



City of Takoma Park, Maryland

**Request for Proposal**

**RFP #HCD-2022-10**

**Redevelopment Opportunity: 7315 New Hampshire Avenue**

**Registration Information:**

All prospective Respondents must register with the City of Takoma Park to submit a responsive Proposal and receive future RFP communications, including any Request for Information updates.

To register for the RFP, complete the form at the following weblink: <http://takomapark.seamlessdocs.com/f/7315NewHampshireRegistration>. Once completed, a confirmation of registration will be shared with the prospective Respondent.

**Deadline:**

Proposals are due no later than 2:00 p.m. on **Thursday, January 19, 2023**

**Site Visit:**

**Tuesday, November 15, 2022 – 2:00 p.m.- 3:00 p.m. EST**, at the Takoma Park Recreation Center, 7315 New Hampshire Avenue, Takoma Park, MD 20912.

**Purpose:**

The City of Takoma Park is seeking written proposals from qualified respondents for a public-private redevelopment of City-owned property located at 7315 New Hampshire Avenue, Takoma Park, MD 20912 (the “Property”). The intent of this Request for Proposal (RFP) is to promote the reuse of the Property in a fashion that will achieve the City’s objectives, including the development of a new recreation facility, expansion of high-quality, stable housing opportunities along the New Hampshire Avenue corridor, and increased tax generation.

**Contacts:**

Ira Kowler

Economic Development Manager, Housing & Community Development  
City of Takoma Park

Email: [irak@takomaparkmd.gov](mailto:irak@takomaparkmd.gov)

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# 1 Statement of Purpose

The City of Takoma Park is seeking written proposals from qualified respondents for a public-private redevelopment of City-owned property located at 7315 New Hampshire Avenue, Takoma Park, MD 20912 (the “Property”). The intent of this Request for Proposal (RFP) is to promote the reuse of the Property in a fashion that will achieve the City’s objectives, including the development of a new recreation facility, expansion of high-quality, stable housing opportunities along the New Hampshire Avenue corridor, and increased tax generation.

# 2 Site Information

## 2.1 Property Map



<b>Address</b>	7315 New Hampshire Avenue, Takoma Park, MD 20912
<b>Tax ID Number</b>	03171273
<b>Total Land Area</b>	Approximately 1.86 Acres
<b>Zoning</b>	CRT 2.0 (C-2.0 R-2.0 H-60')
<b>Current Status</b>	Occupied; Takoma Park Recreation Center
<b>Available Incentives &amp; Programs</b>	Maryland Opportunity Zone, Long Branch/Takoma Enterprise Zone, National Capital Strategic Economic Development Area

## 2.2 Property Description

The Property is located at 7315 New Hampshire Avenue, Takoma Park, MD 20912. It has a Tax Identification Number of 03171273. The Property is approximately 1.86 acres in size and is zoned CRT 2.0 C-2.0 R-2.0 H-60'. The Property is bounded by New Hampshire Avenue to the west, 1300-1304 Erskine Street to the south, and 7333 New Hampshire Avenue to the north and east.

The Property has an approximately 10,000 SF, one-story structure initially built in the 1970s and a parking lot with 20 parking spaces. Access to the property is currently provided through a permanent easement to the access road leading to Merwood Drive.

## 2.3 Immediate Environs

The Property adjoins two large high-rise housing developments, the Takoma Overlook Condominiums (7333 New Hampshire Avenue) and Hampshire Tower Apartments (7401 New Hampshire Avenue). The Property has easy access to Washington DC, Montgomery County, and Prince George's County through New Hampshire Avenue and University Boulevard East. The Property is also located less than one mile from the new Takoma-Langley Purple Line Station, which will provide easy access to commuters and visitors from Bethesda to New Carrollton.

The Takoma-Langley Crossroads is a main commercial node in the metropolitan Washington region and is home to over 200 local businesses catering to a diverse clientele of residents from throughout the University Boulevard corridor.

