



REQUEST FOR PROPOSALS
for
OWNER'S PROJECT MANAGER SERVICES:
Commissioners Landing on the Esplanade

Proposals are to be e-mailed to:

Esplanade Association, Inc.

Projects & ADA Accessibility Coordinator, [Brenda Hernandez](mailto:bhernandez@esplanade.org); bhernandez@esplanade.org

By 4:00 P.M. EDT March 24th, 2026



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SECTION I - GENERAL INFORMATION

A. INTENT

This Request for Proposals (RFP) seeks submittals for professional Owner’s Project Manager Services as necessary for the project to restore Commissioners Landing on the Charles River Esplanade (“the Project”). Those submitting proposals (“Proponents”) may refer to details in **Section II Scope of Work and Anticipated Services**.

Key Project Information

Project Name	Description	Anticipated Delivery Method	Estimated Cost to Construct	Project Completion Target
Commissioners Landing on the Esplanade	Restoration of historic granite boat landing	Traditional / Design-Bid-Build	See Attachment B	Spring 2028

PLEASE NOTE: Construction phase is contingent upon successful application for grant funding, to be submitted by EA summer 2026. Phase 1 funding for design and permitting is secured. The successful Proponent will be expected to continue to consult on the project through Construction if Phase 2 funding is secured.

Phase 2 Continuation

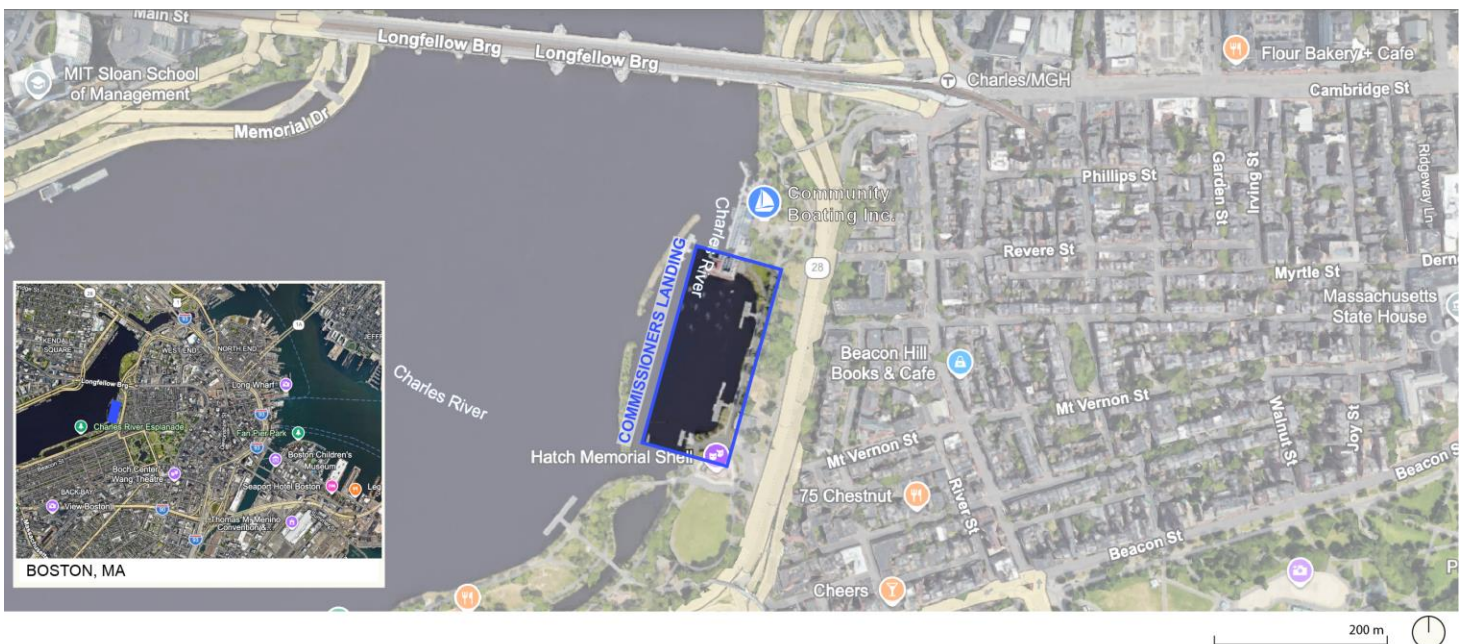
This RFP is being issued for Phase 1 services only. Phase 2 services (bidding and construction support) are contingent on successful fundraising and grant awards.

