



Request for Proposals

Ground Floor Lease Opportunity: 63 Franklin Street, Boston MA

Issued: September 12, 2025

Summary of Opportunity

Property	Approximately 4,885 square feet on the ground floor of Breaktime's five story property located at 63 Franklin Street in Downtown Boston
Use	Retail or community serving space that aligns with Breaktime's mission (Examples: credit union, café, social enterprise, arts space, etc.); must be a 501c3 nonprofit organization.
Term	Initial five (5) years , with the option to extend to ten (10) years
Rent	\$45/sf/year
Dates	Space available in 2026

Breaktime invites proposals from qualified organizations to lease the **ground floor** of the **Breaktime Hub**, a high visibility retail space formerly occupied by Eastern Bank. Our aim is to identify a partner who will activate the building's entryway, create paid employment opportunities for Breaktime's community and/or the wider community, and contribute to the Hub's mission of ending youth homelessness.

1-Introduction & Vision

Founded in 2018, Breaktime's mission is to **break the cycle of youth homelessness by equipping young adults with job and financial security.**

We achieve this by offering paid employment, wrap-around services and financial coaching to young adults experiencing housing instability. To expand our impact, we purchased a 34,000 square foot, five-story building at 63 Franklin Street in Boston's Financial District for \$6.3 million. The building, known as the **Breaktime Hub**, is being renovated into a one stop center where young adults can access job training, basic necessities, health services and community.

The ground floor serves as the public face of the Hub and will welcome hundreds of visitors each day. We envision an operator that engages customers, offers high quality goods or services and provides meaningful employment to young adults facing housing instability.

Potentially suitable uses include (but are not limited to):

- **Credit union or community bank** – taking advantage of the existing floor plan and vault to provide accessible financial services;
- **Café, bakery or coffeehouse** – welcoming the community in to the Hub and taking advantage of the bustling neighborhood;
- **Food co-op**– supplying affordable, healthy food options to the neighborhood;
- **Community arts, education or retail incubator** – allowing multiple social enterprises to rotate through the space.

Operators should be prepared to work collaboratively with Breaktime and other Hub partners, provide paid internships or jobs for young adults and activate the space creatively—for instance, hosting art installations or pop-up markets that reflect the community's diversity.

2-Property Overview

63 Franklin Street sits at the heart of downtown Boston, adjacent to Post Office Square Park and surrounded by restaurants, retail and major employers. The property enjoys proximity to every MBTA subway line and numerous bus routes. **State Street** and **Downtown Crossing** stations are each about a five-minute walk and connect to the Blue, Green, Orange and Red Lines. Downtown Crossing has entrances at Franklin and Hawley Streets, including elevator access. South Station, approximately an eight-minute walk, provides regional rail and commuter-rail access. MBTA bus routes serving Washington Street and nearby stops offer additional connectivity.

Building Features

- Five-story, 34,000 SF brick building purchased in 2025 and being renovated as the Breaktime Hub.
- Historic facade with large windows and dedicated entrances on Franklin Street.
- ADA-accessible with elevator service and secure lobby.
- MBTA accessible
- Newly renovated

3-Ground Floor Space Details

Recently vacated by Eastern Bank, the space is currently set up as a bank with the following features:

- Approximately 4,885 SF configured as a former bank branch with teller line, vault, multiple offices and generous lobby space. The layout is adaptable for retail or community uses.
- Double height ceiling with large storefront windows facing Franklin Street; ideal for signage and display.
- Existing secure vault. This can be removed if necessary.
- Plumbing and electrical suitable for commercial uses.
- ADA accessible entrance and internal circulation.

