

**District of Columbia  
Department of Housing and Community Development**



**Property Acquisition and  
Disposition Division**

**Solicitation For Offers**

To Be Released: November 12, 2014

Pre-Bid Meeting: December 3, 2014 (SFO 7-9)

Pre-Bid Meeting: December 10, 2014 (SFO 10-12)

Responses Due: February 19, 2015 (SFO 7-9)

Responses Due: March 4, 2015 (SFO 10-12)



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**Exhibits**

- Exhibit A – Property Disposition Agreement with form exhibits
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- Exhibit C – Sample Certified Business Enterprise Utilization and Participation Agreement
- Exhibit D – First Source Employment Agreement
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- Exhibit F – Developer’s Kit with forms
- Exhibit G – Images & Maps of the Development sites
- Exhibit H - Inclusionary Zoning Maximum Rent and Purchase Price Schedule
- Exhibit I - Green Building FAQs and overview
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### 1 Introduction

#### 1.1 Purpose of Solicitation for Offers

The Property Acquisition and Disposition Division (“**PADD**”) of the Department of Housing and Community Development (“**DHCD**”) acquires and disposes of vacant and abandoned property. PADD has three main functions:

- Encourage property owners to rehabilitate and/or occupy their vacant residential property;
- Acquire vacant, abandoned and deteriorated properties through negotiated friendly sale, eminent domain, donation or tax sale foreclosure when owners are unwilling or unable to maintain their properties; and
- Dispose of properties in the PADD inventory by selling the properties to individuals or developers to be rehabilitated into high quality affordable and market-rate single-family and/or multifamily housing in District of Columbia (“**District**”) neighborhoods.

Pursuant to Mayor’s Order 2007-209, dated September 27, 2007, the Mayor of the District of Columbia delegated his authority under the Abatement and Condemnation of Nuisance Properties Omnibus Amendment Act of 2000, as amended, the Vacant and Abandoned Properties Community Development and Disapproval of Disposition of Certain Scattered Vacant and Abandoned Properties Act of 2002, as amended, the Homestead Preservation Act of 1986 and certain portions of the Tax Clarity Act of 2000, as amended to DHCD for the purpose of addressing blight, crime and neighborhood instability caused by vacant, abandoned and deteriorated properties in the District by allowing DHCD to acquire and dispose of such properties for redevelopment.

#### 1.2 Development Opportunity

In this Solicitation for Offers (the “**Solicitation**”), PADD, under the authority of D.C. Official Code § 42-3171.03 (2009) (the “**Code**”), intends to dispose of certain property and seeks to develop the parcels described in the “Solicitation for Offers – Project Information” and incorporated herein by reference. PADD shall award the available Development Site to a developer for the purpose of planning, financing, building and operating a project which meets both the specifications herein and as described in “Project Information.” The mix of uses shall include mixed-income housing. Offerors are encouraged to design creative development programs that address the stated preferences of the District and the



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community stakeholders. PADD is pleased to issue this Solicitation and invites developers to respond to this Solicitation with project proposals (an “**Offer**”).

PADD will evaluate all Offers according to the following selection criteria:

- Development Plan
- Affordability Component (if applicable)
- Pricing Proposal
- Community Benefits
- Executive Summary

Developers will be expected to participate in a transparent and collaborative process involving the District, PADD, and community stakeholders. Offers submitted in response to this Solicitation shall comply with the requirements set forth in Sections 4 and 5.

### 1.3 Agency Goals

Based on prior experience, PADD has identified the following development standards and goals that contribute to successful projects. This list is not intended to be a substitute for the above selection criteria, but merely a guide for developers as they prepare their Offers. Successful proposals will incorporate the following:

Mixed-income development. The residential, mixed income component should maximize affordability beyond the District’s Inclusionary Zoning requirements, provide a mixture of unit types and sizes across multiple AMI levels, and should be comparable to the market rate units in the proposal. Respondents will be given additional points or preference for maximizing affordability across multiple income levels.

- Vocational training, job creation for District residents, and opportunities for Certified Business Enterprises (“CBEs”);
- Excellent workmanlike construction, quality design and architecture that complements the existing architecture of the neighborhood;
- Adequate financing from pre-development of the project through final completion;
- Family style affordable dwelling units (2 or more bedrooms) which allow families to grow in place;
- A commitment to long-term or permanent affordability;\*



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- Affordable units shall be disbursed throughout the Project and shall not be concentrated in any one section of the Project. All affordable units will have set terms of affordability to be agreed upon by the District and selected Respondent in the disposition agreement, and other agreements as applicable.
- 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.
- Community outreach and development coordination;
- The creation of a model for sustainable development; and use of green materials, techniques and systems that meet the Green Building Act of 2006.

**\* For this Solicitation, PADD requires at least 15 years of affordability for homeownership and 40 years for rental.**

Household Size	120% AMI	100% AMI	80% AMI	60% AMI	50% AMI	30% AMI
1	\$89,880	\$74,900	\$59,920	\$44,940	\$37,450	\$22,470
2	\$102,720	\$85,600	\$68,480	\$51,360	\$42,800	\$25,680
3	\$115,560	\$96,300	\$77,040	\$57,780	\$48,150	\$28,890
4	\$128,400	\$107,000	\$85,600	\$64,200	\$53,500	\$32,100
5	\$141,240	\$117,700	\$94,160	\$70,620	\$58,850	\$35,310
6	\$154,080	\$128,400	\$102,720	\$77,040	\$64,200	\$38,520

**Figure 1: AMI for Washington DC MSA for 2014**

1.4 DHCD Funding

Developers may simultaneously apply for Housing Production Trust Fund (HPTF) financing to support the development of affordable housing. In addition to a complete PADD application, developers requesting HPTF financing must ALSO submit a complete DFD application (PADD-DFD 2014 edition). Applicants which require HPTF financing, but do not submit a PADD-DFD application will not receive further consideration and will not be awarded the property. Developers submitting a PADD-DFD application may choose to use the Form 202 budget for their PADD submission instead of the budgets included in the PADD developer toolkit. Requests for HPTF financing will be evaluated simultaneously with evaluation of the property disposition application. All



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requests for HPTF financing must comply with the HPTF priorities and regulations. See <http://www.dcregs.dc.gov/Gateway/ChapterHome.aspx?ChapterNumber=10-B41> for HPTF regulations.

## 2 Property and Neighborhood Information

Each property is further described in the “Solicitation for Offers – Project Information” document. Please refer to the appropriate “Project Information” for details regarding neighborhood, property characteristics, photos and maps, Comprehensive Plan, zoning information, and historic status.

2.1 Property Characteristics – see “Solicitation for Offers -- Project Information”

2.2 Ownership and Property Conditions

The Development Site is owned by the District. The site will be conveyed at fair market value, based upon an appraisal performed by the District, to the selected offeror(s) for the purposes of developing the site into a residential project. The District shall convey the Development Site pursuant to the terms of a Property Disposition Agreement in the form attached hereto as **Exhibit A** (“**PDA**”), and the developer shall take title to the Development site “as-is” condition, without any representations or warranties.