If Phase 2 funding is secured, EA expects to build on the Phase 1 relationship and negotiate Phase 2 services with the selected Owner’s Project Manager, provided Phase 1 work is progressing well. Phase 2 scope and approach would be defined at that time.

B. PROJECT BACKGROUND and DESCRIPTION

The Esplanade Association, Inc. (“EA” or the “Owner”), under a public-private partnership agreement with the Commonwealth of Massachusetts through its Department of Conservation and Recreation (“DCR”), proposes to restore a historic feature of the Charles River Esplanade park (the “Esplanade”) in Boston known as Commissioners Landing.

Founded in 2001, the Esplanade Association is a community-supported non-profit whose mission and singular purpose is to revitalize and enhance the Charles River Esplanade, sustain its natural green space, and build community in the park by providing educational, cultural, and recreational programs for all. In collaboration with DCR, the Esplanade Association is dedicated to improving the experiences of the millions of annual visitors who enjoy Boston’s iconic riverside park. More information can be found on our website at www.esplanade.org.



Commissioners Landing was built on the Charles River Esplanade in the 1930s as part of the Arthur Shurcliff design to widen the park, along with the Dartmouth and Gloucester Street Landings. The landings serve as access to the water for small boats and visitors, as well as gathering spots. The landings are major focal and design elements of the park, and Commissioners Landing, positioned between the Hatch Shell and Community Boating and facing two long curved islands that form “Boat Haven,” is a prominently placed “character defining” feature of the Esplanade. It is approximately 210 feet long, with a central section of monumental granite stairs approximately 100 feet in length. At the north and south ends of Commissioners Landing are bastions that project out beyond the wall and terminate at wooden boat landings down a set of granite steps. Alternating baluster sections and parapet wall sections with integral benches form the link between the central steps and the bastions.

Commissioners Landing is currently highly deteriorated, with broken stairs, missing facing stones, gaping joints, stains to the stones caused by freeze and thaw cycles, mortar loss, inappropriate repairs, and organic growth. The stairs became such a hazard, collapsing into the river, that in 2016 DCR placed concrete barriers to limit access to the steps, a safety precaution that further impacted public access to and the aesthetic quality of the landing. The 2002 Charles River Basin Master Plan, commissioned by Metropolitan District Commission (predecessor to DCR), ranked Commissioners Landing among the granite landings as “highest priority on the preservation list”. In 2003, Preservation Mass listed Commissioners Landing as one of the 10 most endangered historic resources in the state, and since 2005 it has been on EA’s list of priority capital projects.

The Project seeks to:

- Reconstruct the foundation of Commissioners Landing
- Reset/replace the granite steps, balustrades, faces, caps and benches
- Repoint and repair mortar work and cracks
- Remove/restore past inappropriate repairs
- Clean granite with consideration of antique patina
- Restore associated timber piers as needed
- Restore/repaint cast iron railings
- Resetting of riprap along two shoreline areas
- Replace paving and asphalt of adjacent pathway as remediation
- Restore greenspace of laydown area as remediation
- Any state mandated accessibility improvements

Potential additional scope may include:

- Funder-approved improvements to the adjacent multimodal pathway
- Any additional project updates required for permit approval

Prior work on the project includes:

- 2008, DCR construction drawings for restoration of the park's granite landings (Commissioners Landing, Dartmouth Landing, and Gloucester Landing), as well as the Esplanade's Storrow Lagoon, with project consultants Bourne Consulting Engineers (Waterfront Engineers), McGinley Kalsow (Architects & Preservation Planners), and Brown Richardson Rowe (Landscape Architects).
- 2009, EA used the 2008 DCR Granite Landings construction drawings to create cost estimates for the restoration of Commissioners Landing.
- 2009, the Charles River Esplanade Study Report completed as part of the process to designate the park as a historic City of Boston landmark included these granite landings as "character defining" features of the Esplanade's landmarked landscape.
- 2016, DCR updated the Commissioners Landing construction drawings and cost estimates.
- 2023, EA hired GEI Consultants (which had acquired Bourne Consulting Engineers, the 2008 consultant firm) to provide updated cost estimates. A site walk was conducted which did not reveal any major changes that would warrant updating the 2016 construction drawings in order to provide such updated cost estimates, though it was determined that construction drawings would need to be finalized prior to seeking permits for construction.
- 2024, DCR and EA committed to entering into a public-private agreement to give EA permission to execute the project on DCR property. EA secured Phase 1 funding to update and complete the 2016 construction documents, prepare and submit permit applications, and prepare a bid packet for construction.
- 2025, As prior determined with our partners at DCR, EA is releasing this RFP in parallel to reviewing initial drafts of a project MOU, which outlines phase 1 and phase 2 of this work
 - Phase 2 execution of the project according to construction documents and permits is contingent upon further funding
- 2026, Assuming Phase 1 progresses on schedule, EA anticipates finalizing Construction Documents and cost estimates in 2026 to support a Phase 2 funding application as early as August 2026, with a funding decision expected by October 2026.

Prior project resources are attached for reference ([Section VI, Attachments](#)).

Under the direction of the Esplanade Association, the OPM consultant chosen will work with various Esplanade Association staff, as well as consultants in the various design and construction disciplines, and those agencies having jurisdiction over the Project. The OPM will be expected to represent EA in meetings and presentations, and report to EA as needed. The capability of firms or individuals submitting proposals shall include construction management services that cover the full list outlined on page 7.

