

Engine Company 3 Redevelopment



REQUEST FOR PROPOSALS

District of Columbia

Office of the Deputy Mayor for Planning and Economic Development

INTRODUCTION

The Government of the District of Columbia (the "District"), through the Office of the Deputy Mayor for Planning and Economic Development ("DMPED"), is issuing this Request for Proposals ("RFP") as it seeks to receive proposals (each a "Proposal" and collectively "Proposals") from individuals and/or teams (each a "Respondent" and collectively "Respondents") for the redevelopment of the properties ("Project") located at 427 New Jersey Ave, NW (the "DOEE Development Parcel") and 439 New Jersey Ave, NW (the "FEMS Development Parcel") (together, the "Development Parcels").

The DOEE Development Parcel is improved with a standalone one-story facility currently utilized by D.C. Department of Energy and Environment ("DOEE"). The FEMS Development Parcel is currently improved with a 3-story historic firehouse ("Firehouse") that was constructed in 1916 and has since remained in continuous operation. In 1994, the Firehouse was added to the District of Columbia Inventory of Historic Sites. The District of Columbia Fire and Emergency Medical Services ("FEMS") Engine Company 3 ("Engine Company 3") occupies floors 1 and 2, with the D.C. Fire & EMS Museum ("Museum") currently housed on the 3rd floor. Also operating out of the Firehouse is the all-volunteer Friendship Fire Association ("FFA"), which serves FEMS with a canteen unit, support rehabilitation operations, operation of the Museum, and public education on fire prevention.

Engine Company 3 has served the District for 217 years, since 1806. Engine Company 3 moved into the Firehouse in November 1916. During the early history of firefighting, teams of horses were essential; however, Engine Company 3 was one of the first in the District to operate horseless equipment, helping to usher in a technological transition. Due to its location and long service, FEMS considers the Firehouse highly significant to the history of the department.

The DOEE Development Parcel housed one of the nation's first air sampling stations before the U.S. Congress established the Environmental Protection Agency (EPA) in 1970, reflecting the District's long-standing focus on energy and the environment.

The Development Parcels are, therefore, significant to the local history of Washington, D.C.; the development of firefighting in the United States; and the establishment of environmental protection in the United States. Any redevelopment should include publicly-visible informational plaque(s) or other installations commemorating each of these points of significance.

DEVELOPMENT PARCELS DESCRIPTION



Figure 1: Development Parcels Map (not to scale)

Square	630
Lots	831 (427 New Jersey Ave NW) and 833 (439 New Jersey Ave NW)
Land Area	13,816 total square feet (approximately) Lot 831: 7,198 square feet (approximately) Lot 833: 6,618 square feet (approximately)
Square Footage- Firehouse	11,296 gross square feet / 10,045 net square feet over 3 floors
Ward	6
Neighborhood	Downtown East
ANC	6E, SMD08
Bounded by	New Jersey Ave NW to the west and privately-owned parcels to the north, east and south.
Frontage on	New Jersey Avenue NW
Zone	D-3
PUD Eligible	Yes

Visibility/Access: The Development Parcels have good visibility from New Jersey Avenue, NW. See the “Transportation Planning Framework” sub-section of the “District Policy Goals, Requirements, and Preferences” section regarding access.

Property Advantages: The grounds of the U.S. Capitol are less than 1,500 feet to the south, and buildings nearby benefit from views of the U.S. Capitol dome. Union Station is approximately one quarter mile to the northeast. Georgetown University Law Center is one block to the north. The historic Firehouse has been well-maintained and is a good candidate for preservation. The Firehouse’s three oversize fire engine doors facing New Jersey Avenue, wood timber construction and high 15+ foot ceiling heights may present creative possibilities for ground-floor uses.

Community Context: Located on the iconic doorstep of Union Station and the crossroads of the Downtown, Mount Vernon Triangle, and NoMA neighborhoods, Downtown East represents a bustling gateway to our city’s geographic heart.

Over the past few decades, much of our center city area has witnessed a resurgence of investment and opportunity, while Downtown East near the I-395 freeway has largely lagged. Now, however, the area is poised to bloom, with renewed interest, a growing population, large-scale development (complete or under construction), and transformative public space projects—like the New Jersey/New York Avenue Streetscape project.

Recent projects have responded to the development opportunities in the neighborhood. The unprecedented \$1.3 billion Capitol Crossing, with three city blocks spanning I-395, promises to connect Downtown East with Penn Quarter and Chinatown. In summer 2023, 20 Massachusetts Ave NW will reopen as a mixed-use project (www.20mass.com) including 13,832 SF of retail, Class “A” office space and a 271-room Royal Sonesta hotel. In May 2023, Georgetown University filed plans with the D.C. Zoning Commission to invest in its law campus with a new 9-story, 167,000SF academic and administrative building.

Existing Tenancies: The DOEE Development Parcel is currently occupied by DOEE and will be vacated prior to Closing (as defined in the “Affordable Housing” sub-section of the “Common Elements & Requirements” section). The FEMS Development Parcel is occupied by the Museum on the 3rd floor of the Firehouse and Engine Company 3 on the 1st and 2nd floors.

Required Tenancies / Development Considerations: Engine Company 3 is required to remain in continuous operation throughout the Project. Engine Company 3 and the Museum are required to be accommodated either on the Development Parcels or offsite as further detailed below. Although not required, FEMS has a stated preference for the New Fire Station and the Museum to be co-located.

- *Engine Company 3—*

Proposals must provide a new state-of-the-art fire station (“New Fire Station”) that is acceptable to FEMS, the details of which shall be included in “Section 6: Project Concept” of the Proposal as further outlined in the “RFP Submission Requirements” sub-section of the “Solicitation Process” section. The submitted Project Concept shall adhere to the design and construction standards established by FEMS and DGS, as set forth in FEMS Requirements for the New Fire Station (see Exhibit 1). After a proposal is selected, the Respondent will be required to design the New Fire Station in consultation with FEMS, the District of Columbia Department of General Services (“DGS”), and DMPED. FEMS, DGS, and DMPED shall have all rights to approve the design and any changes to the design.

If the Development Parcels are proposed as the permanent home of Engine Company 3, then a temporary facility (“Temporary Fire Station”) must be included in “Section 6: Project Concept” of the Proposal as further outlined in the “RFP Submission Requirements” sub-section of the “Solicitation Process” section. If a location other than the Development Parcels is proposed as the permanent location of Engine Company 3, that location must be detailed in the Respondent’s Proposal. Any new site, whether temporary or permanent, must be located within the existing Engine Company 3 “first due” boundary area. This is available online at the following link: <https://dcgis.maps.arcgis.com/apps/webappviewer/index.html?id=58e08eac0f7d44938e307c7a85ca0b7d>. The location of, and concept design for, a Temporary Fire Station shall be consistent, and in full compliance, with FEMS Requirements for a Temporary Fire Station (see Exhibit 2). After a Proposal is selected, the Respondent will be required to design the Temporary Fire Station in consultation with FEMS, DGS, and DMPED. FEMS, DGS, and DMPED shall have all rights to approve the design and any changes to the design.

- *The Museum—*

Proposals must provide a permanent location for the existing Museum that is acceptable to FEMS, the details of which shall be included in “Section 6: Project Concept” of the Proposal as further outlined in the “RFP Submission Requirements” sub-section of the “Solicitation Process” section. Respondent shall design the Museum space in consultation with, and with approval from, FEMS, DGS, and DMPED, and the proposed design shall adhere to the design and construction standards established by FEMS, DGS, and DMPED, as set forth in the Program of Requirements for the Museum (see Exhibit 3). FEMS, DGS, and DMPED shall have all rights to approve the design and any changes to the design.

FEMS strongly prefers that the Museum remain in the Firehouse. If the Development Parcels are proposed as the permanent home of the Museum, FEMS anticipates suspending its operations until the new space is ready for occupancy. The Respondent is expected to fund the Museum’s costs of transportation and temporary storage for its collection of historical items during construction. If a location other than the Development Parcels is proposed as the permanent location of the Museum, the Respondent’s Proposal must detail expected timing for availability of the new space and logistics for the relocation.

Respondent shall submit in “Section 9: Project Development and Operating Pro Forma” of its Proposal, in addition to the required pro forma outlined in the “RFP Submission Requirements” sub-section of the “Solicitation Process” section of this RFP, detailed budget line items for temporary relocation of Engine Company 3; construction and commissioning of the New Fire Station; construction and commissioning of the Museum; and storage and transportation costs for both Engine Company 3 and the Museum. These budget line items and any future iterations leading to the final New Fire Station budget approved before Closing (“Final Budget”) shall be developed in consultation with, and with approval from, FEMS, DGS and DMPED, through designated representatives. The cost associated with building the New Fire Station and Museum shall be at Respondent’s sole expense. Any cost overruns beyond the Final Budget shall be the selected Respondent’s sole responsibility.

For more information regarding Engine Company 3 and/or the Museum, contact Sean MacCarthy with the FEMS Facilities & Logistics Division at 202-425-9753 or sean.maccarthy@dc.gov.

LOGISTICS

When

<i>RFP Process Timetable*</i>	
<i>Issuance of RFP</i>	<i>June 15, 2023</i>
<i>Site Tour</i>	<i>June 28, 2023</i>
<i>Pre-Response Question & Answer Period</i>	<i>June 15 – September 15, 2023</i>
Submission Due Date (5:00 PM ET)	September 27, 2023

**Subject to change at the District's sole discretion and without prior notice*

Where

The RFP is posted on DMPED's website at <https://dmped.dc.gov/page/engine3> (the "Project Website").

DMPED will have an online question and answer portal (the "Q&A Portal") during the dates set forth above in the "When" sub-section of this "Logistics" section ("Pre-Response Question & Answer Period"), and DMPED will post responses on the Project Website on a rolling basis. Respondents are encouraged to check the Project Website weekly for posted responses.

DMPED will conduct an introductory site tour at the Development Parcels ("Site Tour") on the date set forth in the "When" sub-section of this "Logistics" section. Attendance at this session is strongly recommended for all Respondents.

The tentative schedule for the Site Tour is as follows:

1:00 pm – 1:15 pm: Arrive and Check-in

1:15 pm – 1:45 pm: Site Walk

Respondents can RSVP for the Site Tour by June 27, 2023, by emailing the Project Development Manager as identified below in the "Who" sub-section of this "Logistics" section with the name, organization, phone number, and email address of the attendee(s).

All attendees must complete the Site Tour waiver, release, and indemnification form ("Waiver Form") that has been attached as Appendix H. Executed Waiver Forms will be collected prior to commencement of the Site Tour. Those that have not executed the Waiver Form will not be permitted onto the Development Parcels.

What

DMPED seeks Proposals that reflect the important value of this Development Parcels to the surrounding community, embody those priorities identified in the "District Policy Goals, Requirements, and Preferences" section, and satisfy the requirements set forth in the "RFP Submission Requirements" sub-section of the "Solicitation Process" section.

RFP Submission Deposit:

A \$50,000 deposit in the form of an executed, irrevocable standby letter of credit ("Letter of Credit") is required utilizing the Form Irrevocable Letter of Credit attached as Appendix D. Submission requirements for the Letter of Credit are outlined in the "How" sub-section of this "Logistics" section.

Additional deposits will be required if selected and upon execution of the disposition agreement.

Conditions: If a Respondent's Proposal is not selected, the Letter of Credit shall be returned to the Respondent. If a Respondent's Proposal is selected, the Letter of Credit will only be returned upon the Respondent's successful completion of Closing as defined in the "Affordable Housing" sub-section of the "Common Requirements" section and as determined by the District through the terms of the disposition agreement.

Who

The DMPED development manager for the Project is Jonathan Mueller (the "Project Development Manager"), with an email address of jonathan.mueller@dc.gov. **Please note all questions regarding this RFP shall be submitted through the Q&A Portal identified in the "Where" section, and Respondent shall not direct questions to any other location or person within the District except as allowed elsewhere in this RFP.**

All Proposals must be submitted electronically via the “Submit Files” link on the Project Website specified in the “Where” sub-section of this “Logistics” section by the Proposal submission due date (the “Submission Due Date”) specified in the “When” sub-section of this “Logistics” section. Uploaded electronic files should use the following naming convention: “ENGINE COMPANY 3 REDEVELOPMENT RFP PROPOSAL SUBMISSION – [Team Name] – [File Type]”. Hand delivered or mailed Proposals shall not be accepted. Adherence to the Submission Due Date is essential. Incomplete Proposals or those submitted after the Submission Due Date shall not be accepted. Immediately following submission, Respondent shall email the Project Development Manager to confirm submission. The subject line for such email communication shall state: “ENGINE COMPANY 3 REDEVELOPMENT- RFP PROPOSAL SUBMISSION”.

A copy of the Letter of Credit is required to be uploaded electronically with Respondent's electronic Proposal, with the original hardcopy delivered to DMPED by close of business on the RFP Proposal Submission Due Date. A representative of DMPED will be available at the Office of the Deputy Mayor for Planning and Economic Development, The John A. Wilson Building, 1350 Pennsylvania Avenue, NW, Suite 317, Washington, D.C. 20004, to receive the Letter of Credit between 3 p.m. and 5 p.m. on the RFP Proposal Submission Due Date.

DISTRICT POLICY GOALS, REQUIREMENTS, AND PREFERENCES

Planning and Zoning Framework

Comprehensive Plan

The [Comprehensive Plan](#) Future Land Use Map indicates the types of land uses that are appropriate in the future across the District of Columbia. The Development Parcels are categorized for future Commercial High Density (“CHD”) use. This designation anticipates a high-density commercial, residential, retail, cultural or mixed-use development. Tall buildings with densities greater than 6.0 FAR predominate in this category, although many lower scale buildings, including historic resources such as Engine Company 3, are interspersed.

The Generalized Policy Map designates the site as part of “Central Washington”. The Comprehensive Plan’s [Central Washington Area Element](#) places the development in the Downtown East neighborhood, on a seam between Capitol Hill, Union Station, and central Downtown.

- **Policy CW-1.1.23** encourages architectural excellence in building design, particularly at the ground level.
- Recognizing that, despite its strategic location, Downtown East has not yet developed a distinctive identity, **Policy CW-2.5.5** stresses the need for high-quality public space improvements in conjunction with property development. This ranges from streetscape improvements to public amenity spaces.
- Strategic planning focused on Downtown East is available in the “2019 Downtown East Re-Urbanization Strategy” (<https://planning.dc.gov/downtown-east>).

The Comprehensive Plan’s Historic Preservation Element addresses District Government stewardship of District properties.

- **Policy HP-2.3** details the policies and actions the District should use to ensure District properties meet the highest standards of historic preservation, whether ownership is retained by the District or is subject to disposition. Additional Historic Preservation information is below.

Zoning

The Development Parcels are zoned D-3. Refer to the linked [online zoning map](#). Additional detail on Downtown Zones is available [here](#). Purposes of the D-3 zone are to promote high-density development of commercial and mixed uses in the eastern portion of the District’s traditional downtown and, through height restrictions, to respond to federal concerns for the security of the nearby U.S. Capitol and Union Station.

The D-3 zone is not subject to the Inclusionary Zoning provisions of Subtitle C, Chapter 10; however, a building in the D-3 zone may generate credits for sale or use elsewhere through historic preservation, residential development, or particular other uses. Refer to Subtitle I, Chapters 8 and Chapter 9 of D.C. Zoning Regulations. Any such zoning credits generated will be issued to the District, as owner of the Development Parcels, for use at its discretion.

Applicable zoning permissions and requirements include, but are not limited to, the following:

- The permitted by-right Floor Area Ratio (“FAR”) in the D-3 zone is 9.0 maximum for residential. The maximum permitted FAR for non-residential development is 6.5, although bonus density that may be used onsite or sold for uses offsite may be possible for residential development and for various arts and retail uses.
- The maximum permitted by-right height of a building in the D-3 zone is 110 feet outside the footprint of a historic structure and 90 feet within the footprint of a historic structure. Due to security concerns, permission for achieving maximum height, including but not limited to balconies, terraces or roof decks, is subject to review by the Architect of the Capitol and/or the U.S. Capitol Police. A

habitable and/or mechanical penthouse is also permitted to a height of 20 feet, consisting of 1 story plus mezzanine, with a second story permitted for penthouse mechanical space.

- Lot occupancy is not limited beyond what may be required to meet any court or yard requirements.
- The minimum required Green Area Ratio is 0.20.
- Any commercial zone permits residential use, as well as institutional and most other uses with the exception of some production, distribution and uses considered to be industrial.
- Refer to District of Columbia Municipal Regulations (“DCMR”), Title 11: Zoning Regulations of 2016, [Subtitle I: Downtown \(D\) Zones](#) for complete development standards and use provisions for the D-3 zone.

Information on the Comprehensive Plan and Zoning may be found at OP’s website: planning.dc.gov. For more information, contact Joel Lawson with OP via e-mail at joel.lawson@dc.gov.

Capitol Security Downtown Sub-Area

Within the D-3 zone are several [Downtown Sub-Areas](#) (“Sub-Areas”) intended to assist in achieving goals established by the Comprehensive Plan. The Development Parcels are located within the boundaries of the “[Capitol Security](#)” Sub-Area. This requires review by the Architect of the Capitol and/or Capitol Police in accordance with the permissions and requirements of the Sub-Area Regulations. In addition, development requires special exception review by the Board of Zoning Adjustment.

North Capitol Street Downtown Sub-Area

The Development Parcels lie within a second Downtown Sub-Area found in the D-3 zone: the [North Capitol Street Corridor](#). The objective of the North Capitol Street Corridor Sub-Area is to ensure the preservation of the historically important axial view of the Capitol Dome. The general location of the North Capitol Street Corridor Sub-Area is one or both sides of the designated primary street segments North Capitol Street between Louisiana Avenue, NW and K Streets, NW and NE. This sub-area also requires review by the Architect of the Capitol and/or Capitol Police in accordance with the permissions and requirements of the Sub-Area Regulations. One review may be sufficient for both Sub-Areas.

