



**City of Boston  
Mayor Martin J. Walsh**

**PART I:**

**TECHNICAL PROPOSAL  
FOR PROPERTY MANAGEMENT RFP**

**SUBMITTED BY:**  
**BOSTON GARDEN DEVELOPMENT CORPORATION**  
**FEBRUARY 8, 2016**

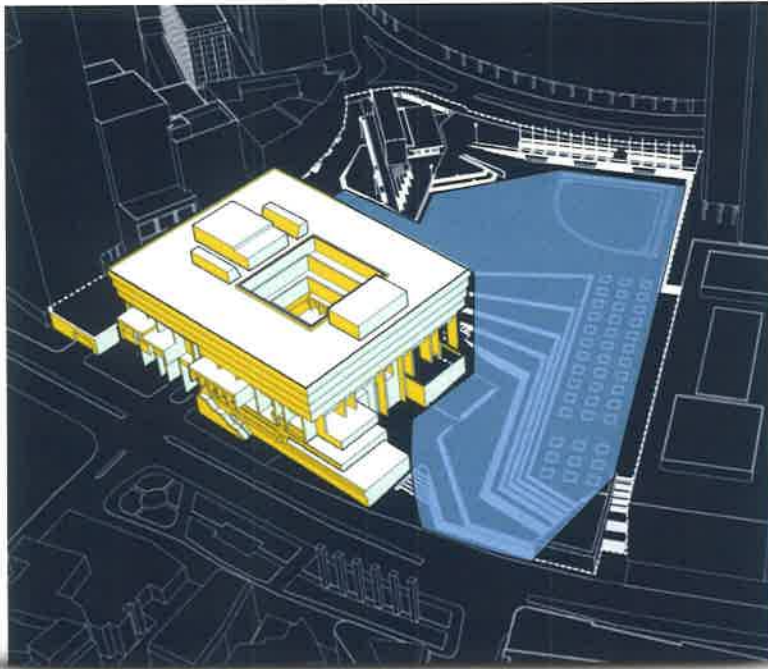
**BOSTON GARDEN**  
DEVELOPMENT CORPORATION

WHOLLY-OWNED SUBSIDIARY OF



**Delaware  
North.**

### ‘THRIVING, HEALTHY AND INNOVATIVE SPACE’



## CITY HALL PLAZA

BOSTON, MASSACHUSETTS

Mayor Martin J. Walsh has devised a holistic approach for the revitalization of Boston City Hall that includes a desire for **big ideas, near-term experiments, and enthusiastic partners**, all grounded by a **comprehensive planning** process.

After months of plan development, including **extensive research** and due diligence on national and international **best practices**, our enclosed proposal strives to provide the city with a mid-term solution for **enhancing City Hall Plaza** and its myriad events and civic uses.

Our approach combines **innovative thinking**, integration of existing and new **event programming**, technological and **aesthetic enhancements, vibrant hospitality** options, and **fiscal strength**, all framed within a **viable implementation** plan.

We appreciate the opportunity to submit our vision for Boston's backyard, and look forward to an in-person meeting soon to discuss our proposed concepts and logistics in greater detail.

Thank you for your time and consideration.

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# **CORPORATE BACKGROUND**

**CITY HALL PLAZA  
MANAGEMENT PROPOSAL**

## CORPORATE PROPOSER INFORMATION

<b>NAME OF CORPORATE PROPOSER</b>	Boston Garden Development Corporation
<b>OFFICE ADDRESS</b>	100 Legends Way, Boston, MA 02114
<b>TELEPHONE NUMBER</b>	(617) 624-1050
<b>CLOSEST SUPPORT OFFICE</b>	same as above, less than .5 miles from City Hall Plaza
<b>PROPOSER CONTACT INFORMATION</b>	Amy Latimer, (617) 624-1104, presidentsoffice@tdgarden.com
<b>CONTACT PERSON FOR DAY-TO-DAY OPERATIONS</b>	On-Site Event Manager TBD
<b>NUMBER OF YEARS OPERATING UNDER THIS NAME</b>	17 Years
<b>YEAR COMPANY WAS FOUNDED</b>	1999
<b>NATURE OF COMPANY'S BUSINESS</b>	Real Estate Development
<b>NUMBER OF YEARS IN PRESENT BUSINESS</b>	17 years
<b>TYPE OF BUSINESS ORGANIZATION</b>	Corporation

**FEDERAL TAX ID**
**16-1558397**



**SUPPORTING REQUIRED CORPORATE DOCUMENTATION**

Please see addendum attached to this RFP proposal for required documentation related to certifications of compliance with various laws of the Commonwealth of Massachusetts and the City of Boston, including:

**PROPOSAL FORM**

**QUALIFICATION STATEMENT**

**CERTIFICATE OF TAX, EMPLOYMENT SECURITY AND CHILD CARE COMPLIANCE**

**CERTIFICATE OF GOOD STANDING**

**CERTIFICATE OF NON-COLLUSION**

**CORPORATE REFERENCES**

If selected, in addition to the city's standard contract forms, we are aware that we will need to obtain and maintain, at our sole cost and expense, the following types of insurance covering the City/BRA, including:

**PUBLIC LIABILITY INSURANCE (\$2M SINGLE, \$4M AGGREGATE)**

**HOST LIQUOR LIABILITY COVERAGE (\$1M PER OCCURANCE)**

**WORKERS COMPENSATION INSURANCE**

## COMPANY OVERVIEW



Delaware North manages and provides food and beverage concessions, premium dining, entertainment, lodging, and retail at many large venues and special places. These include high-profile venues ranging from sports stadiums, entertainment complexes, national parks, airports, and some of the top regional casinos in the country.

**DELAWARENORTH.COM**



Boston Garden Development Corporation is a wholly-owned subsidiary of Delaware North Companies, one of the largest and most admired privately held hospitality companies in the world. Founded and owned for more than 100 years by the Jacobs family, it is a global leader in hospitality and food service.

Its portfolio of companies includes Parks & Resorts, Gaming & Entertainment, Travel Hospitality Services, Sportservice, International, the Patina Group, and Delaware North Companies—Boston, owner of TD Garden.

**\$3 BILLION**  
ANNUAL REVENUES

**60,000**  
ASSOCIATES

**500,000,000**  
ANNUAL CUSTOMERS

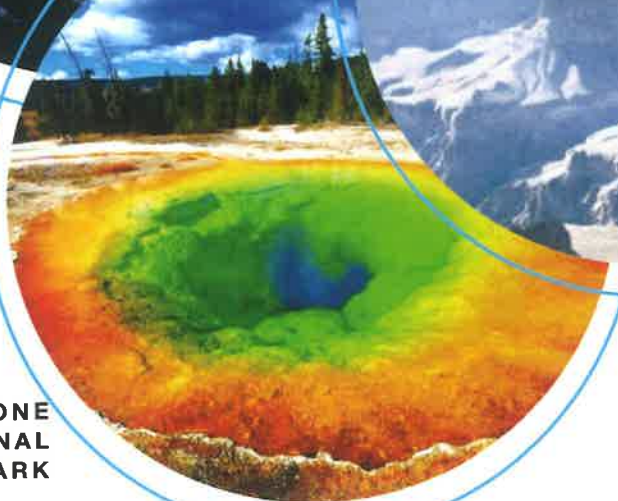


## OPERATORS OF THE WORLD'S MOST SPECIAL PLACES

Delaware North prides itself on being caretakers of some of the world's most treasured venues and destinations, providing clients and visitors with unparalleled stewardship and hospitality services.



**NIAGARA FALLS**



**YELLOWSTONE NATIONAL PARK**



**GRAND CANYON NATIONAL PARK**



**KENNEDY SPACE CENTER**



**AUSTRALIAN OPEN**



**AUSTRALIA'S LIZARD ISLAND RESORT**



## LOCAL EXECUTIVE LEADERSHIP TEAM



**CHARLIE  
JACOBS**  
DELAWARE  
NORTH BOSTON  
HOLDINGS



**AMY  
LATIMER**  
TD GARDEN  
PRESIDENT



**GLEN  
THORNBOROUGH**  
SALES



**JAMES  
BEDNAREK**  
FINANCE



**HUGH  
LOMBARDI**  
OPERATIONS &  
EVENT BOOKINGS



**JEN  
COMPTON**  
MARKETING  
& PR

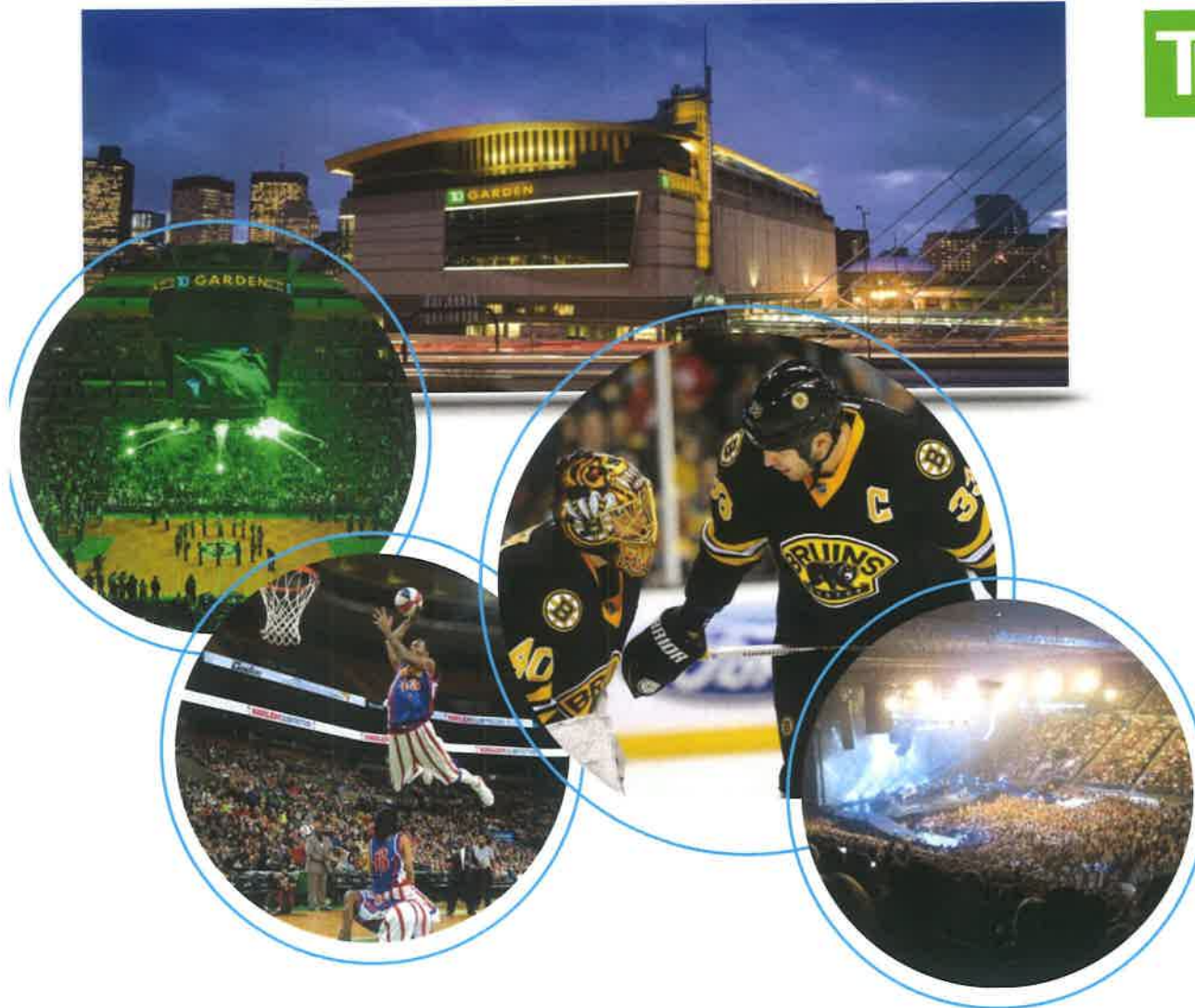
*Delaware North's Boston subsidiaries, including TD Garden, Boston Bruins, Sportservice and Boston Garden Development Corp, employ more than 250 full-time associates locally with vast expertise in event booking, marketing/PR, operations, technology, ticket sales, corporate partnerships, event security, digital/social, food service and premium hospitality, among other areas. We look forward to incorporating many of these talented executives into the effective management, programming and operation of City Hall Plaza.*

## COMPANY EXPERTISE



As long-time operators of one of the country's most active and treasured venues, Delaware North Companies has vast experience not only in ice management, event booking/marketing, and corporate partnership sales, but more importantly, in the art and science of creating memorable guest experiences.

It is our intention to bring our full breadth of services and resources to the effort to revitalize City Hall Plaza for the benefit of residents and visitors with a plan for increased events, attractions and community activities.





## SHARED COMMITMENT TO COMMUNITY AND MOVING BOSTON FORWARD

The entire network of Delaware North Companies companies, resources and associates in Boston share Mayor Walsh's vision for making a positive difference in the lives of our city's residents, workers and visitors. We are especially committed to the disadvantaged in our community, and strive to take a pro-active approach to being the change we wish to see in our city.

We believe we can make a difference in partnering with the City of Boston in a revitalization of the Plaza that brings all of our neighborhoods together in shared events, activities and attractions that appeal to all Bostonians and visitors, as well as provide unique experiences for those who otherwise might not have an opportunity to participate.



## DEEP COMMUNITY ROOTS

Under the ownership of Delaware North Chairman Jeremy Jacobs since 1975, the NHL's Original Six Bruins have consistently been a valued community asset and resource, delivering New Englanders many reasons to cheer, including winning the Stanley Cup championship in 2011.



**200+**  
LOCAL CHARITIES  
SUPPORTED ANNUALLY



**2,660**  
LOCAL TEACHERS IN  
I.C.E. SCHOOL



**BOSTON BRUINS  
FOUNDATION**

**\$23M**

DONATED BY THE BOSTON  
BRUINS FOUNDATION  
SINCE 2006



## CORPORATE HOSPITALITY EXPERTISE



Delaware North's Patina Restaurant Group is a leader in premium hospitality on both the east and west coasts. Its portfolio includes the renowned, Michelin-starred Restaurants at NYC's Lincoln Center and in LA's Walt Disney Concert Hall, as well as Anaheim's Downtown Disney District, Hollywood Bowl, Orlando's Epcot World Showcase and catering and food service in museums and cultural centers throughout the country.

With a loyal and long-standing clientele, annual events include the Emmy Awards, Philharmonic galas, Charitable Benefit dinners, as well as numerous entertainment, fashion and food events.

