

# Solicitation for Offers

## AMENDED WINTER 2025 RFP

This document supersedes all previous versions

### Property Acquisition and Disposition Division

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# 1. INTRODUCTION

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## 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 properties. PADD has the following 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 2007-2009, dated September 27, 2007, then 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 properties for (re)development as an equity inclusion, capacity building, “Solicitation for Offers— Project Information” and incorporated herein by reference. PADD shall award the available respective RFP Development Sites to a developer for the purpose of planning, financing, building and managing housing development which meet both the specifications herein and as described in the “Project Information.” The Development Sites are scattered in wards throughout the District. Offerors are required to adhere to all relevant regulations in executing its construction efforts while also addressing the city’s and community stakeholders’ stated preferences for the Development Site(s). Specifically, the Project should demonstrate compliance with design and development guidelines provided in the PADD Residential Design and Performance Standards, attached hereto as Exhibit B (“PADD Design Standards”).

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

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

- Past Performance
- Executive Summary
- Financial Capacity
- Development Plan
- Affordability Component
- Pricing Proposal
- Community Benefits

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 is merely a guide for developers as they prepare their Offers. Successful proposals will incorporate the following:

- Vocational training, job creation for District residents, and opportunities for Small Business Enterprises (SBEs) and Certified Business Enterprises (CBEs);
- Excellent construction, quality design and architecture that complements the existing architecture of the neighborhood;
- Adequate project financing from pre-development through final completion;
- Larger affordable dwelling units (2 or more bedroom units);
- A commitment to long-term affordability;\*
- All 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 for the development or partnering with an organization that has demonstrated expertise in marketing, if Respondent does not already have this expertise;
- Community outreach and development coordination;
- The creation of a model for sustainable development; and
- Meet or exceed the goals of the city’s Green Building Act of 2006.

\*For this Solicitation, PADD requires at least 15 years of affordability for purchase units and 40 years of affordability for the rental units for standalone projects.

## 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 budget reflecting balanced sources and uses. For projects with three or more units, a proforma shall be submitted with the application. Applicants that require HPTF financing, but do not submit a budget with at least balanced sources and uses, will not receive further consideration and will not be awarded the property. Developers submitting for PADD financing 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 requests for HPTF financing must comply with the HPTF priorities and regulations. Requests that are sought and are deemed by developer to be needed to support their proposal shall be deemed unresponsive if the request is non-compliant with the HPTF statute.

See <http://www.dcregs.dc.gov/Gateway/ChapterHome.aspx?ChapterNumber=10-B41> for HPTF regulations.

NOTE: See additional funding sources in Section 6

## 2. PROPERTY AND NEIGHBORHOOD INFORMATION

Each property is further described in the “Solicitation for Offers — Project Information” document. The document provides the neighborhood’s description, property characteristics, photos and maps, Comprehensive Plan language, zoning information, and historic status.

### 2.1 Property Characteristics — “Solicitation for Offers — Project Information”

<u>SITE</u>	<u>ZONING</u>	<u>SSL</u>	<u>2024 TAX ASSESSMENT</u>	<u>SQUARE FEET</u>	<u>WARD</u>
<b><u>RFP -1</u></b> 2352-2360 High Street SE	<u>RA-2</u>	5799-	\$970,120	34,934	8
<b><u>RFP -2</u></b> Benning Rd & G Street SE	<u>RA-1</u>	5359-0342	\$1,023,040	68,294	7
<b><u>RFP -3</u></b> V & W Street SE	<u>R-3</u>	5781- 0996	N/A	21,840	8
<b><u>RFP -4</u></b> (Small Bundle) 1259 Sumner Rd SE 202 36 <sup>th</sup> St SE 31 <sup>st</sup> Street SE	<u>RA-1</u> <u>R-3</u> <u>R-2</u>	5867-0240 5421-0022 5501-0004	\$183,020 \$243,920 \$29,210	9803 1840 2250	8 7 7
<b><u>RFP -5</u></b> A. 919 47 <sup>th</sup> Place NE B. 2206 16 <sup>th</sup> Street SE	<u>R-3</u> <u>R-3</u>	5151-0105 5755-0004	\$148,010 \$294,190	3582 1865	7 8



