



# Crummell School Site

1900 Gallaudet Street, N.E. | PAR Suffix 0142, Lot 0022

Release Date: April 25, 2016  
Submission Deadline: JUNE 24, 2016

*Responses are to be sent to the following address:*

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  
Attn: Dion Townley, Project Manager

## REQUEST FOR PROPOSALS

District of Columbia  
Office of the Deputy Mayor for Planning and Economic Development



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Questions regarding this Request for Proposals should be submitted via e-mail only to [dion.townley@dc.gov](mailto:dion.townley@dc.gov). Respondents shall not direct questions to any other person within the District except as allowed elsewhere in this RFP. Responses to Respondent questions will be aggregated and posted on the following website: <http://dmped.dc.gov/>.

# INTRODUCTION

The Government of the District of Columbia (the "District"), through the Office of the Deputy Mayor for Planning and Economic Development ("DMPED"), seeks to redevelop the Crummell School building and surrounding vacant lot (Lot 0022 in PAR Suffix 0142) located at 1900 Gallaudet St, NE.

In 2011, the Department of Real Estate Services (DRES) issued a Request for Offers for development of the Property in accordance with D.C. Official Code 38-1802.09, which states that the right of first offers must be offered to an "Eligible Applicant", which is describe as an approved public charter school or a public charter school whose petition to establish a public charter school has been conditionally approved. There were no responses to the Request for Offers.

DMPED now invites qualified Development Teams ("Respondents") to respond to this Request For Proposals ("RFP") for the disposition and development of Lot 0022 in PAR Suffix 0142 ("Development Parcel"), approximately 108,029 sq. ft. (see Figure 1 & 2 for Development Parcel Information in more detail) pursuant to a ground lease for the school building to be determined, but no less than twenty (20) years and/or fee simple on the remainder of the parcel.

The Crummell Site was a pilot project in the District's new OurRFP process. A Public Workshop Meeting, Online Public Engagement Forum, and Follow-up Public Meeting were completed in order to understand the public's major goals for the redevelopment of this site. Therefore, it is critical that any proposed development include these major goals and attempts to incorporate as many of the additional community objectives identified in this solicitation. Based on feedback received through the OurRFP process, residents and community members desire a project that reflects the important value of these sites to the neighborhood and embodies the following characteristics:

- Recreation and community uses or elements to be included in the development proposal;
- Job training or workforce development component for District residents;
- Activated public spaces with active uses;
- Mixed use development, including neighborhood serving retail use;
- Cultural or historical reference to the Alexander Crummell School and the Ivy City Neighborhood;
- If residential is proposed, it should be a mixed-income residential component that maximizes affordability.

The Development Parcel is zoned C-M-1. DMPED seeks a developer that will develop the lots in keeping with the goals set out in this RFP, and will accept both matter-of-right and Planned Unit Development ("PUD") development proposals.

The Respondents that present the most innovative, comprehensive, and community supported solution may be "short listed" and/or a "best and final" (BAFO) proposal may be requested before a final selection is made.

## The Timeline

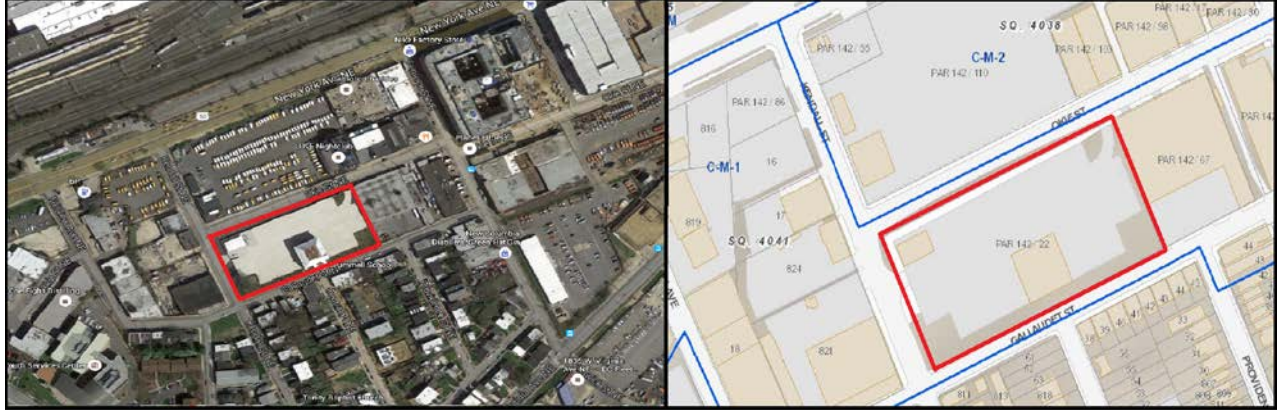
*The District will endeavor to follow the timetable set forth below; however, the activities and timetable represented below are a guideline only and are subject to change at the District's sole discretion and without prior notice:*

<i>Selection Process Timetable (subject to change)</i>	
1. Issuance of RFP	April 25, 2016
Pre-Response Information Session and Site Visit Location: Trinity Baptist Church, 1814 Central PI NE, Washington, DC 20002	May 4, 2016
2. RFP Response Submission Due Date (3:00 PM ET)	June 24, 2016
3. Selection recommendation Panel Interviews	July 2016
Community Presentation by Development Team Respondents	August 2016
Request for Best and Final Offer (If Applicable)	TBD
Best and Final Submission Due Date (If Applicable)	TBD

4. Final Selection of Development Team	Fall 2016*
Submission of Disposition Agreement & Accompanying Legislation to District of Columbia Council	Spring 2017*

*\*Subject to change.*

## PROJECT DESCRIPTION



*Figure 1: Development Parcel Map. Map not to scale.*

Location	1900 Gallaudet Street, N.E.
PAR Suffix	0142
Lot	0022
Total Square Footage	Approximately 108,029 sq. ft.
Owner	District of Columbia (DMPED)
Status	Parking Lot (Subject to license agreement as described below)
Zone	C-M-1
Adjacent Stakeholders/Property Owner	CLH New York Ave LLC, Bishop S C Madison Trustee

*Figure 2: Development Parcel Information.*

**Location:** As shown in Figure 1, the Development Parcel lot is located on the north side of Gallaudet Street, N.E. and is bound by Gallaudet Street to the South, Kendall Street to the West, and Okie Street to the North. The Development Parcel is identified as PAR Suffix 0142, Lot 0022 in the Ivy City neighborhood in Washington, DC.

**License Agreement:** In May 2012, DMPED entered into a license agreement with one five (5) year term, with a five (5) year renewal option with the Union Station Redevelopment Corporation (USRC) to renovate and use the parking lot on the Crummell site for a bus layover parking location. Mayor Bowser has made a commitment to the Ivy City residents that there will not be any buses parked on the Crummell site. DMPED is currently in negotiations with USRC to terminate the existing license agreement.

**Frontage, Size, and Shape:** The Development Parcel has frontage on the North side of Gallaudet Street, the East side of Kendall Street, and the South side of Okie Street. The Development Parcel is rectangular in shape and has a total site area of approximately 108,029 sq. ft.

**Visibility/Access:** The Development Parcel has some visibility from New York Avenue and public access from Kendall Street.

**Historic Preservation:** In 2002, the Crummell School was designated a DC Landmark listed in the National Register of Historic Places. Rehabilitation of the school and redevelopment of the site will be subject to review by the Historic Preservation Review

Board (HPRB). The Crummell School building exterior needs restoration. The school has relatively little remaining interior fabric, but what remains should be retained, if possible. New construction should incorporate appropriate setbacks, massing and heights to respect the historical and architectural significance of the school. Income-producing uses are encouraged in order to qualify for historic preservation tax credits.

**Soil and Environmental:** A Phase II Environmental Site Assessment (PII ESA) was conducted by Environmental Design & Construction, LLC in July 2010. The PII ESA can be found at [dmped.dc.gov/node/1090722](http://dmped.dc.gov/node/1090722). The Development Parcel is offered "as-is". DMPED makes no representations or warranties as to any soil or environmental conditions at the site.

**Litigation:** In June 2012, three area residents filed a lawsuit against the District and USRC, alleging that (A) the District failed to afford "great weight" to the ANC's views in connection with the execution and delivery of the license agreement between the District and USRC, and (B) USRC did not prepare an EIS evaluating environmental effects, both per DC code and law. This lawsuit led to a preliminary injunction in December 2012 preventing the USRC from operating a bus parking facility until they rectified the items above. The defendants moved to complete (A) and (B), and in May 2014, the Court vacated the injunction finding that the requirements above had been satisfied. Nonetheless, the Second Amended Complaint still remained in litigation until March 2015 when the Court granted the District's motion to dismiss the complaint. The ruling is a final one and all claims are dismissed. Nonetheless, the Plaintiffs filed another appeal in April 2015, so the case technically remains in litigation. To date, USRC has never used the Crummell lot for parking buses.

#### **Property Advantages:**

- Located in the heart of the New York Avenue Great Streets Corridor and close proximity to Union Market, Union Station, and the H Street Great Streets Corridor with a host of sit-down restaurants, breweries, and distillers, as well as prized industrial space.
- Near the future Department of Public Works' state-of-the-art West Virginia Avenue Public Works Campus, currently in conceptual stages which proposes to construct office space, commercial space, and public space on the existing 19 acre West Virginia Site to the southeast.
- Proximity to the redevelopment of the former Hecht Warehouse which is currently being developed as a mixed-use retail and residential complex. A 900+ parking garage has been constructed nearby, including MOM's Organic Market, fitness gym and retail. Warehouse building which features over 300 modern residential units and 150,000+ SF of retail, 463,648 rentable square feet. Tenants include Petco, Mindful Restaurant Group, BicycleSPACE, Compass Coffee, Ivy City Yoga, and Crossfit Hierarchy.
- District Government capital investment in the Ivy City neighborhood through the Ivy City Special Demonstration Project which has delivered 58 units of housing including single family and condominiums, which has doubled the current homeownership rate in the Ivy City neighborhood.

## OURRFP PROCESS AND FEEDBACK

### OURRFP Process

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The success of development projects in the District hinges on the inclusion and support of the local community. Mayor Bowser's Administration created the OurRFP initiative to understand and incorporate community input early in the process of redeveloping publicly-owned land. The Crummell Site is located in the heart of Ivy City and has extensive ties to the Ivy City community. Many of the current and previous residents of the Ivy City community attended the Crummell School and have a great interest in how the District will dispose of the Crummell Site. It is for these reasons that Crummell was selected to serve as a pilot project for the OurRFP process.

The OurRFP process consisted of a Public Workshop Meeting, an Online Engagement Forum, and a Follow-Up Public Meeting. DMPED began the OurRFP process for Crummell School with an unprecedented outreach effort, engaging ANC commissioners, stakeholders, and civic and religious organizations in the area. This effort included weekly calls and meetings with ANC commissioners and stakeholders, approximately ten canvasses in the Ivy City and Trinidad Neighborhoods to invite community members to attend the public meetings. DMPED also invited community members via email and online forums that serve Ward 5.

The Public Workshop Meeting for the Crummell Site was held on July 29, 2015 and over one-hundred community members attended. DMPED and the DC Office of Planning began the Public Workshop Meeting by making presentations regarding the OurRFP process and context for the project site. The community participants then had an opportunity to give their input on topics including commercial priorities, public space priorities and historical value in small discussion groups. Each small group was paired with District Government employees to facilitate discussion and record ideas from the community members. Each group reached consensus on three priorities and then presented one key priority. DMPED analyzed the data collected from the Public Workshop Meeting and categorized the responses into the following categories: Public Uses, Public Space and Amenities; and Development Uses. These categories were further prioritized at the Follow-up Meeting. DMPED developed the Online Public Engagement Forum to give those who were not able to attend the Public Workshop meeting an opportunity to provide their input for the Crummell Site. The Online Public Engagement Forum for the Crummell Site RFP was open throughout the entire month of August.