Note that Breaktime is able to provide an allowance for renovations; details of such an allowance will be negotiated. Floor plan below:

4-Lease Terms

- **Term:** Five (5) years, with an option to extend for an additional five (5) years. Breaktime reserves the right to negotiate shorter or longer terms based on the strength of the proposal.
- **Rent:** \$45.00 per square foot per year–
- **Improvement Allowance:** Tenant improvement allowance or base building work is negotiable. Proposals should specify any requested allowance and the corresponding lease term. A ten-year commitment is generally required for significant allowances.
- **Operating Expenses:** Tenant pays prorated –share of common area and base building systems maintenance.
- **Use Restrictions:** The use must be consistent with Breaktime’s mission and applicable zoning.
- **Occupancy:** The space will be available for renovations beginning December 1st, 2025.

5-Selection Criteria

Breaktime will evaluate proposals using criteria modeled after best practices from other development RFPs. Proposals that fail to meet the minimum requirements will not be considered. Our objective is to select an operator that maximizes mission alignment, community impact, financial feasibility and operational excellence.

Requirements:

1. **Mission Alignment:** The respondent's core mission and proposed use must demonstrate a commitment to social justice. Demonstrated commitment to ending homelessness or supporting low income/marginalized populations and/or demonstrated commitment to workforce development is a plus.
2. **Experience:** At least three years of experience operating a program; demonstrated success in employing or serving young adults or other disadvantaged groups is a plus.
3. **Financial Stability:** Evidence of financial capacity to meet lease obligations, including recent audited financial statements or equivalent documents.
4. **Compliance:** Commitment to equal employment opportunity, nondiscrimination and compliance with applicable wage laws.

Evaluation Criteria:

Each proposal will be rated on the following criteria. Responses that clearly demonstrate strength in these areas will be considered advantageous; those that do not address them may be considered non-advantageous.

- **Mission Fit and Community Impact** – Alignment with Breaktime's mission and the degree to which the proposed use will create meaningful opportunities for young adults experiencing homelessness (Examples: paid internships, career training, supportive services).
- **Programmatic Concept**– How effectively the proposal uses the second floor's layout to deliver its programming; innovative and inclusive activation of the space; integration with other Hub services and the larger community.
- **Experience & Track Record** – Past performance operating in similar spaces, including demonstrated success in program delivery, or employment training.

- **Partnership & Collaboration** – Willingness to collaborate with Breaktime and other building partners to enhance the overall Hub; inclusion of diverse leadership and willingness to participate in shared governance or advisory committees.
- **Diversity & Inclusion** – Representation of women, Black, Indigenous and people of color in leadership roles; demonstrated commitment to diversity, equity and inclusion in hiring and service delivery.

6-Submission Instructions

Please submit one consolidated PDF file clearly labelled “Org Name – Breaktime Second Floor Proposal”. The proposal should be emailed to fabid@tsne.org. The proposal should include:

1. **Cover Letter**– Provide a succinct overview of your organization, your mission, and how leasing this space furthers your mission (and Breaktime’s mission).
2. **Organizational Background** – Describe the history, size and scope of your organization, including your board, leadership team and staff diversity. Provide a summary of your programs and population served.
3. **Proposed Use & Programming** – Detail how you intend to utilize the second floor, including specific services or activities, anticipated number of employees and clients, and how the space layout supports your operations. Describe any innovative elements or partnerships.
4. **Operational Plan & Staffing** – Outline your operating model, staffing plan (including anticipated job titles, number of employees and whether positions will be available to Breaktime participants), and hours of operation. Explain how you will maintain a safe and welcoming environment.

5. **Financial Information** – Include most recent audited financial statements (or equivalent).
6. **Community Impact Statement** – Explain how your programming will positively impact Boston’s young adults and/or the wider community. Describe any metrics you track and expected outcomes (Examples: number of youth employed, graduates of job training programs, etc.).
7. **Supporting Documentation** – Attach IRS determination letter
8. **References** – Provide contact information for at least three references who can speak to your organizational performance and community impact.

7-Contact Information

For all correspondence regarding this RFP, please contact:

Faisal Abid

Senior Director, Property Services

(617) 896-9321 | fabid@tsne.org

tsne.org