The District makes no representations regarding the character of soil or subsurface conditions or the existence, location or condition of any utilities which may serve the Development Site or any Property within such Development Site. The zoning information listed herein is for informational purposes only. PADD makes no representation as to the accuracy of any zoning information. Upon execution of the Right of Entry Agreement, each developer will be provided an opportunity to view the property during the solicitation period. Each developer is strongly encouraged to conduct its own research and should draw its own conclusions concerning the conditions that may affect the methods or cost of development. Developers shall be responsible for all pre-development expenses incurred to assess the conditions of the Property.

2.3 Comprehensive Plan – See “Solicitation for Offers -- Project Information”

2.4 Zoning



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See “Solicitation for Offers – Project Information” for project specific information regarding zoning.

Preference will be given to developers who submit Offers for Projects that may be constructed as a matter of right over those which require regulatory relief. Developers should review all applicable District zoning regulations while preparing their Offers. Please refer to Title 11 of the District of Columbia Municipal Regulations (“**DCMR**”) for a complete list of zoning provisions and requirements. Developers will be responsible for all costs associated with obtaining any zoning relief. A developer should detail its zoning strategy and present an estimated schedule that fully describes each step in the approval process necessary for the entitlements assumed in the Offer.

The zoning regulations are available on the Office of Zoning (OZ) website ([www.dcoz.dc.gov](http://www.dcoz.dc.gov)). Information on any proposed changes to the zoning is also on the OZ website, or may also be obtained from the District’s Office of Planning (<http://planning.dc.gov/planning>). This website may also contain city and neighborhood revitalization plans relevant to this Solicitation. All proposals must be consistent with the appropriate plans. Developers must demonstrate this consistency, through narrative and by using relevant land use maps.

2.5 Historic Preservation – see “Solicitation for Offers – Project Information”

### 3 Selection Criteria

#### 3.1 Development Plan Requirements

- Residential - The narrative should describe the type of housing (single family detached, semi- detached or row house) proposed, along with the total number of dwelling units identifying the affordable dwelling units to be produced. Briefly describe the quality and grade of construction materials, equipment and finishes for each for-sale dwelling unit and include as an attached exhibit to the Offer. In addition to the above, please provide the following information described below for new construction projects.
- Residential new construction:
- Provide conceptual facades, floor plans showing the location of all housing



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units, but specifically identifying the affordable units and site plans as attached exhibits to the Offer. Site plans should show the relationship between the proposed new units and the structures on the immediately adjacent lots with consideration to existing setbacks and other zoning requirements. Please identify all zoning relief required if proposing something other than a matter of right project.

- Describe the amenities, number of bedrooms, baths, storage/closet, square footage, etc. All housing units must be at least 750 square feet.
- Address exterior design issues and parking.
- Provide a detailed description of the scope of work.
- Demonstrate compliance with the PADD Residential Design and Performance Standards attached hereto as **Exhibit B** (the “PADD Design Standards”) and the Green Communities Standards, 2011 and compliance of the Green Building Act of 2006.
- Consider all applicable Federal and District laws and regulations when preparing development plans.
- Developers should conduct their own due diligence, including design and engineering for the Project and will be held accountable for design, cost, and pricing upon submission of an Offer. Developers should determine the optimal unit sizes, mix, and affordability program that they believe best responds to the Solicitation. Developers should include in their Offers the development plan that will work best to achieve the goals of the District and community stakeholders.

### **Green Building Act**

In accordance with The Green Building Act of 2006 and the goals of DHCD, all proposals shall comply with the Green Communities Criteria, 2011 – see Exhibits 9A & 9B.

### **Residential Buildings:**

**Note:** Enterprise’s Green Communities Criteria 2011 requires 3<sup>rd</sup> party certifications. Registration with Enterprise should occur early in the design process and must occur before construction begins.

The following requirements will be enforced for residential building according to the 2011 Green Communities Standard.



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- Documentation of the findings of the integrated design charrette which has been conducted prior to this submission to consider the most cost-effective ways to integrate required green design elements (**Exhibit I, Form # 9B and #9A**); and
- Submission of “Intended Method of Satisfying Green Communities Criteria” (**Exhibit I, Form #9A and #9B**) with an appropriate minimum score:
  - **New construction** - All mandatory criteria and a minimum of 35 points on optional criteria.
  - **Substantial and Moderate Rehabilitation** - All mandatory criteria and a minimum of 30 points on optional criteria.

**All non-residential projects will be required to meet the Leadership in Energy and Environmental Design (LEED) Silver standard available online at [www.usgbc.org](http://www.usgbc.org)**

The following additional standards also apply:

New Construction – Energy Star Target Finder Tool minimum score (75) & annual benchmarking with Energy Star Portfolio Manager (See Energy Star websites)

Rehabilitation – exempt from Energy Star Target Finder minimum score requirement. However, benchmarking with the Energy Star Portfolio Manager, and the Energy Star Target Finder scoring, are still mandated.

### 3.2 Affordability Requirement

- See “Solicitation for Offers – Project Information” for project specific affordability requirements. Submissions must include a complete **Exhibit F (Forms #2)** for each unit type.
- Applications that request Housing Production Trust Fund (HPTF) financing must demonstrate that all units in a development using these funds are affordable to households with incomes at or below 80% of AMI, as defined below.
- **“AMI”**: means the area median income for a household in the “Washington Metropolitan Statistical Area” as set forth in the most current periodic calculation provided by the United States Department of Housing and Urban Development (“**HUD**”), adjusted for household size without regard to any



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adjustments made by HUD for the purposes of the programs it administers. Adjustments of AMI for household size shall be made in the same manner as is prescribed in section 2(1) of the Housing Production Trust Fund Act, effective March 16, 1989 (D.C. Law 7-202; D.C. Official Code § 42-2801(1)).

- “**Affordable Housing**” means units reserved for households at or below 80% of AMI.
- For this Solicitation, PADD requires a minimum affordability period of 15 years for homeownership. Affordability periods beyond the minimum affordability period is strongly encouraged.
- The District’s IZ program requires new residential development projects of ten or more units, and rehabilitation projects that are expanding an existing building by 50 percent or more and adding ten or more units to set-aside a percentage of the residential floor area for affordable units. Low Density Zones (R-2 to R-5-B, C-2-A, W-1; Stick Built Construction) require greater of 10% of residential floor area ratio (FAR) or 75% of the bonus density
- Preference will be given to developers with Offers that exceed the minimum required percentages of affordable units in their Project.

Pursuant to the Affordability Covenant, affordable units must be both income and price restricted for homeownership units. Initial sales prices may not exceed, but may be lower than the purchase prices on the Inclusionary Zoning Maximum Rent and Purchase Price Schedule (reference Exhibit H).