The Follow-up Meeting was held on September 19, 2015 and attended by over forty people. DMPED began the Follow-up Meeting with a brief overview of the site and summary of the Public Workshop Meeting. The attendees were given the opportunity to advance the identified priorities for the Site. The following were identified by the community:

**Public Uses:**

- Recreation and community uses or elements,
- Job training/workforce development,
- Library,
- Arts center, and
- Health/wellness center;

**Public Space and Amenities:**

- Active uses (e.g. playground, splash park, multi-generational outdoor recreation),
- Passive uses (e.g. green space, community garden, benches),
- Cultural or historical reference (e.g. statue, mural, plaque, public art); and

**Development Uses:**

- Neighborhood serving retail (pharmacy, day care, dry cleaners, grocer),
- Destination retail (clothing store, department store, hardware store),
- Small/local business opportunities or incubator space.

From the data collected at the Public Workshop Meeting, Online Engagement Forum and Follow-up Meeting from District residents, DMPED determined “Public Uses” as critical for the future use of the Crummell Site.

## Community Preferences

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DMPED is appreciative of all of the District residents that participated in the Crummell OurRFP process to share their priorities for the future of Crummell. DMPED’s guiding priorities are:

- Increase affordable housing.
- Grow our technology and innovation employment sector.
- Achieve significant progress on large-scale and neighborhood real estate development projects.
- Create a vibrant and competitive place for job creation, relocation, and growth.
- Make DMPED a more open and transparent agency.

Accordingly, the data collected in the OurRFP process illustrate that most of the priorities identified by district residents align with DMPED’s priorities. A summary of the OurRFP discussion questions and responses are attached to this RFP as Appendix F.

**Public Uses**

Community members passionately expressed the importance of ensuring the delivery of **recreation and community uses or elements at the Crummell School**. This had the highest consensus of any of the priorities throughout the

OurRFP process. **Participants shared that “Ivy City needs a community center”** and also stated that, “the children in Ivy City have no place to play” and “they currently have to play in the street”. **Another priority was the delivery of a job training/workforce development center** on the site. Community members voiced that Ivy City, an underserved community, “was in need of investment in job training/workforce development” which will further perpetuate economic development in the area. *Preference will go to proposals that include recreation and community uses or elements, and a job training/workforce development component.*

### **Public Space and Amenities**

The Public Space and Amenities prioritization board illustrated that active use of the public space was a priority for the community. **Many community members echoed sentiments of the need for multi-generational outdoor recreation and community uses or elements on the Crummell site.** The community expressed that a playground or splash park for children and a recreational area for adults and seniors is needed for the community. *Preference will be given to proposals that include multi-generational outdoor recreation and a cultural or historical reference to the Alexander Crummell School and Ivy City community. Furthermore, DMPED encourages proposals to also include passive uses of the public space.*

The rich history of the Crummell School and Ivy City was a recurring theme throughout the OurRFP process. In the Public Workshop meeting, several alumni of the Crummell School were in attendance. With the Crummell site having such a deep rooted connection to the Ivy City Community, **the community voiced that the future of the Crummell Site must include a cultural or historical reference to the Alexander Crummell School and the Ivy City community.** Additionally, some members of the community conveyed that some space should be allocated for passive uses such as green space.

### **Development Uses**

Community members indicated that development uses for the Crummell Site should include **neighborhood serving retail.** In line with the importance of perpetuating economic development growth in the community, **participants expressed the need for small/local business opportunities and incubator space.** *Preference will be given to proposals that include neighborhood serving retail, small/local business opportunities and incubator space.*

If offered, a residential mixed-income component should maximize affordability (at a minimum, affordability levels must be compliant with the District’s Inclusionary Zoning and the Disposition of District Land for Affordable Housing Amendment Act of 2014). Residential development should provide a mixture of unit types and sizes across multiple AMI levels and affordable units should be comparable to the market rate units. Residential development is currently not permitted under the current zoning designation. DMPED will accept proposals that can be developed as a matter of right under the current zoning or through a PUD.

DMPED will further engage the community by coordinating with the surrounding Advisory Neighborhood Commissions (ANC). DMPED will host a meeting where developers present their proposals to community members and will then gather comments from the public and ANCs prior to the selection of a Respondent. While DMPED will make the final decision in selecting a Respondent, involving the ANCs and local stakeholders during the process will promote community interests and produce a more positive outcome.

### **Additional Community Surveys**

In March 2016, New Majority Community Labs conducted a survey of the Ivy City neighborhood in which Ivy City residents provided feedback regarding the best uses of the Crummell School site and development needs of the Ivy City community. The results of the Ivy City Data Survey can be found at <http://newmajoritylabs.com/wp-content/uploads/2016/04/Ivy-City-Data-Memorandum-2.pdf>.

# DISTRICT OF COLUMBIA POLICY GOALS AND REQUIREMENTS

First and foremost, the District requires that any proposed development program be economically viable to construct and operate. Additional District of Columbia goals and requirements are explained below.

## Planning and Zoning Framework

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**Comprehensive Plan:** The *Comprehensive Plan for the National Capital: District Elements* is the legislatively-adopted 20-year general policy document that provides guidance for the future development of the District of Columbia and serves as the basis for determining how areas within the District can be developed as related to design, density and program.

The Comprehensive Plan's **Generalized Policy Map** places this site within a Neighborhood Conservation Area. The guiding philosophy in the Neighborhood Conservation Area is to conserve and enhance established neighborhoods. The diversity of land uses and building types in these areas should be maintained and new development and alterations should be compatible with the existing scale and architectural character of each area.

The site is within the Northeast Gateway policy focus area of the Comprehensive Plan's **Upper Northeast Area Element**. The Upper Northeast Area Element provides the following guidance on reuse of the Crummell School site:

- **Action UNE-2.1.C: Crummell School Reuse** — *A high priority should be given to the rehabilitation of the historic Crummell School with a mix of uses for community benefit, such as workforce/affordable housing, job training or meeting space. Crummell School was built in 1911 and educated African-American children from that time until 1972. The structure, which is a designated historic landmark, has been vacant for more than 30 years.* 2411.11

The Upper Northeast Area Element contains additional guidance with respect to the Crummell site. **Policy UNE-1.2.2: Protecting Local Historic Resources** (2409.2) lists the Crummell School among historic resources in Upper Northeast to protect. Furthermore, **Action UNE-2.1.B: Northeast Gateway Open Space** (2411.10) calls for developing "*additional and interconnected public open spaces in the Ivy City and Trinidad areas, including a public green on West Virginia Avenue, open space on the current site of the DCPS school bus parking lot, and improved open space at the Trinidad Recreation Center and the Crummell School grounds*".

The Comprehensive Plan can be found on the DC Office of Planning's website at <http://planning.dc.gov/page/comprehensive-plan>.

**Ward 5 Works Industrial Land Transformation Study:** The *Ward 5 Works Industrial Land Transformation Study* is a strategic five-year roadmap, completed in 2014, for modernizing and adaptively reusing 1,000 acres of industrial land along New York Avenue NE and Metro's Red Line. The Crummell site is located within the Ward 5 Works Study area. The Ward 5 Works Study recommends the preservation where possible, of the industrial zoned land, and the provision of space for arts uses and makers, specifically rehabilitating buildings for arts uses and makers within Ivy City. The *Ward 5 Works Study* is available on the Office of Planning website: <http://planning.dc.gov/publication/ward-5-industrial-land-transformation-study>.

**Zoning:** This lot is currently zoned C-M-1, relabeled PDR-1 in the newly approved Zoning Regulations (ZR-16) which become effective September 6, 2016. PDR-1 permits development of low bulk commercial, light manufacturing, lodging, fabrication, research/testing lab. Maximum density is 3.5 FAR, although permitted non-industrial uses are limited to an FAR of 2.0. A maximum height of fifty feet is permitted. Also under the new code, additional landscape buffering between any industrial use and adjacent residential property is required. Respondents should refer to the DCMR Title 11, Zoning Regulations for the full set of area and use regulations – both the current zoning and the pending ZR-16 zoning regulations are available on the Office of Zoning website: [www.dcoz.dc.gov](http://www.dcoz.dc.gov).

Any change in zoning to allow residential development would first require an amendment to the Comprehensive Plan land use designation, as zoning must be "not inconsistent" with the Comprehensive Plan. Comprehensive Plan amendments require DC Council and federal approval. Zoning changes require approval by the Zoning Commission.

**Comprehensive Plan Update:** In spring 2016, the DC Office of Planning (OP) will launch the second amendment cycle of the 2006 *Comprehensive Plan for the National Capital: District Elements*. It was last amended in 2011 and is being amended again to ensure that the plan is responsive to the dynamic changes in the District's population, demographics and policy priorities. The Comprehensive Plan Update process, expected to take 18-24 months, will be open and transparent and led by robust data and public engagement.

Anyone is able to submit proposed amendments, including, but not limited to, residents, community groups, developers and government agencies. An open call period for proposed amendments, via an official submission form, will be included as part of the Comprehensive Plan Update process. Furthermore, as part of the planning process, OP will develop an Evaluation Framework that will be available to the public. It will include a robust set of decision criteria that will ensure key issues and concerns from the public will inform the final selection of amendments for submission for legislative review and approval. OP will lead an Interagency Task Force that will evaluate and make selections from proposed amendments. OP will then release a draft Amendment Report for public comment before preparing a final Amendment Report for submission to the DC Council for legislative review and approval followed by review and approval by the National Capital Planning Commission and U.S. Congress. Additional details on the amendment process are available on the Office of Planning website: <http://planning.dc.gov/page/comprehensive-plan>.

## Transportation Planning Framework

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The District Department of Transportation's (DDOT)'s commitment to building a safe and efficient transportation network will guide all review of transportation-related issues regarding development of the site. DDOT anticipates many people accessing the sites will do so via non-automobile modes. As there are no alleys adjacent to the site, vehicle access to the site could occur from Okie Street, Kendall Street, or Gallaudet Street or from a new private or public alley system. The number of curb cuts needed for site access should be minimized. The Respondent will need to coordinate with DDOT to determine appropriate curb-to-curb dimensions of all adjacent streets to ensure appropriate vehicle operations and curbside uses. Loading for the site is expected to be accommodated with head-in/head-out movements. Truck backing movements through public space will not be permitted.

Additional information on DDOT's policies regarding development review guidelines can be located at DDOT's website: <http://ddot.dc.gov/page/development-review>.

For further information, please contact Jonathan Rogers of DDOT's Policy, Planning, and Sustainability Administration at 202.671.3022, [jonathan.rogers2@dc.gov](mailto:jonathan.rogers2@dc.gov).

## Public Space

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The District Department of Transportation (DDOT) in partnership with the Office of Planning works to ensure the design of public space is of high quality and meets minimum 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 impermanent activities. Physical features that impact the character of public space can include sidewalk paving material, fences and retaining walls, street trees and their spacing, vault spaces, other infrastructure like street lights or curb and gutters, and any building encroachments into the public space. Site access is expected to be provided via the Kendall Street entrance.

The Respondent may refer to the District of Columbia Municipal Regulations and DDOT's Design and Engineering Manual (<http://ddot.dc.gov/page/design-and-engineering-manual>) for specific controls of public space. A summary can be found in DDOT's Public Realm Design Manual (<http://ddot.dc.gov/PublicRealmDesignManual>).



For further information, please contact Jonathan Rogers of DDOT's Policy, Planning, and Sustainability Administration at 202.671.3022, [jonathan.rogers2@dc.gov](mailto:jonathan.rogers2@dc.gov).

**Affordable Housing**

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 the AMI (defined below) levels that are required by the Inclusionary Zoning provisions of the District of Columbia Zoning Regulations (11 DCMR §§ 2600 *et seq.*), as applicable, and the Disposition of District Land for Affordable Housing Amendment Act of 2014 (D.C. Act 20-485) ("ADU Act"). Under the ADU Act, proposals with residential components are required to provide 30% of the units to be affordable for the life of the building. Respondents must ensure that their proposals comply with all applicable District laws including, but not limited to the ADU Act. Any change in zoning to allow residential development would first require an amendment to the Comprehensive Plan land use designation, as zoning must be "not inconsistent" with the Comprehensive Plan.

Each Respondent should use the most current Department of Housing and Urban Development (HUD) uncapped AMI data (reference Chart 1). While Chart 1 presents the most current data, new AMI data is published annually. The rent calculation formula is provided in Chart 2, the Occupancy Standard Factor used to price each ADU is provided in Chart 3, and the sale price formula is provided in Chart 4. All affordable rent payments collected by the future property owner from the tenants or third parties on behalf of tenants may not exceed the Maximum Allowable Rent for an ADU (reference Chart 2). Appendix G ("HUD Housing Allowance Tables") may be updated periodically by the District of Columbia Housing Authority. The initial sales price for an affordable unit may not exceed the Maximum Allowable Sales Price for ADUs (reference Chart 4).