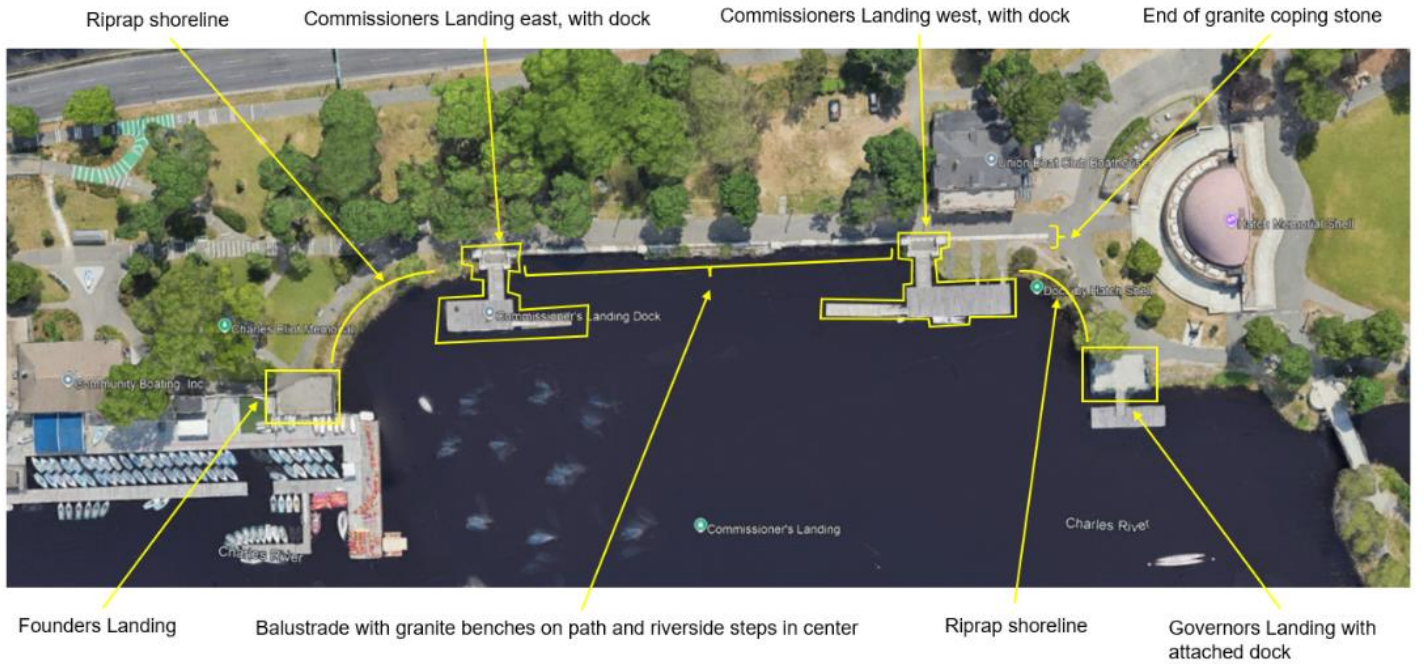
C. PROJECT IMPLEMENTATION TEAM

Entity	Role
Esplanade Association	Project Owner / Client
Massachusetts Department of Conservation & Recreation (DCR)	Project Partner / Land Owner
TBD	Permitting Consultant
TBD	Project Engineer
TBD	Landscape Architect
TBD	Historic Preservationist

Proposals are underway for the roles listed. Other consultants may be added to the project if needed to complete the construction documents and permit applications. The OPM consultant may be asked to support EA and the Project Implementation Team in sourcing and/or onboarding such other consultants.

D. SITE OVERVIEW and CURRENT CONDITIONS

SITE OVERVIEW



CURRENT CONDITIONS

Images taken May 2025:



Commissioners Landing east.



Commissioners Landing west.



Commissioners Landing balustrade.



Riverside steps.



Deteriorated riprap shoreline.



Founders Landing.

SECTION II – SCOPE OF WORK and ANTICIPATED SERVICES

The proposed Agreement anticipated by this RFP is intended to comprehensively include services that may include, but are not limited to, some or all of the following:

PHASE 1: DESIGN DOCUMENT REVIEW & PRE-CONSTRUCTION SERVICES

- Review of project's existing "2016 Final Review Set" (refer to Attachment A – Project Drawings) followed by review of subsequent revisions and updates prepared as part of Phase 1.
- Review of Attachment A and subsequent revisions with a focus on constructability, clarity, and completeness of plans, specifications and details, coordination between disciplines, bid packaging and procedure, schedule impacts, and other elements of industry best practice that may enhance or impede construction cost quality and schedule. Review of any constructability studies as to be provided by the Project Engineer or others.
- Potential review and assess engineer/Landscape proposals for updated drawing and revision services and negotiate on price and scope
- Potentially commission and review results of test reports and/or make recommendations as necessary
- Coordinate with permitting consultant and design team on permit requirements within workflow
- Identify and recommend value engineering concepts, alternatives, and sequencing strategies, as appropriate.

PHASE 2 (PENDING FUNDING) BIDDING / RFP ASSISTANCE

- Prepare a list of recommended Contractors for EA review.
- Stimulate bid / proposal interest.
- Pre-qualify / Qualify, bids / proposals including evaluation of bonds, insurance coverage and financial capability.
- Rank-order bids or proposals based on factors including, but not limited to: relevant experience and qualifications, quality and responsiveness of proposal, proposed schedule, price, form of contract (e.g. fixed price, GMP, allowances, contingencies), bondability, compliance with bid requirements, and applicable supplier diversity goals (MBE/WBE considerations).
- Clarify the scope of each trade and/or subcontractor relationship
- Conduct pre-bid and pre-construction meetings, including vetting interviews for recommendation to EA.
- Assistance with identification of possible long lead materials for pre-purchasing.

PHASE 2 (PENDING FUNDING) CONSTRUCTION SERVICES

- Work with EA, Project Engineer, Builder/Contractor(s) to monitor agreed-to roles and responsibilities during construction, mindful of DCR's Construction Access Permit approval role.
- Review Contractors Construction Management Plan for Suitability.
- Support coordination between the EA, Project Engineer, Builder/Contractor(s).
- Chair and conduct meetings with EAEA, Project Engineer, Builder/Contractor(s), and produce minutes from each meeting.