- 3.2.1 The distribution of Affordable Units shall be proportional to that of the Market-Rate Units (e.g., if the Market-Rate Units have a mix of 30% studios, 40% one-bedrooms, and 30% two-bedrooms, the Affordable Units shall have a similar mix). In addition, developers are encouraged to be creative in planning for units that can accommodate larger households. Developers are expected to take an integrated approach to their placement of affordable units within the Project. Affordable and/or PSH units should be dispersed throughout the Project. Specifically, in multifamily projects, Affordable and/or PSH units should be located on all floors and quadrants of the building(s), if applicable.
- 3.2.1 It is DHCD’s intent to facilitate long term affordability. Examples of homeownership models that support long term affordability include, but are not limited to the following: single family dwellings conveyed with



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restrictive covenants, housing cooperatives, land trusts, shared equity models and affordable condominium projects. The homeownership type of each unit should be included in the Property Identification Spreadsheet- **Exhibit F, Form #1** included in the Developer's Kit.

### 3.3 Pricing Proposal Requirement

Offers should propose a total Development Site offer price (the "**Offer Price**") with the greatest economic benefit to the District. Developers should provide documentation for funding commitments, and their Offers should evidence a significant amount of "at risk" capital during the pre-development and development process. PADD is seeking Offers that require the least amount of subsidy (either through the District agreeing to receive less than fair market value for a Development Site or through other District or federal public financing tools) to fill anticipated financing and/or investment gaps in the Project's capital structure. Please note, in accordance with the Property Disposition Agreement ("**PDA**"), the developer is required to provide the District with an initial deposit of at least ten percent (10%) of the appraised value at the time of a fully executed PDA, and a Performance Letter of Credit (as defined in Section 4.5 herein) at closing on the Development Site.

- The Developer's Kit must evidence the developer's ability to pay the Offer Price as calculated through the land residual model (homeownership projects) or in the rental operating pro forma (rental projects) (See **Exhibit F, Form #6 or #5 to use as a guide**). This is based on the initial sales prices and the total development costs or the rents over the period of holding, expenses, and assumed capitalization rate.
- Each offer shall contain a statement of proposed financing, which should include development cost budget, amount and sources of debt and equity financing. Developers may use the sources and uses table as shown in Developers Kit at **Exhibit F, Form #4**. The developer should include documentation of all financing and/or investment commitments, terms and covenants, as well as the availability of said funds. A developer shall not include funds from the District operating or capital budget (unless appropriated for such purpose on a multi-year basis) or unidentified Federal funding in its funding plan. Please provide a development budget including hard and soft costs, projected sales and any sales costs.

### 3.4 Community Benefits



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The District is committed to maximizing community benefits for its residents. In view of this commitment, Offerors must present:

- Their overall concept and vision for the Site and how the vision will integrate with and enhance the surrounding neighborhood;
- An approach that ensures the meaningful involvement in the development process by stakeholders and members of the local community who might be affected by the Offeror's proposed development; and
- A commitment and plan for maximizing Certified Business Enterprises ("CBEs") participation in the project. Preference will be given to proposals that exceed the District's CBE participating goals.
- A detailed description of the post-award approach and strategies to working with the community and with stakeholders to ensure their meaningful involvement in the development process.

### **First Source Hiring**

Pursuant to Mayor's Order 83-265, DC Law 5-93, as amended, and DC Law 14-24, 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) use diligent efforts to hire and use diligent efforts to 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) use diligent efforts to ensure that PADD's goal of 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. Respondents must complete the Form of Acknowledgement attached as Appendix B and submit this form with their proposal. Please refer to the following website to find a copy of the First Source Agreement:

<http://does.dc.gov/sites/default/files/dc/sites/dhcd/publication/attachments/05%20-%20Exhibit%20D%20-%20First%20Source%20Employment%20Agreement.pdf>



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Please contact DeCarlo Washington, Contract Compliance Monitor, at DOES at 202.698.5772, decarlo.washington@dc.gov, for more information.

### **Certified Business Entity Requirements**

- Developers will be required to comply with all applicable requirements as set forth in the Small and Certified Business Enterprise Development and Assistance Amendment Act of 2013 (D.C. Law 20-108).
- Developers should provide equity and development opportunities for Local and Small Disadvantaged Business Enterprises (“**LSDBE**”) and contracting opportunities for **CBEs**.
- Developers should provide detailed plans on how residents living near the Development Site will be trained and offered apprenticeships in connection with the Project.
- Developers should include copies of any binding letters of intent (“**LOI**”) between the lead developer and an LSDBE equity partner(s), and an LSDBE development partner(s) and/or a CBE contractor(s).
- Developers who are CBEs shall receive preference in the evaluation process. If the developer or development team is composed of CBE entities, developer shall submit: (1) company name; (2) certification number; (3) status of company; and (4) term of certification for each CBE firm. Proposals should describe the service(s) each team member will provide and the percentage of the total project cost for which each CBE firm is responsible.
- Preference will be given to developers that include local, neighborhood-based businesses. Evidence of the inclusion of such businesses shall be in the form of written confirmation which shall include the scope and details of the said businesses’ involvement in the Project.
- Preference will be given to developers which provide business owners with businesses located adjacent to the Development Site with opportunities to participate in the Project.

PADD Application Narrative



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The PADD Application Narrative includes the sections below, from Executive Summary to 3.5.4. Please use the numbering system below when numbering the sections of the narrative.

### 3.5 Executive Summary

The developer shall provide a summary with a focus on the developer's vision for the Project. In its summary, the developer shall: (1) address how the Project will benefit the existing residents; (2) articulate the developer's vision for the Project; (3) discuss how well the Project fits into the surrounding area landscape; and (4) illustrate the value and types of synergies it will create.

#### 3.5.1 Team Members.

The developer shall identify the following key team members of the development team: master developer (firm or joint venture partners), CBEs, master plan architect, engineer, financing team (proposed construction lenders, major investors, and other key consultants, if any, related to the financing plan), and legal counsel. For each team member, developer shall identify:

- a. Name, address, telephone number, EIN, and fax number.
- b. Identity of each principal, partner, or entity of said team member and said team member's roles or titles within the entity comprising the developer.
- c. Name, address, telephone number, fax number, and e-mail address of the representative authorized to act on behalf of the developer, who will be available to respond to questions or requests for additional information.
- d. Identification of any affiliation or other relationship between any of the members of the developer and any development company, parent company, or subsidiary.
- e. Identification of any personal or professional relationship among or between any members of the developer and any person working for, appointed to a position in, or elected to an office of the District or any entity for which there may be a conflict of interest or the appearance of



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a conflict. The District, in its sole discretion, reserves the right to determine a conflict of interest or the appearance thereof.

- f. A list of the professionals the developer will be employing or retaining for the Project. For each professional firm, developer should include a description of the staff capabilities, the resumes of all professional staff who will be working on the Project, a description of their role on the Project and their past relevant experience.
- g. Satisfactory evidence with respect to the developer and its team members that all tax liabilities and other government impositions are current and that there are no ongoing litigations in which the District is a party that relates to any team member of the developer or to any other entity or individual having a controlling interest in the entity (or entities) that comprise the developer (or, if such litigation exists, the name and civil action number of such litigation and a description of the subject matter of such litigation).
- h. Summary of the experience of the developer or its team members partnering with community groups, institutions, or the District during the planning and redevelopment of a community and experience of team members in developing affordable and/ or federally subsidized housing, including a description of the project, the community partnerships and the actions taken to include the community's input.