Respondents shall describe the strategy for marketing, operation and administration of their affordable housing units. Partnering with an organization that has demonstrated expertise in the administration, operation and management of affordable housing is encouraged, if Respondent does not already have this expertise.

**Chart 1: Income Limits based on the AMI for Washington DC MSA as of April 2016**

Household Size	100% AMI	80% AMI	60% AMI	50% AMI	30% AMI
1	\$76,020	\$60,816	\$45,612	\$38,010	\$22,806
2	\$86,880	\$69,504	\$52,128	\$43,440	\$26,064
3	\$97,740	\$78,192	\$58,644	\$48,870	\$29,322
4	\$108,600	\$86,880	\$65,160	\$54,300	\$32,580
5	\$119,460	\$95,568	\$71,676	\$59,730	\$35,838
6	\$130,320	\$104,256	\$78,192	\$65,160	\$39,096

**Chart 2: Affordable Housing Rent Calculation Includes Monthly Utilities**

Affordable Housing Rent Calculation	
$MAR = (AMI * DAL * OSF * 30\%) / 12 - MU$	
MAR	Maximum Allowable Rent
DAL	Designated Affordability Level
MU	Monthly Utilities (reference Appendix F)
AMI	Area Median Income at 100% for a 4 person household
OSF	Occupancy Standard Factor (reference Chart 3)

**Chart 3: Occupancy Standard Factor for Affordable Housing Calculations**

Occupancy Standard Factor		
Size of Affordable Unit	Occupancy Pricing Standard (Average Occupancy per Unit)	Occupancy Standard Factor

Efficiency/Studio	1	.7
1 Bedroom	1.5	.75
2 Bedroom	3	.9
3 Bedroom	4.5	1.05

Chart 4: Affordable Housing Sale Price Calculation

Affordable Housing Sale Price Calculation	
1. Determine the Maximum Monthly Payment:	
Maximum Monthly Payment = $((AMI * DAL * OSF * 30\%) / 12) - FEES$	
MSP	Maximum Sales Price
AMI	Area Median Income at 100% for a 4 person household
DAL	Designated Affordability Level
OSF	Occupancy Standard Factor (reference Chart 3)
FEES	Condominium Fees (\$0.61 per Square Foot), Homeowners Association Fees (\$0.10 per Square Foot), Real Property taxes at current real property tax rates assuming Homestead Deduction, and Monthly Hazard Insurance Fees for Single Family Homes = \$125.00
2. Use Maximum Monthly Payment to Determine the Affordable Mortgage assuming a conventional thirty (30) year, fixed-rate, fully amortizing mortgage at the national average mortgage rate as published by the Federal Housing Finance Agency at <a href="http://www.fhfa.gov">www.fhfa.gov</a> plus a one and a half percent (1.5%) cushion to protect for future interest rate increases.	
3. Determine the Sale Price assuming a 5% Down Payment	
Maximum Sales Price = Affordable Mortgage / 95%	

### Sustainability and Green Building Requirements

The Crummell Site shall be developed in compliance with the District of Columbia's Green Building Act of 2006, codified in D.C. Official Code § 6-1451.01 *et seq.* (2012) and the District's storm water management regulations published in [Chapter 5 of Title 21](#) of the DCMR and [Chapter 31 of Title 20](#) of the DCMR. Respondents' responses shall be based on these regulations. Specific design criteria are stated in the Storm Water Guidebook which is available online at <http://doee.dc.gov/publication/stormwater-guidebook>.

The Sustainable DC Plan has been established to ensure that the District is the healthiest, greenest, and most livable city in the nation. The Plan encompasses 32 goals and 31 targets, and offers 143 specific actions in the areas of the built environment, energy, food, nature, transportation, waste and water. The Sustainable DC Plan is found at <http://www.sustainabledc.org/about/sustainable-dc-plan/>. Respondents should review the plan and highlight their qualifications and experience in developing sustainable projects, if any, in their response.

Furthermore, as outlined in the Sustainable DC Plan, the District of Columbia has committed to improving the performance of existing buildings and ensuring the highest standards of green building design for new construction. By 2032, the city has committed to retrofit 100% of existing commercial and multi-family buildings to achieve net-zero energy standards and meet net-zero energy use standards with all new construction projects. The existing laws and regulations, including the Green Building Act of 2006, the DC Green Construction Code, and the updated stormwater regulations, among others, provide a strong foundation for the broader sustainability goals of the District. However, in order to achieve the targets set forth in the Sustainable DC Plan, the DC government plans to lead by example and give consideration for projects that are exceeding the basic legal requirements and forging a path towards true sustainability. Therefore, in this RFP, preference may be given to projects that:

- Exhibit a commitment to environmental performance beyond the requirements set forth in existing laws and regulations, including commitments to LEED certification at the Gold level or higher and/or a commitment to follow LEED v4, the newest version of the LEED rating system.
- Surpass basic LEED certification by designing to achieve net zero energy “ready” buildings (deep efficiency with energy use intensities below 30 kBtu/square foot/year), net zero energy (either produced onsite and/or from newly installed renewable energy in the region), net zero waste (meaning above 90% diversion of waste both during construction and when occupied), and / or the processing of stormwater for the 1.7 inch stormwater or higher, and a collection and reuse of rainwater and greywater onsite, or full Living Building Challenge certification.

DC-specific market analysis reveals that there are strong financial incentives for building deeply green, utility efficient buildings with renewable energy systems. The [Net Zero and Living Building Challenge Financial Study: A Cost Comparison Report for Buildings in the District of Columbia](#) found a 3-year simple payback for typical multifamily or office new construction when incorporating deep energy efficiency and then achieving net zero energy by deploying renewables. A [national study of solar financial incentives](#) also lists DC as one of the top cities to invest in solar photovoltaics.

To build capacity for this type of deep green building, the DC government has a range of initiatives that include financial assistance resources for potential project teams. These include the [DC Sustainable Energy Utility](#), [DC PACE Program](#), [RiverSmart Communities](#), [RiverSmart Rewards](#), [RiverSmart Rooftops](#) and the [Stormwater Retention Credit Trading](#) programs.

For more information, contact Jay Wilson of DOEE’s Urban Sustainability Administration at 202.535.2460, [jay.wilson@dc.gov](mailto:jay.wilson@dc.gov).

#### First Source

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Pursuant to DC Code § 10-801(b)(7) and 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 and Mayor’s Order 83-265, Respondents recognize that one of the primary goals of the District of Columbia government is the creation of job opportunities for District of Columbia residents. Accordingly, the Respondent selected by the District to negotiate a disposition agreement shall enter into a First Source Agreement, prior to execution of a disposition agreement, with the Department of Employment Services (“DOES”) that shall, among other things, require the Respondent to: (i) hire and require its architects, engineers, consultants, contractors, and subcontractors to hire at least fifty-one percent (51%) District of Columbia residents for all new jobs created by the development project, all in accordance with such First Source Employment Agreement and (ii) ensure that at least fifty-one percent (51%) of apprentices and trainees employed are residents of the District of Columbia and are registered in apprenticeship programs approved by the DC Apprenticeship Council as required under D.C. Official Code §§ 32-1401 et seq. Collective bargaining agreements shall not be the basis for the waiver of these requirements. Respondents must complete the Form of Acknowledgement attached as Appendix A.

Please contact DOES to obtain a copy of the First Source Agreement. For more information on the District’s DOES apprenticeship program, please visit the following website: <http://does.dc.gov/service/apprenticeships>. Please contact Drew Hubbard at DOES at 202.698.6006 or [drew.hubbard@dc.gov](mailto:drew.hubbard@dc.gov) should you require additional information.

#### Certified Business Enterprises

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The Respondent selected by the District to enter into a disposition agreement shall comply with the requirements of the Small and Certified Business Enterprise Development and Assistance Act of 2005, D.C. Official Code §§ 2-218.01 et seq. (“CBE Act”). Pursuant to D.C. Official Code §10-801(b)(6) and the CBE Act, the selected Respondent shall subcontract to Small Business Enterprises (“SBEs”) at least 35% of the total development budget. If there are insufficient qualified SBEs to fulfill the 35% requirement, the requirement may be satisfied by subcontracting 35% to qualified Certified Business Enterprises (“CBEs”). A CBE Respondent selected is not required to comply with the 35%

SBE subcontracting requirement if the entire development project is performed using its own organization and resources. Pursuant to §2-218.49a of the CBE Act, Small Investors, Disadvantaged Investors, or Certified Equity Participants shall invest at least 20% of the total sponsor equity, excluding debt financing, mezzanine financing, or other equity contributions by limited or institutional investors; and, in addition to complying with the general 35% SBE subcontracting provisions, at least 20% of the dollar volume of non-construction development goods and services shall be subcontracted to SBEs, and if there are insufficient qualified SBEs to fulfill this requirement, then the requirement may be satisfied by contracting 20% of that dollar volume to any qualified CBEs. If the entity that controls the development project is an entity tax-exempt under 26 U.S.C.S. § 501(c), or other not-for-profit entity, such entity is exempt from the equity and development participation requirements, pursuant to §2-218.49a of the CBE Act, set forth above. The District's Department of Small and Local Business Development ("DSLBD") determines which entities are certified as SBEs, CBEs, Small Investors, Disadvantaged Investors, and Certified Equity Participants pursuant to the CBE Act. Respondents are encouraged to exceed the District's SBE/CBE subcontracting and participation requirements. Respondents must sign the Acknowledgement Form attached as Appendix A and return to DSLBD prior to executing a disposition agreement.

Please contact Tabitha McQueen, General Counsel, at DSLBD at 202. 727.4894 and Tabitha.McQueen@dc.gov if you require additional information regarding the CBE Act requirements.

### Davis Bacon

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To the extent applicable, the selected Respondents shall be required to develop the property in compliance with the provisions of the Davis-Bacon Act, 40 U.S.C. § 276(a), and the regulations promulgated therewith. It shall be the Respondents responsibility to determine if Davis-Bacon Act is applicable.

### Hotel Uses

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A Respondent whose response contemplates a hotel use within the building will be required to enter into a 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 property as a part of its response to the RFP. "Labor Peace Agreement" means a written agreement between the Respondent and the labor organization that contains, 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 the Respondent's operations or the Project. The requirement above shall be included in any request for proposals or similar solicitations by the Respondent that pertains to hotel operations at the property.

### Minimum Ground Lease Terms

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The District has provided more information about the disposition structure from Respondents in the "RFP Process" section of this RFP. A ground lease with a term in excess of 20 years (inclusive of options) will require authorization of Council in accordance with D.C. Official Code § 10-801 (2012 supp.) prior to the District's execution or contractual obligation to enter into the ground lease with the selected Respondent. Respondents should be aware that the Mayor's request for Council authorization under D.C. Official Code § 10-801 must be accompanied by an appraisal, economic factors considered, and justification for the financial terms negotiated in the ground lease.

The Respondent shall be solely responsible for the costs of redevelopment, remediation, and future operation of the property. The Respondent shall be solely responsible for the payment of all utilities, permit fees, assessments and taxes relating to the property, including, if applicable, possessory interest tax assessed under D.C. Official Code § 47-1005.01. Upon the expiration or early termination of the ground lease, all present and future alterations, additions, renovations, improvements and installations located on or within the building shall be deemed to be the property of the District and, upon the tenant's vacation or abandonment shall remain upon and be surrendered with the property. All movable goods, inventory, office furniture, equipment, trade fixtures and any other movable personal property belonging to tenant that are not permanently affixed to the building shall remain the tenant's property. DMPED will not be providing any public subsidy to fill any funding gaps or shortfalls.

# SOLICITATION PROCESS

DMPED is releasing this Request for Proposals (RFP) on behalf of the Government of the District of Columbia. The RFP is posted on DMPED's website: <http://dmped.dc.gov/node/1090722>.

## Pre-Responses Information Session and Site Visit

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DMPED will conduct an information session and introductory site visit at the Trinity Baptist Church, 1814 Central PI NE, on Wednesday, May 4, 2016. This session is strongly recommended for all Respondents.