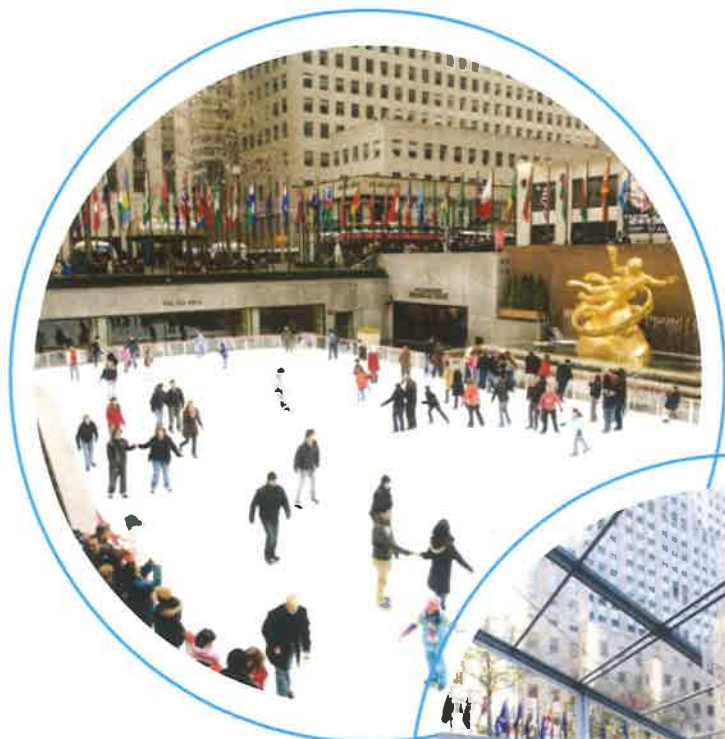


*Potential for an annual chefs' event, similar to the Rockefeller Rink event that Patina has hosted for the past 30 years, bringing together many of its hospitality vendors and top culinary talent for a four-hour ticketed fundraiser.*

## PREMIER RINK EXPERTISE



Of particular note, Delaware North's Patina Group currently manages New York City's world-famous Rockefeller Center Ice Rink, Rock Center Café, and The Sea Grill, among other hospitality aspects of the legendary attraction.



SKATE RENTALS,  
THE RINK AT  
ROCKEFELLER  
CENTER  
NEW YORK CITY



# **PLAZA VISION**

**CITY HALL PLAZA  
MANAGEMENT PROPOSAL**



## KEY STAKEHOLDERS AND USES FOR CITY HALL PLAZA



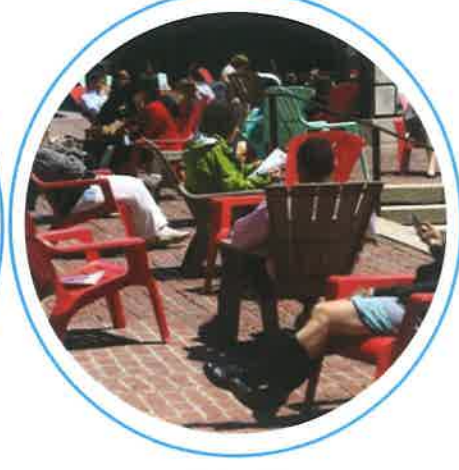
**OUTDOOR WORKDAY  
LUNCH SPOTS**



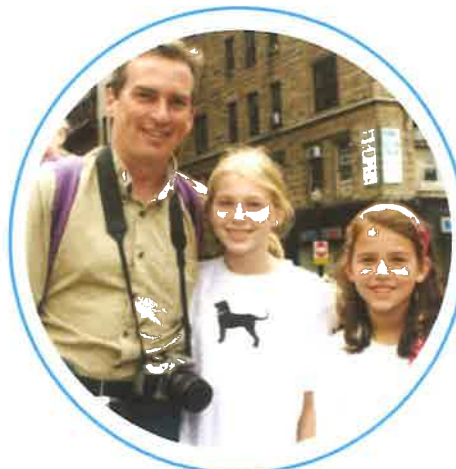
**CULTURAL  
CELEBRATIONS**



**UNPLANNED  
CIVIC PROTESTS**



**REST FOR  
THE WEARY**



**TOURIST  
ATTRACTIONS**



**FAMILY FUN &  
WINTER ACTIVITIES**



**MUSIC & ARTS  
EVENTS**



**SPORTS  
CELEBRATIONS**



## COMPELLING VISION. STRONG TEAM. FEASIBLE PLAN.

### OUR VISION & PLAN

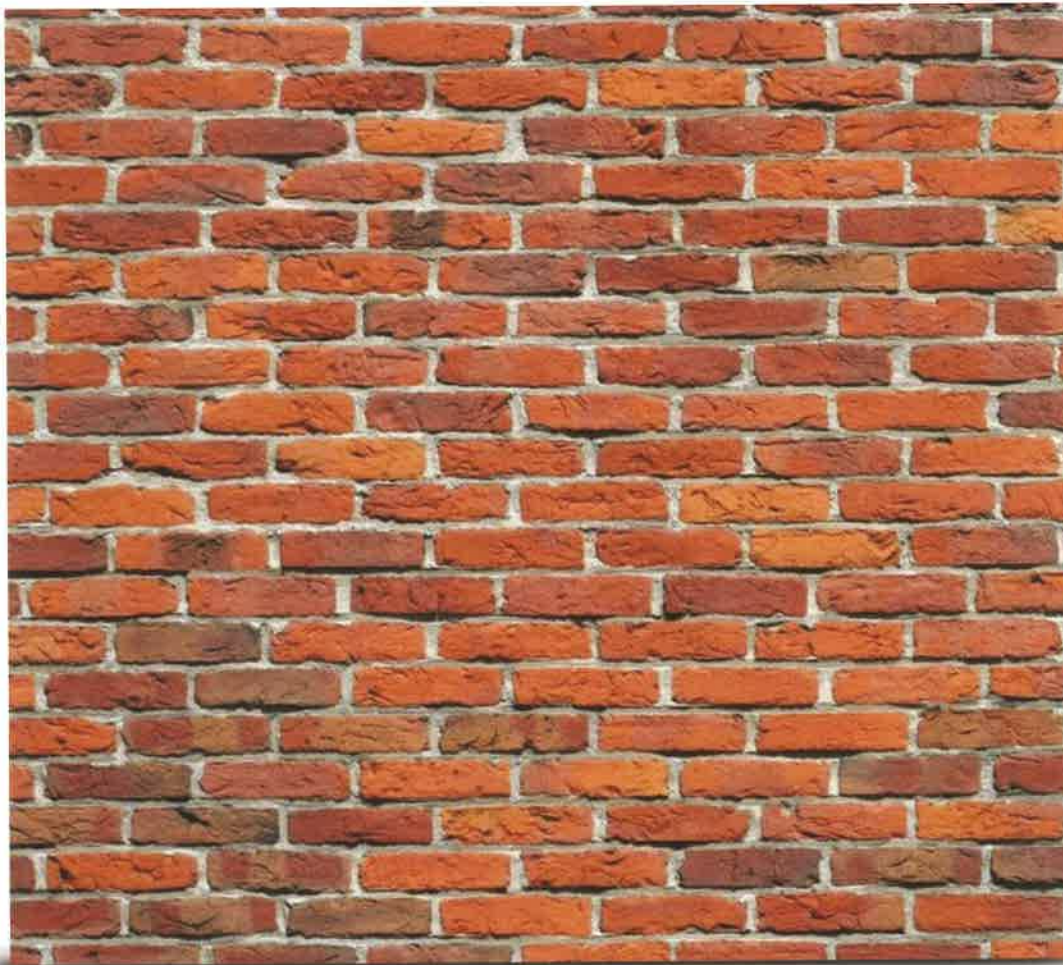
- Inviting community gathering spots for various constituent uses
- New, exciting concepts for Winter, Spring, Summer and Fall that complement existing programming
- Bold ideas for making City Hall Plaza one of New England's top tourist stops
- A compelling, feasible plan that minimizes commercial intrusion and maximizes civic use
- Ensuring that all areas of the Plaza are outfitted for accessibility and safety requirements

### OUR TEAM & EXPERIENCE

- A diverse and passionate management team with the unique skill sets for success
- Fiscally strong company with myriad resources and assets
- Experience in producing world-class sports/entertainment events and best-in-class installations
- Experience in executing successful past events on City Hall Plaza
- Experience to help the City learn what programming will be viable over the mid- and long-term



## CURRENT AESTHETICS



The current physical landscape of City Hall Plaza consists mostly of **red brick and concrete**. These elements convey strength and durability, but are also **rigid, lifeless and impersonal**. This has left the Plaza without much of an emotional connection to the city's residents, workers and visitors.

In order to become a more **'liveable, active space,'** additional elements need to be injected into the framework of City Hall Plaza to **provide more welcoming, warmer, vibrant, year-round experiences** for those you visit, live, work, and play in Boston.



## PROPOSED ENHANCED AESTHETICS

### WATER/ICE ELEMENT

Water elements convey fluidity, movement and flexibility, with the potential to move from one form to another quickly. Its qualities are associated with calmness and reflection.



### EARTH ELEMENT

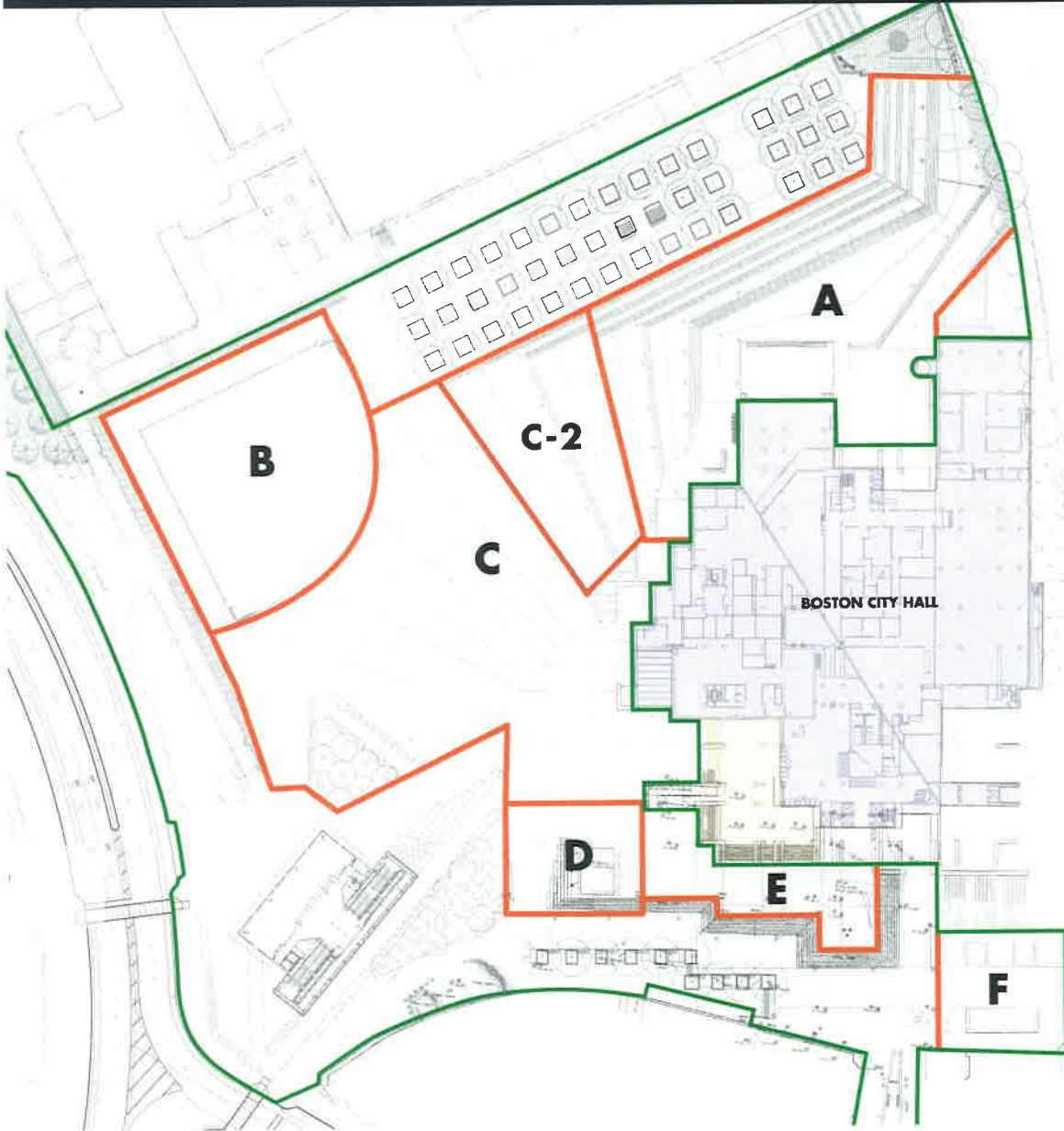
Earth elements have a centering effect, and its energy is stabilizing, nurturing, seeking to draw all things together to bring harmony, rootedness and stability.

### WOOD ELEMENT

Wood elements bring warmth and roots into an environment, with attributes of strength and flexibility. Its qualities are associated with leadership, history, idealism and generosity.

### METAL ELEMENT

Metal elements help anchor locations, with a sense of strength and security. Its qualities are associated with rigidity, persistence, and determination, as well as innovation and production.



## ACTIVATION ZONES

Our proposed vision for City Hall Plaza takes a holistic view of the entire site, incorporating strategic planning, programming, attention and activation of all zones to maintain balance while appealing to various key constituents.

**ZONE A: MUSIC/ÄHTS**

**ZONE B: GATHERING/PLAY\***

**ZONE C: EVENTS/ACTIVATION**

**ZONE C-2: HOSPITALITY/CHEER**

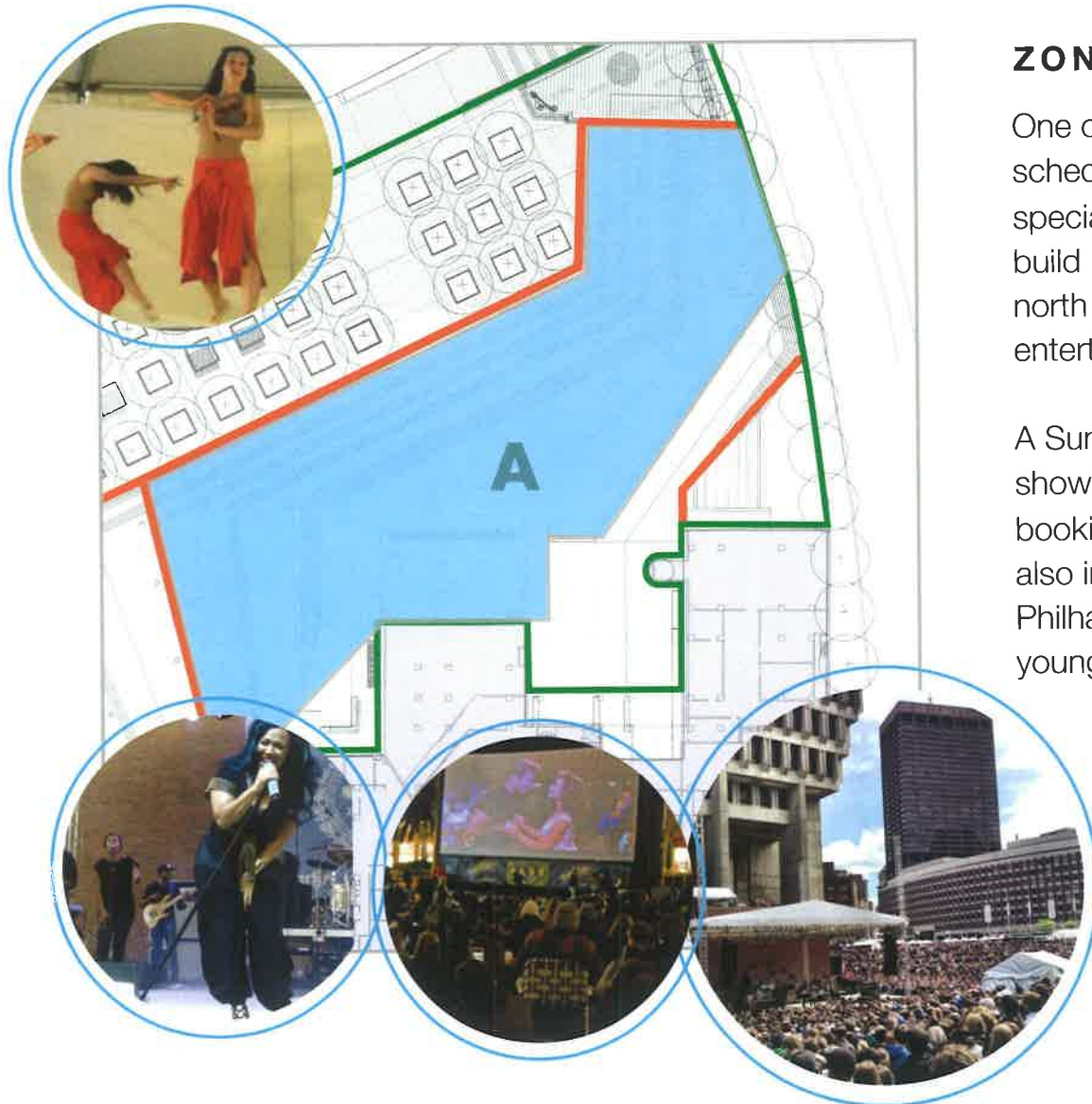
**ZONE D: COMMUNITY/CULTURE**

**ZONE E: WELCOME/CONVENIENCE**

**ZONE F: REST/RELAXATION**

*\* We are very cognizant of the current weight restrictions for Zone B that can be addressed in the planning, permitting and implementation of any potential event uses for that space.*