- Ensure that the Project remains on schedule and if not, develop recovery plans with Contractor(s).
- Review results of test reports and/or make recommendations as necessary.
- Prepare cash flow projections as needed.
- Provide administrative assistance to manage filing systems, meeting minutes, and other critical resources.
- Review and make recommendations to EA on change order requests from the contractor.
- Review any EA or Design Team documents for proposed changes and review any cost estimates for each.
- Review Contractor's Request for Information (RFI) log. Coordinate and track responses with the Design Team.
- Produce bi-weekly management report summary defining the progress of the work including change orders, RFI's, submittals, schedule and potential claims.
- Review payment requests for completeness and accuracy and make recommendations for payment to EA.
- Monitor the construction schedule provided by the Contractor.
- Provide notice to EA of any potential claims. If any are received, review them and make recommendations.
- Provide periodic site visits to observe work in progress and review contractor reports and coordinate with the design team regarding conformance with the contract documents. Schedule inspections as necessary.
- Work with all local and government agencies to keep them informed of the progress of the Project. Meet with them as required.
- Review all punch-lists in conjunction with the Design Teams.
- Monitor the Project Engineer's punch-lists for completion of all items by the Contractor.
- Support coordination of closeout items including as-built drawings, or other materials as required.
- Assist with resolving all contract issues, warranties, bonds, etc. at closeout of project.
- Prepare a final close out report with recommendations as to final payment, notice of completion, and file system for retrieval of closeout documentation.

The Esplanade Association may request from the Owner's Project Manager any and all of the above tasks as needed for the success of the Project.

The selected Owner's Project Manager will become an integral member of the Esplanade Association's Project Implementation Team, shown on page 6.

BUDGET & PAYMENT

Proponents should include in their proposal a breakdown of costs for OPM services during Phase 1 (design review and pre-construction services) and any other available add-on pre-construction services. Proponents may also include in their proposal an initial estimate of costs for any construction phase services should the project be awarded such Phase 2 funding to continue. The selected OPM will be asked to provide a full Phase 2 proposal during the Phase 1 project.

Upon successful execution of a consultant contract for these services, payment will be provided in monthly installments as approved by the Executive Director in accordance with time and charges billing by the consultant subject to an upset for each scope of work task.

GENERAL CONTRACT REQUIREMENTS

If selected, the OPM shall:

- Provide EA with a draft contract or service agreement and Form W-9
- Provide Proof of Insurance, including, but not limited to
 - Workman’s Compensation Insurance
 - General Liability Insurance in the minimum amount of \$1,000,000 per occurrence, \$2,000,000 in the aggregate.
 - Automobile Bodily Injury and Property Damage Liability Insurance in an amount not less than the compulsory coverage required in Massachusetts. Such insurance shall extend to owned, non-owned and hired automobiles used in the performance of the work in the minimum amount of \$1,000,000 combined single limit.
 - Certificates of Insurance naming The Esplanade Association, Inc. and the Massachusetts Department of Conservation and Recreation as additional insureds.

During this project with EA, the OPM shall always take appropriate precautions to avoid damage to the river, buildings, vehicles and other properties, as well as people. Damages done by the Consultant to any person or property, public or private, are the total responsibility of the Consultant and are repaired or compensated for by the Consultant to the satisfaction of both injured party and EA at no cost to EA.

SECTION III - RFP PROCESS

A. TENTATIVE SCHEDULE OF EVENTS

As of: February 23, 2026

EVENT	TARGET DATE
RFP Release Date	February 23
Deadline to Submit Written Questions	March 9 at 4:00pm
Release of Responses to Written Questions	March 11 at 4:00pm
Proposers confirm intent to submit a proposal	March 13 at 4:00pm
Proposal Deadline; submit via email	March 24 at 4:00pm
Potential Candidate Interviews	Week of March 31
Notice to Proponents and Commencement of Contract Negotiation	By April 10 at 4:00pm

B. SUBMISSION OF PROPOSALS

Proposals will be considered only from consultants who can demonstrate the following minimum qualifications:

1. Consultant has demonstrated experience as well as in-house resources necessary to effectively provide the required services. The consultant's personnel assigned shall have experience in construction management with projects similar to the type of facility listed in the Key Project Information table on page 3, within the last five years in the Commonwealth of Massachusetts.
2. Consultant and any consultant staff shall be knowledgeable of all applicable and current building codes, American with Disabilities Act, federal, state and local by-laws as applicable, including sustainability and conservation.
3. Consultant shall be capable of meeting the schedule set by the Esplanade Association. The anticipated duration of the agreement is tied to the Project, which has a goal of pre-construction permitting completion in summer 2026 and, pending Phase 2 funding, construction completion in spring 2028.