The tentative schedule for the Pre-Response Information Session and Site Visit is as follows:

- 1:45 pm – 2:00 pm: Arrive and Check-in
- 2:00 pm – 3:00 pm: Information and Q&A Session
- 3:00 pm – 3:30 pm: Site Walk

Respondents can RSVP by May 3, 2016, by emailing [dion.townley@dc.gov](mailto:dion.townley@dc.gov) with the name, organization, phone number, and email address of the attendee.

***ALL ATTENDEES SHOULD COMPLETE THE SITE TOUR WAIVER, RELEASE, AND INDEMNIFICATION FORM THAT HAS BEEN ATTACHED AS APPENDIX B. WAIVER FORMS WILL BE COLLECTED PRIOR TO ADMITTANCE TO THE PRE-RESPONSE INFORMATION SESSION & SITE VISIT. THOSE THAT HAVE NOT COMPLETED THE WAIVER, RELEASE, AND INDEMNIFICATION FORM WILL NOT BE PERMITTED ON-SITE.***

## RFP Proposal Submission Requirements

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The District will determine, in its sole discretion, whether each response received is responsive to the RFP and acceptable. The decision of the District in this regard is final and any determination on non-responsiveness will be explained to the applicable Team(s) upon request. **Responses that do not meet the following requirements will be deemed "Non-Responsive" and will not be considered for selection.**

### Format

All responses must meet the following format requirements:

- Response shall be prepared on 8 ½" x 11" letter-size paper, bound length-wise, with tabs to separate sections.
- Responses must respond to each RFP item in the order outlined below in the "Response Contents" section. Each sub-section must be separated by tabs with sub-section headings.
- Responses must not exceed a total of one hundred pages, including appendices, on fifty sheets of double-sided paper.

### Proposal Contents:

#### Tab 1: Transmittal Letter

Respondents shall provide a Transmittal Letter with their response. The Transmittal Letter should highlight key components of the Respondent Team's response. In particular it should articulate (1) the vision for the Development Parcel, which identifies any proposed tenant(s) and their use(s); (2) how the District and surrounding neighborhood will benefit from the proposed project (i.e., economic impact, job creation, public access, etc.); (3) how the project will incorporate the community goals established through the OurRFP process; and (4) how the proposed project fits within the existing neighborhood fabric.

#### Tab 2: Project Team

**Respondent Team Identities & Details**

The Respondent's Project Team should be introduced and described. The "Project Team" is defined as the lead developer plus any other developers, tenants, and key team members, such as architects, engineers, contractors, lenders, attorneys, historians, etc. who are critical for consideration by the District. Respondents should provide an organization chart and information that clearly explains the relationship, as well as the management structure among team members, Certified Business Enterprise entities, their respective roles and contributions to the Project, and the structure of team decision-making.

Respondents shall identify the following key team entities:

Development Partners	<i>Identify any and all development partners for the project. Please identify (a) the decision making individual for the entity and, if different, (b) the day-to-day lead individual who will be available to respond to questions or requests for additional information.</i>
Tenant Partners	<i>If applicable, identify any proposed tenant(s) for the project.</i>
Financial Partners	<i>If applicable, identify any construction and permanent lenders, major investors, and other key consultants, if any, included in the financing plan.</i>
Design Team	<i>If applicable, identify any architects, engineers, consultants, etc. included as part of the proposed team.</i>
Other relevant team members	<i>If applicable, please identify.</i>

For each team entity identified in the section above, Respondents shall provide the following information for the point-of-contact at each entity:

Name	<i>First and last name</i>
Address	<i>Business address</i>
Telephone Number	<i>Business telephone number</i>
Email Address	<i>Business email address</i>
Title	<i>Business title</i>

Finally, Respondents shall provide information that explains the relationship among team members, Certified Business Enterprise entities, their respective roles and contributions to the project, and the overall management of the team.

**Tab 3:**

**Statement Regarding Debarments, Suspensions, Bankruptcy, or Loan Defaults**

Respondents shall provide a statement regarding any debarments, suspensions, bankruptcy, or loan defaults on real estate development projects and/or government contracts of any of the bidding team's entities or affiliates (listed above in "Respondent Team Identities & Details").

**Evidence Regarding Tax Liabilities**

Respondents shall provide a statement regarding any tax liabilities and other government impositions that are not current for any of the bidding team's entities (listed above in "Respondent Team Identities & Details").

**Evidence Regarding Litigation**

Respondents shall provide a statement regarding any ongoing or knowledge of threatened litigation in which the District is a party that relates to any team member, affiliate or to any other entity or individual having a controlling interest in the entity (or entities) that comprise Respondents. If such litigation exists, Respondents shall provide the name and civil or criminal action number of such litigation and a description of the subject matter of such litigation.

**Tab 4:**

**Organization Status**

Respondents shall provide the status and roles of the primary entities (developers, tenants, etc., and whether each entity is a corporation, a non-profit or charitable institution, a partnership, a limited liability corporation, a business

association, joint venture, or other) indicating under which laws they are organized and operating, including 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 in the District.

#### **Organizational Chart and Bios**

Respondents shall provide an organizational chart showing key personnel from the primary entities (developers, tenants, etc.) and/or joint venture partners who will be working on the project and a brief bio for each person outlining relevant experience.

#### **Evidence Regarding Creation of Respondent**

Respondents shall provide a copy of any written agreements or documents evidencing the creation of Respondent or the primary entities comprising the Respondent; however, it is not necessary to have a project-specific legal entity formed in advance of submitting a response. The principals, partners, or joint-venture partners who are part of Respondents' team must be eligible to transact business with the District and in the District.

#### **Tab 5: Qualifications and Experience**

Respondent shall exhibit their ability to deliver an economically viable project by identifying three (3) urban infill development projects comparable to the scale and program of Respondent's proposed project, with which the Respondent or their key personnel have had primary involvement. Respondent should include past projects that have a comparable mixed use 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. The names and contact information for team 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. (if 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 OR actual financing structure of the project;
- x. If applicable, highlight experience in obtaining LEED or Green Communities certifications. Highlight in particular expertise in the areas of energy efficiency, on-site clean energy generation, green roofs, and/or environmentally friendly technologies;
- xi. Illustrative materials that will help the District evaluate the caliber, innovation and relevant experience of the Development Team; and
- xii. References (at least one per project), including names, mailing addresses, e-mail addresses, telephone numbers, and a letter authorizing each reference to respond to inquiries regarding the design, financing, development, disposition, or management of prior projects.

#### **Tab 6: Project Concept**

Respondents shall describe, in detail:

- i. The overall concept and vision for each of the Development Parcels; and describe how the vision will integrate with and enhance the surrounding community that borders the Development Parcels;
- ii. Development plans (Respondents are strongly encouraged to provide conceptual design drawings that are sufficient in detail to be easily evaluated by the District, including elevations and project renderings);
- iii. Each proposed use for the Development Parcels and the following for each use:
  - a. Name of tenant or operator;
  - b. Current form of agreement with tenant or operator and Letter of Intent (LOI);
  - c. Approximate square footage and location of the use in the building;

- d. Proposed hours of operation; and
  - e. Whether or not the use will be accessible at any time to the public.
- iv. Evidence of market demand for each of Respondent's proposed uses;
- v. Respondent's property rights in other parcels, if any, that may be accretive to the project;
- vi. The project's zoning strategies, including a detailed explanation and justification for any proposed variance from the zoning requirements or PUD. If applicable, Respondents should provide a schedule that fully describes each step in the approval process necessary for entitlements assumed in the response. If proposing a use on the site that does not conform to the comprehensive plan, explain how Respondent will address this; and
- vii. If applicable, the phasing plan that describes Respondent's strategy and timing for delivering various components of the project.

***Respondents may submit more than one project concept and vision for the Development Parcels.***

**Tab 7: Community Preferences**

Respondent shall describe their proposed development plan and incorporate the OurRFP Community Preferences described on page 5. At a minimum, each proposal must address items (i) through (iii) and should make best efforts to incorporate (iv) through (vi) below:

- i. The redevelopment of the Crummell School to be repurposed for recreational and community uses or elements.
- ii. Activation of public space on the Crummell site with outdoor active uses.
- iii. Mixed use development, neighborhood serving retail use.
- iv. Job training or workforce development component for District residents.
- v. Designs that include a cultural or historical reference to Alexander Crummell and the Ivy City Neighborhood.
- vi. Retail space for local and emerging businesses and incubator space.

**Tab 8: Affordable Housing (If Applicable)**

Any proposal that includes a development plan with a residential component shall include ADUs. The ADUs shall be constructed, rented and/or sold in accordance with an affordability covenant to be entered into with the District. Among other provisions, the affordability covenant will provide that any building containing residential units shall have a proportional distribution of unit types and sizes across multiple AMI levels, so that ADUs are not clustered in any portion (floor, section, or tier) of the development. Market rate and/or ADUs targeting senior citizens are considered an eligible residential use and must conform to the same affordability standards applicable to other residential unit types.

Regarding the provision of ADUs, Respondents shall provide a description of the following:

- The project's impact on the District's affordable housing goals and other economic development objectives.
- The integration of the ADUs within Respondent's proposed development plan. ADUs must be dispersed, not clustered, throughout the residential component(s) and mixed with market-rate units.
- The rent and/or sale projections for each ADU unit type. All affordable rent payments collected by the future property owner from the tenants or third parties on behalf of tenants may not exceed the Maximum Allowable Rent for an ADU (For calculations, see Page 7).
- The number and total percentage of ADUs by AMI and unit size type and the amount and percentage of square footage devoted to ADUs.
- The Respondent's proposed strategy for the marketing, operating and administering of ADUs in its project.

**Tab 9: Project Budget Sources and Uses**



Respondents shall provide a "Sources and Uses" analysis that shall include the following, at a minimum:

- Uses: A detailed project budget that breaks down all costs to be incurred to construct new improvements on the Development Parcels including hard costs (including base building costs, contingencies, furniture, fixture, and equipment costs, etc.); softs costs (including architecture fees, engineering fees, professional service fees, development fees, etc.); and acquisition and financing costs.
- Sources: A breakdown of all funds to be obtained (including equity, debt, fundraised capital, non-District funding, etc.) for the payment of the Uses in the project.

Sources and Uses should not show any gaps or shortfalls. DMPED will not be providing any public subsidy to fill any funding gaps or shortfalls.

#### **Tab 10: Project Development and Operating Pro Forma**

In order to prove the economic viability of the construction and operation of the proposed project, Respondent shall provide a detailed, line-item, fully functional Microsoft Excel development and operating pro forma for all income-producing uses proposed to be operated out of the building from pre-development through stabilization and for 10 years beyond the projected stabilization year. At a minimum, the pro forma should include a summary sheet, a detailed development budget, and a cash flow sheet.

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 should be clearly stated.

#### **Tab 11: Proposed Financing Strategy**

In determining economic feasibility, Respondent should take into account all available sources of financing (e.g., tax credits) or other private or federal assistance that may benefit the project. DMPED will not be providing any public subsidy to fill any funding gaps or shortfalls. Respondents should provide:

- i. Respondents' 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. Detailed description of which, if any, federal government funding sources the Respondent intends to attract to the project.
- iv. Satisfactory evidence of Respondent's ability to secure project debt and equity, including commitment letters from prospective investors.

#### **Tab 12: Financial Capacity**

The District seeks to evaluate Respondents' ability and willingness to invest sponsor equity and self-fund project predevelopment costs (***Respondents are hereby put on notice that all such money expended is at the sole risk of the Respondent and under no circumstances shall the District be responsible to reimburse the same.***) Therefore, Respondents should include the following items:

- i. A description of the financial capacity of Respondent's team members (including proposed 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 the acquisition and rehabilitation of the building.

#### **Tab 13: Project Schedule**

Respondents shall identify and describe a timetable and milestones from award through project completion. Respondent is required to complete and submit with the response the "Schedule of Performance" attached in Appendix C.

**Tab 14: Statement of Minimum Terms**

Respondents shall complete the Term Sheet attached as Appendix D, which Term Sheet shall serve as the basis for negotiations of a disposition agreement with the selected Respondent. The Development Team may propose both or either a ground lease and/or the purchase of a fee interest of the Development Parcels for the District's consideration.