<b><u>RFP-6</u></b>					
A. 1414 22 <sup>ND</sup> Street SE	<u>RA-2</u>	5560-0020	\$151,560	2250	8
B. 2641 MLK Jr Ave SE	<u>RA-1</u>	5867-0200	\$31,160	4900	8
<b><u>RFP-7</u></b>					
A. 3407 13 <sup>th</sup> Street SE	<u>RA-1</u>	5936-0802	\$710,090	17,594	8
B. 4244 6 <sup>th</sup> Street SE	<u>R-3</u>	6208-0051	\$300,560	5631	8
<b><u>RFP - 8</u></b>					
419 61st Street NE 421 61st Street NE G Street NE	<u>MU-4</u>	5260-0008, 0009, 0010	\$160,630	6390	7

\*Respondents MUST reply to Each RFP grouping in its entirety. If the RFP grouping has two or more sites, then all sites must be included in the RFP submittal and all requirements must be met for the submittal to be deemed responsive.

## 2.2 Ownership and Property Conditions

The District owns the Development Sites. The Sites will be conveyed, based upon an appraisal performed by the District, to the selected offeror(s) for the purposes of developing for-sale and/or rental housing projects. The District shall convey the Development Sites pursuant to the terms of a Property Disposition Agreement (PDA) in the form attached hereto as Exhibit A, and the developer shall take title to the Development Sites in “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 Sites or any Property within such Development Sites. 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 parcel 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 — See “Solicitation for Offers — Project Information”**

Developers who submit Offers requesting zoning relief shall demonstrate that their project will result in a larger percentage of affordable units at 30 percent MFI and/or 50 percent MFI brackets or as specifically stated otherwise in the Solicitation for Offers — Project Information. Developers should review all applicable District zoning regulations while preparing their Offers, including 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 zoning changes is also on the OZ website, or may also be obtained from the District’s Office of Planning (OP) (<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 their 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 (homeownership or rental opportunity) proposed, along with the total number of dwelling units identifying the affordable dwelling units to be produced. The submission should also include schematic, exterior and floor plan designs for each property and each unit type the Offeror seeks to acquire, and develop, as part of this Solicitation. Briefly describe the quality and grade of construction materials, equipment and finishes for each unit. The submission should also include a schedule by which each home will be developed, constructed, completed and occupied as further required in Section 3.5.3 below. Finally, please provide the following information described below for new construction projects.

New residential construction:

- Provide conceptual facades and floor plans detailing the location of all housing units (specifically 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, solar energy systems, etc.
- All amenities shall be offered to all occupants and all units shall be indistinguishable.
- No co-living.
- Address exterior design issues and parking, including site re-grading or retaining wall work, tree removal, the addition of impervious surfaces such as driveways, and public-space improvements;
- Provide a detailed description of the scope of work;
- Demonstrate compliance with the PADD Residential Design and Performance Standards, attached hereto as Exhibit B;
- Demonstrate compliance with the Green Building Act of 2006, which requires projects to certify with the 2015 Enterprise Green Communities Criteria (GCC); Offerors may also receive preference for exceeding the minimum green building requirements. Requirements and additional information are attached here as Exhibit I and Exhibit M — Exhibit Q.
- Consider all applicable Federal and District laws and regulations when preparing development plans; and
- Developers should conduct their own due diligence, including design and engineering for the Project. Developers 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 and is a reflection of the market as indicated in their market study. 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 2015 Green Communities Criteria (GCC) or the most recent District of Columbia Green Building Act

### Residential Buildings

Projects must be certified by Enterprise Community Partners using the 2015 Enterprise Green Communities Criteria. Residential projects may also pursue a substantially similar standard. Projects may obtain certification with the U.S. Green Building Council using LEED for Homes and LEED for Homes Multifamily Midrise rating systems at the silver level or above are pre- approved “substantially similar standards.” If a project team would like to use another standard, it must be pre-approved by DCRA’s Green Building Division

prior to response submission.