Approval by National Capital Planning Commission (“NCPC”)

The Development Parcels are located within the Central Area boundary as defined by NCPC. Projects on District-owned land within the Central Area are subject to NCPC approval. One of NCPC’s primary functions is to review development projects and master plans in the National Capital Region (NCR) for consistency with the Comprehensive Plan for the National Capital: Federal Elements.

Source: <https://www.ncpc.gov/review/overview/>

Historic Preservation Framework

Proposals for the Development Parcels are subject to historic preservation review under two sections of the D.C. Historic Landmark and Historic District Protection Act of 1978. Before seeking permits, consultation with the [District of Columbia State Historic Preservation Office](#) (“SHPO”) in OP is required. Rehabilitation of the Firehouse and the design of associated development on the Development Parcels is also subject to review by the D.C. [Historic Preservation Review Board \(“HPRB”\)](#). These approvals are not limited to exterior facades as it relates to the FEMS Development Parcel but also include interior features within the Firehouse as well.

For more information regarding historic preservation, contact Andrew Lewis with OP via e-mail at andrew.lewis@dc.gov.

Transportation Planning Framework

The District Department of Transportation’s (“DDOT”) commitment to building a safe and efficient transportation network will guide all review of transportation-related issues regarding the development of the Development Parcels. The Development Parcels have excellent multimodal transportation access with D.C. Union Station 0.3 miles away (Metrorail, Circulator and WMATA Priority Corridor Network Bus Routes) and Judiciary Square 0.4 miles away. DDOT anticipates a sizable share of people accessing the Development Parcels will be via non-automobile modes of travel.

Depending on the development program proposed and type of approval process the development goes through (e.g., Zoning Commission review), DDOT may require a Comprehensive Transportation Review (“CTR”) study to determine the impacts on the transportation network. Respondents should have a basic understanding of the projected number of trips by mode generated by the proposed development program during the RFP process.

Site Access and Vehicle Parking

Access to the Development Parcels for vehicle parking and loading/trash will be from the lowest volume adjacent street. Since the Development Parcels are not served by a public alley, DDOT encourages Respondents to be creative and work with DDOT on the final access scheme to minimize curb cuts to the Development Parcels. The existing curb cuts on New Jersey Avenue NW should also be consolidated or reduced as much as feasible while still supporting the New Fire Station. If the New Fire Station remains as a use within the

Development Parcels and fire truck access remains on New Jersey Avenue NW, the Respondent should be aware they may be required to fund and install a mid-block signal, subject to DDOT approval, to assist the FEMS crews with entering and exiting the New Fire Station.

Since the Development Parcels have excellent access to transit, DDOT expects the amount of vehicle parking provided on site to be as low as possible, subject to FEMS minimum parking requirements (see Exhibits), while allowing the Project to remain viable. Specifically, DDOT expects the amount of off-street vehicle parking to be no more than 0.25 space per residential unit, 0.35 space per 1,000 GSF hotel, 0.40 space per 1,000 GSF office, and 1.00 space per 1,000 GSF retail, per the 2022 DDOT [Guidance for Comprehensive Transportation Review \(“CTR Guidelines”\)](#). Priority will be given to Proposals that provide minimal vehicle parking and take additional actions to support nearby transit. If the Project does include off-street parking, the Respondent should plan to install a minimum of one (1) electric vehicle charging station for every 50 parking spaces or more if required by applicable District laws.

Bicycle Parking and Transportation Demand Management

High-quality bicycle parking is an important amenity for residents and employees of newly constructed buildings to support usage of the District’s multi-modal transportation network and reduce single occupancy vehicles. In addition to exceeding all requirements for long- and short-term bicycle parking and shower/locker facilities (11-C DCMR 800 and 18 DCMR 1214), the buildings must be designed with long-term storage rooms so that at least 50% of spaces are located horizontally on the floor, 10% are served by electrical outlets for e-bikes and scooters, 5% are designed for larger tandem/cargo bikes (10 x 3 feet), and a fixit repair station is included in each of the storage rooms. Further design guidance for bicycle parking can be found in Appendix F of the 2022 DDOT [CTR Guidelines](#) and in the 2018 DDOT [Bike Parking Guide](#).

Additionally, this neighborhood is identified as a high demand bikeshare area, but there is only one (1) station in the vicinity approximately one (1) block north on New Jersey Avenue NW. Respondents should identify a candidate location on-site or in adjacent public space for a bikeshare station and be aware that a 19-dock station must be funded and installed in coordination as a part of this Project.

DDOT is committed to robust Transportation Demand Management (“TDM”) that encourages non-automobile travel. Respondents should discuss their proposed TDM program aimed at reducing single-occupant vehicle travel to and from the Development Parcels. Information regarding TDM can be found in Appendix C of the 2022 DDOT [CTR Guidelines](#).

Public Space Framework

DDOT works in partnership with OP to ensure the design of public space is of high quality and meets safety and design requirements. To this end, the District has in place streetscape standards, guidelines, and policies to guide changes to public space. Uses that impact the character of public space include sidewalk cafes, vending, street festivals, and other non-permanent activities. Physical features that impact the character of public space can include sidewalk paving material, fences and retaining walls, street trees, vault spaces, infrastructure like streetlights or curb and gutters, and any building encroachments into the public right-of-way. Restoration of the public space is expected as part of the redevelopment of the Development Parcels.

DCMR Title 24: Public Space and Safety > Chapter 11: Downtown Streetscape contains public space design and materials requirements impacting the Development Parcels. Link: <https://dcregs.dc.gov/Common/DCMR/RuleList.aspx?ChapterNum=24-11&ChapterId=772>

Consistent with DDOT’s Vision Zero efforts and best practices for high-quality public realm design, Respondents should incorporate the following items into the proposed streetscape design:

- All existing curb cuts to public streets, except for the needs of the New Fire Station, must be closed. Access should be from the lowest volume adjacent street. Any curb cuts to the Development Parcels should be reduced in size as much as feasibly possible, consolidated, and meet modern DDOT Design and Engineering Manual (“DEM”) standards.
- There is a substantial amount of paving in public space between the Firehouse and the curb line on New Jersey Avenue. Aside from the sidewalk and treeboxes, the remainder of the frontage should include substantially more green space and landscaping.
- Fund and install one (1) 19-dock Capital Bikeshare station and identify a candidate location on-site or in adjacent public space south of the site (to allow for spacing with the station at E Street NW).
- Fund and install a curb extension on the E Street NW side of the southeast corner of the intersection of New Jersey Avenue NW and E Street NW.
- Fund and install a mid-block traffic signal at the entrance to the potential New Fire Station on New Jersey Avenue NW, if determined necessary by FEMS and subject to DDOT approval.
- All sidewalks and curb ramps surrounding and within the Development Parcels must comply with the Americans with Disabilities Act (“ADA”). This includes funding and installing all missing curb ramps and high visibility crosswalks at all intersections along New Jersey Avenue NW (including T intersections).
- Sidewalks surrounding the Development Parcels should match the existing adjacent sidewalks in terms of materials and width. There will be a minimum of 10 feet pedestrian clear space along New Jersey Avenue NW and E Street NW adjacent to the Development Parcels.

- First floor space on the Development Parcels must contribute positively to the vibrancy and vitality of the adjacent pedestrian realm (e.g., more doors and businesses, no blank concrete walls or set back from the street).
- Building entrances must be at-grade with the adjacent public sidewalk so no ramps or stairs are necessary in public space.
- Ensure there are no existing or future vaults in public space surrounding the Development Parcels. They must be located on private property and out of the sidewalk space.
- Preserve all existing street trees and install any missing treeboxes and trees in the 'furniture zone' on all public street-facing sides of the Development Parcels. Specifically, there are currently no street trees on the east side of New Jersey Avenue NW. A complete streetscape should be added.
- Remove all existing bollards and railings from public space along New Jersey Avenue, NW and ensure that no trash is stored in public space or visible from a public sidewalk.
- Install short-term bicycle racks within the furniture zone of the sidewalk and within 120 feet of the front entrance to the Development Parcels.
- Replace all existing cobra-head streetlights surrounding the Development Parcels with the Washington Globe-style light fixtures, consistent with newer streetlight installations in the area.
- DDOT encourages Respondents to incorporate public artwork and creativity into the public realm design concept. All nonstandard items in the DDOT right-of-way will need to be approved by the Public Space Committee ("PSC") and commit to a covenant of maintenance.
- Coordinate with DDOT's Urban Forestry Division ("UFD") and the Ward 6 Arborist regarding the presence, preservation, or permitting of removal for any Heritage or Special trees on the Development Parcels.

Respondents may refer to Titles 11, 12A, and 24 of the DCMR, DDOT's DEM, and the Public Realm Design Manual for public space design guidance. For more information on DDOT's development review process and public space design, contact Aaron Zimmerman with DDOT's Planning and Sustainability Division at 202-671-4656 or aaron.zimmerman@dc.gov.

Preferences and Evaluation

Proposals will be evaluated for completeness, responsiveness, market feasibility, innovative ideas, strength of community benefits, and strength of financial response, among other factors.

Proposals may be deemed incomplete and/or unresponsive if they do not satisfy all the requirements set forth in the "RFP Submission Requirements" sub-section of the "Solicitation Process" section. As such, evaluation for completeness and responsiveness are threshold considerations.

The District shall prioritize Proposals that meet or exceed, as applicable, the following criteria, organized by category but otherwise in no particular order:

I. Attainment of District Goals

- Respond to the goals and objectives of the Comprehensive Plan;
- Improve the quality of life for the surrounding neighborhood;
- Address stakeholder concerns and requirements;
- Address community preferences;
- Deliver a Temporary Fire Station (if applicable), the New Fire Station, and the Museum pursuant to the requirements outlined in this RFP;
- Maximize the highest density allowable for the Development Parcels; Respondent may consider matter-of-right development, pursuit of a map amendment, or—if applicable—a Planned Unit Development ("PUD");
- Create job opportunities and/or apprenticeship programs for District of Columbia residents—particularly for District of Columbia residents within 1-mile of the Development Parcels—and exceed the requirements of the CBE Act (which requirements are detailed in the "First Source" and "Certified Business Enterprises" sub-sections of the "Common Requirements" section);
- In addition to proposing terms to satisfy the "Equitable Development Focus" section, promote social equity generally, including, but not limited to, as applicable, prioritizing and including community-serving retail and fresh food access; and
- Any other additional goals identified throughout this RFP and any other District policy documents.

II. Qualifications and Experience of Respondent

- Demonstrate that Respondent, its member entities, and/or key personnel have successfully served in lead developer roles for completed projects of a similar scale and scope to the Project proposed by Respondent; and
- Provide evidence of sufficient organizational capability to ensure successful and timely delivery of the Project.

III. Economic Benefit to the District

- i. Maximize value to the District through land value proceeds (paid by Respondent to the District) and incremental property and sales taxes;
- ii. Seek the least amount of subsidy (either through a reduction in fair market value or through other District or federal public financing tools) to fill anticipated financing and/or investment gaps in the Project's capital structure; and
- iii. Provide District and particularly Ward 6 neighborhood-based businesses/business owners with opportunities to participate in the Project; evidence of the inclusion of such businesses shall be in the form of written confirmation from such neighborhood-based businesses/business owners which shall include the scope and details of said businesses' involvement in the Project.

IV. Project Financial Feasibility and Respondent's Financial Capacity

- i. Demonstrate that Respondent possesses the financial resources, capacity, and ability to successfully close the transaction, and to execute the Project requirements;
- ii. Provide an estimated construction budget prepared by a third-party general contractor or cost estimator;
- iii. Provide a realistic and achievable funding plan, including Sources and Uses (as defined in the "Part 7: Project Budget Sources and Uses" sub-section of the "Solicitation Process" section);
- iv. Provide a realistic multi-year development and operating pro-forma (pre-development through 18 years post-stabilization) as further articulated in "Part 8: Project Development and Operating Pro Forma" sub-section of the "Solicitation Process" section;
- v. Demonstrate significant investments by Respondent of "at risk" capital during the pre-development and development process; and
- vi. Exhibit a readiness to provide the District with a meaningful guarantee regarding payment and performance through final Project completion.

V. Development Vision

- i. Promote a vibrant, walkable, and pedestrian-friendly neighborhood character, as demonstrated through a high level of streetscape design, including building features that directly link to the sidewalk level, and a high degree of visual continuity along street corridors;
- ii. Complement the existing neighborhood and the commercial corridors;
- iii. Achieve architecture that is of the highest design qualities and standards, which further reflects the significance of the site, complementing the neighborhood character while accommodating necessary uses;
- iv. Provide a development plan that has minimal impact on the environment and achieves higher levels of sustainability than required by DOEE pursuant to Applicable Law as articulated in the "Sustainability and Green Building" sub-section of the "Common Requirements" section;
- v. Include an appropriate amount of parking that reflects Engine Company 3's needs as well as the Development Parcels' proximity to a Metrorail station and other transportation infrastructure; and
- vi. Identify a location for the Temporary Fire Station (if applicable) that does not rely on any existing, active fire stations.

EXHIBIT 1

PROGRAM OF REQUIREMENTS FOR THE NEW FIRE STATION

At the existing Firehouse, only 2 of the 3 vehicle bays in the front façade are usable by pumper trucks. In addition, the vehicle door openings are undersized for the modern vehicles operated by FEMS. Proposals for the permanent facility should increase pumper truck bays to a total of four (4), while replicating and providing for everything that Engine Company 3 currently has in its current facility.

The New Fire Station is expected to accommodate a minimum of 33 FTEs per shift, working on a 24/7/365 basis. The total number of firefighters assigned to the New Fire Station will be 132 members. Below is a summary of the key functional areas and equipment at the existing facility that should be verified by Respondents:

First Floor

Apparatus Bay

- Appropriately-sized apparatus bays to accommodate the following vehicles:
 - (2) Engine Trucks
 - (1) Ladder Truck
 - (1) BMT Chevy Tahoe
 - (1) Ambulance
 - (1) Medic Unit
- Pole access areas from second floor
- Stair access from second floor
- Uniformed personnel locker room with 132 dedicated lockers and separate HVAC system (PPE gear)
- Janitor's slop sink and mop storage
- Workbench area and storage
- Vehicle exhaust system (Neiderman system)
- Apparatus Bay Doors (Electric Power Doors)
- Shore line power for each of the vehicles

Watch Desk (glass-enclosed, off of apparatus bay)

- Two-desk work area
- Alerting system "Head-In"
- File storage
- Alerting system & FA panel

Company Office

- Two-desk, file cabinets, records, and storage area
- Glass view into apparatus bay
- Storage closet for materials/supplies

Public Entry Area

- ADA-compliant, half-bath facility with 1 sink and 1 toilet

Commercial Kitchen

- Fully equipped, commercial-grade kitchen
- Appliances: 6-burner gas cooktop and hood, gas oven, Ansul system, dishwasher, microwave, refrigerator, pot storage, food storage, food prep area, industrial sink and commercial grease interceptor.
- Adequate refrigerator storage for personnel (minimum 5 refrigerators)

EMS Office

- Two desks, file cabinets, records and storage area

EMS Medical Storage Room

- Metal shelving
- Lockable cabinets
- Commercial dispensing machine (drug dispenser)

Medical / Decon Room

- Eye washer station and stainless-steel sink
- Decon collection point
- Commercial washer / dryer for personal protective equipment

General Gear Storage

- Static metal shelving for gear
- Wall mounted hooks / brackets for storage/equipment

Commercial Kitchen

- Fully equipped, commercial-grade kitchen
- Appliances: 6-burner gas cooktop and hood, gas oven, Ansul system, dishwasher, microwave, refrigerator, pot storage, food storage, food prep area, industrial sink and commercial grease interceptor.
- Adequate refrigerator storage for personnel (minimum 5 refrigerators)

Sitting Room (Dining/Training)

- Lounge, dining, and training area suitable for a full shift of 20 personnel
- Monitor / display / DVD / audio (minimum 86 inch)
- May double as sleeping space in emergency conditions
- Storage for training aids
- Commercial icemaker and watercooler

Staff Toilet

- ADA-compliant bath facility with 1 sink and 1 toilet

Laundry

- Commercial side-by-side washer & dryer
- Storage space for chemicals, supplies
- Dedicated hot water heater

Community Room

- Capacity: 30 persons
- Video conferencing capability

Second Floor

1st Battalion Management Office

- Four desks, file cabinets, records, and storage area
- Electronic display / screen
- Small conference table
- White board/tack board

(5) Officer's Suite

- Sleeping quarters, desk area for one on-shift officer
- Wardrobe closet / storage for officers (4)
- Direct access to Officer's toilet
- Officer's bathroom: sink, storage, toilet, shower

Support Spaces

- Men's locker room, one locker per staff person; access to men's toilet
- Men's toilet: toilets, urinals, sinks, showers, storage
- Women's locker room, one locker per staff person, access to women's toilet
- Women's toilet: toilets, sinks, showers, storage
- Bunkroom for 28 twin-XL beds
- Exercise room with equipment (Min 500SF)
- Lactation (quiet) room
- File storage room
- IT closet (DC NET)
- Janitor's slop sink and mop storage

Exterior

- Parking for forty (40) personnel, including handicapped space
- Hose bibs on both front and back of building for washing vehicles

EXHIBIT 2

PROGRAM OF REQUIREMENTS FOR THE TEMPORARY FIRE STATION

Proposals for temporary space should replicate and provide everything that Engine Company 3 currently has in its current facility. The existing Fire Station is staffed by a minimum of 36 FTEs across 4 shifts, working on a 24/7/365 basis. Below is a summary of the key functional areas and equipment at the existing facility that should be verified by Respondents:

Apparatus Bay

- Appropriately-sized apparatus bays to accommodate the following vehicles:
 - (1) Engine Trucks
 - (1) Ambulance
 - (1) Medic Unit
- Uniformed personnel locker room with 36 dedicated lockers and separate HVAC system (PPE gear)
- Janitor's slop sink and mop storage
- Workbench area and storage
- Vehicle exhaust system (Neiderman system)
- Apparatus Bay Doors
- Shore line power for each of the vehicles

Watch Desk (glass-enclosed, off of apparatus bay)

- Two-desk work area
- Alerting system "Head-In"
- File storage
- Alerting system & FA panel

Company Office

- Two-desk, file cabinets, records, and storage area
- Glass view into apparatus bay
- Storage closet for materials/supplies

Public Entry Area (safe space)

- ADA-compliant, half-bath facility with 1 sink and 1 toilet

Kitchen

- Fully equipped kitchen
- Appliances: 6-burner gas cooktop and hood, gas oven, dishwasher, microwave, refrigerator, pot storage, food storage, food prep area, and sink with hand spray.
- Adequate refrigerator storage for personnel (minimum 5 refrigerators)

EMS Office

- Two desks, file cabinets, records and storage area

EMS Medical Storage / Decon Room

- Metal shelving
- Lockable cabinets
- Commercial dispensing machine (drug dispenser)

Medical / Decon Room

- Eye washer station and stainless-steel sink
- Decon collection point
- Commercial washer / dryer for personal protective equipment

General Gear Storage

- Static metal shelving for gear
- Wall mounted hooks / brackets for storage/equipment

Sitting Room (Dining/Training)

- Lounge, dining, and training area suitable for a full shift of 10 personnel
- Monitor / display / DVD / audio (minimum 86 inch)
- May double as sleeping space in emergency conditions
- Storage for training aids
- Icemaker and watercooler

Staff Toilet

- ADA-compliant bath facility with 1 sink and 1 toilet

Laundry

- Side-by-side washer & dryer
- Storage space for chemicals, supplies
- Dedicated hot water heater

Officer's Suite (1)

- Sleeping quarters, desk area for one on-shift officer
- Wardrobe closet / storage for officers (4)
- Direct access to Officer's toilet
- Officer's bathroom: sink, storage, toilet, shower

Support Spaces

- Men's locker room, one locker per staff person (32); access to men's toilet
- Men's toilet: toilets, urinals, sinks, showers, storage
- Women's locker room, one locker per staff person (8), access to women's toilet
- Women's toilet: toilets, sinks, showers, storage
- Bunkroom for 9 twin-XL beds
- Exercise room with equipment (Min 500SF)
- Lactation (quiet) room
- File storage room
- IT closet (DC NET)
- Janitor's slop sink and mop storage

Exterior

- Parking for ten (10) personnel, including handicapped space
- Hose bibs on both front and back of building for washing vehicles

EXHIBIT 3

PROGRAM OF REQUIREMENTS FOR THE MUSEUM

Museum	Note:	Current space approx. 1,400 sq ft
	Note:	HVAC and sprinkler to meet FEMS quality and grade standards.
	Note:	All space related to the Museum should be 100% ADA compliant.
	Note:	Security should be a priority for this space. Current value approx. \$1.5 million.
	Note:	IT should be contacted for needs relating to interactive displays.
	Note:	Conserve marble inlays on apron of E3.
	Exterior viewing	Displays visible from the outside at street level.
	Main entrance area	Include a reception desk along with a store space.
	Lobby	Front doors should be wide enough for hand-drawn apparatus & bells.
	Main Museum space	Space for District-specific artifacts - this could also be integrated with the apparatus bay.
	Current apparatus bay	Space could be on the existing floor for motorized and hand/horse apparatus - leave bay doors operational. Consider the length of a tiller truck for future.
	Ancillary rooms off main area	Kids room, communications room, national fire room, and research room.
	Museum administrative offices	(2) 10x10. This could be combined with FFA Admin offices for a general office area.
	Community room	Could be shared w/FFA meeting room - storage closet for chairs and tables.
	Outdoor	Outdoor fire prevention LED signage for the Museum for changeable fire safety messages.
	Kitchen space	Small food prep and storage areas off community room - no cooking.
	Public restrooms	
	Janitorial space	Slop sink and storage.
	Private restroom	
	Private workshop space	
Private artifact storage		
Parking spaces	(2) for members working	
Friendship Fire Association ("FFA") Space	Note:	Current space is approx. 20x20.
	Meeting room	
	FFA administrative offices	Two 10x10 offices. This could be combined with Museum offices for a general office area.
	FFA citywide radio	Need space for four (4) antennas on roof with a repeater/radio closet in FFA space.
Canteen	Note:	Canteen units not presently located at this facility would free up apparatus space in 5th Battalion.
	Note:	FFA operational units do not need to be included in New Fire Station for apparatus but could be located in separate secure space in garage if locked - if co-located with E3 must have its own separate locked space.
	Note:	Apparatus space should be locked and securable.
	Note:	All potable water and ice must be filtered.
	Apparatus space	Minimum size each for two (2) 10' wide 30' long and 12' tall - Canteen Unit and Canteen Unit 2 - consider adding 2 extra in case FFA ever operates Rehab units again.
	Apparatus bay drains	For washing apparatus.
	Janitorial space	With slop sink and storage.
	Ice machine	400lb bin and 800lb cuber.
	Electrical	Drop from ceiling, individual 30a circuits for shoreline. Two (2) required for each piece.
	Potable water hose	Reel drop from ceiling.
	Bunk room	Sleeping for 4 members.
	Day room area	Seating for 10+ people to include a table for eating.
	Kitchen	Should also be accessible to units for cleaning and preparation of units and for general use - DOH should also require a 3-compartment sink.
	Locker room w/ bathroom	
	Storage rooms (2)	One for drinks and one for dry goods.
	Canteen refrigerator	Large refrigerator and freezer to keep replacement product cold/frozen not on unit.
	Parking spaces(2)	(2) for members working.

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COMMON REQUIREMENTS

Applicable Laws

It is Respondent's sole and absolute responsibility to ensure its Proposal complies with all applicable federal or District laws, statutes, ordinances, rules, and regulations ("Applicable Law") including, but not limited to:

- D.C. Official Code [§10-801](#), as may be amended or restated ("§10-801"). The provisions of [§10-801](#), as the title of the section indicates, address 'authorization; description of property; submission and approval of resolution; reacquisition rights; notice'.
- D.C. Official Code [§2-1226.01](#) through [§2-1226.41](#), as may be amended or restated, together with any regulations promulgated thereunder (collectively, the "AWI Act"). The provisions of the AWI Act are applicable to development projects located within the Anacostia Waterfront Development Zone ("AWDZ").

All elements, requirements, and requests below are provided for guidance purposes only and are not intended to outline all Applicable Law relevant to the Development Parcel and the proposed development thereof. It is Respondent's responsibility to determine which laws, statutes, ordinances, rules, and regulations are applicable to the Development Parcel and Respondent's proposed development thereof and to capture the relevant requirements and associated cost of compliance in Respondent's Proposal.

Conveyance

The Development Parcel may be conveyed by the District to the selected Respondent via a ground lease under D.C. Official Code [§10-801\(b\)\(8\)\(C\)](#) or in fee simple (via quitclaim deed) pursuant to D.C. Official Code [§10-801\(b\)\(8\)\(F\)](#).

Conveyance of the Development Parcel shall be via a ground lease of not less than 15 years, with 99 years being the most typical ground lease term proposed. A fee simple conveyance shall only be considered for the Development Parcel if Respondent proposes for sale residential units. In the event Respondent proposes the Development Parcel be developed in separate components, each component shall be conveyed in accordance with the proposed development plan for such component.

A fee simple conveyance and a ground lease with a term in excess of 15 years (inclusive of options) both require authorization of the Council of the District of Columbia ("Council") in accordance with [§10-801](#) prior to the District's execution of the disposition agreement with Respondent. Respondent should be aware that the Mayor's request for Council authorization must be accompanied by an appraisal, a summary of the economic factors considered, and a justification for the financial terms negotiated.

Affordable Housing

In the District's efforts to provide a greater number of affordable dwelling units (each an "ADU" and collectively "ADUs"), if a Respondent's proposed development plan includes a residential component, then Respondent's Proposal must include, at a minimum, the number of ADUs at Median Family Income ("MFI") levels required by [§10-801](#), the Inclusionary Zoning ("IZ") provisions of the District of Columbia Zoning Regulations ([11-C DCMR §1000](#), et seq.), and, to the extent applicable, the AWI Act. For instance, under [§10-801](#), Proposals that include multi-family residential units are required to reserve 30% of the units as ADUs, with such ADUs maintaining their affordable status in perpetuity for any for-sale residential components of Respondent's Proposal and for the term of the ground lease in the case of any residential rental components of Respondent's Proposal. Proposals that include more than one multi-family residential building are required to reserve 30% of the units in each residential building as ADUs. The required MFI level and proportion of the 30% of units reserved at such MFI level are provided in [§10-801\(b-3\)\(2\)\(A\)](#) and (B) and the correlation between the descriptive terms used for household income levels and MFI levels are outlined in [§10-801\(n\)\(2\)-\(5\)](#). For clarity, the ADU requirements of [§10-801](#) exceed those of IZ, therefore, Respondent's Proposal will satisfy the IZ set-aside requirements provided it meets the requirements of [§10-801](#). In the event Respondent includes adjacent parcels of privately held land in its Proposal, the development of such parcels must satisfy the IZ requirements.

The District requires that all proposed ADUs be income restricted by recording an affordable housing covenant ("ADU Covenant") on the Development Parcel, which ADU Covenant will be on DMPED's then-standard ADU Covenant as of the anticipated closing on the conveyance of the Development Parcel ("Closing"). The ADU Covenant shall include terms requiring that (i) any buildings containing residential units shall have a proportional distribution of ADU types and sizes across multiple MFI levels and compared to the market rate housing units located in such building, such that ADUs are not clustered in any portion (floor, section, or tier) of a

building; (ii) all Project amenities, including any rental of parking spaces, shall be offered to ADUs on the same terms as offered to the market rate housing units; and (iii) all ADUs shall be identical in size and finishes to the market rate housing units (except for any applicable upgrades/premium packages).

In its Proposal, Respondent shall use the then-current Inclusionary Zoning Maximum Income, Rent and Purchase Price Schedule ("Price Schedule") that is published by the D.C. Department of Housing and Community Development ("DHCD") on dhcd.dc.gov. The initial maximum purchase price or rent for an ADU to be constructed on the Development Parcel shall be the greater of: (i) the purchase price or rent set forth in the then-current Price Schedule on the date of the consummation of the transactions involving Closing to the selected Respondent, or (ii) the purchase price or rent set forth in the then-current Price Schedule on the date the Development Parcel receives its final certificate of occupancy. All rent payments collected by the future Project owner from the tenants, or third parties on behalf of tenants, may not exceed the maximum rent described in the then-current Price Schedule. The initial and maximum sales price for an ADU is calculated based on the then-current Price Schedule. For more information, please contact Gene Bulmash, DHCD's Inclusionary Zoning Program Manager at 202-442-7168 or gene.bulmash@dc.gov.

Respondent's financing strategy should seek to cross-subsidize any proposed ADUs with income generated from other proposed uses in the Project, such as market rate units or commercial development. If Respondent's Proposal has a financing gap due to the ADUs, Respondent shall conduct a residual land value analysis and reduce the land value as necessary to offset such gap. If a gap remains after reducing the land value to zero, Respondent shall demonstrate the negative land value.

While specific affordable housing financing sources may not be assumed in Respondents' Proposals, the following is provided for informational purposes only: D.C. Housing Finance Agency ("DCHFA") accepts applications for 4% Low Income Housing Tax Credit ("LIHTC") financing as further described on www.dchfa.org. The 4% LIHTC financing is a companion financing tool to the Multifamily Mortgage Revenue Bond Program ("MMRB"). If a project is approved by DCHFA for MMRB financing through the sale of tax-exempt private activity bonds and it meets the Threshold Eligibility Requirements of the District's Qualified Allocation Plan ("QAP"), then it is also eligible to receive 4% LIHTC. The most current version of the QAP is available on dhcd.dc.gov. The QAP provides additional detail on the minimum affordable unit set-aside requirements to qualify for 4% LIHTC financing. All Proposals that include a rental residential component, and meet the requirements of this RFP, are expected to be eligible for 4% LIHTC financing. Effective October 1, 2021, any project eligible for federal LIHTC is also eligible for DC LIHTC in an amount up to 25% of the federal LIHTC. Consequently, any project eligible for federal LIHTC is expected to pursue DC LIHTC. For more information, please contact DHCD's Development Finance Division ("DFD") at RFP.Questions@dc.gov.

DHCD accepts applications for Housing Production Trust Fund ("HPTF") and 9% LIHTC financing through competitive Consolidated Requests for Proposals ("DHCD Consolidated RFP"). Additional competitive District resources for affordable housing, such as Local Rent Supplement Program ("LRSP") operating subsidy from the D.C. Housing Authority ("DCHA"), case management supportive services funding from the Department of Human Services ("DHS"), and grant funding from the Department of Behavioral Health ("DBH"), along with various federal funding sources, are also made available through the DHCD Consolidated RFP. The DHCD Consolidated RFP is highly competitive and is the District's primary vehicle for awarding federal and local funds for affordable housing.

The amount of gap financing available to a project is limited to the minimum amount necessary for the financial feasibility of the income eligible units. DHCD financing cannot be used to fund or offset a financing gap on ineligible uses, such as workforce housing units at 81-120% of MFI, market rate units, or non-residential space. If Respondent intends to later apply for DHCD financing through the DHCD Consolidated RFP, Respondent must become familiar with the selection criteria and underwriting guidelines contained in the most recent DHCD Consolidated RFP, available on dhcd.dc.gov. Separate from the DHCD Consolidated RFP, DHCD occasionally makes available Community Development Block Grant ("CDBG") funding for community facilities. For more information, please contact DHCD's Development Finance Division ("DFD") at RFP.Questions@dc.gov.

Sustainability and Green Building

The Development Parcel shall be developed in compliance with, and Respondents' Proposals must consider, all Applicable Law related to the environment; natural resources, and wildlife; hazardous materials; pollution; sustainability; and green building.

The [Green Building Act of 2006](#), the [DC Green Construction and Energy Conservation Codes](#), [air quality regulations](#), and the [stormwater regulations](#), among other laws and regulations, provide a strong foundation for the District's sustainability goals. However, to achieve the targets set forth in [Sustainable DC 2.0](#), [Clean Energy DC](#) (as amended, including but not limited to, D.C. Act 24-528

Clean Energy DC Building Code Amendment Act of 2021), and [Climate Ready DC](#) plans, Respondents are encouraged to exceed the basic legal requirements and strive to achieve deeper levels of energy efficiency, greenhouse gas emissions reductions, and climate resilience. Respondents are encouraged to review these plans, include members on the development team with qualifications and experience in developing sustainable projects, and highlight qualifications and experience in developing sustainable projects, if any, in their Proposals. To minimize permitting delays, Respondents are strongly encouraged to retain the services of environmental consultants well versed in District regulations particularly in the areas of stormwater management, remediation, and energy codes.

Minimum Requirements

To meet the requirements of the Green Building Act of 2006, which includes specifications for applicable sustainability standards, namely, the Project must be developed to LEED Silver or above for non-residential uses, LEED Gold for school uses, and Enterprise Green Communities (“EGC”) certified for residential uses. For more information and guidance, please contact the [Department of Buildings](#).

In addition to the Green Building Act of 2006, Respondent shall demonstrate that its Project will be all-electric, with the exception of back-up power generation and commercial kitchen equipment and that it incorporates solar photovoltaics in its project and maximizes its rooftop generation potential to the extent allowable by District codes and regulations. Any provisions for back-up power generation shall meet applicable federal and District air quality regulations, including requirements to obtain applicable permits before construction; and the selected Respondent shall be required to document that battery electric storage systems were considered. Any future Solar Renewable Energy Certificate (SREC) income streams must be included as a revenue source in the development and operating pro forma required as part of any Proposal.

Regarding air quality, the selected Respondent must be prepared to obtain the proper air quality permits and follow all air quality regulations found at 20 DCMR Chapters 1 through 15. Respondents are encouraged to review these air quality regulations and direct questions to the DOEE Air Quality Division (AQD). For further detail see <https://doee.dc.gov/air>. Applicable regulations include, but are not limited to the following:

- Any development project that includes plans to install or operate stationary equipment that has the potential to emit air pollutants, including, but not limited to, boilers with heat input ratings greater than 5 million BTU/hr, stationary generators (any size, any fuel), paint booths, gasoline dispensing stations, concrete plants (portable or permanent), crushers/screeners, etc. will be subject to air quality permitting regulations pursuant to [20 DCMR §200](#) and potentially other requirements.
- Any development project that has the potential to emit dust or odors may be required to develop plans to mitigate these issues pursuant to [20 DCMR §§605 and 903](#), respectively.
- Engine idling must be limited pursuant to [20 DCMR §900](#).
- Other air quality requirements may apply depending upon the characteristics of a development project.

Respondents must consider other regulations requiring mandatory compliance including, but not limited to, [20 DCMR Chapter 31](#), regarding Flood Hazard Rules, [21 DCMR Chapters 5, 18, 25-26](#) regarding water quality, and [20 DCMR Chapters 57, 61-62](#) regarding underground storage tanks.