### 3.5.2 Qualifications and Experience. Developer shall identify:

- a. In the developer's summary of projects in **Exhibit F, Form #8**, list three (3) to five (5) relevant projects, which developer or its team members have had primary involvement, which demonstrate success in urban for-sale affordable residential or similar housing projects. Favorable consideration will be given to Solicitations that delineate prior successful experience working with PADD or other DHCD programs/divisions. For each relevant project, developer shall identify the following:
  - Development Team Name
  - Project Name
  - Location/address of Project
  - Status
  - Project Scope (new construction, rehab, commercial, residential, mixed use)



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- Estimated total development cost at time of award or start of the project, actual total development cost, including all changes and exercised options
  - Original start and completion date, current and actual completion date
  - Name and telephone number of persons familiar with the project who may offer performance letters of recommendation and respond to inquiries from the District
- b. An organization chart and a summary of qualifications of the team's senior-level staff who will be directing this project, including a description of their roles and relevant experience.
- c. The status of the developer's organization (whether a corporation, a non-profit corporation or charitable institution, a limited partnership, a limited liability company, or other entity) indicating under which laws it is organized and operating, and a brief history of the organization and its principals. Please include a certificate of good standing from the formation jurisdiction and a certificate of good standing showing that it is registered to do business in the District.
- d. A copy of any written agreement or document creating any entity responding to this Solicitation. The principals, partners, or joint-venture partners who are part of the developer's team must be eligible to transact business both within and with the District.
- e. A statement regarding any debarments, suspensions, bankruptcy or loan defaults on real estate development projects and/or government contracts of developer or any member of the development team.
- f. References for the developer and its team members, including names, addresses, and telephone numbers. References should be prepared to respond to inquiries regarding the design, financing, and development of prior projects.
- g. List of all current projects in the developer's pipeline and a disclosure of all current or pending DHCD financing or other DHCD related projects.



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- h. Such other information developer believes will assist the District in evaluating the capabilities of the developer, the design architect, and any other team member who will be participating in the Project. The District may request additional information from the authorized representatives, if deemed necessary, to facilitate the consideration of the developer's submissions.

### 3.5.3 Implementation Strategy.

Developer shall identify and describe:

- a. Any possible difficulties implementing the Project outlined in the Offer and possible solutions for those difficulties.
- b. Any required zoning changes and/or approvals, and proposed schedule of obtaining the required approvals.
- c. Market Study: Developer's identification of the target market for the proposed development. Included should be a factual description of the market population(s) and likely demand for the developed units. The market for any special needs populations must be documented with appropriate statistics from the relevant District agencies, while **the market for other populations must be documented by a formal, independent third-party market study.** A market study submitted by a member of the development team will not be accepted.
- d. Developer's plan to guarantee the implementation of the development plan, demonstrating the following:
  - Developer's willingness to assume the risk of pre-development work;
  - Developer's phasing plan, if any, for the redevelopment;
  - Developer's timetable and milestones for the next 24 months, including ability to mobilize and commence development programming immediately upon selection;
  - Developer's time and financial commitment to guarantee to the District that Developer's milestones will be met;
  - Developer's property rights on parcels within close proximity to the Development site, if any; and
  - Developer's approach and strategies to working with the community to ensure meaningful involvement in the development process and mitigation of any negative impact of the potential development project



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on the surrounding community. Please see the Development Schedule Worksheet included in the Developer's Kit (**Exhibit F, Form #3**).

### 3.5.4 Financial Capacity and Framework.

Developer shall include the following:

- a. A narrative description of the financial capacity of developer and its team members, including any letters of credit or lines of credit available to the developer.
  - b. Interim financial statements through the prior quarter;
  - c. Three years of developer financial statements are required, and must meet the standards described below.
- For corporations or other business entities, annual financial statements – for the periods stated above -- must be either:
    - audited by an independent certified public accountant (CPA), if available, and clearly indicate the net worth and working capital of each entity; or
    - A compilation produced by an independent certified public accountant (CPA), if available, or
    - Internally produced statements including at least a tax return with all attachments and an Income Statement and Balance Sheet, all of which must have an original signature from the CEO or the highest financial officer of the corporation with the following text, *“I hereby certify that these financial statements are true and correct to the best of my knowledge and belief.”*
  - For individuals, financial statements at a minimum must be compiled by an independent CPA and clearly indicate the net worth and working capital and contingent liabilities, included liability for estimated or accrued income or other taxes, for each person; and
  - Compiled individual statements must also be prepared in accord with Generally Accepted Accounting Principles (GAAP) and signed and certified by the individual(s) using the following text: *“I (we) hereby certify that these financial statements are true and correct to the best of my (our) knowledge and belief.”*



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- d. A description of the nature and share of each team member's financial investment in the acquisition and redevelopment of the Development Site.
- e. A proposed financial structure between developer and the District. The developer should assume the following:
  - In general, the Offer Price should be assumed to be equal to the fair market or appraised value of the Properties comprising the Development Site, reduced, if necessary, and explained by the amount necessary to make the proposed Project economically feasible.
- f. A proposed financing plan for the overall proposed redevelopment, including a listing of all anticipated sources of financing (pre-development, land acquisition, construction and seller financing, if any). Developer should provide sufficient detail for the District to determine the feasibility of the proposed financing plan, including:
  - An estimate of proposed pre-development costs and statement of capacity to carry said costs, how said costs will be paid for and how said costs will be factored into the financing of the Project;
  - Statement of the proposed financial structure, including penalties for lack of performance;
  - Satisfactory evidence of the developer's ability to secure financing for the Project – i.e. Letter Of Intent; and,
  - Specifics as to the sequencing of the development process including the proposed sources and uses of funds (submitted on CD in Excel), including the timing of the funding commitments to the Project.

Any explanatory narrative or notes needed to review the pro formas and budgets submitted.

3.5.5 Conflict of Interest – submit the PADD Conflict of Interest form.

3.5.6 Budget Application Forms (Developer's Kit or Form 202)



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a. The Developer's Kit is not required if applying for DFD financing; instead, a copy of the DFD Form 202, Form 203, and Green Building documentation may be submitted with the PADD application.

b. ALL Homeownership Projects MUST submit a PADD Homeowner Affordability Budget for each unique total development cost and target affordability level (Exhibit F Form 10A).

c. Developer's Kit: A sample of each of the required evaluation spreadsheet is available in **Exhibit F**.

**Note:** This tool kit is included for the sole purpose of serving as a model for putting together your proposal to the solicitation. Please modify the spreadsheets as needed to fit your proposal.