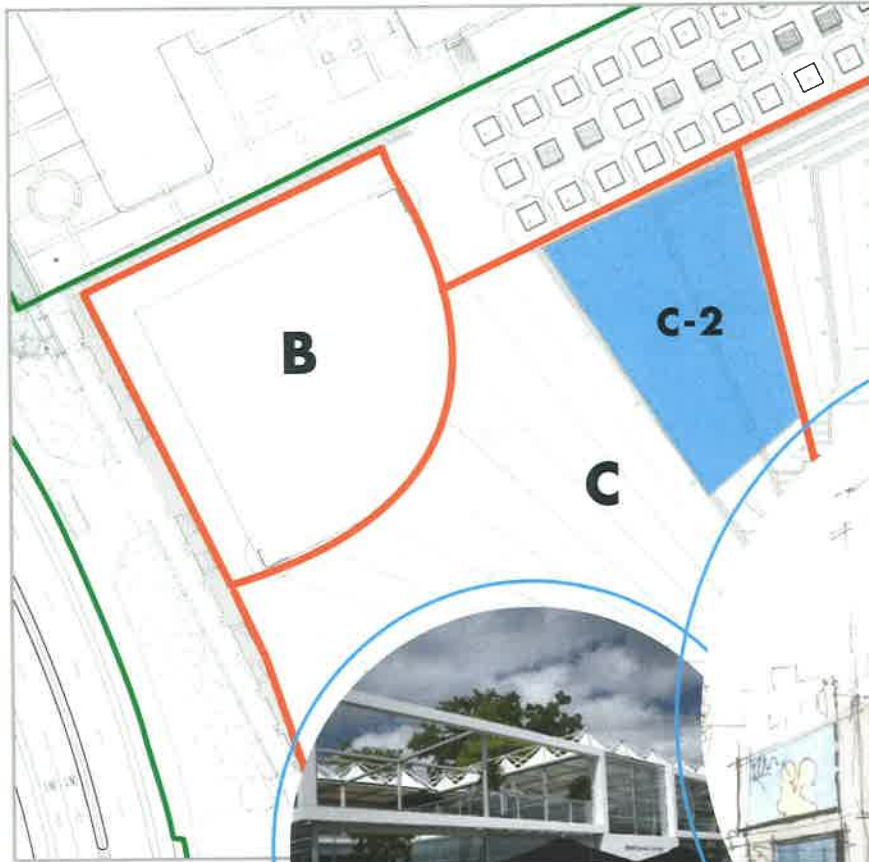


## ZONE A: MUSIC/ÄHTS

One of the current strengths of the Plaza is its existing schedule of programming, especially the concerts and special events that utilize Zone A. Our plan intends to build upon those existing event assets and develop the north stage and seating areas into an even more robust entertainment platform.

A Summer Concert Series, featuring the existing slate of shows, could be complemented by our experienced booking and marketing teams. Music programming could also include respected organizations such as the Boston Philharmonic, as well as showcase emerging artists and young musicians.

We believe Zone A should also be a thriving platform for other art forms, such as film and dance, with enhanced programming and opportunities for local community groups. Programming to be planned in close collaboration with the city's Office of Arts & Culture and the Office of Tourism, Sports & Entertainment, with significant input from local arts organizations.



## ZONE C-2: HOSPITALITY/CHEER

An opportunity exists to leverage a currently underutilized wedge of Zone C to develop a central gathering place on the Plaza that could provide numerous benefits to a wide array of events and constituents.

A proposed temporary (multi-year installation) structure, including a signature Boston, Mass. marquee, with local curated offerings could serve as a central year-round gathering spot, accommodating private functions, special events, press conferences and much more.





## HOSPITALITY/CHEER INSPIRATION

City Hall Plaza deserves to be one of Boston's most social gathering places, and a central hospitality hub on the site has the opportunity to be a true urban destination, capitalizing on a trend towards 'casual cool' dining and beer garden venues.

**DISTRICT  
HALL  
SEAPORT**



**INDEPENDANCE  
GARDEN  
PHILLY**



**VICTORY  
GARDEN  
PHILLY**



**BERG'N  
BROOKLYN**

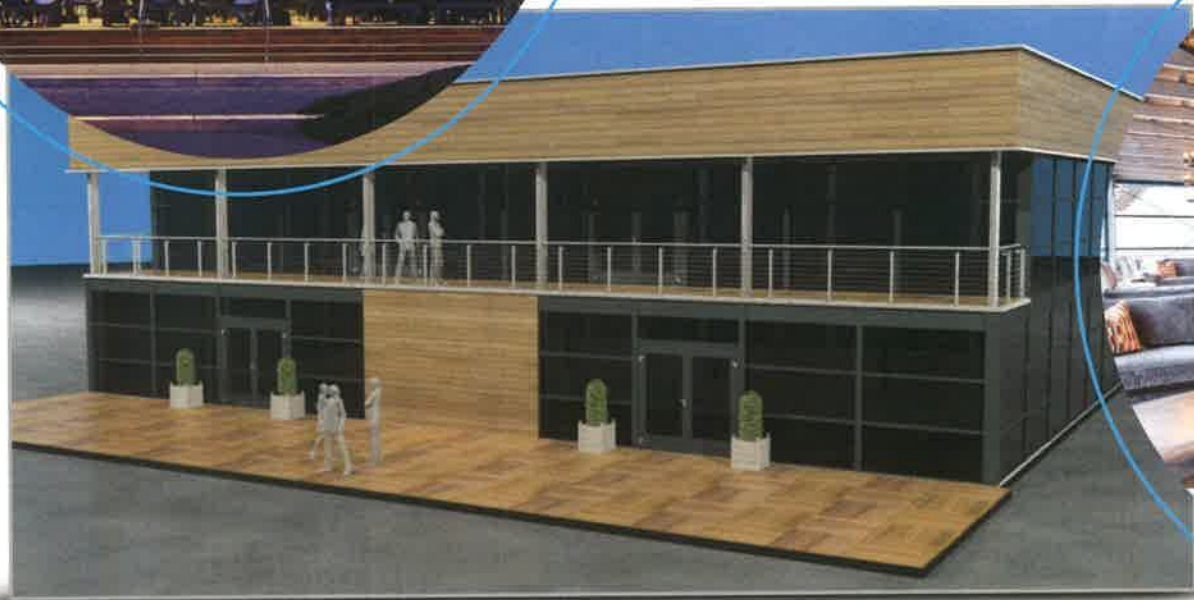




## VIBRANT HOSPITALITY SPACE

The design and installation of a temporary building with finishes that complement and enhance the area would appear permanent, with a footprint outside the two-story hospitality structure that flows into outdoor seating areas.

From workday lunches to post-work drinks to event VIP space to wedding receptions, the venue could welcome gatherings from two to 500 people.

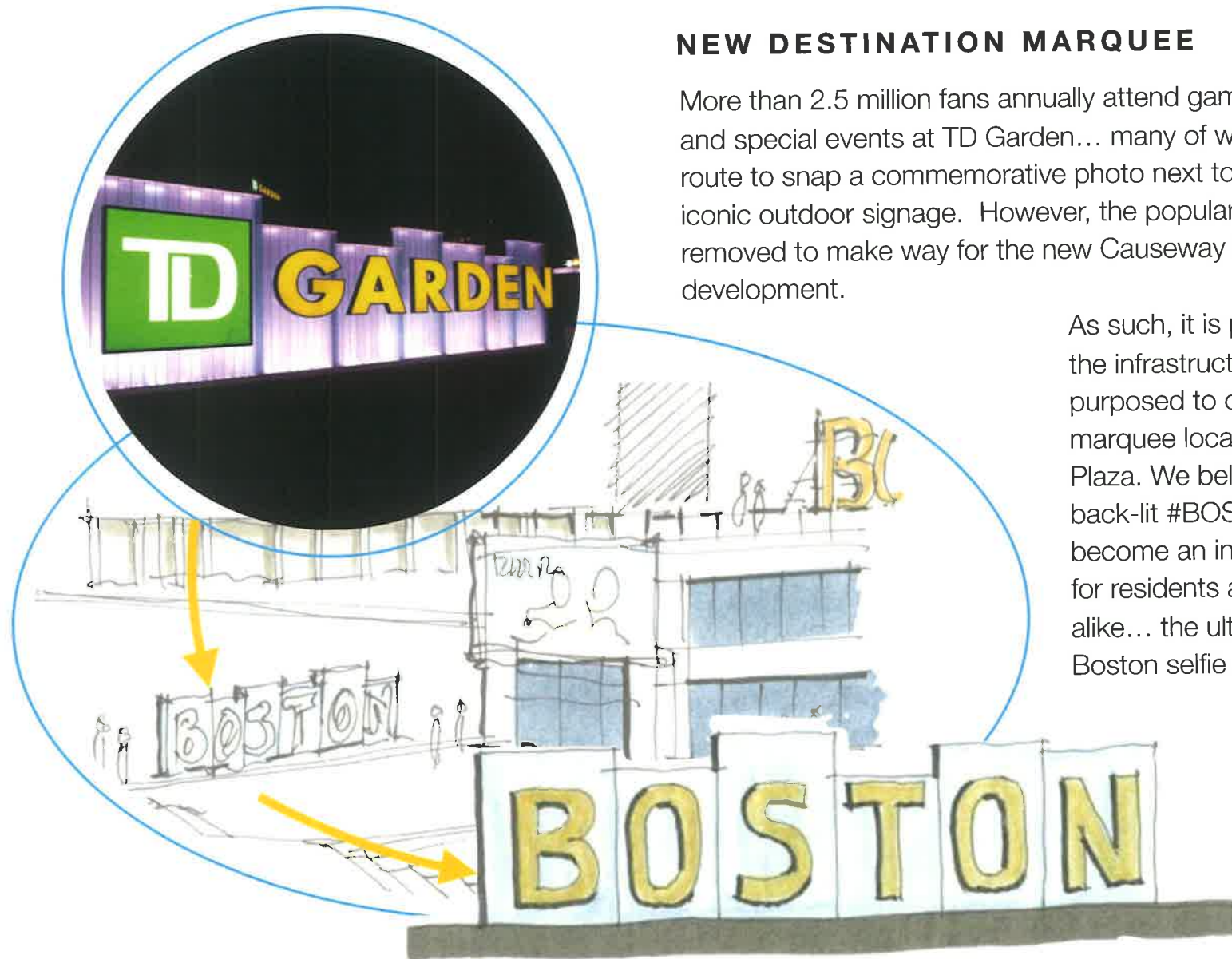


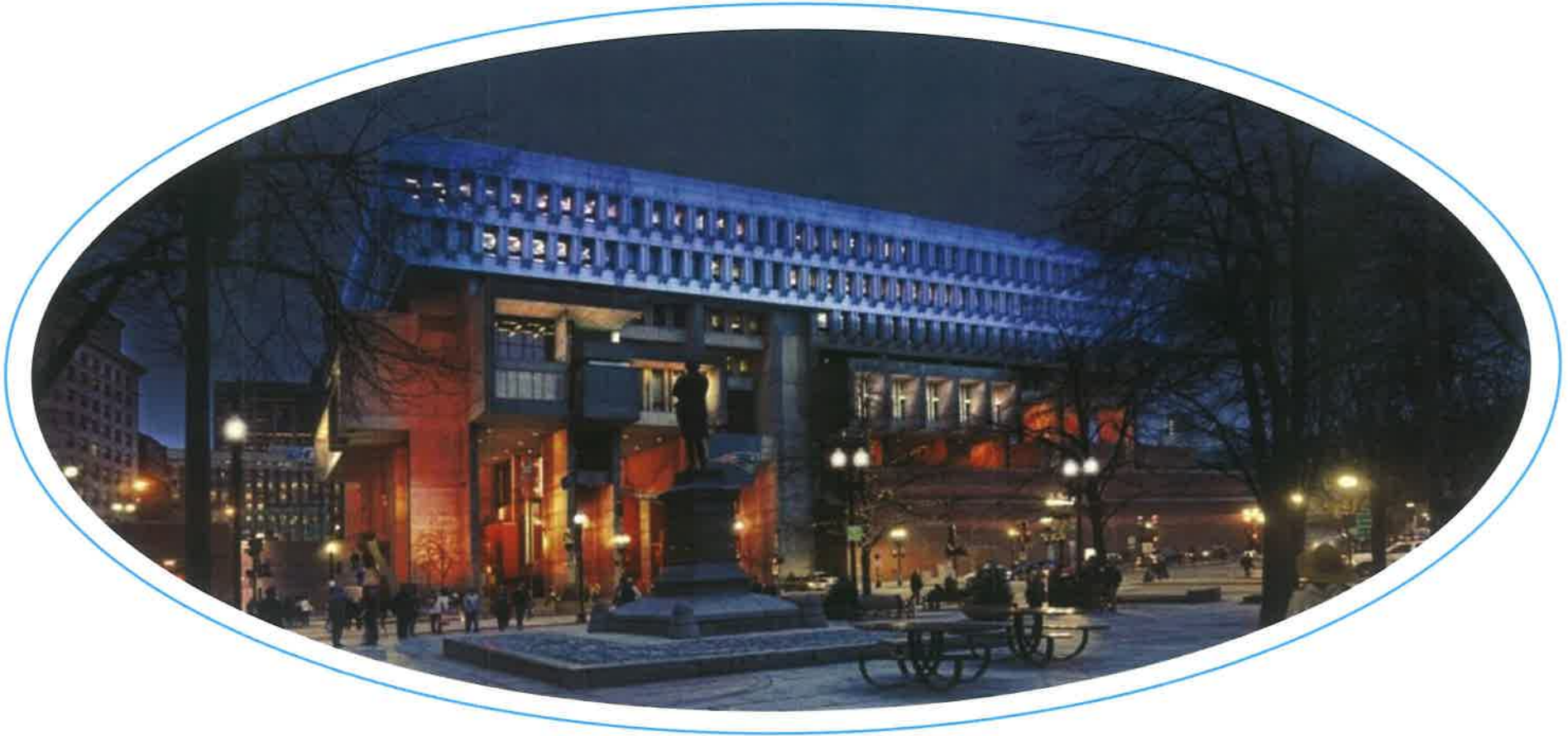


## NEW DESTINATION MARQUEE

More than 2.5 million fans annually attend games, concerts and special events at TD Garden... many of whom stop en route to snap a commemorative photo next to the venue's iconic outdoor signage. However, the popular marker is being removed to make way for the new Causeway Street development.