Regarding Underground Storage Tanks (“UST”) / Leaking Underground Storage Tanks (“LUST”), the selected Respondent shall comply with District UST and LUST corrective action requirements according to the Underground Storage Tank Management Act of 1990, (D.C. Official Code [§8-113.01](#), et seq.), and the District of Columbia Underground Storage Tank Regulations, as set forth in Title 20 of the District of Columbia Municipal Regulations, Chapters 55-70 ([20 DCMR 55-70](#)). Environmental due diligence shall include identification of known and recognized potential for unknown or historic USTs and petroleum contamination onsite. The selected Respondent shall retain the services of an environmental consultant that is District certified and suitably trained and experienced, as it pertains to an investigation, installation, removal/closure, site assessments, and cleanup of UST-related contamination. Consult UST regulations, including [20 DCMR Chapters 57, 61-62](#), and DOEE UST Branch for additional details as costs vary greatly on a case-by-case basis, which may significantly impact project timeline and cost. For further detail see UST Weblink: <https://doee.dc.gov/service/underground-storage-tank-program>.

Regarding stormwater management, projects that meet the following definition of a “Major Land-Disturbing Activity” or “Major Substantial Improvement Activity” must comply with the District’s stormwater regulations. Major Land-Disturbing Activity is defined as activity that disturbs, or is part of a common plan of development that disturbs, a land area of five thousand square feet (5,000 ft²) or greater, and (a) some area of the pre-project land cover is natural or (b) two thousand five hundred square feet (2,500 ft²) or greater of the post-project land cover is impervious. Multiple distinct areas that each disturb less than five thousand square feet

(5,000 ft²) of land and that are in separate, non-adjacent sites do not constitute a Major Land-Disturbing Activity. Major Substantial Improvement Activity is defined as substantial improvement activity and associated land-disturbing activity, including such activities that are part of a common plan of development, for which the combined footprint of improved building and land-disturbing activity is five thousand square feet (5,000 ft²) or greater, and (a) some area of the pre-project land cover is natural or (b) two thousand five hundred square feet (2,500 ft²) or greater of the post-project land cover is impervious. A Major Substantial Improvement Activity may include a substantial improvement activity that is not associated with land disturbance. For further detail see <https://doee.dc.gov/swregs>.

Exceeding Minimum Requirements

Respondent is encouraged to exhibit a commitment to environmental performance beyond the requirements enumerated herein and set forth in existing Applicable Law, in light of the District's statutory commitment to carbon neutrality and climate resilience by 2045. Examples of such commitments include:

- Achieving LEED certification at the Gold or Platinum level or EGC certification at the "Plus" level (EGC+);
- Designing to be deeply energy efficient with energy use intensities below 30 kBtu/square foot/year;
- Achieving net-zero energy (produced on-site and/or from the purchase of power from newly installed renewable energy in the region) as defined in [Appendix Z](#) of the 2017 DC Energy Conservation Code – Commercial Provisions;
- Coupling battery storage with on-site solar photovoltaics to provide resilient backup power to the Project;
- Achieving zero waste (meaning 80% or greater diversion of waste both during construction and operation);
- Retaining stormwater volume for a 1.7-inch rain event and collecting and reusing rainwater and greywater on-site;
- Conducting a life-cycle assessment (LCA) to measure the Project's non-operational impacts;
- Using low embodied carbon materials, especially structural materials such as concrete, steel and asphalt;
- Incorporating adaptive design features that account for future climate conditions, including increased risks of flooding and extreme heat, as detailed in the [Resilient Design Guidelines](#); for sites in the 500-year floodplain, build at least to two feet above flood elevation; and/or
- Designing to build away from wetlands and streams and not impact these sensitive environmental areas. Respondents should note that District regulations require developers first avoid and minimize impact to wetlands and streams; if impacts to those resources do occur, the required mitigation can be quite costly.

There are strong financial incentives available in the District for deep energy efficiency, stormwater management, and renewable energy. These incentives include: [DC Sustainable Energy Utility](#) rebates, [RiverSmart](#) Communities, RiverSmart Rewards, RiverSmart Rooftops, and [Stormwater Retention Credits](#). For more information, contact Casey Studhalter with the Department of Energy and Environment's Urban Sustainability Administration at 202-535-2460 or casey.studhalter@dc.gov.

In addition to available incentives, financing for sustainability projects is available through [DC Green Bank](#) including: DC PACE (Property Assessed Clean Energy), CLEER (Commercial Loan for Energy Efficiency and Renewable Energy), pre-development loans, and direct fund projects. The team at DC Green Bank continues to explore additional financing products, please email info@dcgreenbank.org for more information.

First Source

Pursuant to [§10-801\(b\)\(7\)](#), the Workforce Intermediary Establishment and Reform of the [First Source Amendment Act of 2011](#) (D.C. Law 19-84, D.C. Official Code [§2-219.01](#), et seq.), and the rules and regulations promulgated thereunder, Mayor's Order 83-265, and, to the extent applicable, the AWI Act, one of the primary goals of the District is the creation of job opportunities for District of Columbia residents. Accordingly, the selected Respondent shall enter into a First Source Employment Agreement ("First Source Agreement") with the Department of Employment Services ("DOES") prior to DMPED's submission of the proposed disposition to Council. Collective bargaining agreements shall not be a basis for the waiver of these requirements. Respondent shall sign, and submit with its Proposal, the Form of Acknowledgement attached as Appendix A.

Please contact DOES to obtain a copy of the First Source Agreement template. For more information on the District's DOES apprenticeship program, please visit the following website: does.dc.gov/service/apprenticeships. For more information, please contact Terry Kenner with DOES at 202-698-5849 or terry.kenner2@dc.gov.

Certified Business Enterprises

Pursuant to [§10-801\(b\)\(6\)](#), the AWI Act, as applicable, and the Small and Certified Business Enterprise Development and Assistance Act of 2005, D.C. Official Code [§2-218.01](#), et seq. (as amended, the “CBE Act”), the District supports the development, economic growth, and retention of Washington, D.C.-based businesses. Accordingly, the selected Respondent shall enter into a Certified Business Enterprise Utilization and Participation Agreement (“CBE Agreement”) with the Department of Small and Local Business Development (“DSLBD”) prior to DMPED’s submission of the proposed disposition to Council. The CBE Agreement shall require Respondent to, at a minimum, contract with certain categories of Certified Business Enterprises (each a “CBE”, collectively “CBEs”) for at least 35% of the contract dollar volume of the Project and shall require at least 20% sponsor equity by certain categories of CBEs or certified equity participants. Respondent is encouraged to exceed the District’s CBE subcontracting and participation requirements. Respondent shall sign, and submit with its Proposal, the Form of Acknowledgement attached as Appendix A.

Please contact DSLBD to obtain a copy of the Certified Business Enterprise Utilization and Participation Agreement. For more information on CBE certification, please contact Melissa A. Resil, Business Certification Manager with DSLBD’s CBE Certification Division at 202-741-8683 or melissa.resil@dc.gov.

Davis Bacon

It shall be Respondent’s responsibility to determine if the Davis-Bacon Act is applicable to its Project. To the extent applicable, the selected Respondent shall be required to develop the Development Parcel in compliance with the provisions of the [Davis-Bacon Act, 40 U.S.C. §276\(a\)](#), and the regulations promulgated therewith.

Hotel Uses

If Respondent’s Proposal contemplates a hotel use, then Respondent shall be required to enter into a written agreement between Respondent and any labor organization that seeks to represent employees involved in hotel operations at the Development Parcel and submit the executed agreement as a part of its Proposal, which agreement shall contain, at a minimum, a provision prohibiting the labor organization and its members from engaging in any picketing, work stoppage, boycott, or other economic interference with Respondent’s operations or the Project (“Labor Peace Agreement”) as required under Hotel Development Projects Labor Peace Agreement Act of 2002, D.C. Official Code [§32-851](#), et seq.

COMMUNICATION

Communication with District

Upon release of this RFP and until Selection (as defined in the “Selection & Notice” sub-section of the “Selection Process” section), Respondent shall not communicate with DMPED, its staff, or any other District staff about the RFP or matters related to the RFP, except as follows:

Pre-Submission

As indicated in the “Where” sub-section of the “Logistics” section, Respondents are encouraged to attend the Site Tour; and Respondents are invited to pose questions about the RFP during the Pre-Response Question & Answer Period through the Q&A Portal. Responses to Respondent questions submitted through the Q&A Portal will be aggregated and posted on the Project Website by the Project Development Manager on a rolling basis prior to the Submission Due Date (as identified in the “When” sub-section of the “Logistics” section).

Respondent shall not direct inquiries to any other person within the District other than Project Development Manager except as allowed elsewhere in this RFP. For clarity, various sections and sub-sections of this RFP provide contact information for District staff to whom Respondents wishing to learn more about the topic addressed in such section or sub-section may direct inquiries. Respondents are encouraged to communicate with the provided point of contact to better understand the relevant topic and better capture its responsibilities and commitments in its Proposal.

Post-Submission

While Respondents are encouraged to engage with the Project Development Manager and other identified District staff points of contact prior to submission in developing their Proposals, to maintain the integrity and confidentiality of the RFP process, from the Submission Due Date and through Selection, Respondents shall only communicate with the Project Development Manager and not communicate with any other DMPED staff, or any other District staff about the RFP or matters related to the RFP; and any such communication shall be in writing.

Community & Stakeholder Engagement

Pre-Submission

The success of any development project is heavily reliant on the inclusion and support of the local community. Respondents are strongly encouraged to work with the applicable ANC(s), local community groups, and area residents to understand how the community's goals can be met in Respondents' Proposals. Proposals must consider and incorporate stakeholder and community preferences, to the extent feasible and practicable.

Post-Submission

While Respondents are encouraged to engage with the community prior to submission in developing their Proposals, to maintain the integrity and confidentiality of the RFP process, from the Submission Due Date and through Selection, Respondents' communications are restricted as follows:

Respondent agrees not to communicate with any party outside of DMPED about its Proposal until after Selection. Respondents that violate this provision may be disqualified from consideration under this RFP at DMPED's sole discretion. Respondents may only have discussions about their Proposals as explicitly authorized by DMPED in writing or required under [§10-801](#) prior to Selection.

Pursuant to [§10-801\(b-2\)\(1\)](#), prior to Selection, DMPED will hold a public disposition hearing in the community to "obtain community comment and suggestions on the proposed use of the [Development Parcel]." Each Respondent may be required to prepare and deliver a presentation at such hearing, which presentation shall be limited to conveying the proposed development plan encompassed in Respondent's Proposal. For the avoidance of doubt, Respondent's presentation and any follow-on responses to questions asked by the community may not include any statements or information beyond that included in Respondent's Proposal.

EQUITABLE DEVELOPMENT FOCUS

Equitable Development

Mayor Bowser has charged her administration with ensuring every Washingtonian gets a fair shot. The Mayor recognizes that the District is in a powerful position to invest in the economic vitality of residents and neighborhoods. As the District of Columbia continues to grow and change, the District's investments and decisions will continue to play an important role in shaping the future of our city and providing opportunity for those who have historically been locked out of prosperity. Building the District of Columbia into a more inclusive and equitable city will not happen by chance; it will be the result of intentional decisions that are designed to overcome long-standing inequities, that reflect our shared DC values, and that provide Washingtonians across all eight wards every opportunity to rise.

In the interest of advancing access to opportunities to manage meaningful development activities, DMPED has designated this Project as a vehicle to serve the dual purpose of promoting economic development and facilitating equitable access to the opportunities afforded by development projects. Equitable access to meaningful opportunities for real estate development is a critical pathway towards ensuring that the city's growth reflects the needs of our diverse communities and equitably benefits all residents.

The District intends to take deliberate steps to assist small, local, and disadvantaged businesses and people to, not just participate in larger opportunities but, build the capacity necessary to lead and manage those opportunities in the future.

Equitable Inclusion Priority

In the District's efforts to advance equitable access to opportunities for managing meaningful development activities ("Equitable Inclusion Priority"), DMPED will prioritize Proposals that maximize,

(a) by leadership and/or inclusion, individuals who are either:

- Black Americans,
- Hispanic Americans,
- Members of other groups for which a rebuttable presumption exists that the individuals are socially disadvantaged ([13 C.F.R. §124.103\(b\)\(1\)](#)), or
- Socially disadvantaged under the Small Business Administration ("SBA") definition as established by a preponderance of the evidence ([13 C.F.R. §124.103\(c\)](#)); AND/OR

(b) by percentage of ownership and control, entities that are either:

- Designated as Disadvantaged Business Enterprises ("DBE") and as Resident-owned Businesses ("ROB") or
- Led by, or majority controlled by, individuals designated as socially disadvantaged as more specifically identified above.

If this RFP includes multiple parcels or components within the larger development plan, for a team satisfying the criteria above.

Respondent must complete the Equitable Inclusion Priority Form attached as Appendix G, which form shall be used to calculate Respondent team members' percentage of equity participation and reflect Respondent's total equity participation percentage.

Equitable Inclusion Commitment

Respondent understands that, if selected, the nature and percentage of equity inclusion identified in the Equity Inclusion Priority Form submitted with, and as described in, Respondent's Proposal will be maintained through the completion of the Project.

SOLICITATION PROCESS

RFP Submission Requirements

The District shall determine, in its sole discretion, whether each Proposal received is complete and responsive to the RFP. The decision of the District is final and any determination on incompleteness and non-responsiveness shall be explained to the applicable Respondent(s) upon request. **Proposals that do not meet the following requirements may be deemed "incomplete" and/or "non-responsive" and may not be considered for Selection.**

FORMAT

All Proposals **must** meet the following format requirements:

- i. Proposals shall be formatted to fit 8.5" x 11" letter-size paper.
- ii. Proposals must respond to each RFP item in the order outlined below in the "Proposal Contents" sub-section.
- iii. Each Proposal part must be separated by a separator page labeled with the part heading.
- iv. Proposals must not exceed a total of fifty-five pages, excluding labeled separator pages and appendices.

PROPOSAL CONTENTS

Part 1: Transmittal Letter

Respondent shall provide a separate transmittal letter with its Proposal. The transmittal letter shall not exceed two pages. The transmittal letter shall highlight the following key components of Respondent's Proposal:

- i. Articulate the vision for the Development Parcel, including identifying any proposed uses and tenant(s);
- ii. State how the District and surrounding community will benefit from the Project (i.e., economic impact, job creation, etc.);
- iii. Describe how the Project fits within the existing neighborhood fabric; and
- iv. Describe how the Proposal meets and incorporates the goals delineated in the "Equitable Development Focus" section.

Part 2: Respondent Identities & Details

Respondent shall provide an introduction for, and description of, each member of its team, which shall include a complete, detailed narrative clearly identifying each principal, partner, co-venturer, or known major subcontractor proposing to participate in Respondent. For each principal, partner, co-venturer, or known major subcontractor, Respondent shall identify discipline or specialty (e.g., community planning, A/E design, development, construction, and property management). In addition, Respondent shall provide the following information:

- i. **Equity Participants:** Describe the Respondent entity's
 - a. **Equity allocation**—Quantify equity ownership percentages with a capitalization table. Summarize each member's nonfinancial contributions to the Project, such as member's expertise. Outline each member's share in the equity returns of the Project as well as anticipated fees for services to be provided. Summarize any related parties among members/investors in the Respondent entity.
 - b. **Management structure**—Summarize control and decision making within the Respondent entity. Identify the general partner(s)/managing member(s).
 - c. **Member entity structure**—Include the full legal entity name for each Respondent entity member; describe each entity structure, including whether it is a corporation, a non-profit or charitable institution, a partnership, a limited liability company, a business association, joint venture, or other. For each Respondent entity member, identify the decision-making individual for the entity and, if different, the day-to-day contact person available for requests of information.
 - d. **Respondent entity creation**—Respondent shall provide a copy of any written agreements or documents evidencing the creation of, or the intent to create, the Respondent entity; however, it is not necessary to have a project-specific legal entity formed in advance of submitting a Proposal.
 - e. **Equitable inclusion**—Describe in detail, with individual leadership and/or inclusion as well as entity ownership and/or control details, how development partners meet and incorporate the goals delineated in the "Equitable Development Focus" section. Provide a completed Equitable Inclusion Priority Form attached as Appendix G. In the event the project-specific entity is to be formed after submission of Respondent's Proposal, such project-specific entity must satisfy the requirement of the Equitable Inclusion Priority and must remain consistent with the completed Equitable Inclusion Priority Form through completion of the Project.
- ii. **Non-Equity Participants:** Describe Respondent team members that are not part of the Respondent entity
 - a. Identify and describe the role of any contractors, consultants, or advisors.
 - b. For each entity, identify the decision-making individual for the entity and, if different, the day-to-day contact person available for requests of information.
 - c. Identify each lender and/or debt provider anticipated for the Project, with a summary of anticipated loan terms.
- iii. **CBE Partners:** Identify all CBE partners and team members and certified equity participants for the Project and identify whether the entity is currently CBE certified or in the process of obtaining such certification. In addition, identify the basis for each CBE partner's or team member's qualification as a CBE or certified equity participant. Provide one of the following: (a) executed partnership agreement, (b) executed term sheet, (c) executed letter(s) of commitment, or (d) any other firm commitments from or with each CBE partner or certified equity participant entity.
- iv. **Proposed Guarantor:** Identify the entity(ies) and/or individual(s) that Respondent proposes to guaranty completion of the Project and provide information regarding such proposed guarantors' net worth and liquid assets that may be pledged to the Project. Such information shall include, but shall not be limited to, providing such proposed guarantor(s) most recent year's balance sheet reflecting and supporting any statements regarding net worth and liquid assets.
- v. **Proposed Tenant:** If applicable, identify any proposed tenant(s) for any commercial and/or retail space within the Project.
- vi. **Design Team:** Identify any architects, engineers, consultants, and any other design professionals.

For each entity identified above, Respondent shall provide the following information for the primary point-of-contact:

- First and last name
- Title
- Address
- Telephone Number
- Email Address

For each entity identified above, Respondent shall provide the status of Respondent member entities, the jurisdiction under which they are organized and operating, and a brief history of each organization and its principals. For any entity required to file reports in the jurisdiction of its formation, include a certificate of good standing for such jurisdiction and a certificate of good standing showing

that it is registered to do business in the District of Columbia. The principals, partners, or joint-venture partners that are part of Respondent must be eligible to transact business in the District of Columbia.

