site design will focus on the occupant wellbeing, while providing site environmental stewardship and resource conservation.

The Proponent will design and construct a building which will meet the City of Boston E+ Green Building Program requirements, DND Design and Zero Emissions Buildings' Standards as well as the LEED for Homes v4 Platinum certification.

The project is located in an urban setting with access to services and public transportation contributing to walkability and reducing the occupant reliance on single occupant vehicles. The project will install secured bicycle storage and will consider introducing an EV charging station. Nearly half of the site will be occupied by a community garden, offering the building occupants access to nature, urban gardening opportunities and a space to unwind and relax. The garden will be planted with native and draught tolerant vegetation, limiting or eliminating the need for watering, mowing and fertilizer use. The space will feature a pollinator garden promoting urban habitat for bees and other pollinators as well as visual interest. The rainwater will be harvested and managed on site. The site pavement will be limited and light colored what together with shade trees and a white roof, will reduce the heat island effect. Exterior lighting will be efficient and full cutoff, minimizing light pollution.

The project will include superior building envelope, including walls/roofs/floors with high R-values, low e-glazing with high visible light transmittance and low solar heat gain coefficient, as well as improved air tightness. The installed lighting will be all LED and automatically controlled where feasible. The plumbing fixtures will be ultra-low flow and low flush, including 1.0gpm residential faucets, 1.2gpm kitchen faucets, 1.5gpm showers and 0.8gpf toilets. The mechanical systems in the building (including air-to-air heat pumps and heat pump hot water heaters) will be efficient and fully electric to allow the project to become a near -ero energy building. The on-site photovoltaics and potentially solar thermal system will bring the annual energy usage to below zero. The HERS index is not yet known however the systems will be engineered to achieve HERS Index <0 what will allow the project to support the Boston's Carbon Neutral Boston 2050 commitment and score the maximum number of points in the LEED-H Energy and Atmosphere "Annual Energy Use" credit.

The air-tight building will be mechanically ventilated with individual cold climate energy recovery ventilators located at each unit, with superior MERV-13 filters. Kitchen hoods will exhaust to the outside. The building will not include any fireplaces nor combustion equipment.

Building materials will be selected for their environmental and health benefits, and will include regionally extracted products with high recycled content and sustainably harvested wood. Insulation and finishes will be low-emitting and certified to LEED appointed standards like Greenguard Gold, Floorscore and CRI Green Label Plus. Paints, coatings, adhesives and sealants will be low VOC. The building and the project site will be non-smoking.

The project team will include a LEED AP and will target multiple innovation and pilot credits which will be carefully selected to further benefit the project occupants and the surrounding community.



OPERATIONAL SERVICES DIVISION
SUPPLIER DIVERSITY OFFICE

THE COMMONWEALTH OF MASSACHUSETTS
Executive Office for Administration and Finance
OPERATIONAL SERVICES DIVISION

One Ashburton Place, Suite 1017
Boston, MA 02108-1552
Charles D. Baker
Governor
Karyn E. Polito
Lieutenant Governor
Michael J. Heffernan
Secretary
Gary J. Lambert
Assistant Secretary for Operational Services Division

October 4, 2019

Ms. Agnes Vorbrod
VvS | Architects & Consultants
57 Cutler Road
South Hamilton, MA 01982

Dear Ms. Vorbrod:

Congratulations! Your firm has been renewed as a woman business enterprise (WBE) with the Supplier Diversity Office ('SDO') under the business description of **BOUTIQUE FIRM SPECIALIZING IN ENVIRONMENTALLY FRIENDLY, HEALTHY DESIGN AS WELL AS SUSTAINABILITY CONSULTING; SERVICES: ARCHITECTURE (MA LICENSE, NCARB)/ PLANNING, CONTEMPORARY INTERIOR DESIGN, INTEGRATIVE DESIGN, CHARRETTE MEETING PLANNING, ZERO ENERGY DESIGN, SUSTAINABILITY CONSULTING/ LEED CONSULTING/ GREEN BUILDING CONSULTING, LEED CERTIFICATION PROJECT MANAGEMENT, LEED/SUSTAINABILITY TRAINING, HEALTHY BUILDING MATERIALS VERIFICATION, LEED ACCREDITED PROFESSIONAL, LEED/ USGBC FACULTY, LEED FOR HOMES CONSULTING.** Your firm will be listed in the SDO Certified Business Directory and the Massachusetts Central Register under this description. **This letter serves as the sole proof of your SDO certification.** Your designation as a WBE is valid for three (3) years unless revoked pursuant to 425 CMR 2.00.

Your firm's next renewal date is September 20, 2022. SDO will send written renewal notices to your business and/or e-mail address on file approximately thirty (30) business days prior to your firm's three (3) years certification anniversary. Additionally, every six (6) years, certified companies that wish to remain certified may undergo a substantive review which will require certain updated supporting documentation.

