



STONYBROOK NEIGHBORHOOD ASSOCIATION

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Brookley • Burnett • Dungarven • Forest Hills • Gartland • Kenton • Lotus • Meehan
Plainfield • Rockvale • Rossmore • Shurland • Stedman • Stonley • Washington • Williams

Community Room Managing Partner - Request for Proposal (RFP)

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Introduction

The Stonybrook Neighborhood Association (SNA) is pleased to request applications for a nonprofit organization to use and manage a 600 square foot community room space in the heart of Jamaica Plain at a no-rent-basis. As further explained in this RFP, this is an incredible opportunity for a local nonprofit. Please email snacommunityroom@gmail.com for more information or for an application.

About the Stonybrook Neighborhood Association

The Stonybrook Neighborhood Association is a group of residents committed to meeting our neighbors and working together to address community issues. In addition to regular meetings, we have an online community to help neighbors connect with each other and share information.

The Stonybrook neighborhood is made up of the following streets: Brookley, Burnett, Dungarven, Forest Hills, Gartland, Kenton, Lotus, Meehan, Plainfield, Rockvale, Rossmore, Shurland, Stedman, Stonley, Washington, and Williams.

SNA Vision *(adapted)*

The Stonybrook Neighborhood is a multicultural, economically diverse neighborhood of longtime residents and relative newcomers who treasure our community's historic character, close proximity to parks and public transportation, and community institutions. We envision our future as a vibrant, interconnected urban neighborhood where families can grow, all people are welcomed and neighbors are supported through all stages of their lives. We welcome development and other investments that enhance and sustain our community vision, and we actively work with developers and other community partners to create the kind of community in which we want to live and contribute. The SNA hopes this vision serves as a catalyst for productive conversations and outcomes involving existing and prospective partners.

Development History and RFP Summary

As part of a package of community benefits that the SNA negotiated with the developers of [3521-3529 Washington Street](#) ("Development"), Jamaica Plain has a new community room on the ground floor of the recently opened ExtraSpace self-storage facility at 141 McBride Street. While the SNA's advocacy efforts were key to bringing about this new community facility, as a non-incorporated, non-dues-collecting neighborhood association, the SNA is not in a position to obtain the necessary insurance to enter into the lease agreement required to open and operate this new space. As such, in partnership with the self-storage developer, SSG Development, ("Developer"), the SNA is seeking one or more incorporated non-profit (or not-for-profit) partners ("Partner Org(s)") to manage this new community asset and assume responsibility for any associated utility and other incidental occupancy costs. In exchange for serving in this capacity, the Partner Org(s) will have primary use of the space on a rent-free,

operations-cost-only basis as further described below.

The Partner Org(s) will negotiate and sign a lease (draft lease / license agreement enclosed), pay utility bills, maintain insurance, manage community use of the space and generally be the responsible party for this valuable new community benefit.

In exchange, benefits to the Partner Org(s) include, at a minimum, substantial use of 600 sq. ft of newly constructed, modern ADA accessible community space (“Community Room”) in one of the most expensive retail markets in the country. In addition to being used by the Partner Org(s), it is expected the Partner Org(s) will make the Community Room reasonably available to other JP-based non-profits and community groups, including the SNA, to utilize. In the interest of making the community room widely accessible, the partner organization will not be permitted to require usage fees; however, they partner organization will be able to ask for “suggested donations.” Please refer to Expectations for more information.

Goals

The SNA seeks one or more Partner Org(s) to enter into a license agreement with SSG Development/Extra Space Storage to manage this Community Room and assume responsibility for any associated utility and other incidental occupancy costs.

More specific goals include identifying a Partner Org(s) that will:

- 1) Actively use the Community Room to further its mission. In doing so, the Partner org(s) will add richness and benefit to the Stonybrook neighborhood and larger Jamaica Plain community.
- 2) Maintain, manage and make the Community Room reasonably available to community groups. This includes making the community room available for use by the SNA.
- 3) Sign a zero-rent, operation-cost-only lease agreement for a 600 sqft Community Room. The Community Room rent amount is “zero-cost,” but requires the Partner Org(s) to take on legal and financial responsibility for management, insurance, cleaning, utilities and all other duties and obligations with regard to the shared space (see details in attached license agreement).