Part 3: Litigation and Liabilities

Statement Regarding Debarments, Suspensions, Bankruptcy, or Loan Defaults

Respondent shall provide a statement regarding any debarments, suspensions, bankruptcies, or loan defaults on real estate development projects or government contracts of any of Respondent members' entities or affiliates listed above in "Part 2: Respondent Identities & Details".

Evidence Regarding Tax Liabilities

Respondent shall provide a statement regarding any outstanding or pending tax liabilities and other government impositions that are in arrears for any of Respondent members' entities or affiliates listed above in "Part 2: Respondent Identities & Details".

Evidence Regarding Litigation

Respondent shall provide a statement regarding any ongoing litigation, or knowledge of any potential or threatened litigation, in which the District is a party that relates to any Respondent members' entities or affiliates listed above in "Part 2: Respondent Identities & Details". If such litigation exists, Respondent shall provide the name and civil or criminal action number of such litigation and a description of the subject matter of such litigation. If potential or threatened litigation could exist, Respondent shall summarize the facts and actionable claims that could exist in such litigation. Should Respondent not make complete disclosures, Respondent shall be disqualified from consideration under this RFP.

Part 4: Qualifications and Experience

Respondent shall exhibit its ability to deliver an economically viable project by identifying three urban infill development projects comparable to the scale and program of Respondent's proposed development plan for the Project, with which Respondent or its member entities have had primary involvement. Respondent should include past projects that have a comparable component. For each relevant project, Respondent shall identify the following:

- i. Development team name;
- ii. Project name or title;
- iii. Location or address of project;
- iv. Names and contact information for Respondent members involved in the project, along with a description of each party's role in the project;
- v. Description of project, including use(s), total square footage and number of units, keys, etc. (as applicable);
- vi. Period of performance;
- vii. Estimated total development costs, if project is not yet complete, OR actual total development costs, if project is complete;
- viii. Projected groundbreaking and completion date, if project is not yet complete, OR actual groundbreaking and completion date, if project is complete;
- ix. Proposed financing structure of the project; if project is not yet complete, OR actual financing structure, if project is complete;
- x. If applicable, highlight experience in obtaining or exceeding LEED certifications, including use of strategies outlined in the "Sustainability and Green Building" sub-section of the "Common Requirements" section. Highlight expertise in the areas of energy efficiency, on-site clean energy generation, green roofs, and/or environmentally friendly technologies;
- xi. Illustrative materials that shall help the District evaluate the caliber, innovation, and relevant experience of the Respondent members; and
- xii. References (at least one per project), including names, mailing addresses, email addresses, telephone numbers, and a letter authorizing each reference to respond to inquiries regarding the design, financing, development, disposition, or management of prior projects.

Part 5: Project Concept

Respondent shall identify and describe in detail the elements of its proposed development. Respondent must submit a development plan, which must include a concept design and construction schedule. Consistent with AIA's description available on the Internet, "The primary goal for the concept design phase is to establish the vision for the project and test whether the team's project vision can be effectively implemented on the site within the project schedule and budget. The concept design deliverable will serve as the basis for all future phases." As such, the concept design deliverable included in Respondent's Proposal will become an exhibit to the disposition agreement and shall be the basis from which the Project's plans and specifications will be further elaborations. Respondent is encouraged to describe in detail how it believes the development plan meets or exceeds the District's goals and objectives outlined in the "District Policy Goals, Requirements, and Preferences" section. Respondent shall include the following:

- i. A project narrative indicating the scope of work, scale and character of the Project, proposed solutions to any potential obstacles to development disclosed in this RFP or discovered while performing any preliminary due diligence investigations of the Development Parcel;
- ii. Respondent's zoning strategies for the Project, including a detailed explanation and justification for any proposed zoning variance, map amendment, or PUD. If applicable, Respondent should provide a schedule that fully describes each step in the approval process necessary for entitlements assumed in the Proposal;
- iii. The estimated maximum gross on-site FAR above and below grade, including a delineation of FAR by use;
- iv. A visual representation of the proposed development and schematic plans that convey design and material intent, including typical materials planned to be used. For each structure proposed, Respondent shall include a basement plan, ground floor plan, typical floor plan and roof plan, and elevations of front, side, and rear views. Such visual representation need not be elaborate or costly but must provide DMPED a clear picture of the proposed end result. If possible, provide color renderings or three-dimensional graphics for better understanding of the Project;
- v. A landscape plan showing the typical landscape materials planned to be used on the Development Parcel and in the public realm, including street furnishings, lighting, landscape, and streetscape elements;
- vi. Evidence of market demand and rent/sales projections for each use contemplated in the development plan;
- vii. Gross square footage for all different uses proposed including all above and below grade parking;
- viii. For retail use, include the total gross square footage, number of bays, and intended type of retail tenant(s);
- ix. For a hotel use, include the number of keys, the level of service (i.e., full service, select service, or limited service), services available to the public, percentage of revenue anticipated from food and beverage, and the hotel operating brand; in addition, include as an appendix an executed Labor Peace Agreement as required under "Hotel Development Projects Labor Peace Agreement Act of 2002", D.C. Official Code [§32-851](#), et seq. with any labor organization that seeks to represent employees involved in hotel operations at the Development Parcel;
- x. For residential use, include the total number of residential units, the unit mix which shall identify total unit count by unit type (i.e., studio, 1 bedroom, 2 bedroom, etc.), unit size (in square feet), and ADU MFI level or market rate, as applicable;
- xi. Parking and loading plans, including access points;
- xii. The transportation strategy, taking into account the Development Parcel's proximity to any Metrorail stations, bus stops, and transportation corridors;
- xiii. A proposed project timeline for the design, construction, and occupancy periods, including any phasing of the development;
- xiv. A proposed development schedule and related contingencies, if any, given DMPED's stated desire to deliver a quality project within the shortest amount of time;
- xv. For proposed residential and/or commercial use, a management plan, including, but not limited to, the name of the management company, a company profile, a description of services, and, for residential, Respondent's and the management company's experience in managing affordable housing; and
- xvi. Description of any proposed project or neighborhood related amenities.

Respondent may submit more than one, but not more than two, project concepts for the Development Parcel. If Respondent elects to submit two project concepts, each shall be submitted as a separate Proposal with all required Proposal contents of an RFP submission.

Part 6: Affordable Housing (if applicable)

Any Proposal with a development plan that includes a residential component shall include ADUs consistent with the requirements of [§10-801](#), which requirements are highlighted in the "Affordable Housing sub-section of the "Common Requirements" section. The ADUs shall be constructed, rented and/or sold, and administered in accordance with an ADU Covenant. Any residential units targeting or restricted to senior citizens must conform to the same affordability standards applicable to other residential unit types. In

addition to any proposed ADUs bound by an ADU Covenant, Respondent may propose additional affordable dwelling units that will be income restricted but not bound by an ADU Covenant (“Non-§10-801 Affordable Units”).

Regarding the provision of ADUs and any Non-§10-801 Affordable Units, Respondent shall provide a description of the following:

- i. The Project’s impact on the District’s affordable housing goals and economic development goals;
- ii. The integration of the ADUs within Respondent’s proposed development plan;
- iii. The integration of the Non-§10-801 Affordable Units within Respondent’s proposed development plan;
- iv. Based on the Price Schedule (as defined in the “Affordable Housing” sub-section of the “Common Requirements” section), the sales price or rent, as applicable, projections for each ADU unit type;
- v. The number of ADUs, the percentage of total residential units devoted to ADUs by MFI level and unit type, as well as the total number of square feet and the percentage of total residential square footage in the Project devoted to ADUs;
- vi. The number of Non-§10-801 Affordable Units, the term of affordability, the percentage of total residential units devoted to Non-§10-801 Affordable Units by MFI level and unit type, as well as the total number of square feet and the percentage of total residential square footage in the Project devoted to Non-§10-801 Affordable Units;
- vii. The proposed strategy for the marketing, operating, and administering of ADUs in the Project;
- viii. The proposed strategy for the certifying, marketing, operating, and administering of Non-§10-801 Affordable Units in the Project;
- ix. A delineation of the total number of ADUs proposed that is not reliant on affordable housing subsidies, including identifying ADUs that are proposed to be cross-subsidized with income generated from other proposed uses in the Project as required in the “Affordable Housing” sub-section of the “Common Requirements” section; and
- x. A delineation of the total number of Non-§10-801 Affordable Units proposed that is not reliant on affordable housing subsidies, including identifying ADUs that are proposed to be cross-subsidized with income generated from other proposed uses in the Project as required in the “Affordable Housing” sub-section of the “Common Requirements” section.

Part 7: Project Budget Sources and Uses

Respondent shall provide a balanced analysis of all sources and uses of funds (“Sources and Uses”). The Sources and Uses analysis shall include the following, at a minimum:

- i. **Sources:** A breakdown of all funds (including equity, debt, fundraised capital, non-District funding, etc.) to be obtained—inclusive of predevelopment, construction, and permanent financing and the assumptions used to size them (which assumptions must contemplate interest rates, amortization type, period and debt coverage ratio, and all other relevant source information)—for the payment of the uses in the Project. If Respondent identifies a negative sum in performing a residual land value analysis, Respondent will include a line item for gap funding in the source of funds. In no event shall Respondent identify any specific direct or indirect public subsidy as a source of funds, including, but not limited to, competitive or non-competitive federal or District funding programs, TIFs (tax increment financing), PILOTs (payment in lieu of taxes), or tax abatements; and
- ii. **Uses:** A detailed project budget that breaks down all costs to be incurred in acquiring the Development Parcel and constructing new improvements (and/or rehabilitating existing improvements, as applicable) on the Development Parcel, including hard costs (such as base building costs, contingencies, furniture, fixture, and equipment costs, etc.), softs costs (such as architecture fees, engineering fees, professional service fees, development fees, etc.), historic rehabilitation costs, infrastructure construction costs (such as wet and dry utility work), remediation costs, demolition costs, and acquisition and financing costs.

DMPED shall not guarantee any public subsidy to fill any funding gap identified in the project budget sources and uses, and Respondent shall be evaluated in part on the size of such funding gap.

Part 8: Project Development and Operating Pro Forma

To prove the economic viability of the construction and operation of the Project, Respondent shall provide a detailed development and operating pro forma for all income-producing uses proposed to be operated out of the proposed improvements from pre-development through stabilization and for 18 years beyond the projected stabilization year assuming rental uses or until the final unit sale assuming for-sale uses. At a minimum, the Microsoft Excel pro forma shall include a summary sheet, a detailed development budget, and a cash flow sheet. **Respondent shall submit the detailed development and operating pro forma in a fully functional, live Microsoft Excel version and shall provide all linked Microsoft Excel files, with all original formulas (i.e., no hard coding), and it shall have no hidden or locked sheets.**

The pro forma shall be inclusive of the following calculations: return on cost, return on equity (levered and unlevered); a detailed waterfall of profits to all capital accounts; internal rates of return; and any other project-specific return metrics. All assumptions used in the financial model shall be clearly stated.

Respondent shall state, and the pro forma shall reflect, Respondent's investment strategy, which may be **either**

- i. an 'investment based' financial model, which assumes the Project generates a sufficient return on investment to attract private equity investors and Respondent participates in the Project returns; in an investment based financial model, Respondent is incentivized by the return on investment, not by the nominal developer fee; **or**
- ii. a 'fee based' financial model, which assumes there is a financial gap created by public benefits filled through public subsidies, and, therefore, the Project does not generate a sufficient, if any, internal rate of return or profit to attract private equity investors; in a fee based financial model, Respondent is incentivized only by capture of a reasonable developer fee rather than its ability to participate in the cash-flow for a similarly sized market rate project.

Respondent shall provide a summary of how the chosen structure is reflected in the pro forma inclusive of detailing the specific return metrics, fees, and where such items are located within the pro forma. Respondent shall also identify the planned key equity exit point at which time the Respondent and/or its equity partnership plans to sell a majority stake of its equity in the Project.

Investment Based Financial Model

In the event Respondent assumes an 'investment based' financial model and, therefore, makes an associated assumption that there is a zero or positive residual land value, Respondent shall state its land value offer to the District. The land value payment may not be a deferred payment of any type inclusive of a cash-flow payment concept. The land value offer shall be a payment that will be made at the time of Closing with no option for deferral. For a ground lease structure with annual payments, Respondent shall calculate the net present value of the annual ground lease rent with a 6% discount rate to demonstrate the value as if paid in full at the time of Closing.

Fee Based Financial Model

In the event Respondent assumes a 'fee based' financial model and, therefore, makes an associated assumption that there is a negative residual land value, Respondent shall provide the calculations for the residual land value for each discrete component of the proposed development and add such calculations together to produce a total net residual land value, even if the resulting discrete and/or summary residual land value is negative. Respondent shall provide the residual land value calculations in a separate fully functional, live Microsoft Excel worksheet and include the residual land value calculation for each discrete development component of the proposed development and the resulting summary residual land value of the Project. The residual land value calculation should show, at a minimum, the following assumptions for each discrete development component:

- i. The gross income;
- ii. The vacancy rate;
- iii. The expenses;
- iv. The resulting net operating income ("NOI");
- v. The capitalization rate ("Cap Rate");
- vi. The resulting value as calculated using NOI divided by Cap Rate;
- vii. The above grade hard costs;
- viii. The below grade hard costs exclusive of parking;
- ix. The parking costs;
- x. The soft costs; and
- xi. The delta between resulting value and total costs.

In addition, for any residual land value that is negative, identify in narrative form the factors that contribute to the negative land value.

Respondent shall provide a summary of all proposed developer fees for each discrete development component inclusive of identifying (i) which costs of the discrete development component are subject to the developer fee, (ii) the percentage basis for calculating the developer fee, (iii) any fixed developer fee amounts, (iv) any deferred developer fee amounts, and (v) the total developer fee as a financial amount and as a percentage of the total costs of the discrete development component. Respondent shall also provide an account of when developer fees will be paid and the terms of such payments (e.g., milestones that must be accomplished, etc.).

Respondent's development and operating pro forma must clearly identify all fees that are to be paid to Respondent or affiliated parties during the life of the Project as required by the "Disclosure of Fees" paragraph in the "Other Limiting Conditions" sub-section in the "Reservation of Rights & Miscellaneous Provisions" section.

As stated in the "Sustainability and Green Building" sub-section of the "Common Requirements" section, any future Solar Renewable Energy Certificate income streams should be included as a revenue source in the development and operating pro forma. In addition, any other financial incentives for deep energy efficiency, stormwater management, and renewable energy of which Respondent anticipates taking advantage should be included in the development and operating pro forma.

Part 9: Proposed Financing Strategy

Respondent shall identify its proposed method for funding each discrete development component identified in the project development and operating pro forma.

Respondent shall provide:

- i. Respondent's sponsor equity commitment to the Project and the timing/disbursement of that commitment;
- ii. A proposed project financing strategy, including a listing of all anticipated sources of construction and permanent financing (including interest rates; amortization type and period; ex-ante return on assets and equity, and internal rate of return; covenants; coverage ratios; and all other relevant information);
- iii. If Respondent proposes a 'fee based' financial model in "Part 9: Project Development and Operating Pro Forma", a description, in narrative and/or table form, of the type of public financing subsidy(ies) for which Respondent anticipates applying to fill the Project financial gap inclusive of the timeline for such application(s) and the amount of funds by each source required. The subsidy(ies) identified shall not exceed the financial gap of the identified negative residual land value;
- iv. To ensure value is being maximized for the District as increased supportable debt results in greater land value to the District, a narrative rationale of the debt-to-equity ratio selected for the Project, comparing its modeled debt-to-equity ratio to market benchmarks for projects that are inclusive of public benefits. Respondent shall demonstrate the Project is maximizing leverage of commercial debt. Respondent shall consider that the debt-to-equity ratio in projects which include public benefits are anticipated to have a minimum 60% supportable debt to 40% equity ratio;
- v. If a mixed-use development is proposed which includes a residential use, and as required by the "Affordable Housing" sub-section of the "Common Requirements" section, describe how Respondent's financing strategy seeks to cross-subsidize any ADUs proposed with income generated from other proposed uses in the Project, such as market rate units or commercial development; and
- vi. Satisfactory evidence of Respondent's ability to secure project debt and equity, including letters-of-interest from prospective investors and/or lenders.

Part 10: Financial Capacity

The District seeks to evaluate Respondent's ability and willingness to invest sponsor equity and self-fund project costs. Therefore, Respondent shall include the following items:

- i. A description of the financial capacity of Respondent's members and proposed commercial/retail tenants, in the form of annual reports, balance sheets, profit and loss statements, evidence of lines of credit and uncommitted discretionary sources of equity, and/or any other material financial statements; and
- ii. A description of the amount of sponsor equity committed to each phase of the Project, specifically predevelopment, acquisition, and redevelopment of the Development Parcel.

Part 11: Project Schedule

Respondent shall identify and describe a timetable and milestones from Selection through project completion. In addition, Respondent is required to complete and submit with its Proposal a completed Schedule of Performance in the form attached as Appendix B.

If Respondent intends to construct the Project in phases, such phasing plan must be included in Respondent's timetable and milestones and such phasing plan must be represented in the Schedule of Performance submitted in its Proposal, including the commencement and completion of each phase.