# 3 Background

## 3.1 City of Takoma Park

The City of Takoma Park is a municipality of approximately 17,000 residents in Montgomery County, Maryland. The City is bordered by Washington, D.C. on the south, the unincorporated communities of Silver Spring and Long Branch in Montgomery County on the west and north, and the unincorporated communities of Langley Park and Chillum in Prince George's County on the north and east.

Takoma Park is largely residential, with a mix of single-family homes and small and large apartment buildings. About half of the City's households rent and about half own their own home or condominium unit. About one-third of households are families with children, about one-third are single-person households, and about one-third are households of more than one adult. There is no one racial or ethnic category that represents a majority of the population. Over a quarter of the population was born in another country, with the majority of these residents originating from Latin America and Africa.

The City has been recognized for its leadership and ambitious agenda for combating climate change and promoting sustainability. The City has acknowledged and supported Montgomery County's aspirational goal of a 100% reduction of greenhouse gas emissions by 2035, and has committed to move our community rapidly toward net zero greenhouse gas emissions.

The City Council, via its Climate Emergency Declaration Resolution, has mandated aggressive local actions, including short and long-term steps for the City to take to move rapidly toward net zero greenhouse gas emissions by 2035. Such actions include a focus on dramatically improving the efficiency of all buildings within the City limits (single-family, multifamily, commercial and institutional) and transiting to renewably generated energy for electricity and heating/cooling for both new construction and renovation.

The City of Takoma Park will continue to move aggressively to achieve net zero greenhouse gas emissions by 2035 by adopting a climate action framework of priority strategies and potential policy changes for the City Council in the areas of building, transportation, renewables, fossil fuel-free energy and other appropriate actions.

### 3.2 Property History

The Property is sited within the study area of the Takoma Langley Crossroads Sector Plan. The Sector Plan, adopted by the Maryland National Capital Park and Planning Commission (M-NCPPC) and endorsed by the Takoma Park City Council following an extensive public process, provides a framework for the redevelopment and revitalization of the Takoma Langley Crossroads, a major commercial node located at the intersection of University Boulevard East and New Hampshire Avenue, less than ½ mile from planned Takoma Langley Crossroads stop on the future Purple Line light rail system.

The Property is the current site of the Takoma Park Recreation Center, which is owned, managed, and operated by the City of Takoma Park. The Property was transferred to the City from M-NCPPC in 2020, with the intent that redevelopment of the Property would support a new recreation facility plus additional housing or retail opportunities. The Sector Plan recommends the replacement of the Rec Center due to its age, poor condition, inefficient layout and limited capacity.

The City has solicited extensive community input surrounding the Recreation Center parcel and services over the past decade. In 2018, the City solicited Letters of Interest from parties to imagine mixed-use concepts for the Property that met community needs for additional housing density. In 2021, the City partnered with the Brick & Story consultancy practice to conduct a community engagement report to help reimagine the Recreation Center and help capture the needs and preferences for a new recreation facility. The Brick & Story report outlines resident preferences for new and ongoing programming at the recreation facility and provides the basis for the City's Recreation Facility requirements in Section 4.1 of the RFP.

### 3.3 Supplemental Information & Studies

[Takoma-Langley Crossroads Sector Plan](#) (2012) – A comprehensive planning effort led by the Maryland National Capital Park and Planning Commission (M-NCPPC) that recommended zoning, land use, and design standard adjustments in the Takoma-Langley Crossroads area surrounding New Hampshire Avenue and University Boulevard. The Plan recommends mixed-use development and increased residential density on the Property.

[Takoma Park Recreation Center Zoning Analysis & Concept Plans](#) (2015) – A study of potential redevelopment options for the Property commissioned by the City of Takoma Park and undertaken by Wiencek + Associates. The Study outlined five conceptual plans for the site, ranging from a standalone recreation center to various commercial, residential, and mixed-use plans.

[Takoma Park Recreation Center: Recreational Needs Study](#) (2015) – A study conducted by Waldon Studio Architects for the City of Takoma Park assessing recreational service supply and demand in the Takoma Park area.