### A. Property Identification Spreadsheet – Form #1

*For a Development Site with multiple units, list each unit separately designated as "a", "b" etc. For example, three units developed on "Development Site #2" would be identified as unit 2A, 2B and 2C. Once a unit is listed under a Development Site identification number, use the same number throughout the proposal.*

This spreadsheet should also be used to identify which units are affordable, designated income levels, projected sales price / initial rents housing type (single family detached, semi-detached, row house or multifamily) as well as the ownership type (rental, homeownership, condo, co-op).

### B. Affordability Spreadsheet – Form #2

### C. Development Timeline Spreadsheet – Form #3

Please identify the projected month and year in which the following will occur: (1) permits obtained, and (2) closing on construction financing (3) finishing construction and (4) marketing to the initial tenants and buyers. The timeline should take into account, where applicable, any board of zoning adjustments action required. PADD requires that whenever feasible, affordable units must be constructed prior to constructing market rate units.

### D. Sources and Uses Spreadsheet – Form #4

This spreadsheet is to be used to list project assumptions, sources and terms of funds available. A project budget is also included to



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document the uses.

- E. Rental Operating Proforma – Form #5** – Use as a guide  
This form must be used if the developer proposes developing rental units. This form documents the net operating income and the developer’s ability to pay for the Development site.

**Note:** A developer may submit their own pro forma model, so long as it includes at a minimum the information provided as applicable in **Forms #5 and #6**.

- F. Land Residual Spreadsheet – Form #6** – Use as a guide  
This spreadsheet is a summary of the overall project budget and documents the developer’s ability to pay for the Development Site. Under certain limited circumstances, developers may be able to request a change in the initial sales price for the market rate units following the award of a Development Site. In these instances, if the revised Land Residual Spreadsheet shows an increase in the land residual, the District shall be entitled to fifty percent (50%) of the increase in the land residual at the time of sale if the developer receives prior written approval for a revised initial sales price. PADD will exempt any property bought at the fair market value from any sharing of future increased profits or land residual.

After the award of properties, PADD will not approve sales price increases for any affordable units, unless the AMI has been adjusted during the period of the solicitation submission and review.

**Note:** A developer may submit their own pro forma model, so long as it includes at a minimum the information provided as applicable in **Forms #5 and #6**.

- G. PADD Residential Design & Performance Standards – Form #7**  
Please identify the level of finish, equipment, appliances, and products to be used in the development.

- H. Summary of Projects – Form #8**  
Provide details of projects currently under construction, including original and estimated start dates, estimated completion date, project scope, and estimated cost.



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**I. Checklist to satisfy Green Communities Criteria, 2011 – Form #9A (if applicable)**

A guide to complete the checklist is attached in the Developer’s Kit. For more information, please go to [www.greencommunitiesonline.org](http://www.greencommunitiesonline.org).

**J. Green Development Plan, – Form #9B (if applicable)**

This form must be used to document the design charrette. For more information, please go to [www.greencommunitiesonline.org](http://www.greencommunitiesonline.org).

**Note:** Offerors must provide evidence of compliance with the District of Columbia’s Green Building Act of 2006, as well as any LEED certification requirements for the construction, rehabilitation, or renovation of District public assets, as applicable.

**K. Homeowner Affordability Budget – Form #10A (if applicable)**

Form is designed to illustrate each unique total development cost and target affordability level. This form is only applicable for homeownership projects. Form #10B is instructions for the Homeowner Affordability Budget.

## 4 Submission Requirements and Selection Process

### 4.1 Developer Submissions

Any developer may submit an Offer on the Development site(s) offered pursuant to this Solicitation. The Development site shall be awarded as listed in this Solicitation. No substitution of properties will be permitted.

### 4.2 Pre-Offer Procedures

- A pre-bid meeting will be held in accordance with the schedule in Section 4.4. For those who intend to respond to this Solicitation, attendance at the pre-bid meeting is strongly encouraged. The purpose of this meeting is to provide a forum for all concerned parties to discuss the Development Sites and to network with PADD and other real estate professionals. In the event that any discussions or questions at the pre-proposal conference require official additions, deletions, or clarifications of this Solicitation, or any other document, PADD, in its sole discretion, will address such revisions in writing and make such revised Solicitation available at PADD’s offices and on the DHCD website.



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- Any developer that wants to visit any Properties or Development Sites prior to the date of submission must sign and return the Right of Entry Agreement attached hereto as **Exhibit E** (the “**Right of Entry Agreement**”). Any site visits to a Property or Development Site must be in accordance with the Right of Entry Agreement and the developer must inform PADD prior to accessing the properties. Developer shall conduct any inspection activities in accordance with the Right of Entry Agreement and shall hold PADD and the District harmless from and against any and all liabilities, actions, claims, suits, losses, judgments and damages caused by entry onto the Properties. Please note that the Right of Entry Agreement terminates at 3 p.m. on February 26, 2015, after which time no developer shall have any right to visit any Property or Development Site in connection with this Solicitation.

### 4.2.1 Offers shall be submitted as follows:

- a. Developers shall respond to each item included in this Solicitation for Offers Section 3 in the order it is presented and separate each item with tabs marked to indicate the section number. Developers should include site plans, tables, charts, and any other applicable documents, to the extent possible.
- b. At a minimum, Offers for each Development Site should address all of the submission requirements listed in Section 3 and stated in this Solicitation. Offers submitted without addressing all such items may be deemed incomplete and therefore, may be rejected and withdrawn from consideration.
- c. All Offers shall be typed in 12-point font on 8½” x 11” standard letter-size paper, bound on the long side, with material on one side only and tabs to separate sections.
- d. Each Offer shall not exceed 25 pages, not including credit references, LOIs, renderings, excel-based worksheets/models, tables, charts, etc.
- e. Offer materials will not be returned.
- f. All materials must be submitted in electronic copy on a compact disk (CD), following this format:
  - a. PADD Application Folder
    - i. Narrative / Executive Summary



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- ii. Exhibit Checklist
- iii. Subfolders for EACH Exhibit Item, labeled by exhibit number
- b. DFD Application Folder (if applying for a DFD loan)
  - i. Narrative / Executive Summary
  - ii. Exhibit Checklist
  - iii. Subfolders for EACH Exhibit Item, labeled by exhibit number
- c. Do NOT submit a single PDF of the entire application.
- g. Materials submitted for both PADD and DFD applications must be included in BOTH PADD & DFD application binders and PADD & DFD electronic folders. This guarantees that each reviewer has a complete file.
- h. Three (3) printed, bounded copies of each Offer must be submitted along with the complete electronic copy (PDF and Excel) on compact disc (CD) to PADD at the address below by **(the “Submission Date”)**:

Housing Resource Center, Ground Floor  
Department of Housing and Community Development  
1800 Martin Luther King Avenue, SE, 3rd Floor  
Washington, DC 20020  
202-478-1355 (office)  
202-654-6161 (fax)  
Attn: Karanja Slaughter

No Solicitation shall be accepted after 4:00 p.m. on the Submission Date. There will be no exceptions to this policy.