**Tab 15: Community & Stakeholder Outreach**

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

- i. A detailed description of the activities and strategies completed to date that demonstrate the Respondent's efforts to work with the local community and stakeholders to ensure their meaningful involvement in the submitted response; and
- ii. A detailed description of the post-award approach and strategies to working with the local community and stakeholders to ensure their meaningful involvement in the development process.

**Tab 16: First Source, Certified Business Enterprises, and Local Hiring**

**First Source & Certified Business Enterprises**

Respondents must complete the Form of Acknowledgement attached as Appendix A. Please refer to the "District of Columbia Policy Goals & Requirements" section of this RFP for details regarding the First Source Agreement and the Certified Business Enterprise Agreement that the selected Development Team Respondent shall enter into with the District.

**Local Hiring & Opportunities**

Respondents are encouraged to incorporate in their responses the following:

- i. *Employment and business opportunities for local residents and businesses.*  
If included, Respondents are asked to submit detailed plans for apprenticeship programs that facilitate placing existing District 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. Please contact DOES at 202.698.5099 for more information.
- ii. *Opportunities for District neighborhood-based business to participate in the project.*  
If included, evidence of the inclusion of such businesses should be submitted in the form of written confirmation from such neighborhood-based businesses and shall include the scope and details of the said businesses' involvement in the project.

**Tab 17: Hotel Uses (if applicable)**

A Respondent whose response contemplates a hotel use within the building shall enter into a 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 property as a part of its response to the RFP. Respondents shall provide a copy of the executed Labor Peace Agreement.

"Labor Peace Agreement" means a written agreement between the Respondent and the labor organization that contains, 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 the Respondent's operations or the Project.

**Tab 18: Response Summary for Distribution to the Community**

Respondents shall provide a summary of their response that may be shared with the local community and stakeholders. Summaries should not exceed 300 words.

### Deposit

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Amount: \$50,000  
Format: Standby, irrevocable letter of credit (See Appendix E for form.)  
Due At: RFP response submission

Conditions: If a Respondent's response is not selected, the letter of credit shall be returned to the Respondent. If a Respondent's response is selected, the letter of credit will be considered a non-refundable deposit, only to be returned upon the Respondent's successful completion of Closing as determined by the District through the terms of the disposition agreement.

### Submission Directions

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Five (5) hard copies and one (1) electronic version on a thumb drive in PDF and Excel formats, of the response and the Deposit, must be submitted by 3:00 P.M. on Friday, June 24, 2016. Such responses must be identified by "Crummell Site – RFP" on the envelope and delivered to the following address:

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  
Attn: Dion Townley, Project Manager

## EVALUATION PROCESS

### Selection Recommendation Panel

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A multi-agency Selection Recommendation Panel ("Panel") may be established to review and evaluate the responses. If established, the composition of the Panel will be determined by the District, in its sole discretion. DMPED and/or the Panel may consult with professional consultants, advisors, and other stakeholders for technical assistance. DMPED and/or the Panel will evaluate each response, taking into account the information provided in response to the RFP and the best interests of the District.

### Evaluation Criteria

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Successful proposals will demonstrate that the Respondent has (i) a proposed use(s) for the Development Parcels that are consistent with District's Policy Goals and Requirements and the Community Preferences identified through the OurRFP Process; and (ii) the financial capacity and ability to successfully close the transaction and offer an attainable redevelopment timeline to convert the Development Parcels to their optimal utility.

Among other factors, responses will be evaluated for completeness, market feasibility, innovative ideas, strength of community benefits, and the strength of the financial response. The basis upon which Respondents will be measured includes, but is not limited to, the following:

#### ***Attainment of District Goals***

The District will more highly rate proposals that:

- i. Redevelop the Crummell School to be repurposed for recreation and community uses or elements;
- ii. Activate the public space on the Crummell site with outdoor active uses;
- iii. Provide mixed use development, including neighborhood serving retail use;
- iv. Provide job training or workforce development component for District residents;
- v. Incorporate designs that include a cultural or historical reference to Alexander Crummell and the Ivy City Neighborhood;
- vi. Include retail space for local and emerging businesses and incubator space; Demonstrate, through entity experience and expertise of proposed key personnel, that they are qualified to execute a high-quality project of this scale;
- vii. Provide evidence of sufficient organizational and financial capability to ensure on budget and timely delivery of the Project; and
- viii. Improve the quality of life for the surrounding neighborhood by incorporating the District's goals with respect to promoting vibrant, walkable, mixed-use neighborhoods and commercial corridors.

Additionally, the District will give strong consideration to Respondents who achieve and exceed the following District policy goals by:

- i. Maximizing the overall economic benefit to the District, including:
  - Maximizing the development envelope such as through assemblage of adjacent land parcels or modification of current zoning;
  - Maximizing value to the District through land value proceeds (paid by Respondent to the District) and incremental property and sales taxes; and
  - Maximizing community benefits, including affordable housing and job creation and/or apprenticeship programs for District residents, particularly for residents within 1-mile of the property.
- ii. Seeking 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.
- iii. Providing Ward 5 residents and businesses 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 which shall include the scope and details of the said businesses' involvement in the Project.

#### ***Project Financial Feasibility and Team's Financial Capacity***

Teams whose responses satisfy the following criteria may be eligible for stronger evaluations:

- i. Demonstrate that they possess the financial resources to execute the project requirements;
- ii. Provide realistic and achievable funding plans, including sources and uses tables and multi-year pro-forma development budgets;
- iii. Display a willingness to provide the District with fair consideration for its real property assets. Land payment(s) to the District will be strongly considered;
- iv. Demonstrate significant investments of "at risk" capital during the pre-development and development process; and
- v. Exhibit a willingness to provide the District with a meaningful guarantee regarding payment and performance through final project completion.

### **Announcement and Best and Final Offer Submission**

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#### ***Announcement of Short List***

Upon review of the responses, DMPED and/or the Panel may, at its sole discretion, identify a short list of Respondents and has the sole and absolute discretion to conduct discussions with all, or some, of the Respondents on the short-list via "Best and Final Offer" submissions. DMPED will contact all Respondents and inform them of the results of the selection review process.

### ***Best and Final Offer Submission***

Upon review of the responses, DMPED and/or the Panel may, at its sole and absolute discretion, conduct discussions with all, or some, of the Respondents via "Best and Final Offer" submissions. If Respondents are asked to submit a "Best and Final Offer", Respondents are expected to adhere to the additional guidance provided by DMPED and submit a final revised proposal for DMPED's final consideration. Upon receiving the "Best and Final Offer", DMPED reserves the right to have additional rounds of requests for information, and conduct further discussions and negotiations if the Best and Final Offers lack adequate information to reach a final selection. At DMPED's sole discretion, Respondents may be asked to present their "Best and Final Offers" to the community to gain additional community feedback.

### **Final Selection & Notice**

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Following receipt of any additional information, if requested, DMPED may submit, in its sole and absolute discretion, one or more responses, as modified through any negotiations, to the Mayor as a recommendation. The Mayor, in her absolute discretion, may accept the recommendation. Upon acceptance of a recommendation by the Mayor, DMPED shall notify the selected respondent(s), if any. Ultimately, the Mayor will submit the proposed transaction to the Council of the District of Columbia ("Council") for its approval in accordance with applicable District law (see the "Disposition Agreement & Approval" section in this RFP for more details).

DMPED reserves the right, at its sole and absolute discretion, to reject any proposal it deems incomplete or unresponsive to the submission requirements. DMPED also reserves the right, at its sole and absolute discretion, to reject all proposals and re-advertise at a later date. If a submission is deemed incomplete, that Respondents' letter of credit will be returned. In the event that DMPED determine that it should reject all submissions, all deposits will be refunded.

DMPED reserves the right to make the final development selection on the basis of initial Proposals without discussions with the Respondents. Accordingly, Respondents' initial Proposals should contain their best terms from the standpoint of the evaluation factors identified in this RFP. However, DMPED also reserves the right, in its sole and absolute discretion, to conduct discussions with all, or some, of the Respondents and solicit revised Proposals and "Best and Final" offers in order to make the final selection on the basis of such revised Proposals.

### **Post-Selection Due Diligence**

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Following receipt of notification from the DMPED of the selection, the selected Respondent shall execute a right of entry agreement with the District to allow the selected Respondent to begin due diligence and studies on the property.

### ***Disposition Agreement & Approval***

If one Respondent is thereby chosen for commencement of negotiations, the selected Respondent may be requested by the District to proceed to negotiate a disposition agreement. If the District and selected Respondent are unable to execute a disposition agreement within one hundred and eighty (180) days after the date of selection, the District, in its absolute and sole discretion, may terminate negotiations and select a different Respondent who responded to the RFP; re-issue the RFP; issue a modified RFP, or take such other measures as it deems reasonable, appropriate, or necessary. **All costs incurred by the Respondents in responding to this RFP and in performance of due diligence and predevelopment work shall be at Respondents' sole cost and expense. Under no circumstances shall the District be responsible for the reimbursement of any such costs.**

The District, through DMPED, and the selected Respondent will attempt to negotiate in good faith a disposition agreement which shall incorporate the requirements contained in this RFP, the Term Sheet (see Appendix D), 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' negotiation, DMPED will recommend such Respondent and proposed business terms to the Mayor. If the Mayor agrees with DMPED's recommendation, then the Mayor will submit the proposed transaction to

the Council of the District of Columbia ("Council") for its approval of the disposition of the property in accordance with D.C. Official Code § 10-801 (2008 Supp.). **In accordance with D.C. Official Code § 10-801, the District is not authorized to convey or lease any real property unless and until authorized by the Council.**

## TRANSACTION TERMS

### Site Condition

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**Litigation:** In June 2012, three area residents filed a lawsuit against the District and USRC. This lawsuit led to a preliminary injunction in December 2012 preventing the USRC from operating a bus parking facility. In May 2014, the Court vacated the injunction finding that the requirements had been satisfied. Nonetheless, the Second Amended Complaint still remained in litigation until March 2015 when the Court granted to dismiss the complaint. The ruling is a final one and all claims are dismissed. Nonetheless, the Plaintiffs filed another appeal in April 2015, so the case technically remains in litigation. To date, USRC has never used the Crummell lot for parking buses.

#### **As-Is Condition**

The property 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**

Notwithstanding prior studies available for Respondents' review, 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, construction or occupancy of the building.

#### **Environmental Remediation**

Respondents will be responsible at their sole cost and liability for any environmental remediation that may be associated with removal or disturbance of existing improvements or other preparation of the site.

### Predevelopment and Development Costs

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

- Respondents shall be solely responsible for all pre-development (including possible demolition of existing improvements, environmental remediation costs and due diligence studies such as traffic, geotechnical, storm water management, historic preservation reviews, and other site preparations) and project development costs.
- Respondents shall be solely responsible for all costs related to obtaining necessary permits, approvals, clearances, and licenses at the appropriate time, including, without limitation.

The District expects Respondents to proceed immediately with predevelopment work upon selection, in order to meet the dates in Appendix C (Sample Schedule of Performance). All funds expended on due diligence and predevelopment work during negotiation with the District by Respondent shall be at their sole risk; under no circumstances shall the District be responsible for the reimbursement of any such costs even if the project is not successfully completed due to no fault of Respondent.

## RESERVATION OF RIGHTS & MISCELLANEOUS PROVISIONS

### Reservation of Rights

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

- Cancel, withdraw or modify the RFP prior to or after the response deadline;
- Modify or issue clarifications to the RFP prior to the response deadline;
- After review of one or more responses, the District may request submission of additional information from some or all Respondents;
- The District may request one or more Respondents to modify its response(s), provide additional information, or provide a "Best and Final Response" for the District's review;
- Enter into negotiations with one or more Respondents based on responses submitted in response to the RFP;
- Begin negotiations with the next preferred Respondent in the event that a development agreement cannot be executed within the allotted period of time for negotiations with a prior selected Respondent;
- Make and memorialize modifications to any response in the form of a Memorandum of Understanding between the District and Respondents during the course of best and final negotiations between the District and the Respondents;
- Reject any responses it deems incomplete or unresponsive to the RFP requirements;
- Reject all responses that are submitted under the RFP;
- Terminate, in its sole and absolute discretion, negotiations with any Respondents if such Respondents introduce comments or changes to a development agreement that are inconsistent with its previously submitted response materials;
- Modify the deadline for responses or other actions; and (i) Reissue the original RFP, (ii) issue a modified RFP, or (iii) issue a new RFP, whether or not any responses have been received in response to the initial RFP.