Part 12: Letter of Intent

Respondent shall complete the letter of intent (the “LOI”) attached as Appendix C and submit the completed LOI as part of its Proposal. The LOI shall be relied on to establish the business terms included in the disposition agreement with the selected Respondent. **If Respondent would like to provide minimum terms in excess of the LOI, Respondent shall attach to the LOI all additional minimum terms.**

Part 13: Community & Stakeholder Outreach

The District is committed to maximizing community benefits for its residents and expects Respondent to consider and incorporate stakeholder and community preferences into its Proposal, to the extent practicable. In view of this commitment, Respondent must present:

- i. A detailed description of Respondent’s activities and strategies completed to date that demonstrate Respondent’s efforts to work with the local community and stakeholders to ensure their meaningful involvement in the Proposal;
- ii. A detailed description of how Respondent’s Proposal is responsive to the local community and stakeholders’ input generated from Respondent’s efforts to work with the local community and stakeholders; and
- iii. A detailed description of Respondent’s post-Selection approach and strategies to working with the local community and stakeholders to ensure their meaningful involvement in the development process.

Part 14: Sustainability and Green Building

The District is committed to achieving the targets set forth in the [Sustainable DC 2.0](#), [Clean Energy DC](#), and [Climate Ready DC](#) plans. In view of this commitment, Respondent must highlight its qualifications and experience in developing sustainable projects, if any, in its Proposal. Further, Respondent is encouraged to exceed the basic legal requirements and strive to achieve deeper levels of energy efficiency, greenhouse gas emissions reductions, and climate resilience. Thus, Respondent must include a detailed description of how its Proposal meets or exceeds the District’s sustainability goals. In addition, Respondent must include a LEED/EGC checklist indicating that the proposed improvements will achieve LEED/EGC certification at the appropriate LEED certification level per the requirements of the Green Building Act and/or Respondent’s commitment to exceed such requirements.

Part 15: First Source, Certified Business Enterprises, and Local Hiring

First Source & Certified Business Enterprises

Respondent shall complete the Form of Acknowledgement attached as Appendix A and submit the signed form as part of its Proposal. The “Common Requirements” section provides details regarding the First Source Agreement and the CBE Agreement that the selected Respondent shall enter into with DOES and DSLBD, respectively, prior to submission of the proposed disposition to Council for its authorization in accordance with [§10-801](#).

Local Hiring & Opportunities

Respondent is encouraged to incorporate in its Proposal the following:

- i. Employment and business opportunities for local residents and businesses. If included, Respondent shall submit detailed plans for apprenticeship programs that facilitate placing existing District of Columbia residents into employment opportunities within the Project. The commitment and strategy to develop and implement a local apprenticeship program shall be in accordance with D.C. Official Code [§32-1401](#), et seq.; and
- ii. Opportunities for District of Columbia neighborhood-based businesses to participate in the Project. If included, Respondent shall submit evidence of the inclusion of such businesses in the form of written confirmation from such neighborhood-based businesses and shall include the scope and details of said businesses’ involvement in the Project.

Part 16: Proposal Summary

Respondent shall provide a summary of its Proposal, which shall not exceed two pages and shall include the following:

- i. Respondent members’ introduction;
- ii. A visual representation of the proposed development; and
- iii. A description of the development plan, including parking, retail, etc., and, if the Proposal includes housing, a description of the residential unit mix, including unit type, unit size, and ADU mix.

Part 17: Completed Matrix Appendices E and F

Respondent shall complete and submit:

- i. Appendix E – Project summary matrix; and
- ii. Appendix F – Residential detail matrix.

Fillable Microsoft Word/Excel versions of Appendix E and F are available for download on the Project Website.

Part 18: Economic and Public Benefits Analysis

Respondent must provide a detailed, but concise, overall description of how its Proposal will benefit the economy of the District of Columbia. Respondent shall, at a minimum, provide the following for each component of the proposed development and for the Project in total:

- i. Estimate of new real property taxes generated on an annual basis at stabilization;
- ii. Estimate of new construction period taxes generated based on the construction schedule;
- iii. Estimate of new sales taxes generated at stabilization;
- iv. Estimate of new income taxes generated at stabilization;
- v. Estimate of new temporary jobs created, including construction jobs (including for District of Columbia residents);
- vi. Estimate of new permanent full-time and part-time jobs created (including for District of Columbia residents). Respondent shall provide an estimate of the number of permanent jobs directly created either using IMPLAN, another economic impact assessment software system, or similar methodology. If not using IMPLAN, provide documentation for the calculations or describe in detail the methodology used to create the estimate;
- vii. Description of opportunities for CBEs, including, but not limited to, CBE development participation by percentage of ownership, CBE contracting by dollar amount, and CBE retail opportunities;
- viii. Opportunity for food access; and
- ix. Any multiplier effects.

Part 19: Disposition Hearing Presentation of Proposed Uses

Respondent must include a presentation of the proposed use(s) of the Development Parcel, which presentation will be used for the [§10-801](#) required “public hearing to obtain community comment and suggestions on the proposed use of the property.” The presentation shall be no more than fifteen (15) pages and must include the following:

- i. A visual representation of the proposed development;
- ii. A summary of the proposed use(s);
- iii. An outline of community benefits proposed; and
- iv. An outline of how Respondent’s Proposal meets or exceeds the evaluation criteria identified in the “Preferences and Evaluation” sub-section of the “District Policy Goals, Requirements, and Preferences” section.

The presentation shall specifically **NOT** include any financial information or metrics, nor any type of financial data or any conclusion based on financial data. For example, the presentation may not include any assumptions regarding job creation, tax revenue, land value, or affordable housing financing sources and sums as well as any associated assumptions regarding affordable housing creation proposed above the requirements of [§10-801](#).

SELECTION PROCESS

Selection Recommendation Panel

A multi-agency selection recommendation panel (“Panel”) may be established to review and evaluate the Proposals. If established, the composition of the Panel shall be determined by DMPED, in its sole discretion. DMPED and/or the Panel may consult with professional consultants, advisors, and/or other stakeholders for technical assistance. DMPED and/or the Panel will evaluate each Proposal, taking into account the information provided in the Proposal and the best interests of the District.

Selection & Notice

DMPED reserves the right to select a Respondent with which to negotiate the disposition and development of the Development Parcel ("Selection") on the basis of initial Proposals without discussions with any Respondent. Accordingly, Respondents' initial Proposals should contain their best terms considering the evaluation factors identified in the "Preferences and Evaluation" sub-section of the "District Policy Goals, Requirements, and Preferences" section of this RFP. However, DMPED also reserves the right, in its sole discretion, to solicit revised Proposals, which may be in the form of amendments to this RFP and/or best and final offer ("BAFO") requests, in order to make the Selection on the basis of such revised Proposals.

DMPED reserves the right, in its sole discretion, to reject any Proposal it deems incomplete or unresponsive to the submission requirements delineated in the "RFP Submission Requirements" sub-section of the "Solicitation Process" section. If Respondent's Proposal is deemed incomplete or unresponsive, or if Respondent is not selected, then DMPED shall make Respondent's Letter of Credit immediately available for Respondent to retrieve.

Upon review of the Proposals or at any point before Selection, DMPED may, in its sole discretion, identify a short list of Respondents. DMPED has the sole discretion to conduct discussions with all, or some, of Respondents; and DMPED has the sole discretion to invite only a short list of Respondents to respond to any amendments to this RFP and/or BAFO requests.

Following receipt of any additional requested information, DMPED may submit, in its sole discretion, one or more Proposals, as modified through any negotiations, to the Mayor as a recommendation. The Mayor, in her sole discretion, may accept the recommendation. Upon acceptance by the Mayor of DMPED's recommendation, DMPED shall notify the selected Respondent(s) of its Selection.

DMPED reserves the right to make a conditional Selection and selected Respondent's acceptance of such conditions, either explicitly or by engaging with DMPED to negotiate for the disposition and development of the Development Parcel, shall be deemed to amend Respondent's Proposal, including the LOI, to include such conditions.

DMPED shall contact all Respondents to inform them of the results of the selection process once a Selection has occurred.

Post-Selection

Change in Respondent's Information

Following Selection, if any change has occurred to the information provided in the selected Respondent's Proposal (e.g., deletion or modification to any of Respondent's team members or new financial information), Respondent must notify DMPED in writing and provide updated information in the same format as outlined in the "RFP Submission Requirements" sub-section of the "Solicitation Process" section. The District reserves the right to evaluate the modified Proposal, withdraw its Selection of Respondent, eliminate Respondent from further consideration, or take other action as the District may deem appropriate in its sole discretion.

Due Diligence

Following receipt of notification from DMPED of its Selection, the selected Respondent shall execute a right of entry agreement with the District to allow Respondent to begin due diligence tests, studies, and investigations on the Development Parcel. The selected Respondent shall be responsible, at its sole cost and liability, for any due diligence activities it may deem necessary or desirable to perform to evaluate the Development Parcel for Respondent's proposed development plan. The selected Respondent shall perform such studies and complete its due diligence prior to DMPED's submission of the proposed disposition to Council.

Disposition Agreement & Approval

DMPED and the selected Respondent shall attempt to negotiate in good faith a disposition agreement which shall incorporate the requirements contained in this RFP, the Term Sheet, and such other terms as may be required by DMPED or may be agreed to by DMPED and the selected Respondent. Upon completion of the parties' negotiations, DMPED will submit the proposed transaction to Council for its authorization of the disposition of the Development Parcel in accordance with [§10-801](#). **In accordance with [§10-801](#), the District is not authorized to convey or lease for a period greater than fifteen years any real property unless and until the disposition is authorized by Council.**

If DMPED and selected Respondent are unable to complete negotiation of a disposition agreement within 60 days or a reasonable period of time, as determined by DMPED in its sole discretion, after the date of DMPED's notification to Respondent of its Selection, DMPED, in its sole discretion, may terminate negotiations with the selected Respondent; select a different Respondent's Proposal; re-issue the RFP; issue a modified RFP; or take such other measures as DMPED deems reasonable, appropriate, and/or necessary.

TRANSACTION TERMS

Site Condition

As-Is Condition

The Development Parcel shall be conveyed in “as-is” condition, without representation or warranty by the District as to physical or environmental condition of the land or any existing structures.

Soil or Subsurface Conditions

The District makes no representations regarding the character or extent of soil or subsurface conditions or the conditions and existence of utilities that may be encountered during the course of any work, development, or construction upon, or occupancy of, the Development Parcel.

Environmental Remediation

The selected Respondent shall be responsible at its sole cost and liability for any environmental remediation that may be associated with removal or disturbance of existing conditions during due diligence performed by Respondent, or any other activity undertaken or performed by Respondent on the Development Parcel.

Pre-development, Development & Operating Costs

Respondents shall draw independent conclusions concerning conditions that may affect the methods or cost of development.

- **The selected Respondent shall be solely responsible for all pre-development (including, but not limited to, possible demolition of existing improvements, environmental remediation costs, and due diligence studies such as traffic, geotechnical, stormwater management, historic preservation reviews, and other site preparations), project development or redevelopment costs; and**
- The selected Respondent shall be solely responsible for all costs related to obtaining necessary permits, approvals, clearances, and licenses at the appropriate time. **The selected Respondent shall be required to utilize the Accelerated Plan Review Program, which streamlines and expedites plan reviews and the permitting processes. The selected Respondent shall be responsible for all costs associated with utilizing the Accelerated Plan Review Program.** Information on the Accelerated Plan Review Program may be found on <https://dob.dc.gov/page/plan-review>. For additional information regarding the Accelerated Plan Review Program, please contact the Accelerated Plan Review team with the Buildings Department of the Department of Consumer and Regulatory Affairs (“DCRA”) at dobacceleratedreview@dc.gov.

ALL FUNDS EXPENDED BY RESPONDENTS IN RESPONDING TO THIS RFP, AND IN PERFORMANCE OF DUE DILIGENCE AND PRE-DEVELOPMENT WORK DURING NEGOTIATION WITH THE DISTRICT SHALL BE AT THEIR SOLE COST AND EXPENSE. UNDER NO CIRCUMSTANCES SHALL THE DISTRICT BE RESPONSIBLE FOR THE REIMBURSEMENT OF ANY SUCH COSTS EVEN IF THE PARTIES DO NOT EXECUTE A DISPOSITION AGREEMENT OR PROCEED TO CLOSING OR IF THE PROJECT IS NOT SUCCESSFULLY COMPLETED.

THE SELECTED RESPONDENT, UPON CLOSING, SHALL BE SOLELY RESPONSIBLE FOR ALL COSTS ASSOCIATED WITH THE OPERATION OF THE DEVELOPMENT PARCEL (INCLUDING, BUT NOT LIMITED TO, THE PAYMENT OF ALL UTILITIES, ASSESSMENTS, TAXES, AND IMPOSITIONS RELATING TO THE DEVELOPMENT PARCEL, WHICH TAXES MAY INCLUDE, IF APPLICABLE, POSSESSORY INTEREST TAX ASSESSED UNDER D.C. OFFICIAL CODE §47-1005.01. DMPED SHALL NOT PROVIDE ANY SUBSIDY TO FILL ANY FUNDING GAPS OR SHORTFALLS.

RESERVATION OF RIGHTS & MISCELLANEOUS PROVISIONS

Reservation of Rights

DMPED reserves the right, in its sole discretion and as it may deem necessary, appropriate, and/or beneficial to the District with respect to the RFP, to:

- i. Cancel, withdraw, or modify the RFP prior to or after the Submission Due Date for Proposals;
- ii. Modify or issue clarifications to the RFP prior to the Submission Due Date for Proposals;
- iii. Request submission of additional information from one, some, or all Respondents;
- iv. Request modifications to Proposal(s) or the submission of BAFO(s) for the District's review;
- v. Enter into negotiations with one or more Respondents based on Proposals submitted in response to the RFP;
- vi. Begin negotiations with a different Respondent in the event that DMPED determines, in its sole discretion, that a disposition agreement may not be executed within the allotted period of time for negotiations with the prior selected Respondent;
- vii. Make and memorialize modifications to any Proposal during the course of negotiations between DMPED and Respondent;
- viii. Reject any Proposal(s) it deems incomplete or unresponsive to the RFP requirements;
- ix. Reject all Proposals that are submitted;
- x. Terminate negotiations with a Respondent if such Respondent introduces comments or changes to a disposition agreement or any other documents the District and Respondent negotiate that are inconsistent with its previously submitted Proposal materials;
- xi. Rescind the Selection and terminate negotiations with the selected Respondent for any violation by selected Respondent of Applicable Law or any provision of this RFP, or as determined by DMPED in its sole discretion; and
- xii. Modify the deadline for Proposals or other actions and (a) reissue the original RFP, (b) issue a modified RFP, or (c) issue a new request for proposals, whether or not any Proposals have been received in response to the initial RFP.

Conflicts of Interest

Disclosure

By responding to this RFP, each Respondent is representing and warranting the following to the District:

- i. The compensation to be requested, offered, paid, or received in connection with this RFP has been developed and provided independently and without consultation, communication, or other interaction with any other Respondent or potential Respondent for the purpose of restricting competition related to this RFP or otherwise;
- ii. No current or former employee has participated in the preparation of Respondent's Proposal or as a member of Respondent's team in conflict with the District's [Ethics Manual](#).
- iii. No person or entity currently holding (or having held) a position with a quasi-District agency, or retained by the District as a contractor on any matter: (a) has provided any information to Respondent that was not also available to all Respondents; (b) is affiliated with or employed by Respondent or has any financial interest in Respondent; (c) has provided any assistance to Respondent in responding to the RFP; or (d) shall benefit financially if Respondent is selected in response to the RFP; and
- iv. Respondent has not offered to give, or given, to any District officer or employee any gratuity or anything of value intended to obtain favorable treatment under the RFP or any other RFP or contract, and Respondent has not taken any action to induce any District officer or employee to violate the rules of ethics governing the District and its employees. Respondent has not and shall not offer, give, or agree to give anything of value either to the District or any of its employees, agents, consultants, managers, or other person or firm representing the District, or to a member of the immediate family (i.e., a spouse, child, parent, brother, or sister) of any of the foregoing. Any such conduct shall be deemed a violation of this RFP. As used herein, "anything of value" shall include, but not be limited to, any (a) favors, such as meals, entertainment, and transportation (other than that contemplated by this RFP, if any, or any other contract with the District) which might tend to obligate a District employee to Respondent; or (b) gift, gratuity, money, goods, equipment, services, lodging, discounts not available to the general public, offers or promises of employment, loans or the cancellation thereof, preferential treatment, or business opportunity. Such term shall not include work or services rendered pursuant to any other valid District contract.

Restrictions

The District is subject to various laws, rules, policies, and agreements that impose legal and ethical constraints upon current and former District employees and consultants with regard to post-employment restrictions vis-a-vis such employee's or consultant's involvement in District-led projects. In particular, restrictions include, but are not limited to, the following guidelines:

- i. Respondent, and its members, agents, and employees, are prohibited from: (a) making offers of employment, (b) conducting any negotiations for employment, (c) employing, or (d) entering into contracts of any sort, with current employees, consultants, or contractors of the District who are personally and substantially involved in any aspect of this RFP;
- ii. Respondent must disclose in its Proposal the names of any member, employee, or agent who were District employees, consultants, or contractors to the District within the three years prior to the publication of this RFP. On a continuing basis,

Respondent shall be required to provide the District with regular and periodic notices of any and all new hires of employees, contracted agents, or consultants within five days of any such hire;

- iii. This provision shall apply to Respondent during the conduct of this competition, and shall subsequently apply to the selected Respondent until such time as final completion of the development of the Project; and
- iv. Required disclosures and notices notwithstanding, failure to comply with any obligation described in this provision may result, in the District's sole discretion, in a Respondent's disqualification from consideration under this RFP, the rescission of a Respondent's Selection, and/or termination of any agreement between a Respondent and the District.

On-going Reporting

Respondent shall report to DMPED directly and without undue delay any information concerning conduct that may involve: (a) corruption, criminal activity, conflict of interest, gross mismanagement, or abuse of authority; or (b) any solicitation of money, goods, requests for future employment, or benefit, by or on behalf of any District employee, officer, or public official, any Respondent's employee, officer, agent, subcontractor, labor official, or other person for any purpose which may be related to the procurement of the RFP by Respondent or which may affect performance in response to the RFP in any way.