Please email a digital proposal to the Esplanade Association by no later than **4:00 p.m. on March 24, 2026**, per **Section III. A Tentative Schedule of Events**. There will be no public opening of proposals. All proposals shall be firm offers, though the Esplanade Association reserves the right to negotiate terms upon evaluation of the proposals. Proposals shall remain valid for a period of ninety days following the close of the RFP. Proposal documents may be corrected, modified or withdrawn at any time prior to the proposal due date, when the proposal packages will be opened at EA. Modifications should be submitted in writing via e-mail to bhernandez@esplanade.org.

All proposals must be delivered to Esplanade Association Projects & ADA Accessibility Coordinator, Brenda Hernandez, at bhernandez@esplanade.org in an e-mail with the subject line: **Proposal Submission: Owner's Project Manager Services**.

An independent visit to Commissioners Landing is strongly encouraged. All proposals shall be deemed to be made with full knowledge and understanding of the Commissioners Landing location and visible features.

C. PROPOSAL EVALUATION

All proposals will be evaluated by the Esplanade Association. During the evaluation process, the Esplanade Association may require a proposer's representative to answer specific questions orally and/or in writing. Once a finalist or group of finalists is selected, additional interactions or information may be required. The most qualified proposal will be recommended to the Esplanade Association Board of Directors based on the overall strength of each proposal. Execution of agreements is tentatively scheduled for the week of **April 13, 2026** following the initial selection of a consultant by **April 10 2026**.

Responses to this RFP must adhere to the format for proposals detailed in [Section V Proposal Submission Requirements](#).

The Esplanade Association values [Diversity, Equity, Inclusion, and Accessibility](#) and actively seeks and encourages participation by Massachusetts Supplier Diversity Office Certified Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Service-Disabled Veteran-Owned Business Enterprises (SDVOBE), Veteran Business Enterprises (VBE), Portuguese Business Enterprises (PBE), LGBT Business Enterprises (LGBTBE), and Disability-Owned Business Enterprises (DOBE) on its contracts. Research has shown that women and other people who are systematically marginalized tend to only apply for jobs or project roles if they meet

every requirement. If you believe that you could excel as a member of the Project Implementation Team, we encourage you to reply to this RFP and/or other aspects of the project.

D. PROPOSAL RECOMMENDATION

Proposals received will be evaluated by a Panel of EA's selected representatives. Interviews may be held or questions to Proposers may be posed in person, by phone or electronically to Proposers by the Evaluation Panel. The Panel will accept one Proposal based upon the results of its evaluation of competitive and qualifying proposals. Upon final approval, the winning Proposer will be required to sign a Letter of Intent and send in any certificates of insurance, and other documents as requested. Upon receipt of all required items a Service Agreement must be signed by the Proposer. The Proposer may recommend a Service Agreement format. Should the Proposer fail to meet the requirements of the RFP or any other related EA requirements, EA may make an award to the next available Proposer.

SECTION IV – GENERAL TERMS and CONDITIONS

1. **Proposal Includes RFP.** The details/requirements enclosed in this RFP must constitute part of each proposal, and the proposal must describe how the proponent will meet the Esplanade Association's needs, which must be met in their entirety unless otherwise agreed.
2. **Proposal Costs.** Costs for developing proposals are entirely the responsibility of the proposer and shall not be charged to the Esplanade Association.
3. **Proposal Becomes Esplanade Association Property.** The RFP and all materials submitted in response to this RFP will become the property of the Esplanade Association.
4. **Clarification Process.** Submit all questions relating to this RFP by e-mail to bhernandez@esplanade.org. All questions must be received no later than **4:00 p.m. on March 9, 2026**. The Esplanade Association will email prospective Proponents with clarifications by **March 11, 2026**. If changes to the RFP are warranted, they will be made in writing and clearly marked as changes or addenda to the original RFP.
5. **Alteration of Terms and Clarifications.** No alteration or variations of the terms of this RFP are valid unless made or confirmed in writing by the Esplanade Association. Likewise, oral understandings or agreements not incorporated into any final agreement are not binding.
6. **Selection of Consultant.** Selection of a proposal for negotiation of contract terms and eventual submission to Esplanade Association leadership of an Agreement does not constitute an offer or agreement, and proposers acknowledge by submission of a proposal that no agreement is final unless and until it is signed by the Executive Director.
7. **Proposals May be Rejected.** If a Proponent fails to satisfy any of the requirements identified in this RFP, the Proponent may be considered non-responsive and the proposal may be rejected.
8. **Travel Costs.** If the services being requested will require travel to the Boston Area, the Esplanade Association will review any proposed expenses which will be allowed if pre-approved.
9. **No Contract.** This RFP is not a commitment or contract of any kind. The Esplanade Association reserves the right to pursue any and/or all ideas generated by this RFP. The Esplanade Association reserves the right to reject any and all proposals and/or terminate the RFP process if deemed in the best interest of the Project.