**Note:** 2015 GCC requires third-party certifications. Registration with Enterprise should occur early in the design process and must occur before PDA closing with DHCD.

### **Submission Requirements**

- Intended Methods Checklist Requirement

Applicants must submit a PDF version of the 2015 Enterprise GCC Intended Methods Checklist for their project, with the coversheet (Exhibit M) including mandatory signatures from the project manager, architect, and general contractor.

- Goal Setting and Integrated Design Charrette

Prior to submission, project teams must convene a Goal Setting and Integrated Design Charrette with all relevant team members to consider the most cost-effective ways to integrate required green design elements. The applicant must document the findings from this Goal Setting and Integrated Design Charrette process using Exhibit N.

- Disclaimer and Authorization of Information Sharing with Enterprise Green Communities

Applicants must submit this waiver (Exhibit O) authorizing the District Government full access to their project's complete online Enterprise Green Communities certification account.

### Green Building Preference

As articulated in the Sustainable DC Plan, the District has committed to improving the performance of existing buildings and ensuring the highest standards of green building design for new construction. By 2032 or earlier, the city has committed to retrofit 100 percent of existing commercial and multifamily buildings to achieve net-zero energy standards and meet net-zero energy use standards with all new construction projects. In order to achieve the targets set forth in the Sustainable DC Plan, the District plans to lead by example and give preference for projects that are exceeding the threshold Green Building Act requirements and forging a path towards true sustainability. Projects must also adhere to all other District Laws including, but not limited to, first source and CBE requirements.

District of Columbia 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 three-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 District has a range of initiatives that include financial assistance resources for project teams. These include the DC Sustainable Energy Utility (DC SEU), DC Property Assessed Clean Energy Program (PACE), RiverSmart Communities, RiverSmart Rewards, RiverSmart Rooftops, RiverSmart Homes and the Stormwater Retention Credit Trading programs.

- **Nearing NetZero:** Offerors may receive additional preference by demonstrating that they will complete one of the following certifications: Passive House Institute US (PHIUS), Living Building Challenge, NetZero Energy Building Certification, or the Department of Energy's Zero Energy Ready Home program. To obtain these points, project teams must demonstrate that they are pursuing 2015 Enterprise GCC certification or LEED certification at the Silver level or above and plan to certify with Passive House Institute US (PHIUS), Living Building Challenge Net Zero Energy Building Certification, or Department of Energy's Zero Energy Ready Home program. All project teams pursuing this preference must also incorporate solar photovoltaics in their projects and maximize their rooftop generation potential to the maximum extent as allowable by District codes and regulations. See Optional Exhibit P.

### 3.2 Affordability Requirement

- "MFI" means the median family income for a household in the Washington Metropolitan Statistical Area as set forth in the most current periodic calculation provided by the U.S. Department of Housing and Urban Development (HUD), adjusted for household size without regard to any adjustments made by HUD for the purposes of the programs it administers. Adjustments of MFI 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)).
- The District's IZ program requires new residential development projects of 10 or more units, and rehabilitation projects that are expanding an existing building by 50 percent or more and adding 10 or more units to set-aside a percentage of the residential floor area for affordable units. Projects in zones with a by-right height limit of 50 feet or less and for which the primary method of construction does not employ steel or steel and concrete frame structure shall set aside the greater of 10 percent of the gross residential floor area (FAR) including penthouse habitable space or 75 percent of the bonus density plus 10 percent of the penthouse habitable space. Projects of steel or steel and concrete frame construction shall set aside the greater of 8 percent of the FAR including penthouse habitable space or 50 percent of the bonus density plus 8 percent of the penthouse habitable space.
- Projects in the R, RF, RA zones or in the MU or NC zones where the by-right height limit is 50 feet or less, shall set aside 1/2 of the IZ units for 50 percent MFI households and 1/2 for 60 percent MFI households. The first and each additional odd unit shall be set aside for 50 percent MFI households. Projects in the D zones, or in the MU or NC zones where the by-right height limit exceeds 50 feet shall set aside the IZ units for 60 percent MFI households. Notwithstanding the previous two sentences, all IZ units resulting from the set-aside requirement for penthouse habitable space shall be set aside for 60 percent MFI households.