Miscellaneous Provisions

Notice of Modifications

DMPED will post on the Project Website any notices or information regarding cancellations, withdrawals, and modifications to this RFP (including modifications to the deadlines included herein). Respondents shall have an obligation to periodically check the Project Website for any such notices and information, and the District shall have no duty to provide direct notice to Respondents.

Ownership and Use of Proposals

All Proposals shall be the property of the District. The District may use any and all ideas and materials included in any Proposal, whether or not the Proposal is selected.

Selection Non-Binding

The Selection by the District of a Respondent indicates only the District's intent to negotiate with a Respondent, and the Selection does not constitute a commitment by the District to execute a final agreement or contract with Respondent. **Respondents, therefore, agree and acknowledge that they are barred from claiming to have detrimentally relied on the District for any costs or liabilities incurred as a result of responding to this RFP.**

Non-Liability

By participating in the RFP process, each Respondent agrees to hold the District, its officers, employees, agents, representatives, and consultants harmless from all claims, liabilities, and costs related to all aspects of this RFP or the Development Parcel.

Confidentiality

Proposals and all other information and documents submitted in response to this RFP are subject to the District's Freedom of Information Act (D.C. Official Code [§2-531](#), et seq.) ("FOIA"), which generally mandates the disclosure of documents in the possession of the District upon the request of any person, unless the content of the document falls within a specific exemption category (e.g., trade secrets and commercial or financial information obtained from outside the government, to the extent that disclosure would result in substantial harm to the competitive position of the person from whom the information was obtained).

If Respondent provides information that it believes is exempt from mandatory disclosure under FOIA ("Exempt Information"), Respondent shall include the following legend on the title page of the Proposal:

"THIS PROPOSAL CONTAINS INFORMATION THAT IS EXEMPT FROM MANDATORY DISCLOSURE UNDER THE DISTRICT'S FREEDOM OF INFORMATION ACT."

In addition, on each page that contains information that Respondent believes is Exempt Information, Respondent shall include the following separate legend:

"THIS PAGE CONTAINS INFORMATION THAT IS EXEMPT FROM MANDATORY DISCLOSURE UNDER THE DISTRICT'S FREEDOM OF INFORMATION ACT."

On each such page, Respondent shall also specify the Exempt Information and shall state the exemption category within which it is believed the information falls.

Although DMPED shall generally endeavor not to disclose information designated by Respondent as Exempt Information, DMPED shall independently determine whether the information designated by Respondent is exempt from mandatory disclosure. Moreover, Exempt Information may be disclosed by DMPED, at its discretion, unless otherwise prohibited by law, and the District shall have no liability related to such disclosure.

Other Limiting Conditions

Withdrawal & Cancellation

If, at any time after Selection, the selected Respondent does not wish to proceed with the Project, then Respondent must notify DMPED in writing and provide reasons for its decision. The selected Respondent wishing to withdraw may be subject to the loss of part or all of any deposits previously provided to the District and may be responsible for certain costs previously waived by the District, in addition to any other remedies available to the District under the executed disposition agreement, if any, or by law.

Stand-Alone Project

Respondent is prohibited from cross collateralizing and cross defaulting the Development Parcel, or any portion thereof, with any other assets. Moreover, Respondent is prohibited from assigning, pledging, hypothecating, or otherwise transferring its interest in the net cash flows or ownership in the Development Parcel and the Project in part, or in whole, without prior District approval, which may be granted or withheld at the District's sole discretion. Any additional debt shall require prior written District approval, which may be granted or withheld at the District's sole discretion.

Disclosure of Fees

Respondents shall disclose in their Proposals all development management fees, general contracting fees, construction management fees, property management fees, and other fees that are to be paid to Respondent or affiliated parties during the life of the Project. Failure to do so may result in DMPED, in its sole discretion, rescinding the Selection and terminating negotiations with the selected Respondent.

Disclosure of Submissions

From Selection and throughout the life of the Project, Respondent shall provide DMPED with any and all financial and other submissions provided to prospective and actual lenders and equity providers related to the Project.

Disclosure of Final Development Costs

The selected Respondent shall provide DMPED with documentation evidencing the actual costs and fees it incurred to develop the Development Parcel as a condition of receiving the certificate of final completion for the Project from the District.

APPENDIX A | FORM OF ACKNOWLEDGEMENT

Respondent hereby acknowledges that, if selected by the District to negotiate a disposition agreement, Respondent shall enter into a First Source Agreement with the District’s Department of Employment Services (“DOES”), pursuant to D.C. Official Code §10-801(b)(7), D.C. Official Code §2-219.03, Mayor’s Order 83-265, and, to the extent applicable, the AWI Act, prior to submission of the proposed disposition to the Council of the District of Columbia (“Council”) for its authorization in accordance with §10-801.

Respondent hereby acknowledges that, if selected by the District to negotiate a disposition agreement, Respondent shall enter into a Certified Business Enterprise (“CBE”) Agreement with the District’s Department of Small and Local Business Development (“DSLBD”) prior to submission of the proposed disposition to the Council for its authorization in accordance with §10-801. Pursuant to §10-801, D.C. Official Code §2-1226, as applicable, and D.C. Official Code §2-218.01, et seq., the selected Respondent shall enter into an agreement with DSLBD that shall require Respondent to, at a minimum, contract with certain categories of CBEs for at least 35% of the contract dollar volume of the project and shall require at least 20% sponsor equity by certain categories of CBEs.

Prior to submission of the proposed disposition to the Council for its authorization in accordance with §10-801, the selected Respondent shall enter into a legally binding agreement between the lead development partner and the CBE equity partner(s) that demonstrate that the CBE partner(s) meet or exceed the 20% participation goal established by DSLBD. The CBE partners must be certified by DSLBD and documentation showing certification must be made available to the Office of the Deputy Mayor for Planning and Economic Development upon request. The legally binding agreement shall include the following:

- i. The name and addresses of the CBE partner(s);
- ii. The percentage of equity participation of each CBE partner;
- iii. A description of the role and responsibilities for each CBE partner; and
- iv. A description of the anti-dilution provisions for the benefit of the CBE partner(s) that shall be applied at all stages of the project.

Date: _____

Signature: _____

Print Name: _____

Title: _____

Entity Name: _____

Phone Number: _____

Email Address: _____

Business Address: _____

APPENDIX B | SAMPLE SCHEDULE OF PERFORMANCE

(To be completed and submitted with Proposal)

Milestone	Target Completion Date	Outside Completion Date
Execution of Disposition Agreement (following Council surplus & disposition authorization)	30 days after Council approval	60 days after Council approval
Submission of entitlement application(s) (if applicable) to DMPED for review and approval		
Submission of Schematic Drawings (30% drawings) to DMPED for review and approval		
Submission of Design Development Plans (60% drawings) to DMPED for review and approval		
Submission of Construction Drawings (90% drawings) to DMPED for review and approval		
Submission of building permit application to DCRA		
Closing		two years after Council authorization
Construction Commencement		
[Interim milestones to be identified such that there is at least one milestone for each 12 month period of construction]		
Substantial Completion of Construction of project		
Final Completion of Construction of project		

NOTES: *The above Sample Schedule of Performance is not intended to be comprehensive, nor is it intended to, on its own, satisfy the requirements of “Part 11: Project Schedule” of the “RFP Submission Requirement” sub-section of the “Solicitation Process” section of the RFP.*

Selected Respondent understands that it will be required to submit a full Schedule of Performance consistent with the terms and provisions of the disposition agreement, which Schedule of Performance shall be an exhibit to the disposition agreement.

APPENDIX C | LETTER OF INTENT

Disposition of the _____
 _____(description)

Lessor/Seller	Government of the District of Columbia, acting by and through the Office of the Deputy Mayor for Planning and Economic Development ("DMPED")
Lessee/Purchaser/Developer	Entity Name: _____("Developer")
Description of Real Property	The parcel of land known for tax and assessment purposes as Lot(s) _____ in Square _____ (the " Development Parcel ").
Description of Development Plan	Developer proposes to develop the Development Parcel pursuant to the following Development Plan: _____ (The visual representation and any narrative that together represent the concept design proposed is deemed to be incorporated herein and made a part hereof.)
Disposition Structure	Developer agrees that (a) for any portion of the Development Parcel on which a rental product is proposed, the conveyance of such portion shall be via ground lease and (b) for any portion of the Development Parcel on which a for-sale product is proposed, the conveyance of such portion shall be in fee simple via quitclaim deed. If a portion of the Development Parcel shall be conveyed in fee simple, such portion is identified as the following: _____ If a portion of the Development Parcel shall be conveyed via ground lease, such portion is identified as the following: _____
Disposition Timeline	Developer agrees that its disposition timeline shall be consistent with D.C. Official Code §10-801(d) and closing shall occur within two years of the Council of the District of Columbia's authorization of the disposition.
Project Deposit	Upon execution of a Land Disposition and Development Agreement (" LDDA "), Developer shall deliver to DMPED a letter of credit in a form acceptable to DMPED in the amount of \$_____ (the " Project Deposit "). The Project Deposit is not a payment on account of, and shall not be credited against, the purchase price or ground rent. Rather, the Project Deposit shall be held by DMPED to be used as security to ensure Developer's compliance with the LDDA and may be drawn on by DMPED in accordance with the terms of the LDDA.

Purchase Price (If fee simple acquisition)	Developer shall pay to DMPED \$_____ for fee simple conveyance of all or a portion of the Development Parcel at closing.
Annual Base Rent (If ground lease)	Developer shall pay to DMPED \$_____ in annual base rent for a ground lease conveyance of all or a portion of the Development Parcel.
Rent Payment Terms (If ground lease)	Rent payments shall commence at closing.
Annual Base Rent Escalation (If ground lease)	Annual base rent shall increase pursuant to the following schedule during the term of the ground lease: _____
Fair Market Value (FMV) Annual Ground Rent Recalculations	Annual base rent shall be recalculated beginning on the 15th lease year and continuing every 10th anniversary thereafter during the term of the ground lease. Each recalculation shall be based on the then-current fair market value of the Development Parcel, determined by appraisal, which shall be equal to the product of (i) 100% of the appraised value, determined as if the Development Parcel were (1) encumbered by the ground lease, (2) as improved by any improvements, and (3) to be used for the actual uses in place (provided that such uses comply with the permitted uses under the ground lease), multiplied by (ii) _____ [enter a market rent factor].
Development and Operational Costs	Developer shall be solely responsible for the costs of predevelopment, development, redevelopment, remediation, and future operation of the Development Parcel. Developer shall be solely responsible for the payment of all utilities, permit fees, assessments, and taxes relating to the Development Parcel, including, if applicable, possessory interest tax assessed under D.C. Official Code §47-1005.01 .
Conditions of Closing	In addition to the other DMPED standard conditions of Closing, DMPED's obligation to convey the Development Parcel via quitclaim deed, ground lease, or combination thereof is conditioned upon: <ul style="list-style-type: none"> • DMPED's approval of Developer's design for the project as reflected in the construction documents (CDs); • DMPED's approval of Developer's budget, and project financing plan; • Developer obtaining financing and equity to fund 100% of the development; • Developer providing DMPED development and completion guaranties to the DMPED's satisfaction; • Developer providing DMPED with payment and performance bonds in an amount equal to the total cost of construction of the project; • Developer having received all necessary zoning approvals, or any zoning relief deemed necessary to accomplish the project; and • Developer having received all necessary permits (including the building permit) and other approvals required for commencing construction of the project.

Developer Financing	Developer shall be responsible for obtaining financing and equity to fund 100% of the project. DMPED shall not be obligated to extend any loan to Developer or grant any funds to Developer in connection with the financing of the project by Developer, and DMPED shall incur no liability whatsoever should Developer fail to obtain or close on financing for the Project.
Project Budget	Developer agrees that its submission related to Part 8: Project Development and Operating Pro Forma of its proposal is consistent with developing the Development Parcel with the Development Plan and is deemed to be incorporated herein and made a part hereof.
Affordable Housing	In the event the Development Parcel is being developed to include a residential component, Developer shall comply with the requirements of the Inclusionary Zoning program, D.C. Official Code §10-801 , and, if applicable, D.C. Official Code §2-1226.02 , and DMPED's Affordable Housing Covenant (the " ADU Covenant ") shall be recorded on the Development Parcel at closing. Under §10-801 , the term of affordability shall be in perpetuity in the case of a fee simple transfer or for the term of the ground lease in the case of a long-term ground lease transfer. Further, affordable units that are offered in addition to those required under the aforementioned laws shall also be subject to the ADU Covenant for the same affordability term, unless additional business terms are attached hereto and accepted by DMPED.
Green Building Requirements	<p>Developer shall construct the project improvements in accordance with all applicable federal or District laws, statutes, ordinances, rules, and regulations, including but not limited to, the <i>Green Building Act of 2006</i>, D.C. Official Code §6-1451.01, et seq., DC's Stormwater Management Program stated in 21 DCMR, Chapter 5, and, if applicable, D.C. Official Code §2-1226.31 through §2-1226.41, and any regulations promulgated thereunder.</p> <p>In addition, the LEED/EGC checklist indicating that the project improvements will achieve LEED/EGC at the appropriate certification level per the requirements of the Green Building Act and/or Developer's commitment to exceed such requirements included in Developer's proposal is deemed to be incorporated herein and made a part hereof.</p> <p>Developer proposes to deliver a project with the following sustainability considerations/green building level: _____</p>
Design Review	Developer shall submit to DMPED for review and approval project plans, documents, and drawings related to the design, development, and construction of the improvements on the Development Parcel to ensure the quality and compatibility of the proposed improvements with the Development Plan and the project concept proposed by Developer.
Post-Closing Requirements	Developer shall be bound by the requirements of a Construction and Use Covenant, ADU Covenant, Guaranty, and Ground Lease and/or Quitclaim Deed (as applicable) to be attached to the LDDA.

Disclosures	Developer shall irrevocably consent to provide DMPED with any and all financial and other submissions provided to prospective and actual lenders and equity providers related to the project and shall provide DMPED with documentation evidencing the actual total development costs incurred to develop the Development Parcel as a condition of receiving the certificate of final completion.
--------------------	---

Respondent proposes additional minimum business terms: ___ (yes) or ___ (no). If yes, the attached additional minimum business terms are incorporated herein and made a part hereof.

Respondent hereby acknowledges its agreement to be bound to the provisions of this Letter of Intent in the event Respondent is selected to negotiate for the disposition and development of the Development Parcel. The terms of the disposition shall be consistent with the terms of this Letter of Intent unless DMPED otherwise agrees in writing, in its sole and absolute discretion.

RESPONDENT:

_____ (entity name)

By: _____

Name: _____

Title: _____

APPENDIX D | FORM IRREVOCABLE LETTER OF CREDIT

ISSUER:
[Name of bank]
[Bank address]

Date of Issue: [Month, day, and year of issue]

IRREVOCABLE STANDBY LETTER OF CREDIT NO. [Letter of Credit number]

Beneficiary

District of Columbia, by and through
The Office of Deputy Mayor for
Planning and Economic Development
1350 Pennsylvania Avenue, NW, Suite 317
Washington D.C. 20004
Attention: Deputy Mayor for Planning
and Economic Development

Applicant

[Name of developer]
[Address of developer]

AMOUNT: \$[Letter of Credit amount]

EXPIRY DATE: [Letter of Credit month, day, and year of expiration] subject to renewal provisions herein

PROJECT: [Project Name]

Ladies and Gentlemen:

We hereby establish our Irrevocable Standby Letter of Credit [Letter of Credit number] ("Letter of Credit") in favor of Beneficiary for the account of Applicant up to an aggregate amount of _____ U.S DOLLARS (U.S. \$ [Letter of Credit amount]) available for payment when accompanied by the following three items:

1. A draft at sight drawn on [Name of bank] duly endorsed on its reverse thereof by a duly authorized representative of the Beneficiary, specifically referencing this Letter of Credit [Letter of Credit number];
2. The original of this Letter of Credit; and
3. A dated statement issued on the letterhead of Beneficiary, stating: "The amount of this drawing is \$ _____, drawn under Letter of Credit [Letter of Credit Number] and represents funds due and owing to the District of Columbia." Such statement shall be conclusive as to such matters and Issuer will accept such statement as binding and correct. Issuer shall have no right, duty, obligation, or responsibility to evaluate the performance or nonperformance of any underlying agreement between Applicant and Beneficiary before performing under the terms of this Letter of Credit.

This Letter of Credit shall automatically renew for consecutive one (1) year terms upon the anniversary of the expiry date (The "Anniversary Date") until a date that is five (5) years after the Date of Issue set forth above unless (i) earlier released by Beneficiary in writing or (ii) Issuer delivers written notice to both Applicant and Beneficiary that this Letter of Credit will not be renewed on the Anniversary Date upon which this Letter of Credit will no longer be renewed.

If a drawing made by Beneficiary under this Letter of Credit reaches the address provided on this Letter of Credit via courier (FEDEX or DHL) on or prior to 1:00 PM (Eastern Time) on a Business Day (as defined below) and, provided that such drawing and the statement presented in connection therewith conform to the terms and conditions hereof, payments shall be made to Beneficiary in the amount specified, in immediately available funds, on the same Business Day. If a drawing is made by Beneficiary under this Letter of Credit after 1:00 PM (Eastern Time) on a Business Day and, provided that such drawing and the statement presented in connection therewith conform to the terms and conditions hereof, payments shall be made to Beneficiary in the amount specified in immediately available funds on the next Business Day. If requested by Beneficiary, payment under this Letter of Credit may be deposited in immediately available funds into an account designated by Beneficiary. As used herein, the term "Business Day" shall mean any day other than a Saturday, Sunday or a day on which banking institutions in the District of Columbia are authorized or required by law to close.