## Conflicts of Interest

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### Disclosure

*By responding to this RFP*, Respondents are 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 competitor for the purpose of restricting competition related to this RFP or otherwise;
- ii. No person or entity currently or formerly employed by the District or otherwise involved in preparing this RFP on behalf of the District: (i) has provided any information to Respondents that was not also available to all entities responding to the RFP; (ii) is affiliated with or employed by Respondents or has any financial interest in Respondents; (iii) has provided any assistance to Respondents in responding to the RFP; or (iv) will benefit financially if Respondents are selected in response to the RFP; and
- iii. Respondents have not offered 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 Respondents have not taken any action to induce any District officer or employee to violate the rules of ethics governing the District and its employees. Respondents have not and shall not offer, give, or agree to give anything of value either to the District or any of its employees, agents, job shoppers, 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, and (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.

### On-going Reporting

Respondents shall report to the District directly and without undue delay any information concerning conduct which 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 of thing of value, by or on behalf of any government 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 Respondents, or which may affect performance in response to the RFP in any way.

## Miscellaneous Provisions

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### Notice of Modifications

DMPED will post on its website (<http://dmped.dc.gov/>) any notices or information regarding cancellations, withdrawals, modifications to deadlines, and other modifications to this RFP. Respondents shall have an obligation to check the website for any such notices and information, and the District shall have no duty to provide direct notice to Respondents.

### Change in Respondents' Information

If after Respondent has provided a response to the District, information provided in a response changes (e.g., deletion or modification to any of Respondents' team members or new financial information), Respondents must notify the District in writing and provide updated information in the same format for the appropriate section of the RFP. The District reserves the right to evaluate the modified response, eliminate Respondents from further consideration, or take other action as the District may deem appropriate. The District will require similar notification and approval rights of any change to Respondents' response or Development Team following award, if any.

### Ownership and Use of Responses

All responses shall be the property of the District. The District may use any and all ideas and materials included in any response, whether the response is selected or rejected.

### Restricted Communications

Upon release of this RFP and until final selection, Respondents shall not communicate with DMPED or District staff about the RFP or issues related to the RFP except as permitted under this RFP.

### 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 the 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.

### Confidentiality

Responses 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 Respondents provide information that they believe is exempt from mandatory disclosure under FOIA ("exempt information"), Respondents shall include the following legend on the title page of the response:

**"THIS RESPONSE 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 Respondents believe is exempt from mandatory disclosure under FOIA, Respondents 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, Respondents shall also specify the exempt information and shall state the exemption category within which it is believed the information falls.

Although DMPED will generally endeavor not to disclose information designated by Respondents as exempt information, DMPED will independently determine whether the information designated by Respondents 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.

### **Non-Liability**

By participating in the RFP process, Respondents 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.

## **Other Limiting Conditions**

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### **Withdrawal & Cancellation**

If at any time after the District selects a specific Respondent and executes a disposition agreement with the Respondent, and the Respondent does not proceed with the project, then the Respondent must notify the District 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 disposition agreement, or by law. If the District is unable to convey the Development Parcels for any reason, all deposits will be returned to the Respondent and the District shall be released from any and all further liability.

### **“Stand-Alone” Projects**

The development of the Crummell Site is expected to be a “stand alone” project, in that Respondents are prohibited from cross collateralizing and cross defaulting the property, or any portion thereof, with any other assets. Moreover, Respondents are prohibited from assigning, pledging, hypothecating, or otherwise transferring its interest in the net cash flows or ownership in the property and project in part, or in whole, without prior District approval. Any additional debt shall require prior written District approval. This limitation shall apply until final completion of the project.

### **Disclosure of Fees**

Respondents shall disclose all development management fees, general contracting fees, construction management fees, property management fees, and other fees that are paid to Respondents or affiliated parties during the life of the project. Failure to do so may result in the District terminating, in its sole and absolute discretion, negotiations with a Respondent or terminating the project.

### **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. All Respondents, its members, agents, or employees, are prohibited from: (i) making responses of employment, (ii) conducting any negotiations for employment, (iii) employing or, (iv) entering into

- contracts of any sort, with current employees, consultants, or contractors to the District who are personally and substantially involved in any aspect of this RFP;
- ii. Respondents must disclose in their initial responses the names of any member, employee, or agent who within three (3) years prior to the publication of this RFP were District employees, consultants, or contractors to the District. On a continuing basis, Respondents will 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 (5) days of any such hire;
  - iii. This provision shall apply to all Respondents during the conduct of this competition, and will subsequently apply to the selected Respondent until such time as final completion of the development of the project;
  - iv. Required disclosures and notices notwithstanding, failure to comply with any obligation described in this provision may result, in the District's sole and absolute discretion, in Respondents' disqualification from consideration under this RFP, the rescission of a Respondent's award, and/or termination of any agreement between a Respondent and the District.

## QUESTIONS

All questions regarding this RFP must be submitted via e-mail only to [dion.townley@dc.gov](mailto:dion.townley@dc.gov). Respondents shall not direct questions to any other person within the District except as allowed elsewhere in this RFP. Responses to Respondent questions will be aggregated and posted on the DMPEd website: <http://dmped.dc.gov/> prior to the submission deadline.

APPENDIX A | FORM OF ACKNOWLEDGEMENT

Respondent hereby acknowledges that, if selected by the District to negotiate a disposition agreement, Respondent will enter into a First Source Employment Agreement with the District's Department of Employment Services ("DOES"), pursuant to D.C. Official Code §10-801(b)(7) and D.C. Official Code § 2-219.03 and Mayor's Order 83-265.

Respondent hereby acknowledges that, if selected by the District to negotiate a disposition agreement, Respondent will enter into a Certified Business Enterprise ("CBE") Agreement with the District's Department of Small and Local Business Development ("DSLBD"). Pursuant to D.C. Official Code §10-801(b)(6) and D.C. Official Code §§ 2-218.01 *et seq.*, the selected Respondent will enter into an agreement that shall require the Respondent to, at a minimum, contract with Certified Business Enterprises for at least 35% of the contract dollar volume of the project, and shall require at least 20% equity and 20% development participation of Certified Business Enterprises.

The selected Respondent shall enter into a legally binding Letter of Intent ("LOI") or comparable legally binding agreement between the master developer and the CBE partners that demonstrate that the CBE partners 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 Deputy Mayor's Office for Planning & Economic Development upon request. LOIs should include the following:

- i. Identify the CBE partners;
- ii. The percentage of equity and development 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 partners that will be applied at all stages of the project.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

APPENDIX B | 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 Lot 0022 in PAR Suffix 0142, 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 in which the potential applicant is interested at an "open house," and, further, that the opportunity to view the Property does not constitute an response, representation, warranty or any other agreement on the part of the District with regard to the Property viewed.

3. I represent that I am attending the tour for the Property at the date and time stated:

\_\_\_\_\_, 2016 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, 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 pursuant to this Release. 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: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

**WITNESS:**

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_

APPENDIX C | SAMPLE SCHEDULE OF PERFORMANCE

(To be completed and submitted with Proposal)

Milestone	Completion Date	Party Responsible
Final Selection & Notice	Summer 2016	DMPED
Submission of Disposition Agreement and supporting exhibits for Council approval		Developer
Execution of Disposition Agreement (subject to Council approval of surplus and disposition legislation)		DMPED & Developer
Submission of Disposition Agreement Payment		Developer
Submission of Application to the DC Historic Preservation Review Board		Developer
Submission of Application to the Zoning Commission (if applicable)		Developer
Permit Drawing Submission to DMPED		Developer
Permit Drawing Submission to DCRA		Developer
Building Permit Issuance		Developer
Closing and Submission of Closing Payment		Developer
Construction Commencement		Developer
Substantial Completion of Construction		Developer
Certificate of Occupancy Issued		Developer

**APPENDIX D | STATEMENT OF MINIMUM BUSINESS TERMS**

Disposition of the Crummell Site Property  
(PAR Suffix 0142, Lot 0022)

<b>Lessor</b>	Government of the District of Columbia, acting by and through the Deputy Mayor for Planning and Economic Development (the " <b>District</b> ")
<b>Lessee/Purchaser/Developer</b>	Entity Name: _____
<b>Description of Real Property</b>	The parcels of land known for tax and assessment purposes as Lot 0022 PAR Suffix 0142 (the " <b>Development Parcel</b> ").
<b>Disposition Structure</b>	The Development Parcel may be conveyed by the District to the Respondent via a ground lease term to determined, but no less than 20 years under DC Official Code § 10-801(b)(8)(C), or The Development Parcels may be conveyed by the District to the Respondent in fee (via Special Warranty Deed) pursuant to DC Code § 10-801(b)(8)(F).  Respondent proposes the following Conveyance Structure: _____
<b>Disposition Agreement Payment</b>	In consideration of the District entering into the disposition agreement, Developer shall pay to District \$ _____ at the time of executing the disposition agreement (the " <b>Disposition Agreement Payment</b> "). The Disposition Agreement Payment shall be placed in escrow until Closing but shall not be refundable, except in event of District default under the Disposition Agreement.
<b>Closing Payment</b>	In partial consideration of the District's conveyance of the Development Parcel to the Developer, Developer shall pay to District \$ _____ at the time of Closing (the " <b>Closing Payment</b> "). The Closing Payment shall not be refundable.
<b>Purchase Price (If fee simple acquisition)</b>	Developer shall pay to District \$ _____ for fee simple conveyance of the property.
<b>Purchase Price Payment</b>	<i>Developer to propose payment structure of Purchase Price:</i>
<b>Annual Base Rent (If ground lease)</b>	Developer shall pay to District \$ _____ in annual base rent.
<b>Annual Base Rent Escalation</b>	Annual base rent shall increase by ___% on (i) the ___ anniversary of the Closing date and (ii) shall increase ___% every subsequent ___ anniversary of the initial rent escalation date during the term of the ground lease.
<b>Rent Payment Terms</b>	Rent payments shall commence at Closing. <i>Developer to propose annual payment terms:</i>
<b>Fair Market Value (FMV) Annual Ground Rent Recalculations</b>	Annual base rent shall be recalculated on every 10th anniversary of the commencement date of the ground lease 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 (x) 100% of the appraised value, determined as if the Development Parcel were (1) encumbered by the ground lease, (2) unimproved by any improvements, and (3) to be used for the actual uses in place, multiplied by (y) the Rent Factor; provided that the annual base rent resulting from each recalculation shall not be greater than 120% or less than 100% of the preceding year's annual base rent.

<b>Redevelopment and Operational Costs</b>	The Developer shall be solely responsible for the costs of redevelopment and future operation of the Development Parcel. The Developer shall be solely responsible for the payment of all utilities, permit fees, assessments and taxes relating to the Property, including, if applicable, possessory interest tax assessed under D.C. Official Code § 47-1005.01.
<b>Conditions of Closing</b>	In addition to the other District standard conditions of Closing, the District's obligation to convey the Property is conditioned upon: <ul style="list-style-type: none"> <li>• The District's approval of the Developer's design, budget and project financing plan;</li> <li>• Developer's obtaining financing and equity to fund 100% of the development;</li> <li>• Developer's providing the District development and completion guaranties and land note guaranties to the District's satisfaction;</li> <li>• Developer having received all necessary zoning approvals or any zoning relief deemed necessary to accomplish the Project.</li> <li>• Developer having received all necessary permits and other approvals required for commencing construction of the project.</li> </ul>
<b>Developer Financing</b>	Developer shall be responsible for obtaining financing and equity to fund 100% of the Development Program. The District agrees to cooperate with Developer in connection with Developer's proposed financing of the Development Program pursuant to a project funding plan (approved by the District). The District shall not be obligated to extend any additional loan to Developer or grant any funds to Developer in connection with the financing of the Development Program by Developer, and the District shall incur no liability whatsoever should Developer fail to obtain or close on financing for the Project.
<b>Affordable Housing</b>	In the event that the Development Parcels are being developed as a residential project, the District requires that the development team comply with the applicable Inclusionary Zoning affordable housing requirements, and the requirements of the Disposition of District Land for Affordable Housing Amendment Act of 2014 (D.C. Act 20-485) ("ADU Act").  Complete per Proposal: Respondent proposes ____% of the housing units will include affordable units, with ____% at ____% AMI; ____% at ____% AMI; ____% at ____% AMI.
<b>Green Building Requirements</b>	Developer shall construct the project improvements in accordance with the <i>Green Building Act of 2006</i> , D.C. Official Code § 6-1451.01, <i>et seq.</i> (2007 Supp.) and DC's Stormwater Management Program stated in 21 DCMR, Chapter 5. In addition, Developer must submit with its building permit application a LEED checklist indicating that the Improvements are designed to include sustainable design features such that the Improvements meet the standards for certification as a LEED building the appropriate LEED certification level per to the requirements of the Green Building Act. Developer must also register the building with the U.S. Green Building Council, must construct the Improvements in accordance with the building permit, and must use commercially reasonable efforts to obtain LEED certification at the appropriate LEED certification level per to the requirements of the Green Building Act for the Improvements once construction has been completed.  Complete per Proposal: Respondent proposes to deliver a project with the following sustainability considerations/green building level: _____
<b>Design Review</b>	District shall have the right to approve project plans and drawings related to the design, development, and construction of the improvements on the Property to ensure the quality and compatibility of the proposed improvements.
<b>Post-Closing Requirements</b>	Developer shall be bound by the requirements of a Construction & Use Covenant and the Land Note to be attached to the Disposition Agreement, which may be amended with the approval of the District.