### 3.3 Pricing Proposal Requirement

Offerors are encouraged to consider the price restriction of the property given the proposed affordable mix in the offer (the “Offer Price”). The fair market value, based on the District’s appraisals, for the property should be the starting point for an offer price. Offerors 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 PDA, the developer is required to provide the District with an initial deposit of at least 10 percent of the offer price 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 Sites.

The Developer’s Kit or the Developer’s proforma 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 the development cost budget, amount and sources of debt, and equity financing. Developers may use the Sources and Uses table as shown in the Developers Kit at Exhibit F, Form #4 or may build in such a model within their proforma. 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. If the proposal has a rental component then the rental income stream should be included in the proforma.

### **3.4 Community Benefits**

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 Sites 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;
- A commitment and plan for maximizing SBEs and CBE participation in the project. Preference will be given to proposals that exceed the District’s SBE participating goals; and
- A detailed description of the post-award approach and strategies to working with the community and 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 use diligent efforts to:

- i. hire and use diligent efforts to require its architects, engineers, consultants, contractors, and subcontractors to hire at least 51 percent District residents for all new jobs created by the development project, all in accordance with such First Source Employment Agreement; and
  - ii. ensure that PADD's goal of at least 51 percent of apprentices and trainees employed are District residents and are registered in apprenticeship programs approved by the DC Apprenticeship Council. Respondents must complete the Form of Acknowledgement attached as Appendix D and submit this form with their proposal. Please refer to the following website to find a copy of the First Source Agreement:

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

For additional First Source information, please contact DeCarlo Washington, Contract Compliance Monitor, at DOES at (202) 698-5772 or [decarlo.washington@dc.gov](mailto:decarlo.washington@dc.gov).

#### 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 2005 (D.C. Law 20-108).
- Developers shall provide equity and development opportunities for Small, Disadvantaged, and/or Certified Business Enterprises (SDCBE) and shall subcontract at least 35 percent of the total project budget to SBEs.
- Developers should provide detailed plans on how residents living near the Development Sites 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 SDCBE equity partner(s), and an SDCBE development partner(s) and/or a SBE contractor(s).

Developers who are CBEs shall receive preference in the evaluation process. If the developer or development team is composed of CBE entities, developers shall submit the following: (1) company name; (2) certification number; (3) company status; and (4) certification term 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 Sites with opportunities to participate in the Project.

### **3.5 Executive Summary**

The developer shall provide a summary of the development teams experience as it pertains to the proposed development plan.

#### **3.5.1 Team Members**

The developer shall identify the following key development team members: 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 also identify the following information:

- Name, address, telephone number, email address, EIN, and FAX number.
- 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.
- 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
- Identification of any affiliation or other relationship between any of the members of the developer and any development company, parent company, or subsidiary.
- 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 a conflict. The District, in its sole discretion, reserves the right to determine a conflict of interest or the appearance thereof.
- 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.
- 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).
- 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 – Past Performance**

Developer shall identify the following:

- a. In the developer's summary of projects in Exhibit F, Form #8, list three to five relevant projects, which developer or its team members have had primary involvement, which demonstrate success in urban, for-sale affordable residential, similar housing projects and the development plan being proposed. Favorable consideration will be given to Offers that delineate prior successful experience working with PADD.
- b. For each relevant project, developer shall identify the following:
  - o Project Name
  - o Development Team Name
  - o Project Location/Address
  - o Project Status
  - o Project Scope (new construction, rehab, commercial, residential, mixed use, etc.)
  - o Estimated total development cost at time of award or start of the project, actual total development cost, including all changes and exercised options
  - o Original start and completion date, current and actual completion date
  - o Name and telephone number of persons familiar with the project who may offer performance letters of recommendation and respond to inquiries from the District
- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. 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.