[Housing & Economic Development Strategic Plan](#) (2019) – The City of Takoma Park’s Strategic Plan to provide a “Liveable Community for All.” The Strategic Plan outlines goals and objectives to meet the increasing demand for housing in the metro region while preventing displacement and encouraging affordable housing.

[Community Engagement for the Takoma Park Recreation Center](#) (2021) – A comprehensive community engagement effort and report conducted by Brick & Story consultancy for the City of Takoma Park to determine resident needs for a future recreation center.

## 4 Intent of RFP Offering & Development Requirements

### 4.1 Intent of RFP Offering

Responsive submissions to the RFP will address the following City priorities:

1. Replacement facility for recreation services;
2. Increased development along the New Hampshire Avenue corridor, in line with the City of Takoma Park Housing & Economic Development Strategic Plan;
3. Increased revenue generation for the City of Takoma Park;
4. Temporary and permanent job creation opportunities for Takoma Park residents.

### 4.2 Recreation Facility Expectations

As a condition of any disposition, submissions must provide the City with a replacement recreation facility with a minimum 15,000 square feet of interior space and a separate entry point from any other development on the Property. Respondent must deliver a move-in ready facility, including all appropriate electric, internet, and utility connections. The City of Takoma Park will work with a

selected Respondent on final layout and design of the future recreation facility and will provide all furniture and branding/signage for the facility.

The table below outlines the basic square footage expectations for each portion of the recreation facility. Please note these square footage numbers are estimates based on comparable facilities.

<b>Program Component</b>	<b>Minimum SF</b>
<b>1. Front Desk and Welcome Area</b>	1,990
a. Front Desk	240
b. Welcome Atrium	1,750
<b>2. Multi-Purpose Classroom Space</b>	6,300
a. Larger Rooms	2 rooms at 1,900 each
b. Smaller Rooms	2 rooms at 450 each
c. Fitness Room	1,600
<b>3. Basketball Court with Bleacher Seating</b>	6,500
<b>4. Staff Work Area</b>	430
a. Breakroom/Kitchen	180
b. Work Stations	250
<b>5. Maintenance/Storage/Other</b>	1,400
a. Public Restrooms	80
b. Equipment Storage	1,200
c. IT Closet	70
d. Mechanical Closet	50

#### 4.2.1 Front Desk and Welcome Area

A separate entry for the recreation facility is required. The entry should have ample interior and exterior space for City of Takoma Park and Recreation Department branding. Welcome area should also provide space for a front desk where visitors can sign in and employees can provide information. Front desk should have appropriate electric, telephone, and internet connections available.

#### 4.2.2 Multi-Purpose Classroom Space & Fitness Room

The recreation facility will need flexible classroom space to offer programming, including educational classes, children and youth activities, and public events. Space should be laid out to accommodate various event types and sizes and should allow for appropriate electric and internet connections for presentations. Ideally, the recreation facility will include: one fitness room, two 1,900 SF multipurpose rooms, and two 450 SF classrooms. Each space should have appropriate storage space.

#### 4.2.3 *Basketball Court with Retractable Bleacher Seating*

The recreation facility must include a regulation basketball court with appropriate retractable bleacher seating. The basketball court should ideally include two (2) main basketball hoops and four (4) retractable side hoops. The court should also allow for the ability to be soundproofed and partitioned in half for smaller events.

#### 4.2.4 *Staff Work Area*

The recreation facility should have a staff work area that can be closed off from public access. The staff area should include space for staff desks and work areas as well as a kitchen/staff breakroom and appropriate storage.

#### 4.2.5 *Staff and Guest Parking*

The recreation facility must include access to at least fifty (50) parking spaces for staff and guests. These spaces should be reserved for recreation facility usage during normal operating hours and for recreation center special events.