The Respondent hereby acknowledges its agreement to be bound to the provisions of this Statement of Minimum Business Terms in the event the Respondent is selected to negotiate for the development and disposition of the Property. The terms of the disposition and ground lease shall be consistent with the terms of this Statement unless the District otherwise agrees in writing, in its sole and absolute discretion.

RESPONDENT:

BY: \_\_\_\_\_

Name:

Title:

APPENDIX E | 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. 20007  
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:           1900 Gallaudet Street, N.E. – Development Team

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 Number [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 Irrevocable Standby Letter of Credit No. [Insert 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 a two year term upon the Anniversary of the expiry date set forth above (The "Anniversary Date") until [insert date] unless (i) earlier released by Beneficiary in writing or (ii) Issuers 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. Notwithstanding any terms and/or conditions to the contrary, this Letter of Credit will expire no later than [Letter of Credit month, day, and year of expiration].

If a drawing made by Beneficiary under this Letter of Credit reaches the address provided on this Standby Letter of Credit via Courier (FEDEX or DHL) on or prior to 1:00 PM (Eastern Time) on a Business Day (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 [Letter of credit number] 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 deposit of 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 institution 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 Number [Insert Letter of Credit Number].

Truly Yours,

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name (printed)

OurRFP is a Mayor Bowser initiative which was created to understand and incorporate community input early in the process of redeveloping publicly-owned land. A Request for Proposal (RFP) is how the government seeks private developers to redevelop publicly owned sites. The OurRFP initiative enhances the traditional RFP public property surplus and disposition process by affording the public the opportunity to provide input on the uses and amenities they are most interested in receiving through this disposition process. Accordingly, this process adds public engagement as a key element in formulating the final RFP. The OurRFP process consists of a Public Workshop meeting, an Online Engagement Forum, and a Follow-Up Meeting.

The Crummell OurRFP Community Feedback Report is a detailed analysis of the community priorities for the Crummell site gathered throughout the Crummell OurRFP process. DMPED began the Crummell OurRFP process with an extensive outreach strategy in July 2015, which included neighborhood canvasses and electronic outreach to engage members of the Ivy City community and surrounding neighborhoods to ensure their priorities were received. DMPED invited members of the community to share their priorities at the Public Workshop meeting on July 29, 2015.

### Public Workshop Meeting

DMPED held one Public Workshop on July 29, 2015 at Bethesda Baptist Church in Ivy City. The meeting was well attended by over one-hundred community members. DMPED and the Office of Planning staff presented information about the site and facilitated small group discussions. The small group discussions were categorized into four discussion topics: Envisioning Crummell School, Commercial Priorities, Public Space Priorities, and Historic Value. The following questions were presented to provide a platform for attendees to provide their priorities for the Crummell Site under each of the four discussion topics:

#### Envisioning Crummell School

1. What is your big idea for the future of the Crummell School site?
2. Which re-use for the Crummell School building do you think would best serve the community? (Possible options for community benefit uses include, but are not limited to: workforce development center, adult education, recreation center, community center, senior services, etc.)
3. What types of uses would you want to see activating the surrounding parking lot around the building?

#### Commercial Priorities

1. Which retail options would you most like to see in your neighborhood? (e.g. neighborhood-serving uses: Grocer, Coffee Shop, Restaurant/Bar; Regional-serving: destination shopping)
2. Are there light industrial/production uses that you would like to see thriving on the site? (e.g. spaces for small businesses, incubators, "maker" and start-up businesses [small-scale production uses]; larger-scale commercial enterprise)
3. Is there anything missing from the neighborhood that might be incorporated at Crummell?

#### Public Space Priorities

1. What public space uses would you most enjoy at the Crummell site? (E.g. Splash Park, Green Space, Outdoor Recreation/Sports, community garden, etc.)
2. Are there any sustainability considerations you would want to see included in a new project at the site? (environmental, equity, health, etc.)

#### Historic Value

1. How do you want to honor the history of the school in a future project?

## Community Feedback

Figure 1 below is a graphical representation of the total number of responses received by attendees at the Public Workshop in each of the four Discussion Topics (Envisioning Crummell School, Commercial Priorities, Public Space Priorities, and Historic Value). The Envisioning Crummell School discussion topic had the most responses with 189 responses. Both the Public Space and Commercial Priorities discussion topics had 121 responses. The Historic Value discussion topic was the last topic discussed at the Public Workshop meeting and received 58 responses.

**Figure 1**  
**Community Meeting Responses by Conversation**

*The Number of Responses per Conversation Topic at the Crummell School OurRFP Meeting:*

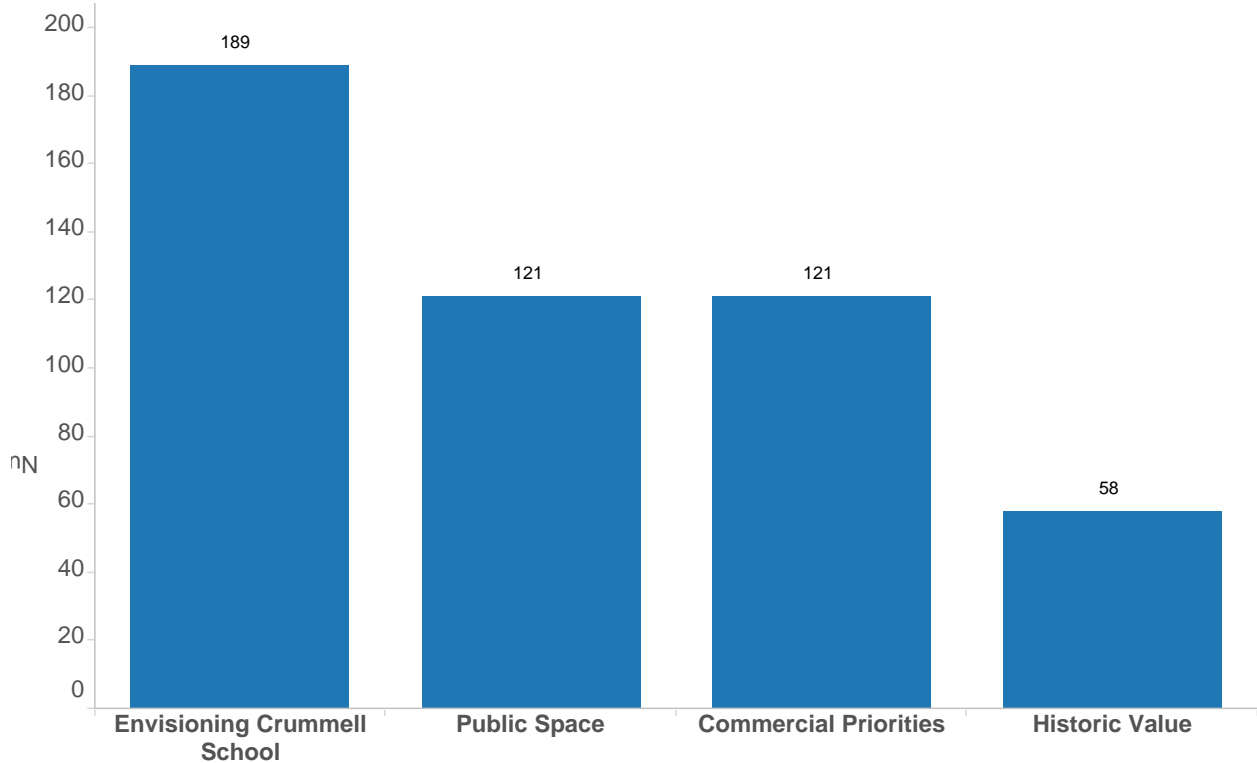
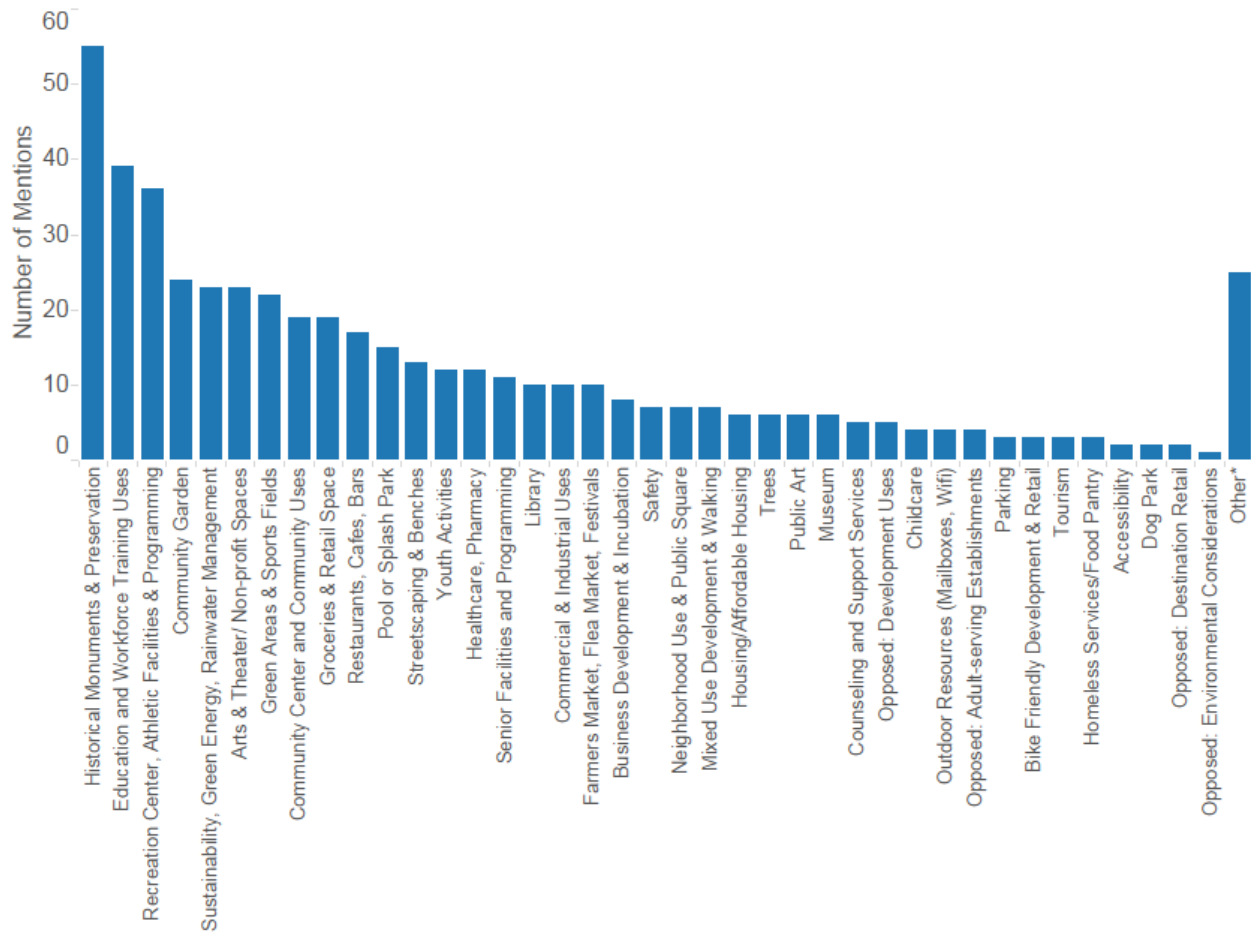