As such, it is proposed that the infrastructure be re-purposed to create a similar marquee located on City Hall Plaza. We believe the new back-lit #BOSTON sign will become an instant landmark for residents and visitors alike... the ultimate new Boston selfie station.





## CITY HALL LIGHTING INTEGRATION

Additionally, our plans intend to integrate seamlessly with the City's new lighting project to enhance the aesthetics of the City Hall building itself. We envision lit Plaza elements, such as the Boston marquee sign and potential Observation Wheel, to be visually coordinated and complement City Hall's lighting dynamic.





## ZONE B/C: WINTER ACTIVATION

While the City Hall Plaza is incredibly busy with events during the summer months, the winter season is typically very slow from an event standpoint. Instead of embracing its central spot in the hub of the city's activity, it is as if the Plaza goes dormant for the winter.

Our proposal seeks to change that dynamic by turning the Plaza into a far more vibrant and active urban oasis for fun winter outdoor activities. Instead of the installation of a traditional ice rink however, which among other issues would require heavier weight loads, an opportunity exists to provide Bostonians and visitors with a truly unique skating experience.



## WINTER ICE PARK INSPIRATION

Non-traditional loop or trail ice configurations are a new urban concept that would serve as a valuable differentiator for the space, creating a one-of-a-kind destination in the city, distinctly different from the Frog Pond and other skating rinks throughout the region.



**CHICAGO**  
MAGGIE DALY  
ICE RIBBON



**MINNESOTA**  
MAPLE GROVE  
SKATE LOOP



**TORONTO**  
COLONEL SAM  
SMITH PARK



LEARN TO CURL!



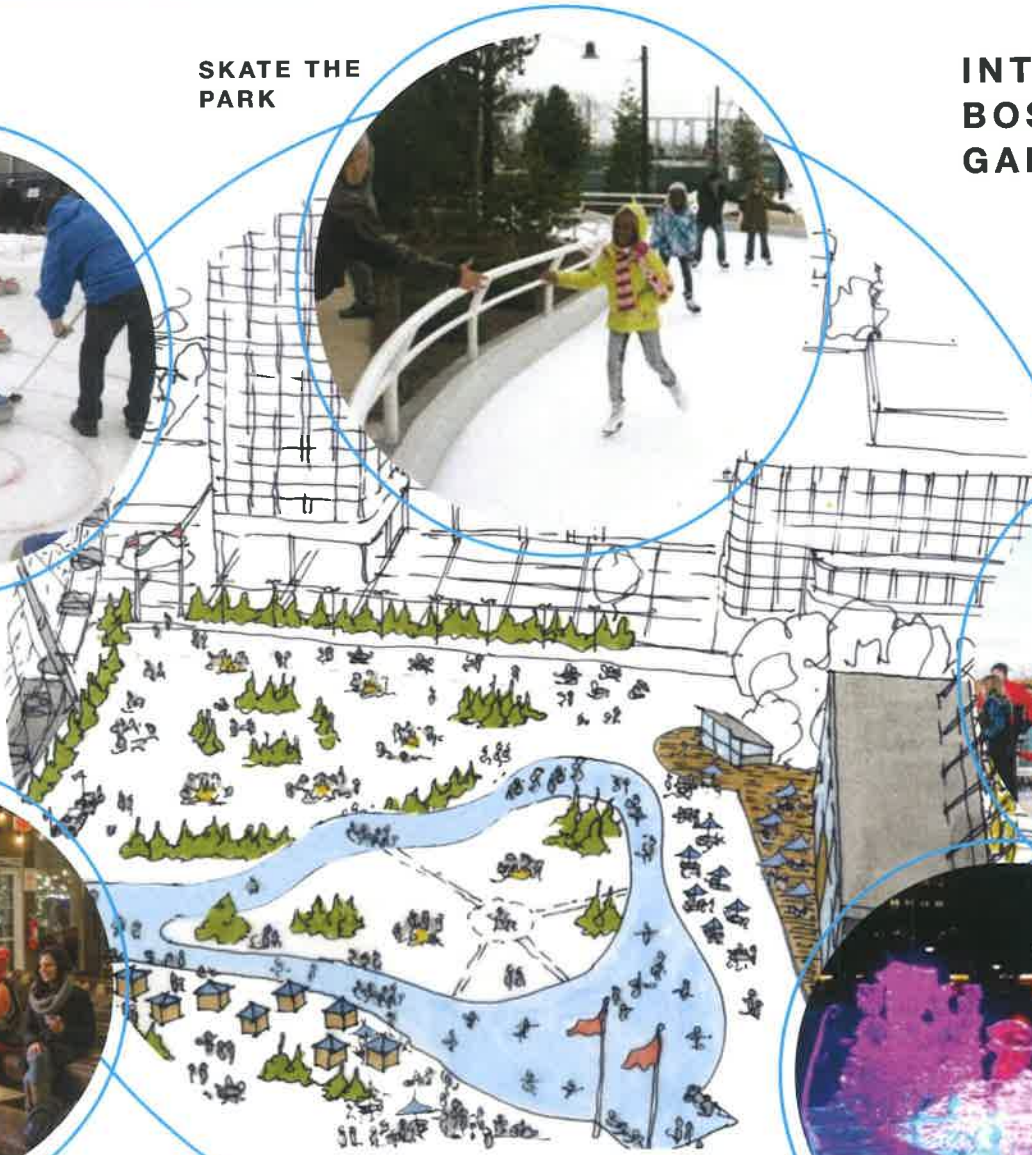
SKATE THE PARK



## INTRODUCING BOSTON'S WINTER GARDEN & ICE PARK

Bring the entire community together to embrace outdoor winter fun and exercise in the heart of the city.

COZY WARMING  
HUTS & WINTER  
CABANAS



FAMILY  
FUN



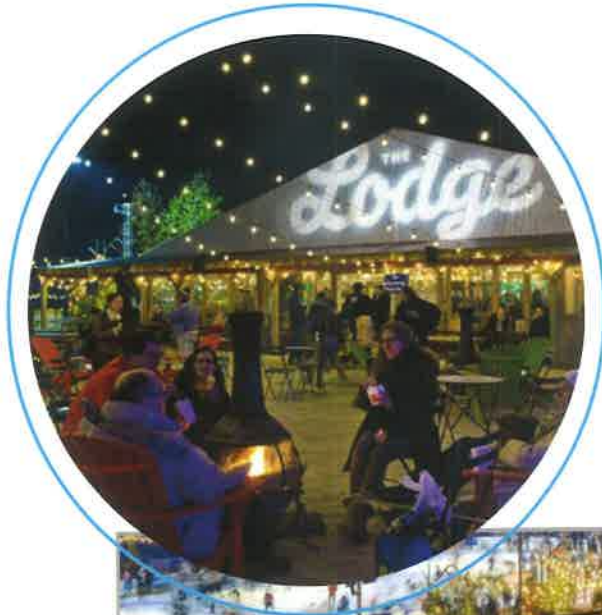
POTENTIAL  
FIRST NIGHT  
LARGE-SCALE  
ACTIVATIONS





## WINTER GARDEN INSPIRATION

Maximize hospitality options with private cabanas, entertaining gathering spots, warming zones, hot cocoa stations, partnership activation areas and more.



**BLUE CROSS  
RIVERRINK  
WINTERFEST  
PHILLY**

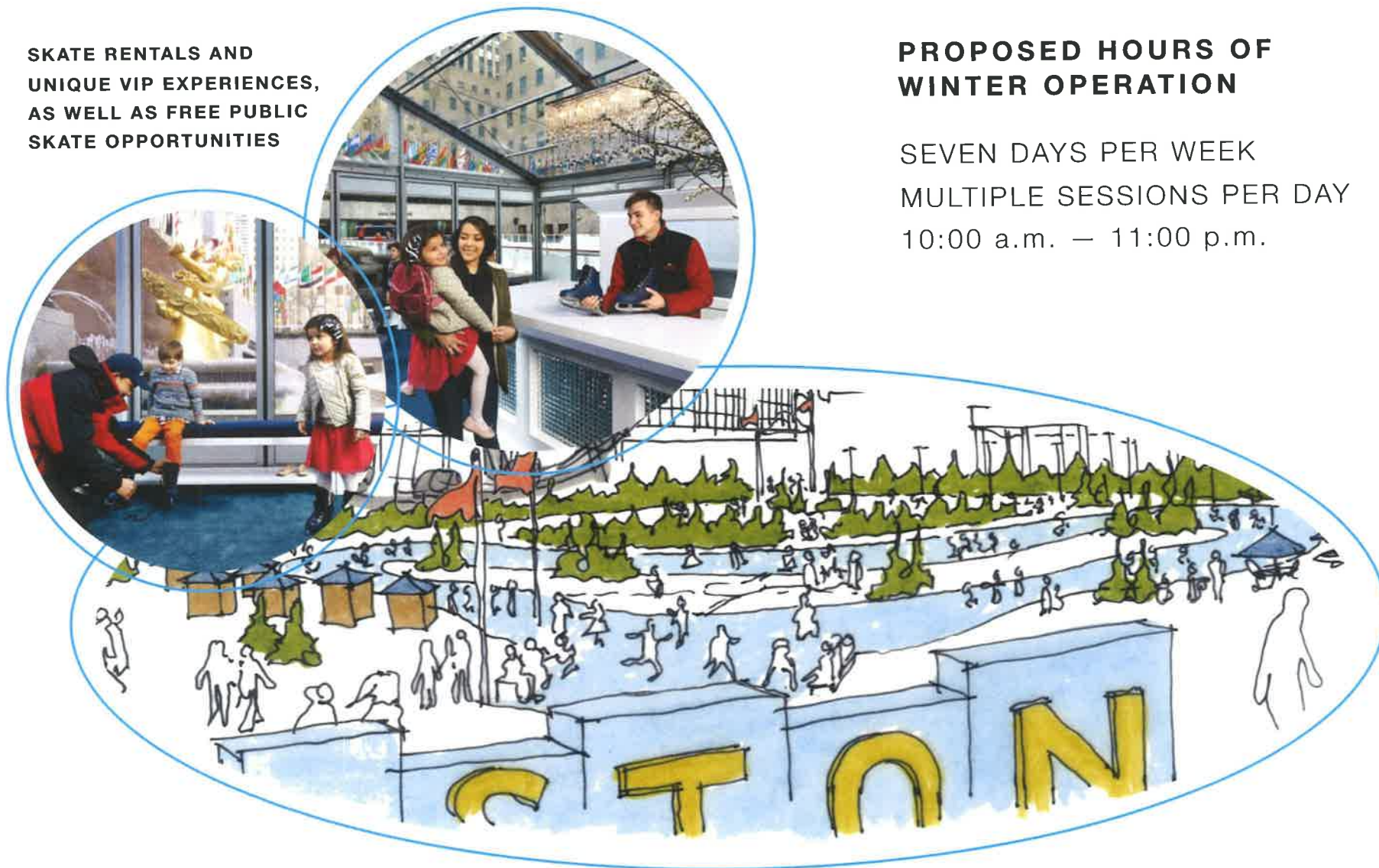




SKATE RENTALS AND  
UNIQUE VIP EXPERIENCES,  
AS WELL AS FREE PUBLIC  
SKATE OPPORTUNITIES

## PROPOSED HOURS OF WINTER OPERATION

SEVEN DAYS PER WEEK  
MULTIPLE SESSIONS PER DAY  
10:00 a.m. — 11:00 p.m.



## WINTER PROGRAMS & COMMUNITY ACTIVATION

Leverage the full breadth of TD Garden's resources to deliver memorable experiences for visitors, including appearances from Boston Bruins players, sports team mascots, Disney On Ice stars, Olympic skaters, Beanpot athletes, as well as learn to skate programs for inner-city youth.

Charity skate nights hosted by the Bruins Alumni Foundation and presented by corporate partners could serve to raise additional funds for city youth programming or local charitable organizations.

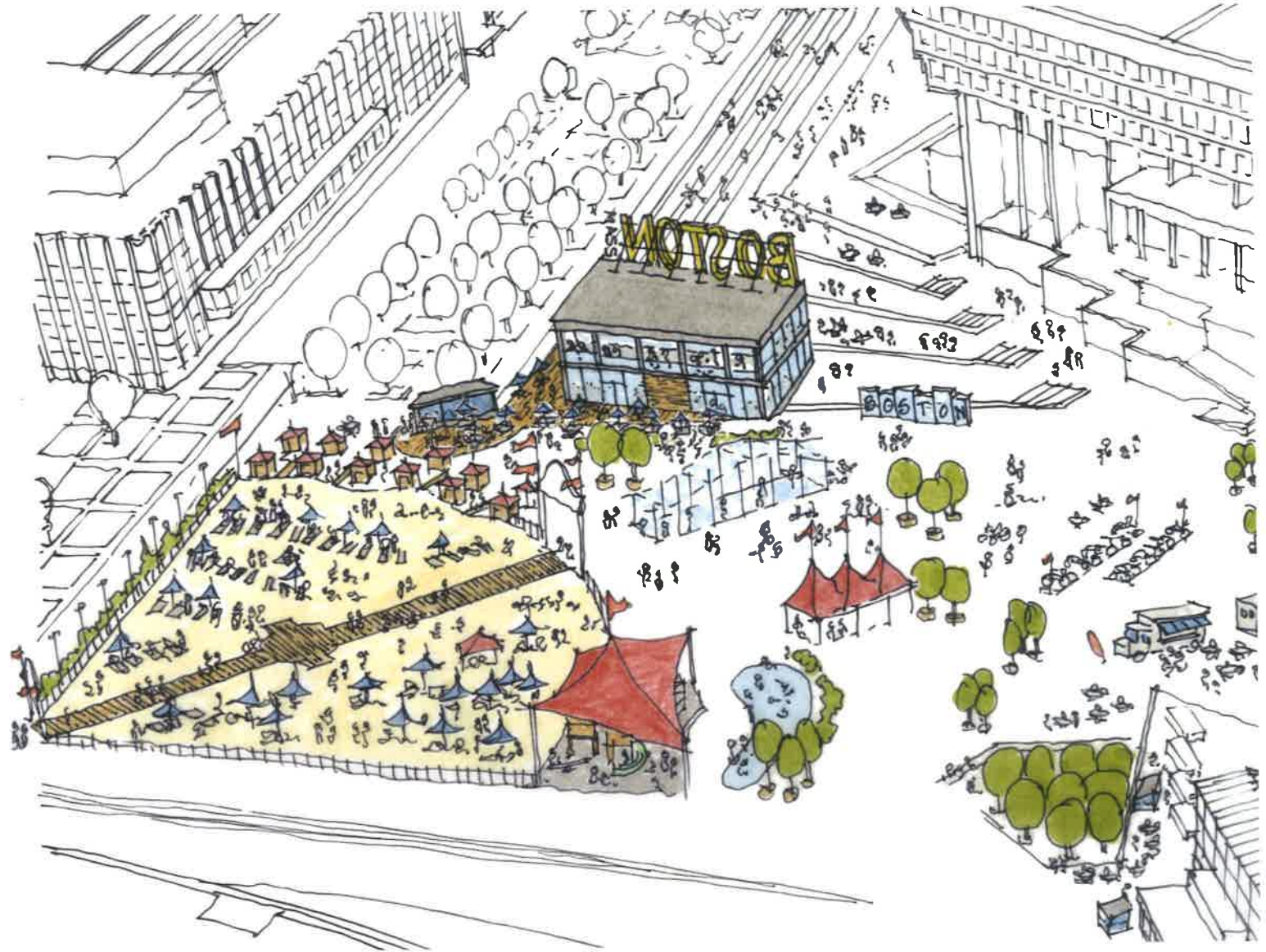




## SUMMER GARDEN

During the busier summer and fall event months, our plan would be to complement and enhance the Plaza's existing programming with flexible activation assets stored on site.