SECTION V – PROPOSAL SUBMISSION REQUIREMENTS

1. **General Instructions.** Submit one complete electronic version via e-mail to bhernandez@esplanade.org. All proposals should follow the content and sequence of information described by this RFP.
2. **Cover Letter.** Provide a one-page cover letter on company letterhead which includes the address, telephone numbers, e-mail address of the contact person, and indicating authorized representative(s) for clarifications and/or negotiation. Proposals must be signed with a firm/company/partnership/entity name and by a responsible officer or employee.
3. **Specified Content and Detailed Sequence of Information in the RFP.** Each proposal should include sections addressing the following information in the listed order. The proposer should be sure to include all information that it feels will enable the Evaluation Committee and the Esplanade Association to make its decision. Any other information deemed appropriate should be attached to the end of the proposal.
4. **Sections.** Ensure proposal includes the following sections:

I. Qualifications and Experience:

Provide a statement of qualifications and description of experience in providing the services requested by this RFP. The proposal shall describe in detail how the Proponent plans to manage the Project if selected. This should include the Proponent's management approach, and, where applicable, an organization chart and/or a list of personnel to be assigned to the project.

II. Services:

Provide a complete list of services to be provided, especially noting any additions or exceptions to those requested in Section II Scope of Work.

III. Project Team:

List the qualifications of the individual(s) that would be assigned to provide those services as requested by this RFP, including any applicable degrees, any additional training, or professional certifications and licensing. In lieu of listing this information, the resume(s) or curriculum vitae (CV) including all the requested information on individual(s) may be submitted.

IV. Project Experience:

Prospective consultants shall provide the Esplanade Association with a listing of relevant projects completed in the past five years. The list should include:

- a. Name of the client entity
- b. Location
- c. Brief description of the project
- d. Cost
- e. Project completion date
- f. Client's name and contact information

V. Fee Estimate and Professional Rates:

Include an estimate of the total cost to the Owner for the services requested (as may be adjusted by the Proposal), stating any qualifications thought to be necessary by the Proponent. The proposal should also include a schedule of fees, including the classification of personnel assigned to projects, and the hourly rate for each classification. Any hourly rates should be capped. If unforeseen issues cause the project to require more work than the Fee Estimate, EA and the winning Proponent will discuss how to accomplish and fund any remaining aspects of the work. Please indicate costs associated with Phase 1 OPM services separately from costs associated with Phase 2 construction OPM services, which is contingent upon a successful Phase 1 and application for Phase 2 funding.

VI. References:

List at least three professional client references for which you have recently provided similar services. Include contact names, email addresses, and phone numbers.

VII. Legal Standing:

Firms or individuals submitting for this RFP shall disclose pertinent and relevant information concerning recent participation as a party to any litigation related to the services offered and, if any, the resulting disposition.

Please submit proposals by **4pm on March 24** to: Brenda Hernandez, Esplanade Association Projects & ADA Accessibility Coordinator: bhernandez@esplanade.org

Questions may be sent in advance to bhernandez@esplanade.org. Answers to questions will be circulated to all proponents according to the Schedule of Events on page 11.

Thank you for your interest. We look forward to receiving your proposal!

Brenda Hernandez (*she/her*)
Projects & ADA Accessibility Coordinator



617-431-4588

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Boston, MA 02116

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SECTION VI - ATTACHMENTS

Attachment A - Project drawings as of May 2016.

Attachment B - Construction cost estimate as of March 13, 2024 (based on 2016 drawings). -

Attachment C - Permitting Assumptions and Detailed Notes