- 4.2.2 While the District, through PADD, may enter into negotiations with one or more developers based on offers submitted in response to this Solicitation, this Solicitation does not commit PADD or the District to select any developer or to enter into negotiations with any developers that may respond. The District reserves the right to reject any Offer it deems incomplete or unresponsive to the submission requirements, to amend this Solicitation or to reject all Offers and re-issue a Solicitation at a later date at its sole discretion.



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- 4.2.3 After review of one or more Offers, the District may request submission of additional information from some or all of the developers, within the District's sole discretion.
- 4.2.4 Team members may participate in submissions from more than one developer. If a developer wishes to change the composition of the proposed development team at any time in the selection process after it has submitted its offer to the District, the developer must notify the District in writing. The District reserves the right to evaluate the proposed change to the development team and eliminate the developer from further consideration. The District will require similar notification and approval rights of any change to the development team following the award.

### 4.3 Selection Process and Evaluation Team

- PADD will determine in its sole discretion whether each Offer received in response to this Solicitation is complete according to the guidelines set forth herein (a "**Responsive Offer**"). Any developer that submits an incomplete and unresponsive Offer will be notified by PADD in writing after the submission deadline. The decision of PADD in this regard is final and will be explained to the developer upon request.
- A selection panel selected by PADD will be established to review and evaluate the Responsive Offers and to select one or more of the Responsive Offers.
- The selection panel will evaluate each Responsive Offer based on the information requested in this Solicitation. The selection panel may in its sole discretion request that one or more developers modify their Offers, provide additional information or provide a "best and final offer" for the selection panel's review.
- Once the selection panel has selected the winning developer(s), it will inform PADD and the Director of DHCD of its recommendations. Once the Director has approved the decision of the selection panel, PADD will notify the selected developer(s).
- Any selected developer that elects to withdraw an accepted Offer will be precluded from responding to and applying for any DHCD requests for proposals and/or solicitations for a period of one (1) year. Such penalty period shall run one (1) year from the date of withdrawal.



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### 4.3.1 All Offers will be evaluated for Underwriting Feasibility and Policy Priorities.

Any developer that submits such an unresponsive offer will be notified by PADD in writing after the submission deadline. The decision of PADD in this regard is final and will be explained to the developer upon request.

### 4.4 Selection Process Timetable

See “Solicitation for Offers – Project Information” for project specific selection process timetable. 4.5 Pre-offer Conference, Questions and Further Information  
Any questions regarding this Solicitation should be submitted in writing via e-mail to [karanja.slaughter@dc.gov](mailto:karanja.slaughter@dc.gov) or fax to 202-645-6727. Responses to questions and other clarifications will be emailed to all developers and posted on the DHCD website.

### 4.6 Award

- Following receipt of notification from the District of the selection, the selected Offeror shall execute another right of entry agreement with the District to allow the selected Offeror to begin due diligence and sites studies.
- The District, through DHCD, and the selected Offeror shall execute a conditional property disposition agreement (“PDA”) which shall incorporate the requirements contained in the Solicitation, the minimum term sheet, and such other terms as may be required by DHCD or may be agreed upon by DHCD and the selected Offeror. The sole condition of the PDA shall be the satisfaction of a public hearing requirement on the award which shall take place within approximately forty five (45) days after the execution of the conditional PDA. After the public hearing is held and the CBE and First Source requirements are met, the conditional PDA shall no longer be conditional and shall be in full force and effect.
- If DHCD and the selected Offeror are unable to execute a conditional PDA within twenty-one (21) business days after Offerors receipt of notification of selection, DHCD, in its sole and absolute discretion, may terminate negotiations and select a different Offeror from among the Offerors who



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submitted offers to the Solicitation, or reissue this Solicitation or take such other measures as it deems reasonable or appropriate.

- If DHCD terminates negotiations, DHCD shall be entitled to pursue any and all legal and equitable remedies available.
- Upon full execution of the PDA, the developer shall submit to the District an initial deposit of ten percent (10%) of the appraised value of the property. The initial deposit shall secure the developer's performance under the PDA and will be held by the District and applied to the purchase price at closing on the Development Site. At the time of closing, the developer shall provide the District with a Performance Bond (as defined below).

At Closing, developer shall deliver to District a deposit to secure developer's performance of developer's obligations under the Construction Covenant in the form attached to the PDA (the "**Performance Bond**"). The Performance Bond can be in the form of: (a) a letter of credit from a reputable bank, in the amount of one hundred percent (100%) of the cost of the Improvements as shown on the Project Budget, or (b) a payment and performance bond from a reputable surety company and such bond shall be: (i) in an amount that is one hundred percent (100%) of the cost of the Improvements as shown on the Project Budget, (ii) be issued by an entity satisfactory to the District, (iii) be in form and substance satisfactory to the District, and (iv) name the District as an obligee, or (c) a cash reserve in the amount of twenty percent (20)% of the cost of the Improvements as shown on the Project Budget to be held in escrow by a title company chosen by the District, to secure the developer's performance of its obligations under the Construction Covenant. The District shall also require that an affiliate of the developer, approved by the District, execute a Development and Completion Guaranty in the form attached to the PDA guaranteeing the completion of the Project in accordance with the Construction Covenant.

- A developer shall be expected to close on a Development Site no later than forty-five (45) days after the satisfaction of the public hearing condition pursuant to the PDA. Closing for the Property shall occur only after all the zoning approvals and building permits have been obtained.

The PDA and Construction Covenant will include a requirement for the developer to complete construction on a timeline specific to the parcel. See "Solicitation for Offers – Project Information" for the anticipated construction completion timeline for each individual project.



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### 5 **Reservation of Rights and Miscellaneous Provisions**

#### 5.1 **District Reservations**

The District reserves the right to:

- Cancel or withdraw the Solicitation prior to or after the submission deadline;
- Modify or issue clarifications to the Solicitation prior to the submission deadline;
- Reject any submission it deems incomplete or unresponsive to the submission requirements;
- Consider a submission that is incomplete or unresponsive to the submission requirements;
- Reject all submissions that are submitted under the Solicitation for any reason; and,
- Modify the deadline for submissions or other actions.

The District may exercise one or more of these rights, in its sole discretion, as it may deem necessary, appropriate, or beneficial to the District.

#### 5.2 **Notice of Modifications**

The District shall post on its website (<http://dhcd.dc.gov>) notices or information regarding cancellations, withdrawals, modifications to deadlines, and other modifications to this Solicitation. Developers 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 developers.

#### 5.3 **Changes in Developer Information**

If information provided in a submission changes (e.g., change or addition to any of the developer's team members or new financial information), the developer shall provide updated information in the same format for the appropriate section of the Solicitation and the District may consider the modified submission.

Developer may not change the composition of its team at any time without the District's prior written approval, in its sole discretion, provided; however, that nothing shall prohibit short-listed developer teams from (i) adding new CBE parties to their teams or (ii) increasing the level of CBE equity participation on their teams.



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### 5.4 Ownership and Use of Offers

All Offers shall be the property of the District. The District may use any and all ideas in any Offer, whether the Offer is selected or rejected.