Once the initial calendar of events has been finalized, a plan can be developed for various new concepts, such as an urban beach complete with boardwalks or cultural festivals that bring Boston's neighborhoods into the heart of the city.





## URBAN BEACH INSPIRATION

Best-in-class examples incorporate elements of sand, beach umbrellas and chairs, casual gathering places, shaded tents and opportunities for event programming within the setting.





## CHILDREN'S PLAY GARDEN

During the warmer months, it is expected that a Children's Play Garden could be developed to attract young families to City Hall Plaza. Modular play structures could be designed for maximum flexibility. Additional amenities could feature misting stations, kids' splash areas and shaded cooling zones.



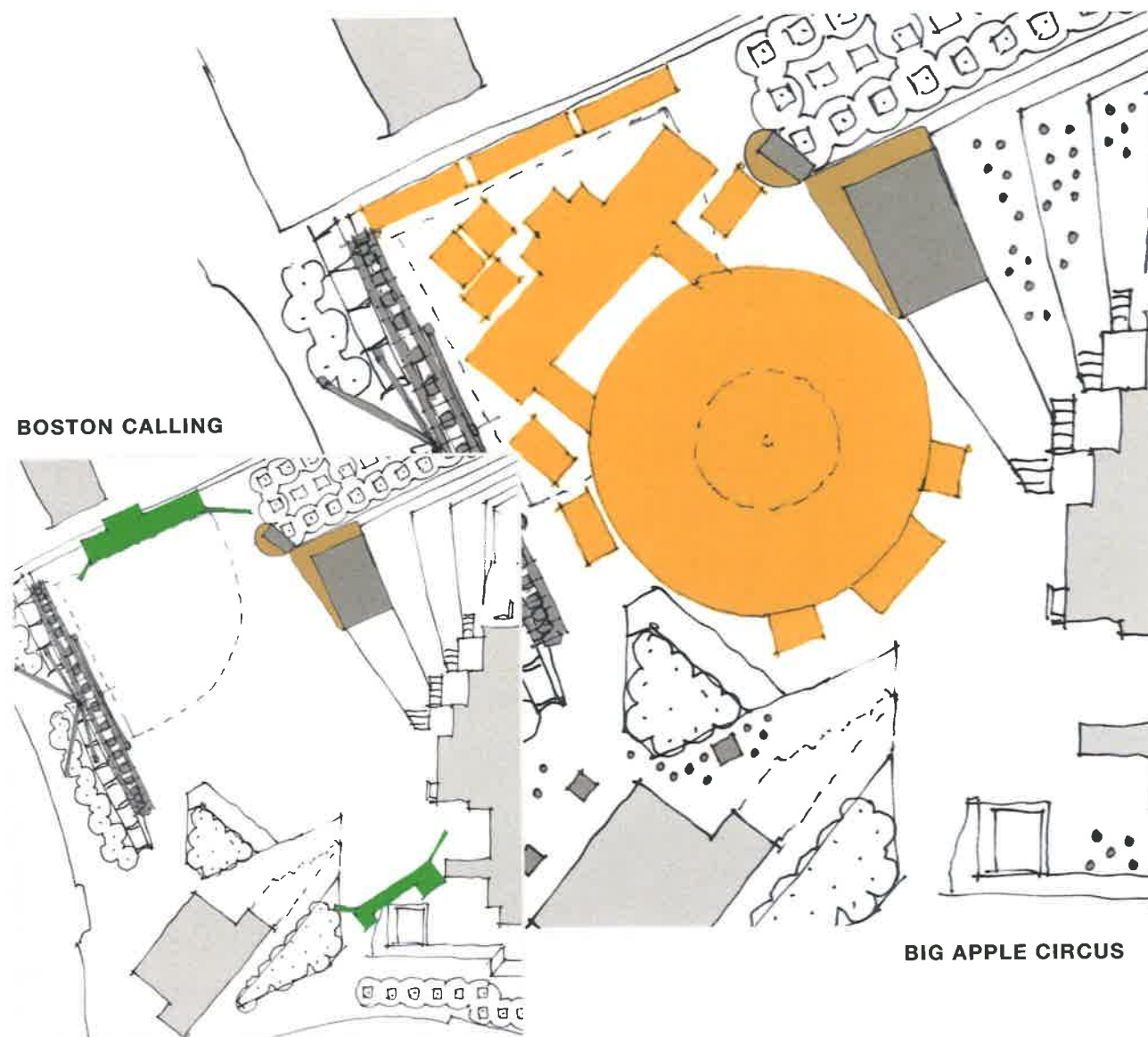


## EXISTING EVENTS

Current large-scale and long-standing events such as the Big Apple Circus and Boston Calling concerts would still fit perfectly within the framework of the space, as well as be enhanced by other hospitality and guest experiences.

## PARTICIPATORY ACTIVITIES

Programming will also be supplemented with movie nights, musical events, and ongoing sports activities and backyard-style games such as bocce, cornhole, soccer, etc.





### ICONIC ATTRACTION: OBSERVATION WHEEL

Thinking big for Boston. An observation wheel as a part of this proposal might seem like an unexpected option, but it might just be the concept that will jumpstart the vitality needed for City Hall Plaza. We encourage the committee to evaluate success stories from like-market cities and consider the opportunity to secure this marquee attraction asset through private financing.



## OBSERVATION WHEEL BEST PRACTICES

Track record of attraction success recently in similar major urban market settings, including:

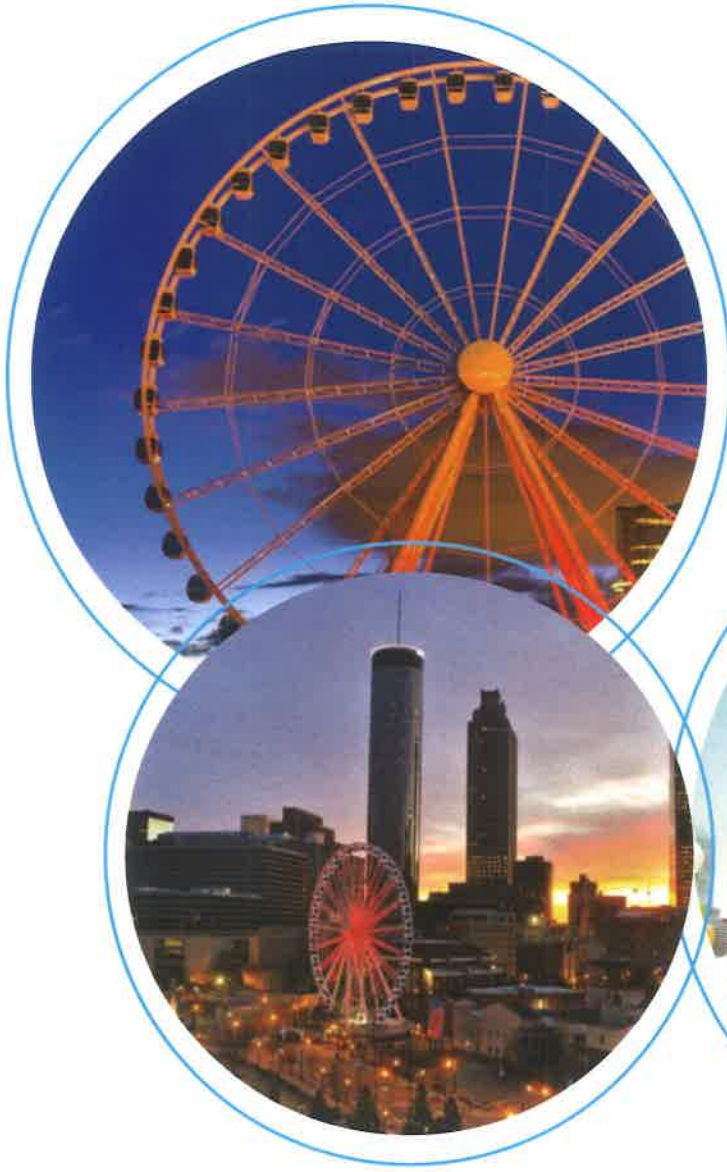
**LONDON (installed in 2000):** 3M+ annual visitors

**SEATTLE (2012):** 950,000 visitors, \$13/adults, \$8.50/kids

**ATLANTA (2013):** 600,000 visitors, \$13.50/adults, \$8.50/kids

**D.C. (2014):** 500,000 visitors, \$15/adults, \$11.25/kids

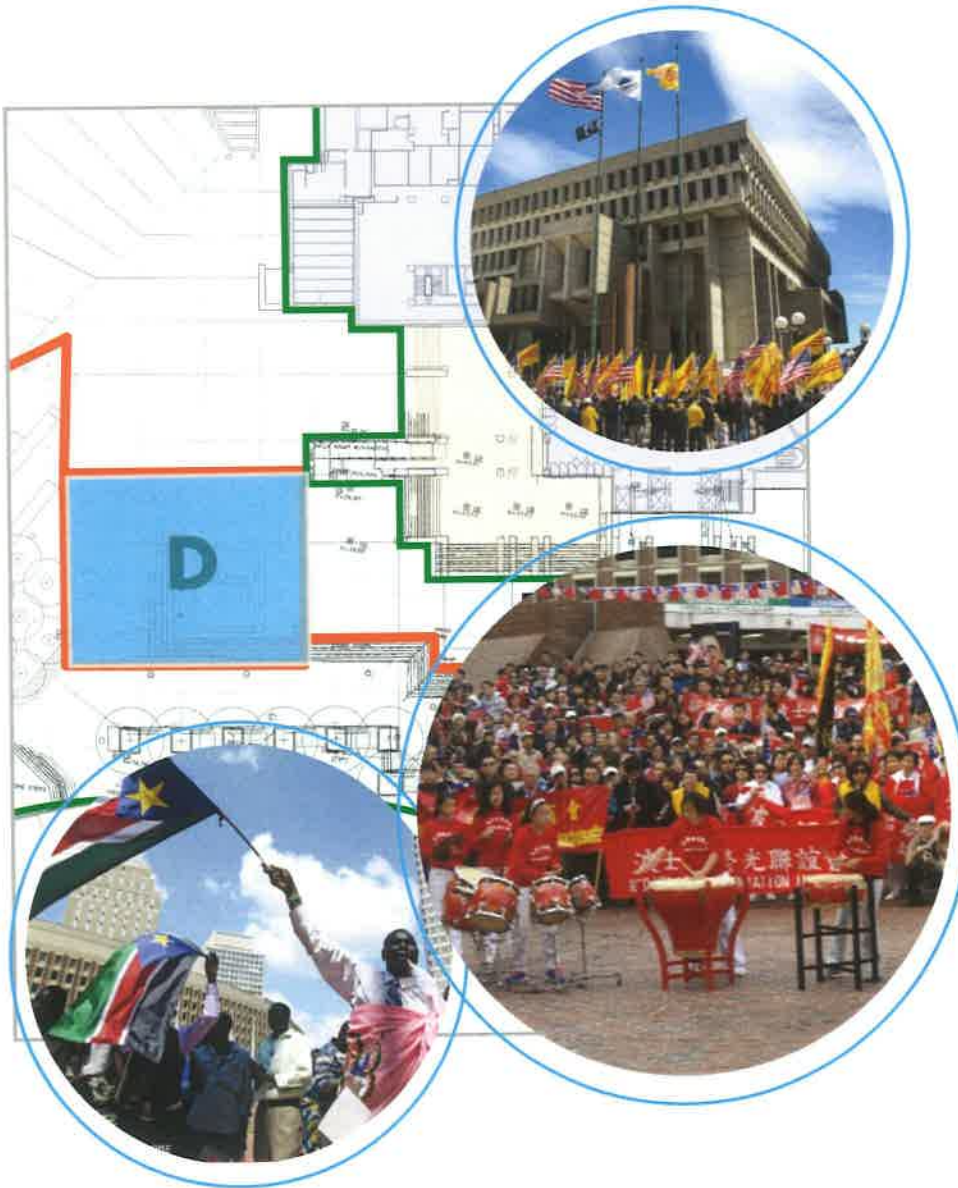
**CHICAGO (2016):** 700,000+ expected visitors



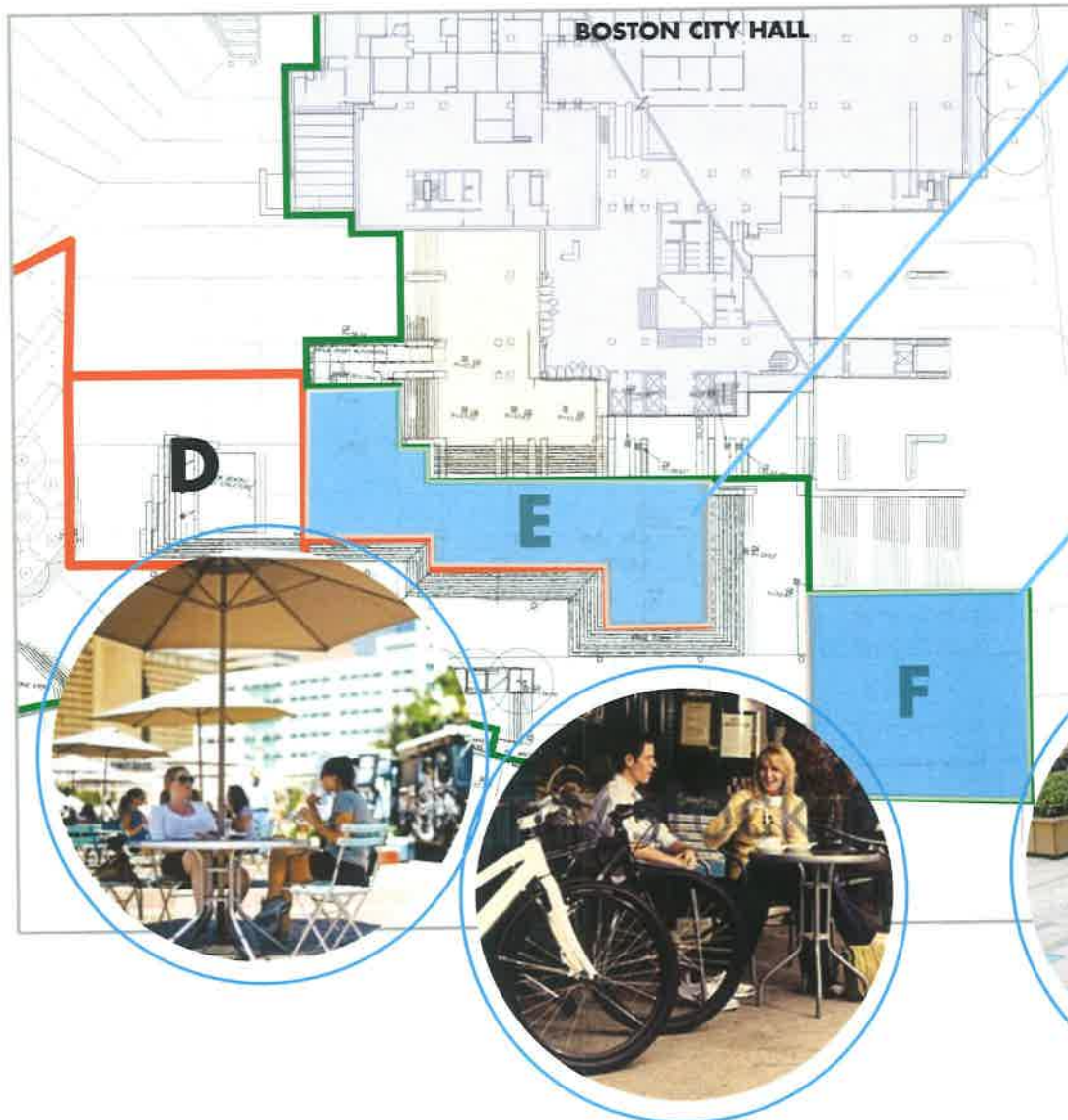
## ZONE D: COMMUNITY/CULTURE

Boston's incredible cultural diversity is on public display on a weekly basis on the steps on City Hall. Our vision for the Plaza desires to not only preserve that unique aspect of our civic life, but aims to enhance those public expressions of culture and neighborhood pride. With new signage and aesthetic improvements to the zone that includes our official city flag pole, we want to foster and celebrate the diversity that makes Boston one of the most dynamic cities in the country.