#### 4.2.6 *Recreation Facility Ownership & Management*

The City of Takoma Park is willing to explore multiple options for the future ownership and management of the recreation facility. Respondents are asked to propose their anticipated ownership and management structure and outline it within their submission. Final structure will be negotiated when a Respondent is selected. Potential options include but are not limited to:

- Long-term lease or easement for the recreational facility;
- Sub-parceling the recreation facility from the remaining Site;
- Land swap providing the City with a recreation facility on an alternate site that serves the current recreation center population.

### 4.3 Development Standards

#### 4.3.1 *City of Takoma Park Rent Stabilization*

Any residential development on the Property will have to comply with the City of Takoma Park's rent stabilization law ([City Code Chapter 6.20](#)). The City's rent stabilization law applies to all multifamily rental facilities and individual condominium units within the City's boundaries. Properties that provide affordable housing through separate government programs or government subsidized-rental assistance are exempt from rent stabilization. All other properties may set a market rate rent for their units for a period of five years after new construction. After the market rate period, base rent may only be increased by the annual rent stabilization allowance. The annual rent stabilization allowance is published by the City of Takoma Park on an annual basis in the Spring and is determined by the percent change in the Consumer Price Index published by the



Department of Bureau and Labor Statistics for the period from March the prior year to March the current year. Landlords may also apply for an additional rent increase above the annual rent stabilization allowance through the City’s [Fair Return Rent Increase petition](#).

4.3.2 *Zoning & Land Use*

The Property is currently zoned CRT 2.0 (C-2.0 R-2.0 H-60’). This is a mixed-use, high-density zoning. The Property is offered as-is, and any proposed Project is expected to take full advantage of existing zoning, including any potential development offsets for the addition of moderately priced dwelling units (MPDUs) and floor area devoted to a public facility.

Zoning regulations are managed by the Montgomery County Planning Department, not the City of Takoma Park. For more information, please contact:

Montgomery County Planning Department  
 Downcounty Planning Division  
 2425 Reddie Drive  
 Wheaton, MD 20902  
[Mcp-infocounter@mncppc-mc.org](mailto:Mcp-infocounter@mncppc-mc.org)

**5 Submission Process**

5.1 Schedule of Events

<b>Event</b>	<b>Date</b>
RFP Release	Thursday, October 27, 2022
Public Site Visit	Tuesday, November 15, 2022
Request for Information Deadline	Tuesday, December 6, 2022
RFP Closing Date	Thursday, January 19, 2023
Award of Exclusive Negotiating Privilege	Spring 2023 (estimated)

5.1.1 *Public Site Visit*

The City of Takoma Park will offer a Site Visit of the Property starting at 2:00 PM on Tuesday, November 15, 2022 at the Takoma Park Recreation Center, 7315 New Hampshire Avenue, Takoma Park, MD 20912. Site Visit invitations will be sent to all RFP registrants.

### 5.1.2 Request for Information Period

RFP registrants may submit additional requests for information to the City until 5:00 PM on Tuesday, December 6, 2022. The City will compile all requests and transmit written responses to all registrants. All questions and answers will be provided to all participating registrants by Addendum. The Addendum should be signed and included in the RFP submission in accordance with Section 5.3.

Requests for information should be submitted via email to [econdev@takomaparkmd.gov](mailto:econdev@takomaparkmd.gov) with the subject line “RFP #HCD 2022-10: Request for Information”. No calls shall be placed to the City staff or City Council members regarding the RFP. Oral statements may not be relied upon and will not be binding or legally effective.

Any additional questions can be submitted to the RFP Lead:

Mr. Ira Kowler  
Economic Development Manager, Housing & Community Development  
Email: [irak@takomaparkmd.gov](mailto:irak@takomaparkmd.gov)

### 5.2 Submission Requirements

The deadline for submission of Proposals is **2:00 PM on Thursday, January 19, 2023**. Respondents shall submit two (2) hard copies **AND** one (1) electronic copy of their full submission prior to the deadline. All materials must be submitted with a \$250 non-refundable fee payable to the City of Takoma Park. Respondents will be provided a receipt of submission. Submissions received after the deadline will not be accepted or opened. Submissions postmarked prior to the deadline but received in hand after the deadline will be considered non-responsive.