### 5.5 Restricted Communications

Upon release of this Solicitation and until selection of a developer, developers shall not communicate with PADD staff about the Solicitation or issues related to the Solicitation except as authorized in this Solicitation.

### 5.6 Non-Binding

The selection by the District of a developer indicates only an intent by the District to negotiate with the developer and the selection does not (i) constitute a commitment by the District to execute any agreement with the developer or (ii) confer onto developer any property right, interest or expectancy.

### 5.7 Confidentiality

5.7.1 Offers and all other information submitted in response to this Solicitation are subject to the District's Freedom of Information Act ("**FOIA**") under D.C. Code § 2-531 et seq., (2008 Supp.), 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. Section 2-534 of the D.C. Code states that information may be exempt from disclosure, if it is "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."

5.7.2 If a developer provides information that it believes is exempt from mandatory disclosure under FOIA, the developer shall include the following legend on the title page of the submission:

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



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In addition, on each page that contains information that the developer believes is exempt from mandatory disclosure under FOIA, the developer shall include the following separate legend:

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

On each such page, the developer shall also specify the exempt information and shall state the exemption category within which it believes the information falls.

PADD has the right to independently determine whether the information designated by the developer is exempt from mandatory disclosure, and shall comply with all applicable FOIA laws and court orders regarding the disclosure of any information that is determined not to be exempt. Moreover, exempt information may be disclosed by PADD, at its discretion, unless otherwise prohibited by law, and the District shall have no liability related to such disclosure.

### 5.8 Non-Liability

By participating in the Solicitation process, the developer 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 Solicitation, including but not limited to any costs of rezoning, site studies, appraisals, or surveys.

### 5.9 Other Limiting Conditions

The Project is expected to "stand alone," thus, the developer is prohibited from cross collateralizing and cross defaulting the project with any other assets. Moreover, the developer is prohibited from assigning, pledging, hypothecating or otherwise transferring its interest in the ownership of the Project in part, or in its entirety, without prior written District approval. Any additional debt shall require prior written District approval.

- Under no circumstances shall the District be liable for any real estate brokerage commissions, finder's fees or other forms of compensation related



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in any way to activities undertaken by any person as a result of this Solicitation.

- The District has the right to begin negotiations with the next preferred developer in the event that a PDA cannot be executed within the allotted period of negotiations with a prior selected developer. The District may terminate such negotiations if the developer introduces comments or changes to a PDA that are inconsistent with previously submitted offer materials.
- The District fully expects and requires that the selected developer will not alter the proposed Project, including its proposed construction schedule and process. However, should certain deteriorating market conditions warrant a Project alteration, the District, in its sole discretion, may authorize such an alteration. As a general matter, the District will consider such alterations, if it believes such market conditions would impact all other developers that submitted offers in response to this Solicitation.
- The District reserves the right to memorialize modifications to any proposal in a written agreement between the District and developer where such modifications arise in the course of best and final negotiations between the parties.
- Developers are hereby advised that the District is subject to various laws, rules, policies and agreements that impose ethical constraints upon, among other situations: (i) current District employees and consultants with respect to developers (and members of their teams) on projects where such employee/consultant had “personal and substantial” participation or official responsibilities and (ii) current and former District employees and consultants with respect to post-employment restrictions.
- Members of developers (whether corporate or individual) are prohibited from conducting any negotiations for employment or consulting agreements (or other forms of financial benefits) with any current District employees/consultants who are “personally and substantially” participating on this Project or from hiring any such employees/consultants, during the conduct of this competition.
- Members of developers (whether corporate or individual) must disclose in their initial offers the names of employees (or consultants retained for this project) who, within the immediate past three years, were District employees/consultants. On a going forward basis, members of developers will



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be required to provide the District with notice of updates within five (5) days of any new hires/retained consultants.

- Failure to comply with either of these obligations may result, in the District's sole discretion, in the disqualification by developer from the solicitation or rescission of a selection or agreement with the District.
- Developers must immediately disclose the existence of any employment discussions or consulting agreements with or hiring of current District employees that occur contrary to the prohibition in section 5.9.7. Notwithstanding such disclosure, the District reserves the right to disqualify or rescind award to a company whose member(s) section 5.9.7.



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**Exhibit A**

**PROPERTY DISPOSITION AGREEMENT**



**Government of the District of Columbia**

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**Exhibit B**

**PROPERTY ACQUISITION AND DISPOSITION DIVISION  
RESIDENTIAL DESIGN & PERFORMANCE STANDARDS**

**I. Introduction**

The Property Acquisition and Disposition Division (“PADD”) has developed design standards for new and renovation construction to ensure that all projects conform to current applicable regulations, and to promote good design quality within budget. For each project, the goal is to achieve the highest quality product within the cost constraints of the project.

Major goals of these design and generic specifications are to guide and encourage the creation of design standards that:

- Are compatible with and complementary to the surrounding neighborhood.
- Result in high quality, cost effective construction.
- Result in low maintenance costs and energy efficiency for homeowners and renters.
- Use interior and exterior space to enhance the quality of life of the residents and neighbors.

**II. Procedures**

For vacant and improved lots, developer shall provide a copy of the permitted set of plans for PADD review. Specifications for all equipment/appliances/products shall also be provided for review if not contained in the permit set of plans. Prior to settlement, a copy of the approved permitted set of plans shall be provided to PADD.

**III. Guidelines**

Developers are responsible for and must be in compliance with all applicable regulatory requirements. PADD will not review projects for compliance with other regulations. Evidence of satisfactory reviews conducted by appropriate District Government agencies shall be required.



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**IV. Building Permits and Codes**

It is the responsibility of the developer to be aware of and satisfy all local codes, regulations, ordinances, and to obtain all required authorizations, waivers, permits, etc., necessary to begin construction. Developer shall be responsible for applying for and obtaining any building permit(s) necessary for the project development, including any use and occupancy permit(s) when applicable. Developer shall furnish PADD with verification or approval from all agencies having jurisdiction and authority over the project.

**V. Public Utilities**

For gas, water/sewer, and electrical services, the developer shall contact the various utility companies and departments to determine where service entrances to the property and building can be best made if additional service is required.

**VI. General Energy Requirements**

All new buildings should be designed to meet the National Energy Five Star efficiency performance standard of 86, exceeding ASHRAE 90.1 by thirty (30%) percent or local energy codes, whichever is more stringent. Procedures used for this Five Star rating shall comply with National Home Energy Rating Systems guidelines. For additional information and a list of manufacturers who meet Energy Star requirements see contact information below.

- Energy Star Hotline: 1-888-STAR-YES (782-7937)
- Email: [info@energystat.gov](mailto:info@energystat.gov)
- Energy Star Site Map: [www.epa.gov/nrgystar/sitemap.html](http://www.epa.gov/nrgystar/sitemap.html)

**VII. Neighborhood Compatibility**

PADD will review all house designs and site plans for compatibility with the existing neighborhood. Prime areas of review will be the site of the building, building proportions, parking layouts, exterior detail and landscaping.