**WEST ROXBURY DORCHESTER HYDE PARK BACK BAY WEST END SOUTHIE FIELDS CORNER ALLSTON SEAPORT BEACON HILL CHINATOWN EASTIE ROSLINDALE BRIGHTON UPHAMS CORNER JAMAICA PLAIN ROXBURY FENWAY FOUR CORNERS LEATHER DISTRICT NORTH END MATTAPAN DUDLEY SQUARE EGLESTON SQUARE SAVIN HILL**





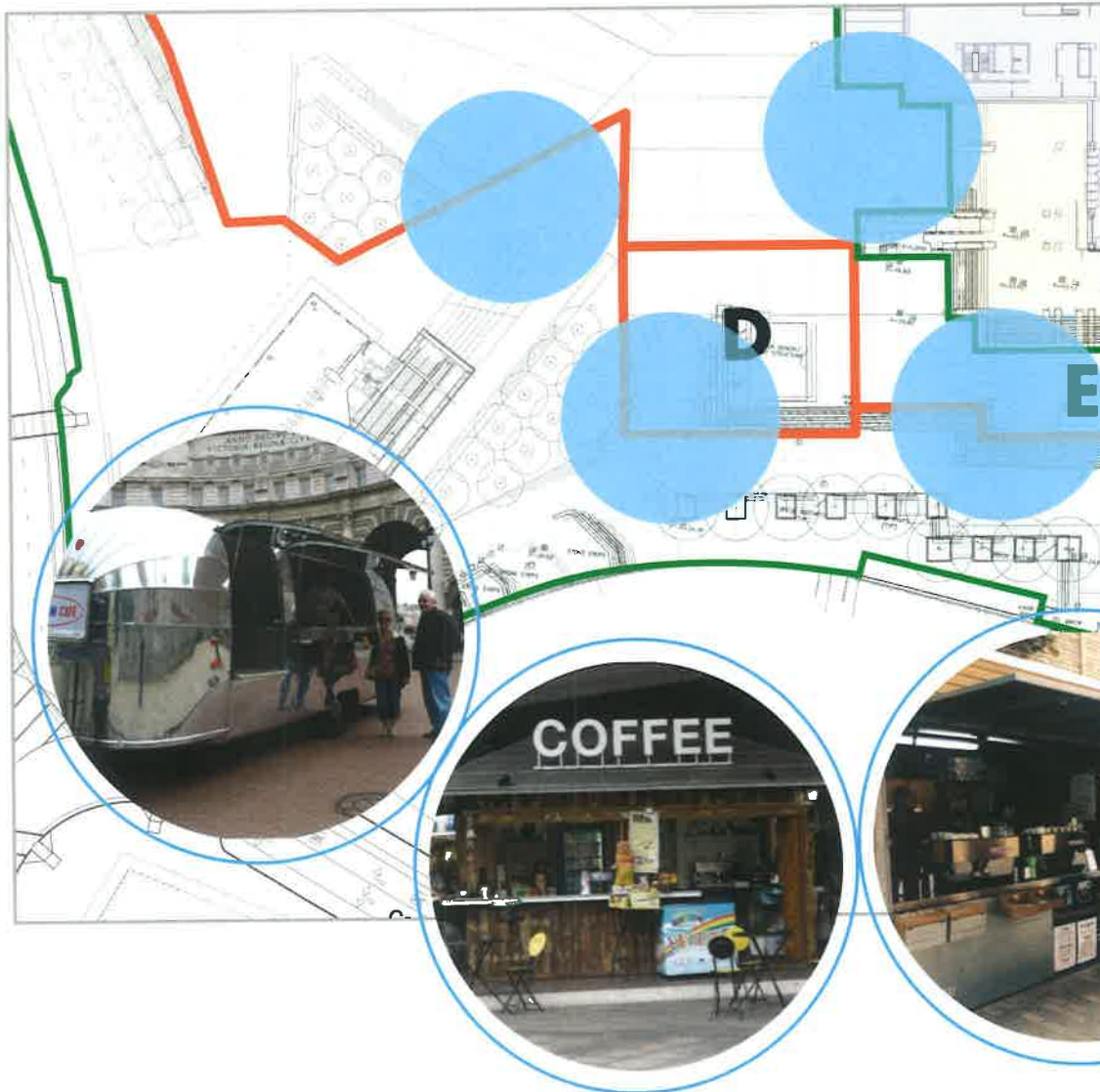


### ZONE E: WELCOME

Build on the city's preliminary efforts to create a more welcoming urban space in the highly trafficked corridor that brings visitors to City Hall's front door. An opportunity to add creative activation elements of convenience for commuters, workers and visitors.

### ZONE F: RELAX

Re-envision the corner framework of the plaza layout with views overlooking Faneuil Hall and Boston's waterfront. Development of a dynamic environment with a focus on creating an inviting workday/lunchtime space.



## COMMUTER COMFORTS

With the re-opening on the MBTA's Government Center station, a large flow on daily commuters will once again travel through City Hall Plaza. We envision a plan that provides commuters with convenient food and beverage options, especially during the busy rush hours.





## CREATIVE INTERACTIVE ART INSTALLATIONS

We intend to kick-start an ongoing program for creative art installations on City Hall Plaza, beginning with the iconic Impulse seesaws currently on display in Montreal that emit light and musical harmonies.

We envision a robust offering of interactive and unique art offerings.



# **APPROACH & INNOVATION**

**CITY HALL PLAZA  
MANAGEMENT PROPOSAL**



## COLLABORATIVE PUBLIC-PRIVATE TEAM

Most critically, our approach is **rooted in teamwork**. We believe that in order to achieve the city's objectives, operational sub-committees would be valuable, centered around key focus areas such as Event Programming, Music & Arts Integration, Infrastructure, Finances, Guest Experience and Marketing/PR/Digital, among others. These entities would be in regular communication with reporting on plans, successes and areas of opportunity or improvement.

Of particular note is our **emphasis on technology and data-driven insights**. From social reporting/listening to sophisticated technology programs to support our operation, we intend to leverage all of the platforms at our disposal for the benefit of City Hall Plaza, including detailed insights, reporting and learnings. The Mayor and the City's Chief of Operations would subsequently receive **detailed quarterly reports** highlighting each of the key areas for operational success. In addition to the Mayor's Office and Chief of Operations, we envision working closely with many of the following entities:

**CITY'S CHIEF OF OPERATIONS**

**PROPERTY MANAGEMENT DEPARTMENT**

**OFFICE OF TOURISM, SPORTS & ENTERTAINMENT**

**OFFICE OF ARTS & CULTURE**

**BOSTON REDEVELOPMENT AUTHORITY**

**MAYOR'S PRESS OFFICE**

**PROJECT SERVICE VENDORS**

**LOCAL COMMUNITY & CULTURAL ORGANIZATIONS**

**AREA BUSINESS WORKERS**

**...AMONG OTHERS.**

## SUSTAINABILITY LEADERSHIP

As a company that strives to be a leader in sustainability, Delaware North Companies is a strong proponent of environmental responsibility as part of all its management operations. As the steward of many “special places” around the globe, we recognize the need for a systematic approach to protecting the environment. Subsequently our environmental management system GreenPath® was born.

This award-winning system promotes environmentally friendly practices within all the facilities that we operate. GreenPath® supports our partners’ goals through environmentally sound business decisions, dedication to sustainable practices, training and educational programs. It also requires Delaware North to continually identify our operations’ potential environmental impacts, and to take pro-active measures to reduce or eliminate them.

We envision bringing this same holistic approach and focus to our efforts on City Hall Plaza in partnership with Property Management and associated entities.





## GUEST EXPERIENCE

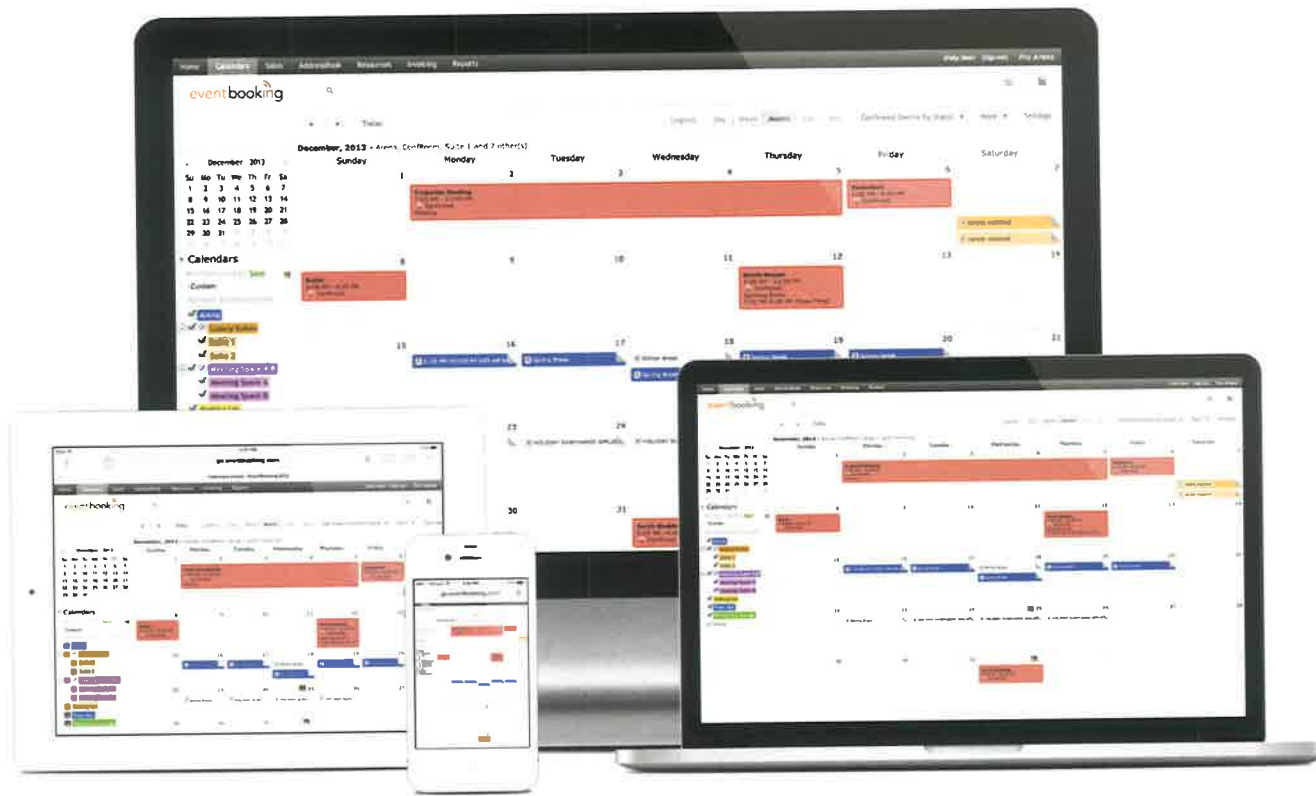
At Delaware North, we have created one of the most sought-after guest service management programs in the country. GuestPath is a comprehensive and continual process-improvement platform that touches every aspect of our operation. Everything we do is focused on providing a memorable experience for all of our guests.

GuestPath embodies the Delaware North commitment to and passion for providing the utmost hospitality. Each and every one of our associates embraces the mandate for quality customer service. Our guest service promise of “creating special experiences one guest at a time” is more than a slogan; it is a part of our DNA.

To ensure the company’s operations across all of our business lines perform to the highest standards, Delaware North created GuestPath, our proprietary guest service process. It’s an approach that allows us to serve more than half a billion guests each year with a smile, and one that we look forward to implementing in our City Hall Plaza operations.



## LEVERAGING TECHNOLOGY FOR STREAMLINED EVENT BOOKINGS



Leverage TD Garden's state-of-the-art venue management software for booking events that is 100% web-based, mobile-friendly, and always auto-updated.

Manage calendars and holds, share avails, easily view events color-coded by status, type or location. Book and manage multiple spaces, venues, and sites all from one master calendar.



## COMMUNITY ENGAGEMENT

We believe in fostering an openness with Boston residents and encouraging community feedback and engagement to solicit and fine-tune event ideas. Survey feedback can be collected via the web and also core social media channels.