Hard copy submissions must be delivered in individual, spiral-bound books on traditional letter size paper (8 ½” x 11”).<sup>1</sup> Proposals must include a table of contents and section dividers referencing each of the Sections listed in “Proposal Contents”.

Hard copy submissions may be submitted Monday through Friday (except holidays) between 9:00 AM and 4:00 PM. Respondents should mail or hand deliver hard copy submissions to:

City of Takoma Park  
Attn: Ira Kowler, Economic Development Manager  
7500 Maple Avenue  
Takoma Park, MD 20912

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<sup>1</sup> Larger format paper may be used where applicable for Concept Plans or Financial Information, but these pages should still be able to fold into the letter-sized spiral book.

Electronic copy submissions should be submitted to the following webportal: <http://takomapark.seamlessdocs.com/f/7315NewHampshireRFP>. Within the webportal, submissions will be broken up based on the tabs outlined in Section 5.3. With the exception of Project Financials, all electronic information shall be submitted to the webportal as .pdf documents. Project Financials shall be submitted as .xls or .xlsx documents.

### 5.3 Proposal Contents

All submissions must include the following clearly identified sections and content. Additionally, submissions should include a cover page that contains Project and Team Name, in addition to a submission date.

#### **Tab 1: Transmittal Letter**

Respondents should provide a Transmittal Letter that highlights key project components of the submission. Specifically, it should address: the vision for the Property, including all proposed uses, and how the Project will benefit the City and surrounding community. The letter should also include a Project Title and contact information for the Project's lead Development Partner.

#### **Tab 2: Project Team**

Project submission should include a detailed introduction to all identified Project Team members. Team members will include the following:

- Development Partners – Identify any development partners involved in the execution of the Project. Please identify the Project Lead for the Team who will be the point of contact for any requests for additional information throughout the RFP and award process.
- Tenant Partners – Identify any proposed tenants, operators, or property managers for the Project.
- Financial Partners – Identify any committed financial partners in the Project, including lenders, equity investors, or others.
- Design and Build Partners – Identify any architects, engineers, consultants, or general contractors working on the Project.

For each Partner identified above, please provide the following information where applicable:

- Main Point of Contact, including Name, Title, Address, Telephone Number, and Email Address;
- Organizational Chart;
- Resumes for Key Project Team Members;
- Any MBE/WBE Certifications and percentages of minority ownership;
- Qualifications and Experience for Development and Design/Build Partners, including comparable projects;
- For lead Development and Design/Build Partners, submit three (3) references who can speak to the Partner's experience with similar projects.

**Tab 3: Project Description**

Project submissions shall include a detailed narrative of the Project. The description should include:

- Overall Project concept and vision, included details on anticipated uses, operators, and square footage;
- Evidence of market demand for Project;
- Anticipated economic impact of the Project, including increased property values, housing units, commercial or office square footage, and impacts on the local job market;
- Project's response to community goals and needs, including any community outreach conducted;
- Extraordinary zoning or land use assumptions, including rezoning or nonconforming uses. If applicable, submission should describe how the Project Team plans to address these assumptions;
- Project phasing assumptions.

**Tab 4: Project Concept Plans**

Concept Plans for the overall Property should be submitted, including any new or renovated buildings proposed on the Property. Concept Plans must include:

- Elevation Plans with proposed building materials;
- Massing Plans;
- Sample Floor Plans, inclusive of both the recreation facility and any other uses.

**Tab 5: Project Sources & Uses and Detailed Development Budget**

Detailed Sources and Uses for all phases of the Project should be submitted. Sources & Uses should not indicate any gap in project financing. Project Sources should list all anticipated sources of funding (equity, debt, tax credits/government assistance), including applicable interest rates and repayment terms. Development Budget should outline all hard, soft, and financing costs associated with Project construction, including any anticipated Developer's Fees. In the electronic submission, Sources & Uses and Development Budget should be submitted in Excel format. All submissions should substantively follow the structures in the included sample Exhibits.