Drafts drawn under and in compliance with the terms of this Letter of Credit will be duly honored if presented by the Mayor, City Administrator, Deputy Mayor for Planning and Economic Development, or one of their duly authorized representatives, on or before the Expiry Date to Issuer's office at the address of Issuer set forth above.

This undertaking is issued subject to the International Standby Practices 1998 ("ISP98"). As to matters not expressly governed by ISP98, this Letter of Credit is governed by and shall be construed in accordance with the laws of the District of Columbia.

This Letter of Credit set forth in full terms of our undertaking. This undertaking shall not in any way be modified, amended, amplified or incorporated by reference to any document, contract or other agreement, without the express written authorization of Issuer, Beneficiary and Applicant.

Should you have occasion to communicate with us regarding the Letter of Credit, kindly direct your communication to the attention of Letters of Credit Dept. to the address aforementioned stating as reference our Standby Letter of Credit No. [Insert Letter of Credit Number].

Truly Yours,

Authorized Signature

Name (printed)

APPENDIX E | PROJECT SUMMARY MATRIX

NOTE: Download and complete fillable Microsoft Word/Excel version available on the Project Website.

Overall Project	
Total Gross Floor Area of Entire Project (exclusive of Parking)	
Lot Occupancy (%)	
Parking	
Total Parking Spaces	
Total Structured Parking Levels Above Grade	
Total Structured Parking Spaces Above Grade	
Total Structured Parking Levels Below Grade	
Total Structured Parking Spaces Below Grade	
Total Surface Parking Spaces	
Total Parking Spaces for Retail (Number or Parking Ratio)	
Total Parking Spaces for Commercial / Office (Number or Parking Ratio)	
Total Parking Spaces for Municipal / Institutional (Number or Parking Ratio)	
Total Parking Spaces for Non-Profit / Arts (Number or Parking Ratio)	
Total Parking Spaces for Hotel (Number or Parking Ratio)	
Total Parking Spaces for Residential (Number or Parking Ratio)	
Retail	
Total Gross Square Feet ("GSF")	
Total Rentable Square Feet ("RSF")	
Total Non-FAR Square Feet ("SF")	
Rental Structure [full service ("FS"), modified gross ("MG"), triple net ("NNN"), etc.]	
Annual Rental (\$/SF)	
Annual Base Rent Rental (\$/SF, if not FS)	
Tenant Improvement ("TI") Allowance (\$/SF)	
Vacancy Rate (%)	
Efficiency / Core Factor (%)	
Commercial / Office	
Total GSF	
Total RSF	
Total Non-FAR SF	
Total RSF at single price point	
Rental Structure [FS, MG, NNN, etc.]	
Annual Rental (\$/SF)	
Annual Base Rent Rental (\$/SF, if not FS)	
TI Allowance (\$/SF)	

Vacancy Rate (%)	
Efficiency / Core Factor (%)	
<i>Municipal / Institutional</i>	
Total GSF	
Total RSF	
Total Non-FAR SF	
Rental Structure [FS, MG, NNN, etc.]	
Annual Rent (\$/SF)	
TI Allowance (\$/SF)	
Vacancy Rate (%)	
Efficiency / Core Factor (%)	
<i>Non-Profit / Arts</i>	
Total GSF	
Total RSF	
Total Non-FAR SF	
Rental Structure [FS, MG, NNN, etc.]	
Annual Rent (\$/SF)	
TI Allowance (\$/SF)	
Vacancy Rate (%)	
Efficiency / Core Factor (%)	
<i>Hotel</i>	
Building Height	
Total GSF	
Total Keys	
Revenue Per Available Room ("RevPAR")	
Average Daily Rate ("ADR")	
Vacancy Rate (%)	
Efficiency / Core Factor (%)	
<i>Residential (Rental + For Sale)</i>	
Total Units (Overall)	
Total Units (Market Rate)	
Total Units (Affordable)	
Total GSF	
Total GSF Below Ground	
Total Net SF	
Total Non-FAR SF	
Weighted Average Market Rate Modeled (\$/SF)	

Weighted Average Affordable Units Rate Modeled (\$/SF)	
Weighted Average Total Units Rate Modeled (\$/SF)	
Efficiency / Core Factor (%)	
Residential (For Sale)	
Total Units for Sale (Overall)	
Total Units for Sale (Market Rate)	
Total Units for Sale (Affordable)	
Total GSF	
Total GSF Below Ground	
Total Net SF	
Total Non-FAR SF	
Total Sale Price (\$/SF)	
Weighted Average Market Rate Modeled Sales Price (\$/SF)	
Weighted Average Affordable Units Rate Modeled Sales Price (\$/SF)	
Weighted Average Total Units Rate Modeled Sales Price (\$/SF)	
Efficiency / Core Factor (%)	
Residential (Rental)	
Building Height	
Total Units for Rent (Overall)	
Total Units for Rent (Market Rate)	
Total Units for Rent (Affordable)	
Total GSF	
Total GSF Below Ground	
Total Net Rentable Square Feet ("NRSF")	
Total Non-FAR SF	
Weighted Average Market Rate Modeled Rental Rate (\$/SF)	
Weighted Average Affordable Units Rate Modeled Rental Rate (\$/SF)	
Weighted Average Total Units Rate Modeled Rental Rate (\$/SF)	
Vacancy Rate (%)	
Efficiency / Core Factor (%)	
Financials - Debt	
Total Construction Loan	
Other Debt	
Financials - Equity	
Total Developer Equity (Sponsor Equity)	
Total Mezzanine Equity (Non-Sponsor Equity)	
Total Investor Equity	

Total CBE Equity	
Total EB-5 Equity	
Other Equity	
Financials - Other	
Total Developer Fee (Paid at Closing)	
Total Deferred Developer Fee (Paid from Cash Flow)	
Discount Rate Used to Calculate Net Present Value ("NPV") of Deferred Developer Fee	
Years to Stabilization (Construction Start to End of Lease/Sale Period)	
Annual Stabilized Cash Flow Available for Debt Service Pre-Tax	
Debt to Equity Ratio (e.g. 65/35, 60/40, etc.)	
Capitalization Rate ("Cap Rate") - Retail (%)	
Cap Rate - Commercial / Office (%)	
Cap Rate - Municipal / Institutional (%)	
Cap Rate - Non-Profit / Arts (%)	
Cap Rate - Hotel (%)	
Cap Rate - Residential (%)	
Cap Rate - Blended (%)	
Minimum Required Debt Service Coverage Ratio ("DSCR")	
Modeled DSCR	
Minimum Required Internal Rate of Return ("IRR") (%)	
Modeled IRR - Retail (%)	
Modeled IRR - Commercial / Office (%)	
Modeled IRR - Institutional / Arts (%)	
Modeled IRR - Hotel (%)	
Modeled IRR - Residential (%)	
Modeled IRR - Blended (%)	
Minimum Required Equity Multiplier	
Modeled Equity Multiplier	
Development Costs	
<i>Total Development Costs ("TDC")- Overall</i>	
TDC for Entire Project	
Total Hard Costs ("THC") for Entire Project (including Construction Contingency)	
Total Sof Costs ("TSC") for Entire Project (including Developer Fee and All Interest)	
<i>Total Development Costs - Parking</i>	
TDC for Parking Component	
THC for Parking Component	
TSC for Parking Component	
TDC for Parking Component per Parking Space (\$/Space)	

THC for Parking Component per Parking Space (\$/Space)	
TSC for Parking Component per Parking Space (\$/Space)	
<i>Total Development Costs - Retail</i>	
TDC for Retail Component	
THC for Retail Component	
TSC for Retail Component	
TDC for Retail Component per Retail SF (\$/SF)	
THC for Retail Component per Retail SF (\$/SF)	
TSC for Retail Component per Retail SF (\$/SF)	
<i>Total Development Costs - Commercial / Office</i>	
TDC for Commercial / Office Component	
THC for Commercial / Office Component	
TSC for Commercial / Office Component	
TDC for Commercial / Office Component per Commercial / Office SF (\$/SF)	
THC for Commercial / Office Component per Commercial / Office SF (\$/SF)	
TSC for Commercial / Office Component per Commercial / Office SF (\$/SF)	
<i>Total Development Costs - Municipal / Institutional</i>	
TDC for Municipal / Institutional Component	
THC for Municipal / Institutional Component	
TSC for Municipal / Institutional Component	
TDC for Municipal / Institutional Component per Institutional / Arts SF (\$/SF)	
THC for Municipal / Institutional Component per Institutional / Arts SF (\$/SF)	
TSC for Municipal / Institutional Component per Institutional / Arts SF (\$/SF)	
<i>Total Development Costs - Non-Profit / Arts</i>	
TDC for Non-Profit / Arts Component	
THC for Non-Profit / Arts Component	
TSC for Non-Profit / Arts Component	
TDC for Non-Profit / Arts Component per Institutional / Arts SF (\$/SF)	
THC for Non-Profit / Arts Component per Institutional / Arts SF (\$/SF)	
TSC for Non-Profit / Arts Component per Institutional / Arts SF (\$/SF)	
<i>Total Development Costs - Hotel</i>	
TDC for Hotel Component	
THC for Hotel Component	
TSC for Hotel Component	
TDC for Hotel Component per Hotel Key (\$/Key)	
THC for Hotel Component per Hotel Key (\$/Key)	
TSC for Hotel Component per Hotel Key (\$/Key)	
<i>Total Development Costs - Residential (For Sale)</i>	
TDC for Residential (For Sale) Component	
THC for Residential (For Sale) Component	
TSC for Residential (For Sale) Component	

TDC for Residential (For Sale) Component per Residential (For Sale) Unit (\$/Unit)	
TDC for Residential (For Sale) Component per Residential (For Sale) SF (\$/SF)	
THC for Residential (For Sale) Component per Residential (For Sale) SF (\$/SF)	
TSC for Residential (For Sale) Component per Residential (For Sale) SF (\$/SF)	
<i>Total Development Costs - Residential (Rental)</i>	
TDC for Residential (Rental) Component	
THC for Residential (Rental) Component	
TSC for Residential (Rental) Component	
TDC for Residential (Rental) Component per Residential (Rental) Unit (\$/Unit)	
TDC for Residential (Rental) Component per Residential (Rental) SF (\$/SF)	
THC for Residential (Rental) Component per Residential (Rental) SF (\$/SF)	
TSC for Residential (Rental) Component per Residential (Rental) SF (\$/SF)	

APPENDIX F | RESIDENTIAL MATRIX

NOTE: Download and complete fillable Microsoft Word/Excel version available on the Project Website.

Type of units (rental or for sale)		
Total project residential units		
Total market units		
Total ADU Covenanted units		
Total non-ADU Covenanted units		
Term of affordability for non-ADU Covenanted units (years)		
	MARKET-RATE UNITS	
Studio @ market		
1BR @ market		
2BR @ market		
3BR @ market		
4BR @ market		
	AFFORDABLE UNITS	
	ADU Covenanted Units	Non-ADU Covenanted Units
Studio @30% MFI		
1BR @30% MFI		
2BR @30% MFI		
3BR @30% MFI		
4BR @30% MFI		
Studio @50% MFI		
1BR @50% MFI		
2BR @50% MFI		
3BR @50% MFI		
4BR @50% MFI		

Studio @60% MFI		
1BR @60% MFI		
2BR @60% MFI		
3BR @60% MFI		
4BR @60% MFI		
Studio @80% MFI		
1BR @80% MFI		
2BR @80% MFI		
3BR @80% MFI		
4BR @80% MFI		
Studio @100% MFI		
1BR @100% MFI		
2BR @100% MFI		
3BR @100% MFI		
4BR @100% MFI		
Studio @120% MFI		
1BR @120% MFI		
2BR @120% MFI		
3BR @120% MFI		
4BR @120% MFI		

APPENDIX G | EQUITABLE INCLUSION PRIORITY FORM

Section 1. General Information	1. Development Parcel _____ 2. Respondent _____ 3. Does Respondent include one or more entities that meet the requirements as indicated in the "Equitable Inclusion Priority" sub-section of the "Equitable Development Focus" section of the RFP? <input type="checkbox"/> YES <input type="checkbox"/> NO
Complete Section 2 and the table below only if the answer to Section 1, #3 is YES.	
Section 2. Equitable Inclusion Priority Entity	4. Total Equity Participation Percentage to meet the Equitable Inclusion Priority (<i>the sum of equity participation in the table below</i>): _____ 5. I certify that the entity or entities listed in the table below are designated as Disadvantaged Business Enterprise (DBE) and Resident-Owned Business (ROB) by the DC Department of Small and Local Business Development (DSLBD) or led by or majority controlled by individuals designated as socially disadvantaged in accordance with the requirements found under 13 C.F.R. §124.103 . <input type="checkbox"/> YES <input type="checkbox"/> NO
Section 3. Declaration	I declare, certify, verify, attest, and state that this form and any supporting documents are true and correct to the best of my knowledge and belief. Pursuant to D.C. Official Code §22-2405 , any person convicted of making false statements shall be fined not more than the amount set forth in D.C. Official Code §22-3571.01 or imprisoned for not more than 180 days, or both.

Signature: _____

Date: _____

Print Name: _____

Title: _____

<i>Equity Participation Percentage Table (instructions below)</i>							
ENTITY NAME	STREET ADDRESS	ZIP CODE	A. (Y OR N?)	B. (Y OR N?)	C. (Y OR N?)	D. (Y OR N?)	EQUITY PERCENTAGE (%)
TOTAL EQUITY PARTICIPATION PERCENTAGE							

Equity Participation Percentage Table instructions:

- If Respondent is comprised of one or more entities that meet the requirements for the Equitable Inclusion Priority, Respondent shall complete this table to identify each such entity.
- Answer "Yes" or "No" to all designations that apply to each entity
 - A. Black Americans
 - B. Hispanic Americans
 - C. Individuals who are members of other groups for which a rebuttable presumption exists that the individuals are socially disadvantaged ([13 C.F.R. §124.103\(b\)\(1\)](#))
 - D. Individuals who establish social disadvantage by a preponderance of the evidence ([13 C.F.R. §124.103\(c\)](#))
- Equity Percentage = The percentage of equity participation in the Proposal for each entity listed

APPENDIX H | SITE TOUR WAIVER, RELEASE, AND INDEMNIFICATION

I, _____,
(print name)

hereby affirm that I have carefully read this (the "Release") in its entirety. By my signature below, I agree to each and every term and condition of this Release.

1. I acknowledge that the District of Columbia (the "District") is the owner of the real property known as and located at _____ with all improvements located thereon (the "Property").
2. I acknowledge and understand that the District has issued a Request for Proposals ("RFP") for the Property and that the District, acting by and through the Office of Deputy Mayor for Planning and Economic Development ("DMPED"), is offering potential respondents to said RFP an opportunity to view the Property, and, further, that the opportunity to view the Property does not constitute a response, representation, warranty, or any other agreement on the part of the District with regard to the Property.
3. I represent that I am attending the tour for the Property at the date and time stated:
_____, 20__ from _____ AM / PM – _____ AM / PM
4. I hereby agree to abide by the orders and directions of the representative(s) of DMPED at the tour for the Property. If I fail to comply with such orders or directions, DMPED may, in its discretion, demand that I leave the Property in which event I agree to do so immediately and without causing a disturbance.
5. I hereby acknowledge that the Property may be, either entirely or in part, in a state of disrepair or otherwise hazardous. I hereby assume all risks and accept full responsibility for any and all damage to myself or others arising from, or related to, my presence on the Property in connection with the tour. I understand and agree that neither I, nor my heirs, personal representatives, successors, grantees, and assigns, or anyone claiming any interest through me, will bring any legal action whatsoever against the District, its officials, officers, employees, and agents as a result of any damage, injury, loss, or death to myself or my property that arises out of my presence on the Property in connection with the tour.
6. I hereby indemnify and hold harmless the District, its officials, officers, employees, and agents from all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including reasonable attorney's fees), of whatsoever kind and for injury, including personal injury or death of any person or persons, and for loss or damage to any property caused by or occurring in connection with, or in any way arising out of, my presence on the Property. If any action or proceeding as described in this paragraph is brought against the District, its officials, officers, employees, or agents for which I bear responsibility as expressly provided under this Release, upon written notice from the District, I shall pay any fees, costs, or expenses incurred by the District to resist or defend such action or proceeding.
7. I hereby acknowledge and agree that the assumption of risk, promise not to sue, waiver of liability, and indemnification provided for in this Release includes loss, injury, or damage as a result of the negligent acts or omissions by the District, its officials, officers, employees, and agents.
8. I hereby agree that nothing in this Release shall be deemed to waive any rights of any kind that the District now has, or may hereinafter have, to assert any claim against me, including, without limitation, claims with respect to any and all past events or entry on the Property.
9. I hereby agree that if any provision of this Release is held to be illegal, invalid, or unenforceable under present or future laws, such provision shall be fully severable and this Release shall be construed and enforced as if such illegal, invalid, or unenforceable provision had never comprised a part of this Release. The remaining provisions of this Release shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance from this Release.
10. I hereby agree that this Release shall be construed under the laws of the District of Columbia without reference to conflicts of laws principles.
11. I hereby waive (i) any objection to the venue of any action filed in any court situated in the jurisdiction in which the Property is located, (ii) any right, claim, or power, under the doctrine of forum non conveniens or otherwise, to transfer any such action to any other court, and

(iii) trial by jury in any action, proceeding, claim, or counterclaim brought in connection with any matter arising out of or in any way connected with this Release.

12. I hereby agree that this Release shall be binding upon my heirs, personal representatives, successors, grantees, and assigns.

Date: _____

Signature: _____

Print Name: _____

Title _____

Entity Name: _____

Phone Number: _____

Email Address: _____

Business Address: _____

WITNESS:

Date: _____

Signature: _____

Print Name: _____

Title: _____

Entity Name: _____

Phone Number: _____

Email Address: _____

Business Address: _____