### EXAMPLE OF SAMPLE SURVEY SIMILAR TO THOSE ON BOSTON'S NEW PILOT WEBSITE



## WHAT DO YOU THINK?

*Tell us what events you want to see more of on City Hall Plaza.*



FAMILY EVENTS

THIS



CONCERTS

THIS



ART DISPLAYS

THIS



MOVIE NIGHTS

THIS



PICNIC ON THE PLAZA

THIS

# **VIABLE IMPLEMENTATION**

**CITY HALL PLAZA  
MANAGEMENT PROPOSAL**



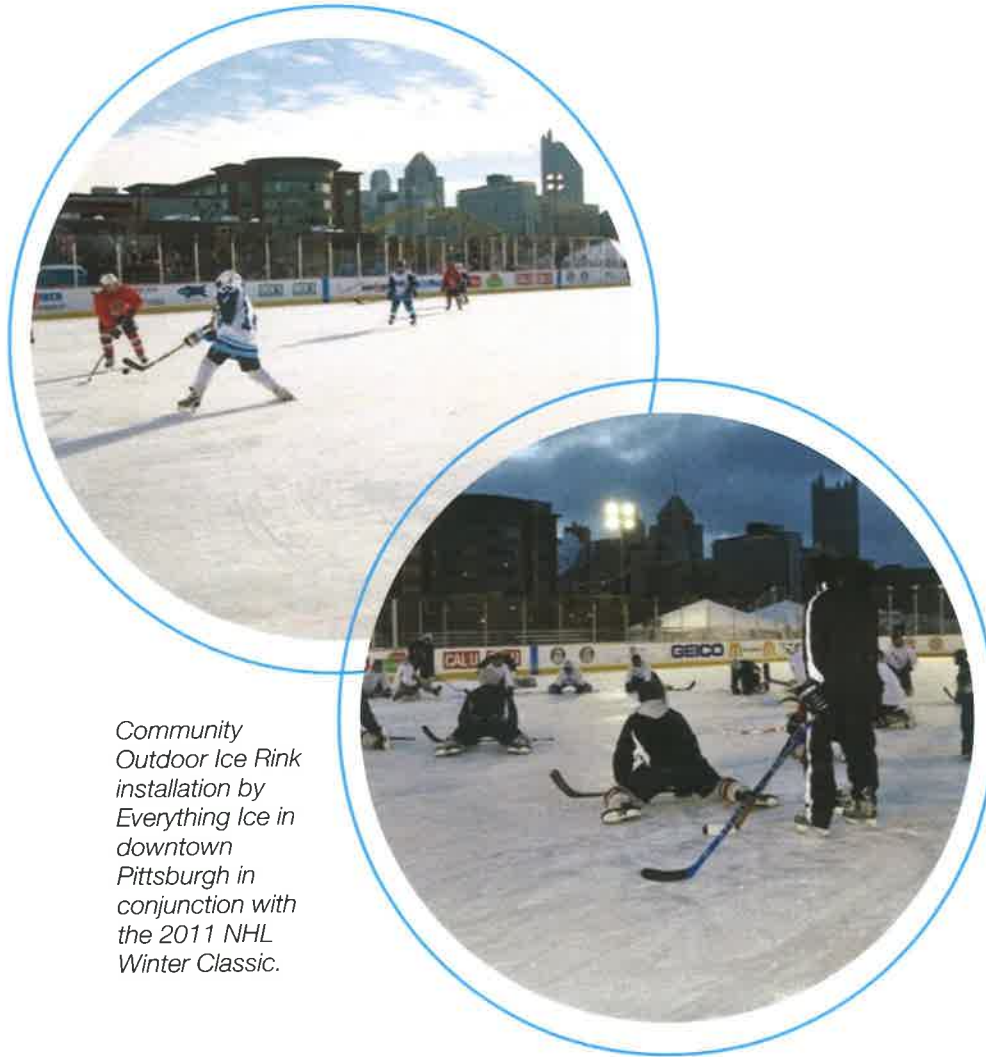
## PLAZA SUPPORT TEAM: ICE MANAGEMENT



Serving as vendor partner for the production and installation of the Winter Garden ice park, Everything Ice is a national leader with more than 30 years Experience and over 900 rink installations across the country.

In recent years, everything ice has pioneered several unique outdoor portable rink products that combine innovative designs with practical solutions, which include:

- Energy efficient ice rink chillers & Ice Resurfacers
- Instant Ice portable rink piping systems
- Recreational style dasherboards



*Community Outdoor Ice Rink installation by Everything Ice in downtown Pittsburgh in conjunction with the 2011 NHL Winter Classic.*

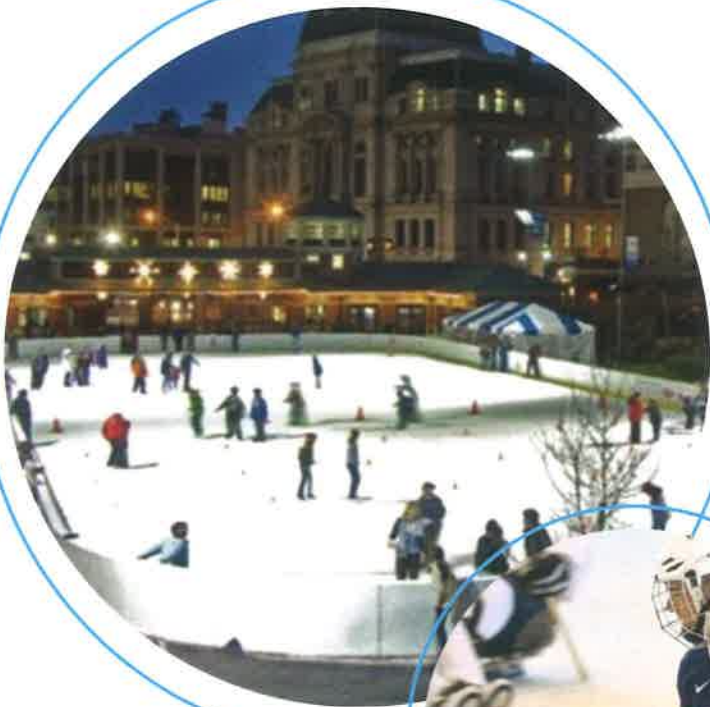
## PLAZA SUPPORT TEAM: ICE MANAGEMENT

**Rink Management Services Corporation**

the most trusted name in ice rinks

Rink Management Services (RMS) is the largest operator of ice skating facilities in the U.S., including 23 national outdoor seasonal rink properties. In addition to local rinks for Boston Properties and New Balance, RMS has managed rinks in downtown Washington D.C., Providence, Chicago, and Philadelphia's City Hall rink.

Headquartered in Virginia with 4 regional offices, the company has 1,600+ employees, 24 Certified Ice Technicians, 4 Certified Public Accountants and was the 2008 Winner of the Alfred P. Sloan Award for business excellence. RMS currently controls more than \$137 million in assets under management and boasts the industry's highest renewal rate.



*Bank of America Skating Center // Providence, RI*



*Ice Skate USA // Houston, TX*



## PLAZA SUPPORT TEAM: OBSERVATION WHEEL



Icon Attractions LLC (ICON) was founded in 2012 to develop and manage giant wheel attractions and retail entertainment experiences to select domestic and international markets.

ICON currently operates The Capital Wheel & Carousel at National Harbor, a 350-acre, mixed use development that includes five hotels, including the Gaylord National Resort and Convention Center, thousands of residential units, tree-lined promenades with scores of shops and offices, two marinas and dining along a mile and a quarter of the Potomac River.



## PLAZA SUPPORT TEAM: OBSERVATION WHEEL



For over 50 years, Chance Rides has been at the heart of manufacturing excellence in the amusement industry. Now in its third generation of family ownership, the industry leader is committed to continuing that high standard for decades to come. From design and engineering to fabrication and assembly, Chance Wheels set the standard for unique urban centerpieces and attractions that draw guests from miles away.



## PLAZA SUPPORT TEAM: EVENT MANAGEMENT

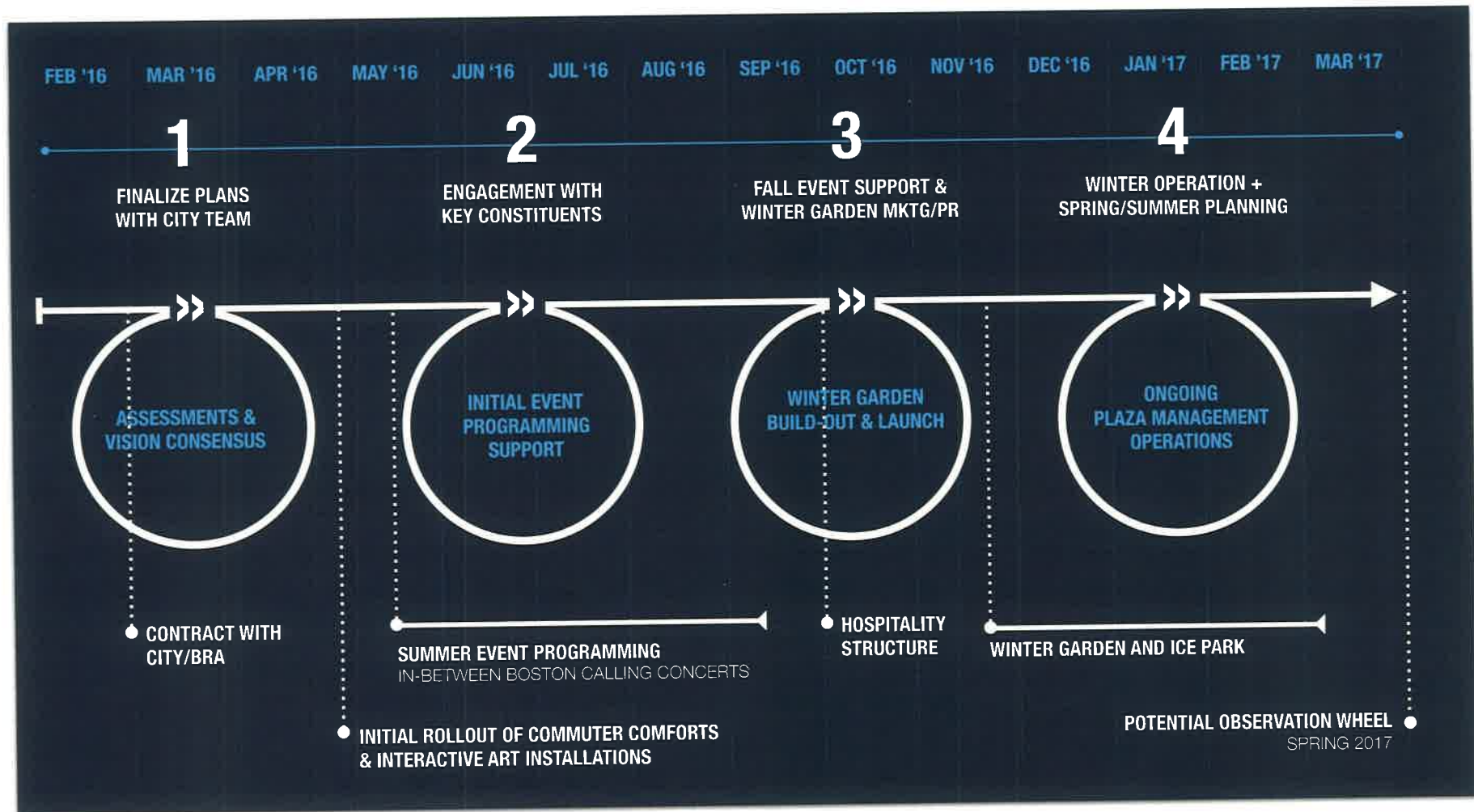


Boston-based Activate Sports & Entertainment has a long history of producing successful events on City Hall Plaza over the past decade, including high-profile events with Red Bull and activation of the TD Bank Mayor's Cup pro cycling races and festival, and Boston Bikes' annual Hub On Wheels Citywide Ride.

Activate brings an extensive working knowledge of the Plaza site and its unique challenges, restrictions, and marketing opportunities, as well as a deep understanding of the necessary permitting and various local city departments that will be instrumental in ensuring future successful events and community programming.

**activate**  
SPORTS & ENTERTAINMENT

## INITIAL PROPOSED PROJECT TIMELINE





## **BFS Business Printing**

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**From:** BFS Business Printing  
**Sent:** Friday, February 12, 2016 11:39 AM  
**To:** BFS Business Printing  
**Subject:** Tab

ADDENDUM TAB

## Proposal Form

SUBMITTED TO: Bid Counter  
Property and Construction Management Department  
City Hall, Room 811  
Boston, MA 02201

OR Submitted online under EV00002821

### PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION:

Submitted by: Amy Latimer  
Firm Name: Boston Garden Development Corporation  
Address: 100 Legends Way, Boston, MA 02114  
Telephone: (617) 624-1104  
Fax: (617) 624-1104  
Email: presidentsoffice@tdgarden.com

Under the conditions set forth by the City of Boston's Property and Construction Management Department (the Awarding Authority), the accompanying proposal is submitted for Comprehensive Property Management Services.

For this proposal to be properly reviewed, the Respondent must answer all questions. The Awarding Authority will regard all responses to questions and all submissions as accurate portrayals of the Respondent's qualifications and any discrepancy between these statements and any subsequent investigation may result in the proposal being rejected.

Signed: 

Print Name and Title: Amy Latimer, President

Dated: February 5, 2016



## Qualification Statement

SUBMITTED TO: Bid Counter  
Property and Construction Management Department  
City Hall, Room 811  
Boston, MA 02201  
OR Submitted online under EV00002535

### PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION:

All questions must be answered by the Respondent for this proposal to be properly reviewed. The Property and Construction Management Department (the Awarding Authority) will regard this statement as an accurate portrayal of the Respondent's qualifications and any discrepancy between this statement and any subsequent investigation may result in the proposal being rejected.

#### A. Respondent

Boston Garden Development Corporation  
Firm Name:

100 Legends Way, Boston, MA 02114  
Address:

(617) 624-1104                      (617) 624-1336  
Telephone:                              Fax:

presidentsoffice@tdgarden.com  
Email:

Massachusetts October 6, 1998  
State and date of Incorporation

17 years+  
Number of years in Business

16-1558397  
Federal ID, or Social Security No.

RFP for enhancing City Hall Plaza

**B. Officers**

Charles Jacobs, CEO Amy Latimer, President  
President or Chief Executive Officer's Name:

Christopher Maher  
Vice-President's Name:

Janice Trybus  
Secretary's Name:

James Bednarek  
Treasurer's Name:

**C. Authorization**

Dated at: Boston, MA [Signature]  
this 5th day of February, 2016

Title: President

**D. Attestation**

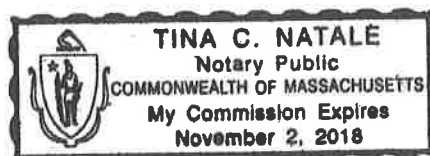
Amy Latimer sworn, deposes and says that he/she is the  
President of Boston Garden Development Corporation

and that all answers to the foregoing questions and all statements contained herein are true and correct.

Subscribed and sworn before me this 5 day of February, 2016.

Tina C. Natale Notary Public

My commission expires: November 2, 2018





*RFP for enhancing City Hall Plaza*

**A. Minimum Quality Requirements: To be completed and submitted by Respondent**

Each Respondent must check either "YES" or "NO" for each and every item below and submit such with its **Technical Proposal**. The Awarding Authority will accept for further evaluation ONLY those proposals that the Respondent has checked YES and are verifiable for each and every item below.

**Name of Respondent** (print or type):

Boston Garden Development Corporation

1. The Respondent is in compliance with all applicable statutes governing conflicts of interest. Please note that any Respondent who has previously rendered services under a contract with the Boston Redevelopment Authority (BRA) or the City, will not be precluded by Chapter 268A of the General Laws of Massachusetts from participating by contract or otherwise in the activities of the City with regard to the properties listed in this RFP.

☒ YES ☐ NO

2. The Respondent will have an office, staffed by the primary on-site project personnel, within a reasonable commuting distance from the Site.

☒ YES ☐ NO

3. The Respondent is in good financial standing with the City and the BRA, and in compliance with all City code requirements.

☒ YES ☐ NO

4. The Respondent's proposal conforms in all respects to the City's Specifications as stated in this RFP.

☒ YES ☐ NO

5. The Respondent signed (where required) and returned all required forms as detailed in Section 7.

☒ YES ☐ NO

6. The Respondent completed and submitted a **Price Proposal** in a SEPARATE, SEALED and CLEARLY MARKED ENVELOPE?

☒ YES ☐ NO

*RFP for enhancing City Hall Plaza*

7. The Respondent agrees to accept each and every provision of the "City of Boston Standard Contract General Conditions" (Form CM 11) contained herein.

(X) YES

( ) NO

8. The Respondent is able to start providing the requested services as detailed in the RFP immediately upon execution of a contract with the City.

(X) YES

( ) NO

9. The Respondent has the capacity to provide the financial operations necessary to operate the property stated herein and to report on the operations as required by this RFP.

(X) YES

( ) NO

**B. COMPARATIVE EVALUATION CRITERIA**

All proposals determined to have met the minimum quality requirements will then be reviewed based on a series of evaluation criteria.