- h. 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.
- i. 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 the following:

1. Any possible difficulties implementing the Project outlined in the Offer and possible solutions for those difficulties.
2. Any required zoning changes and/or approvals, and proposed schedule of obtaining the required approvals.
3. Any required Historic Preservation approvals, and proposed schedule of obtaining the required approvals.
4. Any required public space approvals, and proposed schedule of obtaining the required approvals.
5. Market Study: Developer's identification of the Project's target market based on a quarter mile and half mile radius from subject property. 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 either an independent third-party market analyst or via the utilization of available third-party data. A market study submitted by a member of the development team will not be accepted. The assumptions used in the Market Study (for example, use type, unit number and mix, income targeting) must precisely reflect the information contained in the Offeror's proposal. The Market Study should be no more than six months old at the time of submission.
6. Developer's plan to guarantee the implementation of the development plan, demonstrating the following:
7. Developer's willingness to assume the risk of pre-development work;
8. Developer's phasing plan, if any, for the redevelopment;
9. Developer's timetable and milestones for the life of the full project, including ability to mobilize and commence development programming immediately upon selection;
10. Developer's time and financial commitment to guarantee to the District that Developer's milestones will be met;
11. Developer's property rights on parcels within close proximity to the Development Sites, if any; and
12. 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 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:

1. A narrative describing the financial capacity of developer and its team members, including any letters of credit or lines of credit available to the developer;
2. Interim financial statements through the prior quarter; and
3. Prior, three years (2024, 2023, 2022) 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;
    - A compilation produced by an independent CPA, if available; or
    - Internally produced statements including at least a 2022 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 accordance 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."
4. A description of the nature and share of each team member's financial investment in the acquisition and redevelopment of the Development Site.
5. A proposed financial structure between developer and the District.
6. 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:
7. 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;
8. Statement of the proposed financial structure, including penalties for lack of performance;
9. Satisfactory evidence of the developer's ability to secure financing for the Project, i.e. Letter of Intent;
10. Specifics as to the sequencing of the development process including the proposed sources and uses of funds, including the timing of the funding

commitments to the Project; and

11. Any explanatory narrative or notes needed to review the submission's pro Forms and budgets.

### **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)**

1. The Developer's Kit is not required if applying for DHCD financing; instead, a copy of the DFD Forms 202 and 203 or a proforma reflecting the budget, may be submitted with the PADD application.
2. ALL Homeownership Projects MUST submit a PADD Homeowner Affordability Budget for each unique total development cost and target affordability level in the proforma or on the (Exhibit F Form 10A).
3. 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.

### **ALL SPREADSHEETS BELOW MAY BE SUPPLEMENTED BY THE RELEVANT INFORMATION IN A CUSTOM PRO FORMA**

#### 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 each for-sale unit's designated income level, projected sales price, and housing type (single family detached, semi-detached, row house or multifamily) as well as the ownership type (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 activities will occur: (1) permits obtained (2) construction financing settlement, (3) rehabilitation and/or construction completion, and (4) marketing to buyers. The timeline should take into account, where applicable, any board of zoning adjustments action required.

#### 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 document the uses.

#### E. Rental Operating Pro Forma — Form #5 (Optional)

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 Sites. 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 50 percent 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 fair market value from any sharing of future increased profits or land residual or may do so on a case-by-case basis accompanied by a written request. PADD’s approval must be in writing to the developer for the exemption to be valid.

After the award of properties, PADD will not approve sales price increases for any affordable units, unless the MFI has been adjusted during the Solicitation submission and review period or unless PADD deems that a public benefit and a DHCD objective will be met as a consequence of such an approval.

**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 and Performance Standards — Form #7

Please identify the level of finishes, equipment, appliances, and products to be used in the development.

H. Summary of Projects — Form #8

Please provide the details of projects currently under construction, including original and estimated start dates, estimated completion date, project scope, and estimated cost.

I. Green Building

A guide to complete the checklist is in the application section. For more information, please go to [www.greencommunitiesonline.org](http://www.greencommunitiesonline.org).

