



## Request for Proposals

### Second Floor Lease Opportunity: 63 Franklin Street, Boston MA

Issued: September 12, 2025

### Summary of Opportunity

<b>Property</b>	Approximately <b>6,182 square feet</b> on the second floor of Breaktime’s five story property located at 63 Franklin Street in Downtown Boston
<b>Use</b>	Lease of the second floor for a mission aligned 501c3 nonprofit organization
<b>Term</b>	From the beginning to end of 2026 with potential to negotiate longer term
<b>Rent</b>	<b>\$36/Sf/Year</b>

Breaktime seeks a partner whose work meaningfully advances our mission to break the cycle of homelessness by equipping young adults with job and financial security. This RFP invites mission-driven nonprofits and social enterprises to propose how they would activate the second floor of the **Breaktime Hub**—a downtown facility that will provide job training, essential services and on-site healthcare for unhoused young adults in Boston. The successful respondent will partner with Breaktime to create an inclusive, welcoming environment that maximizes social impact.

### 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 second floor, available through December 31, 2026, is integral to this vision. We are seeking a tenant whose operations align closely with Breaktime's mission-preferably a nonprofit that offers education, workforce development, mental health services, arts/cultural programming or other uses that provide a benefit to the community. An occupant with a demonstrated commitment to employing young adults and providing livable wages will be viewed favorably. Breaktime is committed to building a community of partners at the Hub; we consider the successful respondent a collaborator rather than merely a tenant.

## 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-Second Floor Space Details

The second floor has been outfitted as a modern suite suitable for a variety of programmatic or office uses. Key components include:

- Flexible open plan with dedicated zones for workstations, collaborative seating and reception.
- Four private meeting rooms/offices plus a larger conference room.
- Direct Elevator Access into suite.
- IT/data closet, storage and space for copier/printer equipment.
- Original brick walls and oversized windows that fill the space with natural light.
- Exposed ceilings at 16 ft, providing a lofty, airy feel.
- 24/7 access and card-controlled entry.

The suite is delivered in move-in ready condition. Minor alterations are permitted subject to Breaktime's approval to ensure compatibility with the building's long-term program. Floor plan below:

### 4-Lease Terms

- **Term:** Through **December 31, 2026**. Breaktime may consider a short extension or new lease after that date depending on the success of the partnership.
- **Rent: \$36 per square foot, per year**
- **Utilities & Operating Expenses:** Tenant is responsible for its proportionate share of utilities and common area maintenance. Breaktime will provide an itemized estimate during negotiation.

- **Improvements:** The space will be delivered “as is.” All alterations require written approval. Respondents may propose tenant improvement allowances; however, such allowances should correspond with an extended lease term and a demonstrable benefit to the Hub.
- **Occupancy Date:** On or after January 1<sup>st</sup>, 2026.

## 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](mailto: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 audited financial statements (or equivalent) for the past three (3) years.
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 and/or relevant certifications.

## 7-Contact Information

For all correspondence regarding this RFP, please contact:

**Faisal Abid**

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