



# **METRO NORTH WORKFORCE BOARD**

**REQUEST FOR PROPOSALS FOR  
OFFICE LEASE  
Commencement Date: July 1, 2025**

**METRO NORTH REGIONAL EMPLOYMENT BOARD  
D/B/A MASSHIRE METRO NORTH WORKFORCE BOARD  
SPACES Davis Square  
240 Elm St  
Somerville, MA 02144**

**Published and Posted January 3, 2025**

**RESPONSE DUE:  
Monday, January 20, 2025, 5:00 p.m. ET**

Please submit all questions to [rdalton@masshiremetronorth.org](mailto:rdalton@masshiremetronorth.org)

**Metro North Regional Employment Board d/b/a MassHire Metro North Workforce Board (MNWB) is seeking to relocate its offices which are currently located in Davis Square, Somerville, MA.**

**MNWB estimates that it will require 5,000 to 6,000 sf. The only municipalities that will be considered are:**

- **Malden**
- **Medford**
- **Cambridge**
- **Somerville**
- **Revere**

**These five municipalities are within the region that is served by MNWB and all five offer MBTA rapid transit services.**

**Other factors that will be considered by the Selection Committee:**

- **The building must be in compliance with the ADA as well as all local and state building codes**
- **A Cost Analysis that includes the price per square foot for the term of the lease and to include any and all occupancy costs in addition to the base rent.**
- **Costs associated with leasehold improvements deemed necessary to accommodate MNWB and if a Tenant Improvement Allowance will be offered to cover a portion or all the leasehold improvements**
- **The term of the lease**
- **The general condition of the leased premises**
- **The general condition of the building and what, if any, amenities are available to tenants. Those amenities can include but not be limited to a common meeting space that can be reserved by tenants, gymnasium, café, building reception/security, landlord provided cleaning, etc.**
- **The availability of parking in or near the building. Cost and convenience of parking will be considered.**
- **How well the space meets the following needs of the tenant:**
  - **Meeting Space**
    - **Quarterly Board Meetings – 30 to 40 attendees**
    - **Quarterly Executive Committee Meetings – 12 attendees**
    - **Various Committee Meetings – 12 attendees – average 1 per month**
    - **Partner Conferences – 3 to 4 per year – 40 to 50 attendees**
      - **Nearby venue with rental space could be considered**
    - **Semi-monthly Staff Meetings – 20 attendees**
    - **Conference Room – capacity of 8 to 10**
  - **Staff Space Requirements**
    - **6 offices and 24 workstations**
    - **File Storage – Minimal**

**RESPONSE DUE: Monday, January 20, 2025 by 5PM ET.**

Please submit all questions to [rdalton@masshiremetronorth.org](mailto:rdalton@masshiremetronorth.org)

**Proposal & Evaluation Process Timeline**

**Friday, January 3, 2025:** MNWB RFP Release

**Friday, January 10th, 2025:** Written Questions due

**Monday, January 20, 2025:** RFP Submission due by 5PM, ET.

*To submit RFP proposals, please email [rdalton@masshiremetronorth.org](mailto:rdalton@masshiremetronorth.org) ensuring “Office Space 25-26 RFP” is included in the subject line. Once MNWB has received and reviewed all proposals, applicants will be contacted with the following steps.*

**Site Visits Scheduled: February 3 to February 7, 2025**

**Friday, February 14th, 2025:** Provider Application Status notification

**July 1, 2025:** Occupancy