J. Green Development Plan

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

## 4. SUBMISSION REQUIREMENTS AND SELECTION

# PROCESS

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## 4.1 Developer Submissions

Any developer may submit an Offer on the Development Site(s) offered as inclusive RFPs as they are bundled and as pursuant to this Solicitation. The Development Site(s) shall be awarded as listed in this Solicitation. No substitution of properties or amendments to the bundles will be permitted. If a respondent submits to a bundle RFP and only submit documents for one site then their submittal shall be deemed incomplete and therefore, non-responsive. Respondents should deliver 5 hard copies of their Development Proposal to DHCD offices at 1909 MLK Avenue, Jr. SE by 4:00 PM on July 11, 2025. Each proposal should have a cover letter with the following information: a. name of the development team, b. name of the RFP(s) and relevant sites included in the proposal, c. contact information for the development team.

## 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 meeting will provide a forum for all concerned parties to discuss the Development Sites and allow for a Question-and-Answer session with PADD. 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.

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 here 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 3:00 p.m. the day following the scheduled site visit, 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:

- Developers shall respond to each item included in Section 3 of this Solicitation for Offers in the order presented and separate each item with marked tabs marked indicating the section number. Developers should include site plans, tables, charts, and any other applicable documents, to the extent possible.
- 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 non-responsive and therefore, may be rejected and withdrawn from consideration.
- Each Offer shall not exceed 75,000 characters, not including credit references,

LOIs, renderings, excel-based worksheets/models, tables, charts, etc.

- Offer materials will not be returned.
- All materials must be submitted to PADD online along with the Developer Kit using the following link by the “Submission Date”:  
<https://octo.quickbase.com/db/bktkegi66> .
- 5 Hardcopies of the Proposals shall be delivered to DHCD by the submission date and time described herein.
- 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.

#### **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 as long as there is no conflict and does not affect the fairness of the submission process. 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 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 respondents 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 DHCD Director 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 year from the date of withdrawal.

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

Offers that do not meet median requirements for Financial and Economic Feasibility and Capacity of Development and Management Team will be considered unresponsive. 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.

Median requirements for Financial and Economic Feasibility are as follows: There is a good likelihood that the project will proceed into construction within 180 days of receiving a DHCD commitment. Long term financial sustainability of the project is likely. Letters of commitment or interest from all financial sources expected to participate are included.

Median requirements for Capacity of Development and Management Team are as follows: Most development team members demonstrate a successful track record in projects of similar size, scale, type and complexity to the proposed project. There is no more than one critical capacity gap which the development team is in the process of filling.

#### **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 [padd.sfo@dc.gov](mailto:padd.sfo@dc.gov) or online. Responses to questions and other clarifications will be posted online.

#### **4.6 Award**

1. 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 site studies.
2. The District, through DHCD, and the selected Offeror shall execute a conditional property disposition agreement (PDA), which shall incorporate the Solicitation’s requirements, the minimum term sheet, and such other terms as may be required by DHCD or may be agreed upon by the 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 45 days after the execution of the conditional PDA. After the public hearing is held, the conditional PDA shall no longer be conditional and shall be in full force and effect.



3. If DHCD and the selected Offeror are unable to execute a conditional PDA within 21 business days after Offerors' receipt of notification of selection, the DHCD, in its sole and absolute discretion, may terminate negotiations and select a different Offeror from among the Offerors who submitted offers to the Solicitation, or reissue this Solicitation or take such other measures as it deems reasonable or appropriate.
4. **If DHCD terminates negotiations, DHCD shall be entitled to pursue any and all legal and equitable remedies available.**
5. Upon full execution of the PDA, the developer shall submit to the District an initial deposit of 10 percent of the offer price. The initial deposit shall secure the developer's performance under the PDA and will be held as an Earnest Deposit by the District and applied to the contract price. At closing on the Development Site(s) the developer shall be responsible for the remainder of the contract price. At the time of closing, the developer shall provide the District with a cash deposit, letter of credit or a Performance Bond (as defined below).
6. At Closing, developer shall deliver to the 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 100 percent of the cost of the Improvements as shown on the Project Budget or an amount approved by PADD, or
  - b. a payment and performance bond from a reputable surety company and such bond shall:
    - i. be in an amount that is 100 percent of the cost of the Improvements as shown on the Project Budget;
  - c. be issued by an entity satisfactory to the District, be in form and substance satisfactory to the District, and
  - d. name the District as an obligee, or
  - c. cash reserve in the amount of 20 percent (or a PADD approved amount) 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.
7. A developer shall be expected to close on the Development Sites no later than 45 days after the satisfaction of the public hearing condition pursuant to the PDA. Closing for the Property shall occur only after all DHCD conditions to closing have been met.