SDO also reserves the right to monitor your firm and to perform random spot checks to ensure the firm continues to meet the certification criteria. Your firm is required to notify the SDO in writing of any material changes. Examples include but are not limited to changes in its business description, as well as business phone number, fax number, business' physical location, webpage and e-mail addresses. Other reportable changes include business structure, ownership (the business is sold or transferred), control and outside employment. You also have a duty to report decertification and debarment notices from this or any other jurisdiction. Failure to abide by the continuing duty requirements shall constitute grounds for the firm's decertification.

We look forward to working with you and your firm to maximize its business opportunities. Should you have any questions, please feel free to contact us via email at wso@state.ma.us.

Sincerely,

A handwritten signature in blue ink that reads "William M. McAvoy". The signature is written in a cursive style with a prominent initial "W".

William M. McAvoy
Deputy Assistant Secretary and
Chief Legal Counsel



30-36 Mildred Avenue

Diversity and Inclusion Plan

Norfolk Design & Construction is a Minority and Veteran Owned Business enterprise. We strive to work with and provide opportunities to local, small and disadvantaged businesses, as well as people of color and women, in the areas of job creation and training, business development and the procurement of goods, services and construction services in association with our construction projects. Below is breakdown of the demographic of workers for the most recent project completed by our firm :

- People of Color 56%
- Local Personnel 50%
- Local Business 50%
- Minority Own Business 50%
- Women Own Business 0%
- Non-People of Color 44%

Below is a partial list of vendors /businesses that we have business relationships with or identified for future project needs:

Potential Contractors (Partial list subject to competitive bid)

Company Name	Trade	Minority Participation	Address	State
City Point Partners	Owner's PM (OPM)	WBE, SLBE	11 Elkins Street, Suite 470	MA



30-36 Mildred Avenue

Coast and Harbor Associates, INC	Owner's PM (OPM)	MBE, WBE, SBE	7 Kimball Lane, Suite D	MA
Nanepashemet Project Management, Inc.	Owner's PM (OPM)	SBE	328 West Shore Drive	MA
Alexandra Construction Inc	Construction Managers	SBE	109 Oak Street, Suite 101	MA
Bald Hill Builders, LLC	General Contractors	WBE, SBE	6 Merchant St Suite 1	MA
Canton Corporation	General Contractors	SLBE	10 Malcolm X Blvd.	MA
Design Construction & Consulting Services, Inc.	General Contractors	MBE, SLBE	74 Howland Street	MA
Essex Newbury North Contracting Corp.	General Contractors	MBE	55 Parker St.	MA
Fisher Contracting Corp.	General Contractors	MBE, WBE	11 Webster Place	MA
Icarus Construction Services LLC	General Contractors	MBE	340 Main Street	MA
Mass Construction & Management, Inc	General Contractors	MBE	489 Page Street, Suite 1	MA
Oneway Development, Inc.	General Contractors	MBE, SLBE	67 Kemble St., Suite 1.1	MA
Over, Under Inc.	Architect	SLBE	46 Waltham Street	MA
RODE Architects	Architect	SLBE	535 Albany Street	MA



30-36 Mildred Avenue

Silverman Trykowski Associates Inc	Architect	SLBE	21 Drydock Avenue, 7 West	MA
Studio G Architects	Architect	WBE, SLBE	179 Boylston Street	MA
ICON Architecture	Architect	WBE	38 Chauncy Street	MA
IMAI Keller Moore Architects	Architect	MBE	70 Phillips Street	MA
Isgenuity LLC	Architect	SLBE	321 Summer Street (Suite 401)	MA
Joseph Kennard Architects, Inc.	Architect	SLBE	141 Dorchester Ave	MA
Baker/Wohl Architects	Architect	WBE	132 Lincoln Street	MA
Bargmann Hendrie + Archetype	Architect	WBE	300 A Street	MA
Studio Luz Architects, LTD	Architect	MBE, WBE	21C Wormwood Street	MA
Stull & Lee Inc	Architect	MBE	33 Farnsworth St	MA
Christopher Roche Architecture	Architect	SBE	415 Neponset Ave # 4	MA
Banks II Quan Associations	Engineers	WBE	DBA: B2Q Associates (100 Burt Road Suite 212)	MA
East Coast Engineering Inc.	Engineers	WBE	147 Bakerville Road	MA
Engineered Solutions Inc	Engineers	SBE	6 Union St.Suite 3	MA
LandTech Consultants, Inc.	Engineers	SBE	515 Groton Street	MA
Nitsch Engineering, Inc.	Engineers	WBE	2 Center Plaza (Suite 430)	MA
Richard E. Galat	Engineers	SBE	dba TAG Engineering, LLC	MA