The following are the technical criteria that the Awarding Authority's evaluators will use in rating responses to this RFP. For each evaluation criterion, the evaluators shall individually assign a rating of one of the following: "Highly Advantageous"; "Advantageous"; or "Not Advantageous." The selection committee will assign an overall rating to each Proposal based on its collective assessment of the proposal.

In assigning an overall rating to proposals the selection committee shall have discretion to weigh different criteria in any manner which it deems most advantageous for the City. Evaluation criteria do not carry any set value, and this RFP does not imply any correlation between the number of comparative requirements relating to a particular area and the importance of that area to the selection committee.

**1. Your Vision for the Plaza – Please also refer to Section 5.0 under E: Your Vision/Plan**

*Highly Advantageous:* The partner would do an exceptional job of furthering our goal of making Boston's City Hall Plaza an inviting and attractive destination that is well-used by residents and visitors. The vision beautifully complements currently planned events, existing amenities in the area, and the role of the Plaza as a spontaneous place for public gathering. Proposals would include plans for year-round programming. In addition, the vision is an appropriate complement to the activities of City Hall. Activities would not physically impact longer term capital investments or cause more than minimal disruption during implementation. Envisioned efforts would help the City learn what could work best for the Plaza over the long term.

*Advantageous:* The partner would make strides towards furthering our goal of making Boston's City Hall Plaza an inviting and attractive destination that is well-used by residents and visitors. The vision mainly complements currently planned events, existing amenities in the area, and the role of the Plaza as a spontaneous place for public gathering.



## BFS Business Printing

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**From:** BFS Business Printing [south@bfsprinters.com]  
**Sent:** Friday, February 12, 2016 11:40 AM  
**To:** BFS Business Printing  
**Subject:** Tab

T & C TAB



# Event Details

## City of Boston Procurement

Event ID	Format	Type	Page
BOSTN-EV00002821	Sell	RFx	1
Event Round	Version		
1	1		
Event Name			
Enhancing City Hall Plaza			
Start Time	Finish Time		
01/04/2016 10:00:00 EST	02/08/2016 16:00:00 EST		

Event Currency: US Dollar

Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: City of Boston  
Purchasing Department  
One City Hall  
Room 808  
Boston MA 02201  
United States  
Contact: Cunningham, Susanne  
Phone: 617 6353609  
Email: susanne.cunningham@boston.gov

## Event Description

Individuals and/or companies interested in operating, designing or curating City Hall Plaza between February 1, 2016 and December 31, 2018.

## General Comments

- Please see the attached document titled "Enhancing City Hall Plaza, Event 00002821, Question and Responses". This document was added on 1/27/16

## General Questions

1. Please review the below instructions for responding to this bid.

### IF RESPONDING ONLINE THROUGH THE SUPPLIER PORTAL:

Please answer the questions asked in this bid event, including any file attachment uploads. Certain questions will require an answer in order to submit your response, while other questions are optional when they pertain to your company. Some questions require a specific answer which will be identified to you. You will be warned of disqualification if you answer with an unacceptable answer prior to submission.

Provide a price quote for all requested line items. In some cases, you may indicate that you are declining to bid on a certain line item by clicking the 'No Bid' checkbox.

After answering the questions and listing your price quotes, you may click the "Validate Entries" button to perform a check to determine if you've responded to all required elements of the bid response. When all required fields are complete and you are ready to submit your bid response to The City of Boston click the "Submit Bid" button. When you click "Submit Bid" it may take a moment for the system to process your bid response. Once it is successfully processed, you will receive a Bid Confirmation message confirming that your bid was submitted. You will also receive an e-mail confirming your bid submission. If you do not receive a Bid Confirmation screen and email, please review your bid and be sure you press the Submit Bid button. If you go back to make any edits to your bid, note that the "Save For Later" button will remove your bid from Submitted status so be sure to press the "Submit Bid" button after the edits are complete. Your bid will not be considered until it is officially submitted.

### IF RESPONDING THROUGH A HARD-COPY PAPER PACKAGE:

Please answer all questions asked in this bid event, including inserting any requested file attachments. Certain questions require an answer in order to be considered a valid response.

Be sure to answer every question that is labeled with the phrase "RESPONSE REQUIRED: YES". Some questions may require a specific answer which will be identified to you. Those questions will be labeled as "MANDATORY RESPONSE REQUIRED: YES". Bid submissions must include the mandatory response to be eligible for award.

Provide a price quote for all requested line items. In some cases, you may indicate that you are declining to bid on a certain line item by clicking the 'No Bid' checkbox.

## 2. BID SUBMISSION TERMS AND CONDITIONS

Before submitting any bids, the bidders shall fully inform themselves in regard to all conditions pertaining to the solicitation and all required terms and conditions for carrying out the contract. By filing a bid, the bidders do thereby represent that they have so informed themselves. This solicitation hereby expressly incorporates by reference any and all documents referred to therein, including without limitation the Advertisement, the Purchase Description and Specifications, the Evaluation Criteria, the City of Boston Standard Contract General Conditions, all other contractual terms and conditions applicable to the solicitation, and any addenda to the solicitation.

By submitting this response, the bidder certifies, under the pains and penalties of perjury, that it has





## Event Details (cont.)

### City of Boston Procurement

Event ID	Format	Type	Page
BOSTN-EV00002821	Sell	RFx	2
Event Round	Version		
1	1		
Event Name			
Enhancing City Hall Plaza			
Start Time	Finish Time		
01/04/2016 10:00:00 EST	02/08/2016 16:00:00 EST		

**Bidder:** PUBLIC EVENT DETAILS

**Submit To:** City of Boston  
Purchasing Department  
One City Hall  
Room 808  
Boston MA 02201  
United States  
**Contact:** Cunningham, Susanne  
**Phone:** 617 6353609  
**Email:** susanne.cunningham@boston.gov

**Event Currency:** US Dollar

**Bids allowed in other currency:** No

submitted a response to this solicitation that is the bidder's offer to this solicitation. The City of Boston's Standard Contract General Conditions and all additional terms and conditions included in the solicitation and any addenda thereto shall be deemed accepted by the bidder and included as part of the final contract. The submitter attests that s/he is an agent of the bidder with authority to submit this bid on the bidder's behalf, and that s/he has read and assented to all of the solicitation terms.

The bidder certifies under penalties of perjury that this bid or 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.

All responses and information submitted in response to this solicitation are subject to the Massachusetts Public Records Law, M.G.L., Chapter 66, Section 10, and to Chapter 4, Section 7, Subsection 26. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.

Bidders are solely responsible for obtaining all information distributed for this solicitation and it is each bidder's responsibility to check for any addenda or modifications to this solicitation. The City of Boston accepts no responsibility and will provide no accommodation to bidders who submit a response based on an out-of-date solicitation or on information received from a source other than the City of Boston. It is the bidder's responsibility to keep the bidder's contact information current.

The City of Boston assumes no responsibility if a bidder's designated email address is not current, or if technical problems, including those with the bidder's computer, network or internet service provider (ISP), cause e-mail communications between the bidder and the City of Boston to be lost or rejected by any means including email or spam filtering.

Online bidders must, if notified of contract award and if requested by the City of Boston, submit any contract documents, or any documents submitted or included as part of the solicitation, on paper with original ink signatures unless otherwise specified, within ten (10) calendar days of such a request.

**\*\*Approved as to form by Corporation Counsel June 2012\*\***

Do you agree to these bid submission terms and conditions?

Options: I Agree  
I Do Not Agree

Required: Yes Mandatory Response: Yes

Select One

☒

### 3. BID EVENT AND CONTRACT TERMS AND CONDITIONS

I confirm that I have read, fully understand, and agree to comply with all terms and conditions that are associated with this bid event and the eventual contract.

If responding electronically through the Supplier Portal, please click the "View Associated Terms" to access the Standard Contract General Conditions.

For vendors who submit paper-based responses, the Standard Contract General Conditions will be listed below.

Options: I Agree  
I Do Not Agree

Required: Yes Mandatory Response: Yes

Select One

☒



## Event Details (cont.)

### City of Boston Procurement

Event ID	Format	Type	Page
BOSTN-EV00002821	Sell	RFx	13
Event Round	Version		
1	1		
Event Name			
Enhancing City Hall Plaza			
Start Time	Finish Time		
01/04/2016 10:00:00 EST	02/08/2016 16:00:00 EST		

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: City of Boston  
Purchasing Department  
One City Hall  
Room 808  
Boston MA 02201  
United States  
Contact: Cunningham, Susanne  
Phone: 617 6353609  
Email: susanne.cunningham@boston.gov

12. The Price Proposal must be submitted separately from the Technical Proposal according to statute. This is critically important. The evaluation team will complete its evaluation of the Technical Proposals prior to reviewing the Price Proposals. Attachments containing price information, including the PRICE PROPOSAL, should only be attached to price Line 1 and not in the Event Header attachments section. By uploading your file to price Line 1, the information will remain sealed and separated from the technical proposals until that evaluation has been performed. In the section of EV00002821 labeled "Step 2: Enter Line Bid Responses", please enter the total bid amount under Line 1 'Enhancing City Hall Plaza' but click the icon on the far right of the screen labeled "View/Add Question Comments and Attachments." There you will find the proper location to upload your PRICE PROPOSAL document.

13. Legal Form of Business Entity. The bidder/offeror/contractor responding to this Event is a/an:

- Options:
- Individual
  - Partnership
  - Limited Liability Partnership (LLP)
  - Corporation
  - Limited Liability Company (LLC)
  - Joint Venture
  - Trust
  - Other

Required: Yes Mandatory Response: No

Select One


14. 1. The Respondent is in compliance with all applicable statutes governing conflicts of interest. Please note that any Respondent who has previously rendered services under a contract with the Boston Redevelopment Authority (BRA) or the City, will not be precluded by Chapter 268A of the General Laws of Massachusetts from participating by contract or otherwise in the activities of the City with regard to the properties listed in this RFP

Required: Yes Mandatory Response: Yes

Yes

15. The Respondent will have an office, staffed by the primary on-site project personnel, within a reasonable commuting distance from the Site.

Required: Yes Mandatory Response: Yes

Yes



## Event Details (cont.)

### City of Boston Procurement

Event ID	Format	Type	Page
BOSTN-EV00002821	Sell	RFx	14
Event Round	Version		
1	1		
Event Name			
Enhancing City Hall Plaza			
Start Time	Finish Time		
01/04/2016 10:00:00 EST	02/08/2016 16:00:00 EST		

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: City of Boston  
Purchasing Department  
One City Hall  
Room 808  
Boston MA 02201  
United States  
Contact: Cunningham, Susanne  
Phone: 617 6353609  
Email: susanne.cunningham@boston.gov

16. The Respondent is in good financial standing with the City and the BRA, and in compliance with all City code requirements.

Required: Yes Mandatory Response: Yes

Yes

17. The Respondent's proposal conforms in all respects to the City's Specifications as stated in this RFP.

Required: Yes Mandatory Response: Yes

Yes

18. The Respondent signed (where required) and submitted all required forms as detailed in Section 7.

Required: Yes Mandatory Response: Yes

Yes

19. The Respondent completed and submitted a Price Proposal in a SEPARATE, SEALED and CLEARLY MARKED ENVELOPE? (If submitting paper bid)

Required: Yes Mandatory Response: Yes

Yes

20. The Respondent agrees to accept each and every provision of the City of Boston Standard Contract General Conditions (Form CM 11) contained herein.

Required: Yes Mandatory Response: Yes

Yes





## Event Details (cont.)

### City of Boston Procurement

Event ID	Format	Type	Page
BOSTN-EV00002821	Sell	RFx	15
Event Round	Version		
1	1		
Event Name			
Enhancing City Hall Plaza			
Start Time		Finish Time	
01/04/2016 10:00:00 EST		02/08/2016 16:00:00 EST	

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: City of Boston  
Purchasing Department  
One City Hall  
Room 808  
Boston MA 02201  
United States  
Contact: Cunningham, Susanne  
Phone: 617 6353609  
Email: susanne.cunningham@boston.gov

21. The Respondent is able to start providing the requested services as detailed in the RFP immediately upon execution of a contract with the City.

Required: Yes Mandatory Response: Yes

Yes

22. The Respondent has the capacity to provide the financial operations necessary to operate the property stated herein and to report on the operations as required by this RFP.

Required: Yes Mandatory Response: Yes

Yes



## Event Details (cont.)

### City of Boston Procurement

Event ID	Format	Type	Page
BOSTN-EV00002821	Sell	RFx	16
Event Round	Version		
1	1		
Event Name			
Enhancing City Hall Plaza			
Start Time	Finish Time		
01/04/2016 10:00:00 EST	02/08/2016 16:00:00 EST		

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: City of Boston  
Purchasing Department  
One City Hall  
Room 808  
Boston MA 02201  
United States  
Contact: Cunningham, Susanne  
Phone: 617 6353609  
Email: susanne.cunningham@boston.gov

### Line Details

No Bid: ☐

Line: 1 Item ID: Line Qty: 1.00 UOM: Each  
Required: No Reserve Price: No

Bid Qty:

Min/Max Qty: No min / No max

Description: Enhancing City Hall Plaza

Question	Response
1. What is your bid price for this line?	TBD

Required: Yes Mandatory Response: No



## Event Details (cont.)

### City of Boston Procurement

Event ID	Format	Type	Page
BOSTN-EV00002821	Sell	RFX	17
Event Round	Version		
1	1		
Event Name	Enhancing City Hall Plaza		
Start Time	Finish Time		
01/04/2016 10:00:00 EST	02/08/2016 16:00:00 EST		

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: City of Boston  
Purchasing Department  
One City Hall  
Room 808  
Boston MA 02201  
United States  
Contact: Cunningham, Susanne  
Phone: 617 6353609  
Email: susanne.cunningham@boston.gov

### Bidder Information

Firm Name:	Boston Garden Development Corporation		
Name:	Amy Latimer	Signature:	<i>A. Latimer</i>
Phone #:	(617) 624-1104	Fax #:	(617) 624-1336
Street Address:	100 Legends Way		
City & State:	Boston, MA	Zip Code:	02114
Email:	presidents.office@tdgarden.com	Tax Identification Nbr:	16-1558397





## Event Details (cont.)

### City of Boston Procurement

Event ID	Format	Type	Page
BOSTN-EV00002821	Sell	RFx	18
Event Round	Version		
1	1		
Event Name			
Enhancing City Hall Plaza			
Start Time		Finish Time	
01/04/2016 10:00:00 EST		02/08/2016 16:00:00 EST	

Event Currency: US Dollar  
Bids allowed in other currency: No

Bidder: PUBLIC EVENT DETAILS

Submit To: City of Boston  
Purchasing Department  
One City Hall  
Room 808  
Boston MA 02201  
United States  
Contact: Cunningham,Susanne  
Phone: 617 6353609  
Email: susanne.cunningham@boston.gov

## Appendix A - Line Specifications

Line: 1 Item ID: Line Qty: 1 UOM: Each  
Description: Enhancing City Hall Plaza

### Item Specifications

Manufacturer:		
Mfg Item ID:		
Item Length:	0	Item Height: 0
Item Width:	0	Dimension UOM:
Item Volume:	0	Volume UOM:
Item Weight:	0	Weight UOM:
Item Size:		Item Color:

### Shipping Information

Schedule:	1	Ship To:	Property Management
Quantity:	1		Property Management
Due Date:	02/13/2016		One City Hall
Freight Terms:			Room 811
Ship Via:			Boston MA 02201
			United States