Figure 2 below illustrates the number of times a priority was mentioned by attendees of the Public Workshop meeting during the small discussions groups. "Other" responses illustrated in Figure 2 fell outside of the framework and included responses such as: School tours for Eckington, Crummell, Trinidad; A better use of existing space in the neighborhood will lessen the need to jam everything on the Crummell site; AJC; Annual Ceremony; Campus; Co-op; Communal Maintenance; Connect surrounding residential space to development; Crummell: Ivy City; ECYM; Focus on everyday needs; Ivy city is growing - need to consider new residents coming; Labyrinth; Marketing Plan (Logo); Mixed of family; Need modern but not a stark contrast (not brutal); No/low fence; Phase development; Project should have impact on city beyond Ivy City; Residents work with professional marketing team to design Logo; Respect for comprehensive plan; Union Station; Unique ownership; Wheel Based Hardscape; Yearly recognition towards scholarship

Figure 2

**Community Meeting Responses by Theme**

*The Most Important Community Considerations for the Redevelopment of Crummell School:*



## *Key Findings*

The most important priorities for the majority of the community members in attendance were categorized into:

Public Uses: Recreation and community uses or elements, job training/workforce development, library, arts center, and health/wellness center

Public Space and Amenities: Active uses (e.g. playground, splash park, multi-generational outdoor recreation), passive uses (e.g. green space, community garden, benches), cultural or historical reference (e.g. statue, mural, plaque), and public art

Development Uses: Neighborhood serving retail (pharmacy, day care, dry cleaners, grocer), destination retail (clothing store, department store, hardware store), small/local business opportunities, or incubator space

## **Online Public Engagement Forum**

DMPED developed the Online Public Engagement Forum to allow individuals who were not able to attend the Public Workshop the opportunity to provide their priorities for the Crummell site. The Online Public Engagement Forum for the Crummell RFP was open throughout the entire month of August 2015 to accommodate for the summertime lull and provide additional opportunities for community members to offer priorities. The general response echoed what other community members requested that the Crummell School be brought back to life as a community space with programs for workforce development, seniors, childcare, and meeting/teaching room, and the grounds provide recreation and green space for all, and it should include some historical reference to Alexander Crummell.

## **Follow-Up Meeting**

DMPED hosted a Follow-Up meeting with the community to the Public Workshop on September 19, 2015 at Bethesda Baptist Church in Ivy City. The Follow-Up meeting was hosted to report back to the community on which priorities were most important to the majority of the community members and give community members a chance to further sort those presented priorities.

To further prioritize the most important suggestions, DMPED facilitated a prioritization exercise. There was a prioritization board for Public Uses, Public Space and Amenities, and Development Uses. Each community member in attendance was given one blue dot, one green dot, and one yellow dot to vote for one priority on each of the prioritization boards. Each of the colored dots represented one vote for the priority that was most important to that community member on the corresponding prioritization board. Each of the three prioritization boards had a corresponding colored dot to collect votes. Public Uses had yellow dots, Public Space and Amenities had blue colored dots, and Development Uses had green colored dots. Each community member could vote one time on each of the three prioritization boards with the corresponding color and could also abstain from voting for a particular category if they had no priorities in that category. The prioritization boards were presented in the following format:

Public Uses

What are your priorities?

- 1. Recreation/Community Center
- 2. Job Training/Workforce Development
- 3. Library
- 4. Arts Center
- 5. Health/Wellness Center

Public Space and Amenities

What are your priorities?

- 1. Active Uses (e.g. Playground, Splash Park, Multi-Generational Outdoor Recreation)
- 2. Passive Uses (e.g. Green Space, Community Garden, Benches)
- 3. Cultural or Historical Reference (e.g. Statue, Mural, and Plaque)
- 4. Public Art

Development Uses

What are your priorities?

- 1. Neighborhood Serving Retail (e.g. Pharmacy, Day Care, Dry Cleaners, Grocer)
- 2. Destination Retail (e.g. Clothing Store, Department Store, and Hardware Store),
- 3. Small/Local Business Opportunities
- 4. Incubator Space

*Community Feedback*

The prioritization exercise which was facilitated at the Follow-Up meeting provided great insight as to what the members of community wanted for the site.

Public Uses

In the prioritization board exercise community members reached the consensus that a recreation/community center (18 votes) and job training/workforce development (11 votes) were the highest priorities for public uses. Other priorities included Library (3 votes), Arts Center (2 votes), and Health/Wellness Center (1 vote).

Public Space and Amenities

Public Space and Amenities priorities were Active Use (e.g. playground, splash park, multi-generational outdoor recreation) (22 votes), Cultural or Historic Reference (e.g. Statue, Mural, Plaque) (8 blue votes and 1 green dot from the development use board). Other priorities included passive uses (e.g. green space, community garden, benches) (2 votes) and Public Art (1 vote).

Development Uses

The development uses board had a wide variety of priorities. Some attendees requested that there be "no commercial" uses option on the Development Use Prioritization Board. As mentioned, there were Development Priorities at all of the twelve tables during the Public Workshop.

The "no commercial option" received (17 votes and 1 dot with the corresponding color that was placed on the blank space of each board to show attendees which colored dot should be placed on the board). The next two highest priorities for development uses were neighborhood serving retail (e.g. pharmacy, day care, dry cleaners, grocer) (9 votes), small/local business opportunities (4 votes), and incubator space (4 votes). Other priorities included residential (1 vote). Destination retail received 0 votes.

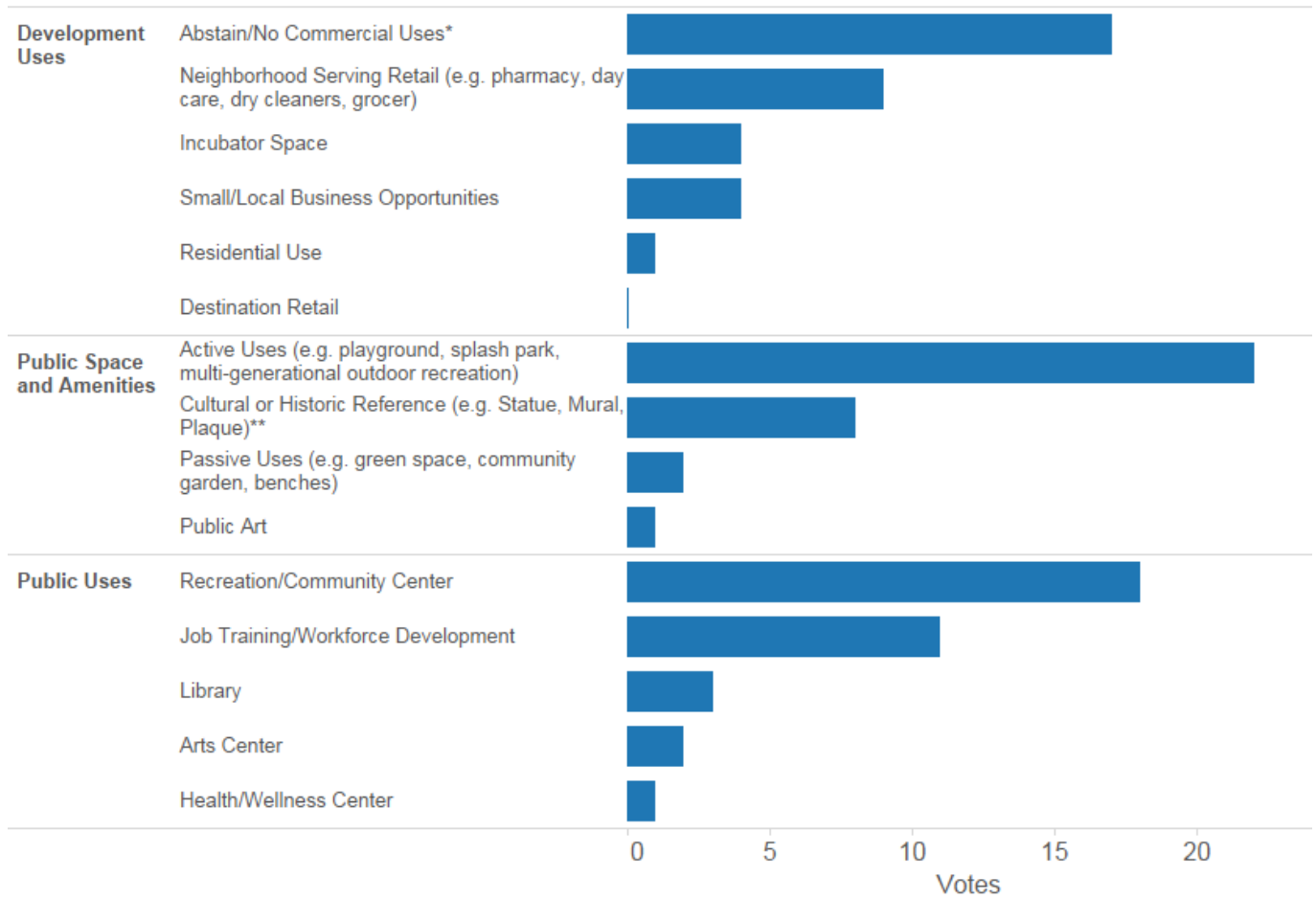


Figure 3 below illustrates the results from the Follow-Up meeting.

Figure 3

### Community Follow-up Meeting Votes

*The Voting Results for Community Priorities:*



**APPENDIX G | UTILITIES DATA FOR AFFORDABLE HOUSING**

US Department of Housing and Urban Development						
Section 8 Existing Housing Allowances						
for Tenant Furnished Utilities and Other Services					4/1/2016	
Washington, DC			High Rise			
Utility or Service	Monthly Dollar Allowance					
	EFF.	1BR	2BR	3BR	4BR	5BR
<b>Heating</b>						
a. Natural Gas	\$24	\$32	\$40	\$48	\$56	\$64
b. Bottle Gas						
c. Oil	\$52	\$69	\$86	\$103	\$121	\$138
d. Electric	\$72	\$96	\$121	\$145	\$169	\$193
<b>Air Conditioning</b>						
	\$9	\$12	\$15	\$18	\$21	\$24
<b>Cooking</b>						
a. Natural Gas	\$11	\$12	\$15	\$17	\$19	\$20
b. Electric	\$12	\$15	\$21	\$26	\$30	\$33
c. Bottle Gas						
Other Electric: Lighting, Refrigeration, etc	\$27	\$36	\$45	\$54	\$63	\$72
<b>Water Heating</b>						
a. Natural Gas	\$9	\$15	\$21	\$26	\$31	\$41
b. Electric	\$10	\$20	\$30	\$40	\$50	\$70
c. Bottle Gas						
d. Oil	\$9	\$18	\$28	\$37	\$46	\$65
Water	\$13	\$26	\$39	\$52	\$65	\$90
Sewer	\$17	\$35	\$52	\$70	\$87	\$122
<b>Trash Collection</b>						
<b>Excess Charges</b>						
Window Air Conditioner	\$7	\$7	\$7	\$7	\$7	\$7
Washer	\$7	\$7	\$10	\$12	\$14	\$16
Freezer	\$5	\$5	\$5	\$5	\$5	\$5
Dryer	\$7	\$7	\$11	\$13	\$16	\$18
Dishwasher	\$4	\$4	\$4	\$5	\$5	\$6
Name of Family	Utility or Service		Per Month			
	Heating					
	Air Conditioning					
	Cooking					
	Other Electric					
	Water Heating					
	Water					
	Sewer					
	Trash Collection					
	Range					
	Refrigerator					
Address of Unit	Other (specify)					
Number Of Bedrooms	Total					
* Cost per appliance per month based on an annualized cost derived from data from the U.S. Department of Energy's Efficiency and Renewable Energy Clearinghouse and the General Services Administration						
** Washer and dishwasher charges will not be assessed until further notice.						