**Tab 6: Project Operating Pro Forma**

Submissions should include a 10-Year Project Operating Pro Forma. The Pro Forma should provide details on annual income and expense calculations, including all presumed rent structures and operating expenses. In the electronic submission, Operating Pro Forma and supporting documentation should be submitted in Excel format. All submissions should substantively follow the structures in the included Exhibits.

**Tab 7: Evidence of Financing**

Submissions should include all evidence of available financing as outlined in the Project Sources & Uses in Tab 5. Evidence of financing may include:

- Term Sheets, Commitment Letters, or Letters of Interest for debt or investor financing;
- Proof of equity financing ability in the form of annual reports, profit/loss statements, lines of credit, etc.;
- Evidence of any federal, state, or local government funding sources outlined in the Sources & Uses.

**Tab 8: Project Schedule**

Submissions should detail the full Project Schedule from RFP response to Project stabilization, outlining all key milestones throughout Project implementation.

**Tab 9: Proposed Purchase & Ownership Terms**

Submissions should outline proposed purchase & ownership terms, including proposed purchase price and details. Respondents should indicate whether the Project is being developed as a long-term hold or for sale and what entity will be purchasing the Property, including a breakdown of partnership participants and their ownership percentages. Submission should also outline the proposed final ownership structure for the recreation facility (see Section 4.1.6 for additional details).

**Tab 10: Community Outreach & Equity Commitments**

Submission should detail how the Respondent plans to communicate with local residents and stakeholders to solicit feedback, and provide updates during pre-construction and construction. Description should include how the Respondent will involve key stakeholders (City staff and elected officials, adjacent property owners and residents, Recreation Department committees) in the development process.

Submission should also provide details of how the Project will meet City equity and sustainable development goals. Each year the City Council sets [Council Priorities](#) to guide policy and budget decisions. Where possible, Respondents should seek to address Council priorities around environmental sustainability, equitable community development, and other goals in their development Project. These Project commitments may include, but are not limited to:

- Minority- and woman-owned firm participation;
- Green and LEED-certified development practices;
- Local hiring commitments;
- Anticipated new temporary and permanent jobs created;
- Affordable or workforce housing commitments.

**Tab 11: Required Certifications & Disclosures**

Submissions should include the following required certifications and disclosures, which may be found in the Exhibits of this RFP:

- Certification of Non-Involvement in the Nuclear Weapons Industry
- Living Wage Requirements Certification
- Applicant Affidavit

**Tab 12: Signed Addendum**

Throughout the RFP Period, the City of Takoma Park will provide RFP Addenda via email to all Registrants that answer any Requests for Information received. Respondents should sign each addendum and include them in the submission to acknowledge receipt.

**6 Selection Process****6.1 Evaluation Criteria**

The City of Takoma Park will evaluate responsive submissions on multiple criteria. In evaluating submissions, the City will use the following evaluation criteria:

<b>Criteria</b>	<b>Description</b>	<b>Level of Consideration</b>
<b>Addressing the RFP Intent of Offering</b>	How well does the submission address the intent of the RFP release outlined in Section 4?	Very High
<b>Short- and Long-Term Benefits for the City of Takoma Park</b>	What benefits will be realized by the City from the Project? Benefits may be financial (purchase price, additional real property taxes, etc.) or non-financial (additional community space, expanded services, increased employment opportunities for City residents, etc.)	Very High
<b>Project Feasibility</b>	How likely is it that the Project will be financed and completed as described in the timeline from the Project Schedule?	Very High
<b>Team Experience</b>	How much experience does the Project Team have with implementing similar Projects either within the City of Takoma Park or in the metropolitan Washington region?	Very High
<b>Economic Impact</b>	What impact will the Project have on both the City's economic health and the	High

	economic growth and stability of City residents?	
<b>City Equity and Sustainability Goals</b>	How well does the Project address City of Takoma Park equity and sustainability goals as outlined in the City Council’s annual priorities?	High
<b>Project Fit Within the Community</b>	How well does the Project address resident needs and fit with existing community plans and surrounding current and future uses?	Medium
<b>Project Timeline</b>	How realistic and quickly will the Project be activated and stabilized?	Medium

The City of Takoma Park reserves the right to waive any and all irregularities or informalities in the submittal, to reject any and all applications, and to accept the application(s) most favorable to the City of Takoma Park.