The PDA and Construction Covenant will include a requirement for the developer to complete construction on a timeline specific for all sites in the respondents' proposal. See "Solicitation for Offers — Project Information" for the anticipated construction completion

timeline for each individual project.

## **5. RESERVATION OF RIGHTS AND MISCELLANEOUS PROVISIONS**

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### **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, deadline modifications, and other Solicitation modifications. 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 (1) adding new CBE parties to their teams; or (2) increasing the level of CBE equity participation on their teams.

### **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: (1) constitute a commitment by the District to execute any agreement with the developer or (2) 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 District's possession 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 includes "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).

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

1. 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.
2. Under no circumstances shall the District be liable for any real estate brokerage commissions, finder’s fees or other forms of compensation related in any way to activities undertaken by any person as a result of this Solicitation.
3. 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.
4. 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.
5. 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.
6. 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 regarding post-employment restrictions.
7. Development team members (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.

8. Development team members (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 two years, were District employees/consultants. On a going forward basis, development team members will be required to provide the District with notice of updates within five days of any new hires/retained consultants.
9. Per the District's sole discretion, failure to comply with either of these obligations may result in the Developer's disqualification from the Solicitation or rescission of a selection or agreement with the District.
10. 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 an award to a company whose member(s) are prohibited from participation per section 5.9.7.

## Available Funding Sources

Respondents are encouraged to leverage private sources for their project. However, this is not required and through this RFP, DHCD offers the following types of funding, from the sources listed below:

Available To	Assistance Type	Source
All Eligible Projects	Development Subsidy	Housing Production Trust Fund (HPTF)
		HOME Investment Partnership Program (HOME)
		Community Development Block Grant (CDBG)

Each funding source operates under separate federal or local laws and regulations. All laws and regulations include restrictions on the incomes of families served, and maximum allowable rents, but such restrictions vary among the funding sources.

A brief summary for each funding source is outlined below. Projects must meet the specific income limits in effect at the time of funding and must subsequently adjust income and rent limits to maintain ongoing compliance with program laws and regulations as new limits are published.

All projects funded through this RFP will be required to execute a long-term affordability covenant recorded against the property's deed.

Minimum Affordability Terms by Funding Source	
Funding Source	Homeownership
HPTF	15 years
HOME	5-15 years
CDBG	Determined on a project-by-project basis

### Development Subsidy

Through this RFP, each Respondent will be considered for available and eligible funding sources, but if there are conditions associated with any program that the applicant would be unwilling to accept, they should indicate that they do not wish to be considered for funding from the program.

Provided that the costs are attributable to a use eligible for DHCD funding, development financing may be used for purposes including, but not limited to:

- Soft costs
- Predevelopment costs
- Hard costs – new construction and rehabilitation

Financing from the available Development Subsidy sources may not be used for:

- capacity building;
- down payment assistance;
- security or utility deposits;
- capitalized reserves;
- operating and maintenance expenses;
- commissions;
- marketing.

Information specific to each funding source is provided below.

## Development Financing

### Housing Production Trust Fund (HPTF)

The HPTF is a local fund established under the authority of the Housing Production Trust Fund Act of 1988, D.C. Law 7-202 (the Act). Detailed information about the fund is available in the statute (D.C. Code § 42-2801 et seq.) and regulations (DCMR 10-B41).

Davis Bacon prevailing wage rates apply to any project that uses HPTF.