Scope of Work

Working collaboratively with the SNA, the Partner Org(s) will be expected to undertake the following:

- 1) Fulfill the associated Community Room commitments secured by the Community

Benefits Agreement between the Developer and the Boston Planning and Development Association (BPDA) as well as any associated Memorandum of Understanding (“MOU”) that further governs the operations of the Community Room and may be entered into by two or more relevant parties (e.g., SNA, Developer, Partner Org(s)) but, as applicable, nonetheless be accepted by the Partner Org(s).

- 2) Review and negotiate any appropriate, reasonable changes to License Agreement with the Developer.
- 3) Help design and ensure the appropriate implementation of a reasonable process for approval, scheduling and access to the community room by other interested organizations.

Expectations

Organizations responding to this RFP should state clearly what their capacities are in partnering with the SNA relative to the following Expectations. Questions and principals set forth herein must be addressed in the RFP. In addition, the SNA welcomes any additional detail on concerns respondents feel relevant to their responses. Organizations can respond using the Community Room Application as a guide:

- The Community Room should be made reasonably available for use by other non-profits, including the SNA. This obligation may be modest for the initial six months (e.g., upon request, accommodate at least three meetings per month - assuming reasonable scheduling flexibility on the part of the users) with the expectation of increasing this obligation to reasonably accommodate demand after this initial period.
- The Community Room should be made available to the Stony Brook Neighborhood Association for the monthly meeting.
- It is recommended that simple and effective technologies be put in place to allow for a streamlined process of vetting interested community organizations, allowing access to the space, collection of appropriate suggested donations, if any, and managing a shared calendar to avoid conflict. For example, any interested organization could apply, and be approved before being allowed access.
- Installation and maintenance of a lock box or key-pad lock that, as necessary, supports multiple codes allowing each approved organization to have a separate code and the auditing the logs. An RFID system would also serve the same purpose.
- An online calendar accessible to all approved organizations to reserve the space is feasible.
- Consideration to the installation of one or more cameras to monitor the space remotely.
- Any similarly appropriate creative problem solving and corresponding measures to ensure the successful operation of the Community Room.

The Partner Org(s) be solely responsible for the approval or denial of requests, hence the position of managing entity.

Would other nonprofits or community groups be required to carry general liability insurance that would cover events that are held in the Community Room such as fitness activities or parties? -

The SNA will conduct a review process and select one or more Partner Orgs to assist the community in actualizing the four community benefits. That process will likely involve a presentation to the full SNA membership.

Requirements

Organizations responding to this RFP should meet the following minimum requirements:

- 1) A Massachusetts incorporated non-profit or not-for-profit located in Boston.
- 2) A functioning Board of Directors that meets regularly.
- 3) A mission statement that complements SNA goals and principles.
- 4) Technical capacity to manage the space and meet the terms of the lease, see link below.

Budget

Most if not all expenses for the community benefits are the responsibility of SSG. However, depending on the role your organization assumes some costs may be incurred. For example, utilities for the Community Room will need to be turned on, activation or set-up fees may be charged by the utility.

Partner(s) Selection Criteria

The SNA will conduct a review process and select one or more Partner Org(s)

- 1) Review of RFP submittal.
- 2) Presentation to the full SNA membership, followed by a membership vote.
- 3) Mission statement principles alignment with the SNA
- 4) Long-term sustainability.

Contact Information

For history of the Development and specific questions regarding this RFP, contact:

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SNA contact info:

<http://www.sna-jp.org/>

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References

BPDA/BRA Project - <http://www.bostonplans.org/document-center?project=87>

BPDA/BRA NPC -

<http://www.bostonplans.org/documents/projects/development-project-filings/3521-3529-washington-street-npc-2014-08-26>

BPDA/BRA Co-Op Agreement -

https://drive.google.com/open?id=0B_s6xsMt3YHBQIBoamdGQ0ZNeTBDTk12TUVhbG5wQjRkWVJZ

SNA/SSG MOU -

<https://drive.google.com/open?id=1EixFYyRrQDaRSuQSRbiZWL2sJZCPtnUjOx-ImBp08-o>

SNA/SSG MOU Exhibits -

https://drive.google.com/open?id=0B_s6xsMt3YHBUEY1TXVBRm84U1AxbUIzc2FIT2RWY1IzUUhR

Sample Community Room Lease -

https://drive.google.com/open?id=0B_s6xsMt3YHBWWhvdklBTWINRkQ4MIIPV2ItQVRWQXpvtBN

Sample Mural Easement -

https://drive.google.com/open?id=0B_s6xsMt3YHBZ2UwYXIKN1pWU3dWU0E5ZHFV0NGZUR2ekIR