**VIII. Construction Site Security**

Developer shall be responsible for all construction site security. Developer shall maintain adequate site security for the properties, at all times, during the development stage through final completion of construction and the sale of the properties.



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**IX. Public Sidewalks**

Developer shall maintain, repair and/or replace public sidewalks adjacent to the properties, during the development stage through final completion of construction and the sale of the properties.

**X. Performance Standards**

Green Building Standards: The District of Columbia is committed to sustainable development practices that maximize energy efficiency and provide healthy living environments. This is particularly true for residents of affordable housing developments who will benefit from lower monthly utility bills and improved health. An integrated design process incorporates sustainability up-front, uses a holistic and total-systems approach to the development process, and promotes good health and livability through the building's life cycle. The performance standards include certain mandatory "green design and construction" practices, including the use of the Green Communities Standards, 2011.

Quality Control: All inspections, test and other quality control measures required by the local jurisdiction or the contract documents shall be the responsibility of the developer. Developer shall provide PADD with copies of any test and/or inspection results.

Warranties: Upon any sale of the properties, developer shall provide the new owner copies of all warranties for materials and equipment. Developer shall warrant work for three (3) years from the date of sale of the properties. For new homes it is recommended that the developer provide a homeowner's warranty. The developer shall provide this information in a Homeowner's Warranty and Maintenance Book that includes the names, addresses, phone number and contact people for all sub-contractors whose work is being warranted.

Insulation: The insulation standard applies to all new construction and in the cases of rehabilitation, those areas where the space was exposed during rehabilitation. Basement insulation shall have an R-19 rating; roof and attic insulation shall have an R-30 rating; and exterior wall insulation shall have an R-21 rating.

Developer shall also provide insulation for exposed cold water pipes and water heater systems.

Roofing: Developer shall provide a twenty (20) year warranty for asphalt shingle roofs and at least a ten (10) year manufacturer's warranty for a built-up asphalt roof.



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Exterior Doors: Wood doors must comply with AWI's Architectural Woodwork Quality Standards Illustrated. All glass-in doors shall be insulated.

Windows: Wood windows must be double-glazed with U-factor of .52 or lower with maximum solar heat gain of .60 or lower. Vinyl windows must be insulated and double-glazed. U-factors and solar heat gain same as wood windows.

Indoor Air Quality: Selected developers shall comply with the following requirements:

Use of low/no voc paints, adhesives and sealants; all adhesives must comply with Rule 1186 of the South Coast Air Quality Management District and sealants must comply with Regulation 8, Rule 51, of the Bay Area Air Quality Management District.

- Installation of Green Label Certified Floor Coverings.
- Ventilation system must provide a minimum of 15 cubic feet per minute of fresh air per occupant.
- Installation of carbon monoxide detectors.
- Installation of Energy Star-labeled bathroom exhaust fans, with access to an exterior exhaust system and equipped with a humidity sensor or timer, or have continuous operation.
- Installation of Energy Star-labeled kitchen power vented exhaust fans or range hoods with access to an exterior exhaust system.
- Installation of clothes dryer exhaust with direct exterior exhaust system.
- Developer shall use lead-safe work practices during any renovation, remodeling, painting and demolition for all properties built prior to 1978.

Standards can be found at [www.greenseal.org/standards/paints.htm](http://www.greenseal.org/standards/paints.htm)

Appliances: Developer shall equip all units with Energy Star rated appliances, with a design score of at least 86. Developer shall equip each affordable dwelling unit with the following new appliances: a range (gas or electric); frost-free refrigerator/freezer; range hood (vented or non-vented); and garbage disposal. Optional equipment: dishwasher, washer/dryer, and trash compactor.



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Sump Pumps: Recommended. If not provided, developer shall provide a detailed explanation outlining why sump pumps are not included.

Water Heaters: Developers shall use tankless hot water heaters or install conventional water heaters in rooms with drains or catch pans piped to the exterior of the dwelling and with non-water sensitive floor coverings. Developer shall use a gas or electric fired 40-gallon “energy saver” water heater with a minimum 5 year warranty and energy factor of .92 or better.

Plumbing Fixtures: Install water-conservation fixtures with the following specifications for all new and replacement plumbing fixtures:

- Toilets: 1.6 GPF (gallons per flush or better)
- Showerheads: 2.0 GPM (gallons per minute) or better
- Kitchen Faucets 2.0 GPM or better
- Bathroom Faucets: 2.0 GPM or better

Use of Low Impact Development methods such as rain gardens, rain barrels, pervious paving, and green roofs, etc

Furnaces: Minimum 90 AFUE or greater, central air minimum efficiency level of 12 SEER.

Electrical: Provide minimum 100 amps, single-phase 110/220 volt, 3-wire electrical service with 100amp, 20-breaker panel.

Smoke Detectors: As per code with battery back up.

Lighting: Install Energy-Star labeled lighting fixtures or Energy Start Advanced Lighting Package in all interior units, and use Energy Start or high efficiency commercial grade fixtures in all commercial areas and outdoors. Developer shall also install daylight sensors or timers on all outdoor lighting (where applicable) and individual or sub-metered electrical meters (where applicable).

Water Drainage: Developer shall provide drainage of water to the lowest level of concrete away from windows, walls and foundations. Foundation walls should be carefully waterproofed on the exterior to avoid moisture migration.

Waste: Recycle construction debris & demolition materials, where appropriate.



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Integrated Pest Management: Developer shall seal all wall, floor and joint penetrations to prevent pest entry. Provide rodent and corrosion proof screens (e.g. cooper or stainless steel mesh) for large openings.

Materials: >25% of materials shall consist of renewable or recycled content. For more information about high-performance sustainable design & construction practices contact the District's Office of Planning at (202) 442-7600.

Additional information on sustainable residential development can be found at [www.greencommunitiesonline.org](http://www.greencommunitiesonline.org).



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**Exhibit C**

**SAMPLE CERTIFIED BUSINESS ENTERPRISE  
UTILIZATION AND PARTICIPATION AGREEMENT**



**Government of the District of Columbia**

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**Exhibit D**

**FIRST SOURCE EMPLOYMENT AGREEMENT**



**Government of the District of Columbia**

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**Exhibit E**

**RIGHT OF ENTRY AGREEMENT**



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**Exhibit F**

**NOTE: DEVELOPER'S KIT IS NOT REQUIRED IF APPLYING FOR DFD FINANCING**

**THE DEVELOPER'S KIT**

**The following exhibit includes a number of helpful forms to prepare an Offer that is responsive to this Solicitation.**



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**Exhibit G**

**IMAGES OF THE DEVELOPMENT SITES**



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**Exhibit H**

**INCLUSIONARY ZONING SCHEDULE**



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**Exhibit I**

**GREEN BUILDING FAQs and OVERVIEW**



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**Exhibit J**

**PHASE I ENVIRONMENTAL SURVEY**



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**Exhibit K**

**APPRAISAL**



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**Exhibit L**

**CONFLICT OF INTEREST CERTIFICATION**