### HOME Investment Partnerships Program (HOME)

Through HUD, HOME is the largest federal block grant to state and local governments designed exclusively to create affordable housing for low-and moderate- income households. HOME provides formula grants to states and localities that communities use in partnership with local non-profit groups to fund a wide range of activities that build, buy, and/or rehabilitate affordable housing for rent or homeownership. Detailed information on the HOME program can be found at: [hud.gov](http://hud.gov). Go to "Resources/Handbooks-forms/HUD handbooks, etc./HUDCLIPS/Shortcuts/Code of Federal Regulations.;" HOME is Title 24, Part 92. DHCD's use of HOME funds is guided by the FY2022-FY2026 District of Columbia Consolidated Plan (<https://dhcd.dc.gov/node/1549461>).

Davis Bacon prevailing wage rates apply to any project that uses HOME.

### Community Development Block Grant (CDBG)

CDBG are federal funds provided and regulated by HUD. Detailed information on CDBG can be found at [hud.gov](http://hud.gov); go to "Resources/Handbooks-forms/HUD handbooks, etc./HUDCLIPS/Shortcuts/Code of Federal Regulations;" CDBG is Title 24, Part 570; Alternatively, call the Superintendent of Documents Office, Government Printing Office, 202-512-1800 to request regulations in hard copy. DHCD uses CDBG funds for a variety of uses, one of which is to produce and preserve affordable housing through this Consolidated RFP. DHCD's use of CDBG funds is guided by the FY2022-FY2026 District of Columbia Consolidated Plan (<https://dhcd.dc.gov/node/1549461>).

Davis Bacon prevailing wage rates apply to any project that uses CDBG.

# EXHIBIT A

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## Property Disposition Agreement



# EXHIBIT B

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## **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. Its goal is to achieve the highest quality product for each project within defined cost constraints.

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; and
- 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 schematic 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.

### **IV. Building Permits and Codes**

Developer is responsible for knowing and satisfying 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. **Neighborhood Compatibility**

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

## VII. **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 or lease phase of the properties.

## VIII. **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.

## IX. **Performance Standards**

- **Green Building Standards:** The District of Columbia is committed to adhering 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, 2015.
- **Quality Control:** The Developer is responsible for all District required inspections, test and other quality control measures in addition to all contract documents. 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 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 20-year warranty for asphalt shingle roofs and at least a 10-year manufacturer's warranty for a built-up asphalt roof.
- **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.
- **Sump Pumps:** This is a recommended feature. If it is not provided, the 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 Low Impact Development methods such as rain gardens, rain barrels, pervious paving, and green roofs, etc.
- **Furnaces:** Achieve a 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 Star Advanced Lighting Package in all interior units, and use Energy Star 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 and demolition materials, where appropriate.
- **Integrated Pest Management:** Developer shall seal all wall, floor and joint penetrations to prevent Pest entry. Provide rodent and corrosion proof screens (for example, copper or stainless steel mesh) for large openings.
- **Materials:** More than 25 percent of materials shall consist of renewable or recycled content. For more information about high-performance sustainable design and 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).

## EXHIBIT C

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### **Sample Small Business Enterprise Acknowledgement Form**

## EXHIBIT D

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### **First Source Employment Agreement**

# EXHIBITE

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## Right of Entry Agreement

## EXHIBIT F

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### **The Developer's Kit**

The following exhibit includes several helpful forms to help prepare a responsive Offer.

**Note:** Developer's kit is not required if applying for DFD financing.



# EXHIBIT G

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## **Development Sites**

PROPERTY AND NEIGHBORHOOD CHARACTERISTICS

# EXHIBIT H

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## **Inclusionary Zoning Schedule**

# EXHIBIT I

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## Green Building Overview

# EXHIBIT J

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## Phase I Environmental Survey

# EXHIBIT K

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## Appraisal

# EXHIBIT L

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## **Conflict of Interest Certification**

# EXHIBIT M

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## Intended Methods Checklist Requirement

## EXHIBIT N

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### **Goal Setting and Integrated Design Charrette**



## EXHIBIT O

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### **Disclaimer and Authorization of Information Sharing With Enterprise Green Communities**

## OPTIONAL EXHIBIT P

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### **Nearing Net Zero Project Narrative Template**