



Request for Proposal (RFP) – Decarbonization Advisory Services

Issued by: Dorchester Bay Economic Development Corporation

Issuance Date: April 29, 2025

Proposal Due Date: May 30, 2025

Project Start Date: June 23, 2025

Project Completion Date: December 1, 2025

I. Introduction

Dorchester Bay Economic Development Corporation (DBEDC) is a Community Development Corporation (CDC) and a certified Community Development Financial Institution (CDFI). Founded in 1979, we work to build a strong, thriving, and diverse community in Boston's North Dorchester and Roxbury neighborhoods. We develop, preserve, and sustain affordable rental and ownership housing. We lend capital to and coach small businesses and prepare job seekers for well-paying, sustainable employment. We stabilize tenancies and foster community leadership. We're focused on equitable development without displacement and providing opportunities for economic mobility. We are one of Boston's legacy agencies and most established community development organizations, with an annual operating budget of approximately \$11 million and a staff of 32.

II. Scope of Services

DBEDC is seeking proposals from qualified vendors to provide decarbonization advisory services to help navigate policy, financing and operational challenges across the portfolio. Working with DBEDC's Asset Management and Real Estate Department, the selected vendor will be responsible for providing guidance on portfolio planning and decarbonization readiness and implementation.

The selected vendor will be responsible for providing these services as further outlined below:

1. Support compliance with evolving building performance regulations, including Boston's Building Emissions Reduction and Disclosure Ordinance (BERDO) and Massachusetts' Large Building Energy Reporting (LBER).

2. Assess real estate portfolio to develop a portfolio-wide strategy as well as customized decarbonization roadmaps for either Building-Decarbonization-as-is-service or Owner-financed Building Decarbonization for approximately **485 residential units across 18 buildings and 2 commercial buildings**. Please view [DBEDC's Property Schedule](#).
3. Identify funding opportunities and policy incentives for energy-efficient improvements and/or retrofits.
4. Develop actionable recommendations focused on achieving significant carbon reductions, including cost analysis and procurement strategies to reach our goal.

Project Timeline and Milestones:

- **Project Commencement:** The project will commence on **June 23, 2025** following the execution of the contract and approval of all preliminary documents.
- **Milestone 1:** October 20, 2025 – Portfolio review & goal setting completed
- **Milestone 2:** December 1, 2025 – Report with recommendations completed
- **Project Completion:** The final deliverables will be submitted **by December 1, 2025**, at which time the project will be considered complete.

III. Vendor Qualifications

To be considered for this project, vendors must submit a proposal that includes the following:

1. **Relevant Experience:** A concise summary of your experience, highlighting your relevant expertise in the requested services.
2. **Notable Clients and/or Projects:** A short list of notable clients, organizations, or projects you have been involved with in the past, particularly those related to non-profits, community organizations, or other relevant fields. Notable projects may also include volunteer engagements, community or education-related projects, etc.
3. **Portfolio/Website:** A link to your website with examples of previous work that demonstrates your ability to produce work with similar requirements.

4. Supplier Diversity and Preference for Historically Underrepresented Vendors

DBEDC is committed to a Broad-based Sourcing Strategy. As part of our commitment to a robust and expansive supply chain, we actively seek proposals from a wide range of qualified businesses, including those owned and operated by entrepreneurs from varied backgrounds and market segments that have traditionally had limited access to procurement opportunities

To be considered for this preference, proposers who are certified as MBEs, WBEs, or VBEs must provide documentation of their certification. Sole proprietors or individuals who are not formally certified but identify as minority-, woman-, or veteran-owned may submit a written statement affirming their ownership status and any relevant experience supporting diversity and inclusion.

While preference may be given to certified and eligible diverse businesses or individuals, **all proposals will be evaluated based on their overall quality, experience, capacity, and ability to meet the stated requirements of this RFP.** The final selection will be based on the best overall value to DBEDC.

IV. Key Evaluation Criteria for RFP Proposals

- **Experience and Qualifications**
 - Relevant experience in the field/industry.
 - Qualifications and expertise of key personnel or individual proposer.
 - Past performance on similar projects (with references, case studies, or work samples).
- **Proposed Approach**
 - Understanding of the project scope and objectives.
 - Clarity and feasibility of the proposed approach.
 - Innovation or unique value proposition.
- **Cost Proposal and Budget Justification**

- o Reasonableness and competitiveness of pricing.
 - o Cost-effectiveness and alignment with scope.
 - o Transparency of budget breakdown.
- **Capacity and Project Management**
 - o Demonstrated ability to complete the work within the proposed timeline.
 - o Availability of resources and staff.
 - o Quality assurance.
- **Commitment to Supplier Diversity and Equity**
 - o Minority-, women-, or veteran-owned business status (with certification, if applicable).
 - o Subcontracting or partnerships with diverse businesses.
 - o Commitment to diversity, equity, and inclusion in business practices.
- **Projects and Past Performance**
 - o Relevance of past projects.
 - o Track record of successful project completion.
 - o Any history of contract disputes, issues, or lawsuits.
- **Compliance with RFP Requirements**
 - o Submission of all required documentation (e.g., certifications, forms, disclosures).
 - o Adherence to proposal format and deadline.
 - o Compliance with legal requirements.

V. Proposal Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Professional experience and quality of work, as demonstrated in the portfolio.
- Relevant experience with providing similar services.
- Competitive pricing and overall value.
- Preference for businesses based within the service area (Dorchester, Roxbury, Mattapan, Hyde Park, Jamaica Plain, and Roslindale).

VI. Submission Instructions

Please submit your proposal by May 30, 2025 to: Decarb_RFP@dbedc.org



If you have any questions regarding this RFP, email them to Decarb_RFP@dbedc.org.

Responses to questions will be posted periodically to this page:

<https://www.dbedc.org/about-us/requests-for-proposals/decarbonization>

VII. Terms and Conditions

- **Timeline:** The selected vendor will be expected to begin work within June 23 - December 1, 2025, and deliver the final deliverables by December 1, 2025.
- **Right to Reject Proposals:** Dorchester Bay Economic Development Corporation reserves the right to reject any and all proposals submitted in response to this RFP.

We look forward to reviewing your proposal and collaborating with you to highlight the important work of our organization and the communities we serve.

Sincerely,

Dorchester Bay Economic Development Corporation