## 6.2 Award Procedures

At the close of the RFP period, City of Takoma Park staff will review all responsive proposals and conduct an internal evaluation of submissions. During the evaluation process, City Staff will not be limited to information provided by the Respondent, but may utilize other sources of information useful in evaluating the Respondent’s ability to perform and may request follow up information or modifications from any Respondent.

At the conclusion of the evaluation process, City staff will provide a public update and will make a recommendation to the Takoma Park City Council on proceeding with any Respondent’s submissions. The City may ask Respondents for a best and final offer or Project revisions after the evaluation process and public update.

Respondents may be asked to make a presentation, or presentations, at a mutually convenient time to the Mayor & City Council or community stakeholders. Basic submission information consisting of Project Summary, Project Concept Plans, and Team Members may be shared with the public during presentations.

Pending the selection of a Respondent, the City of Takoma Park will enter into an Exclusive Negotiating Privilege (ENP) with the selected Respondent. The term of the ENP will be determined by the City and will specify the terms and conditions under which the City will negotiate with the selected Respondent, the requirements and deadlines for said negotiations, and the terms and conditions under which the City will enter into a Land Disposition Agreement (LDA) for the development of the Site. After the ENP Period, the City will enter an LDA with the selected Respondent, which will outline the final approved Project and milestones necessary for any property disposition.

## **7 Terms & Conditions**

1. The Site is offered with all existing zoning, height, and land-use regulations outlined in the Site Information. Any proposed uses that are not permitted in the existing zoning category should clearly identify their path to approval in the submission.
2. The Site may contain environmental hazards that will require remediation prior to redevelopment. The City does not make any representation, guaranty, or warranty, expressed or implied, concerning any site conditions, including the possible presence of environmentally hazardous materials.
3. Public financial assistance, outside of any by-right State, County, or City incentives, is not offered with this RFP.
4. The Site is offered in an “As-Is” condition. Issues and concerns regarding title will be addressed through the land disposition process with a selected Respondent. The Respondent is encouraged to conduct such title investigations as it deems necessary.
5. All construction and building operations will need to abide by all applicable Federal, State, County, and City regulations and requirements.
6. Any selected Respondent will be responsible for obtaining, at its sole cost, all permits, approvals, and engineering and environmental studies as required. All costs of this Proposal and subsequent Project shall be borne by the Respondent.
7. The City of Takoma Park reserves the right, at its sole discretion, to cancel, withdraw, or modify the RFP prior to or after the response deadline.
8. The City of Takoma Park reserves the right, at its sole discretion, to reject all responses submitted under the RFP.

## **8 Exhibits**

- Exhibit A - Certification of Non-Involvement in the Nuclear Weapons Industry
- Exhibit B - Living Wage Requirements Certification
- Exhibit C – Applicant Affidavit
- Exhibit D - Sample Sources & Uses Statement
- Exhibit E - Sample Unit Summary
- Exhibit F - Sample Operating Pro Forma



**Exhibit A - Certification of Non-Involvement in the Nuclear Weapons Industry**

KNOW ALL PERSONS BY THESE PRESENTS:

Pursuant to the requirements of Chapter 14.04 of the Takoma Park Code, the Takoma Park Nuclear Free Zone Act, the undersigned person, firm, corporation, limited liability company or entity hereby certifies that he/she/it is not knowingly or intentionally a nuclear weapons producer.

Note: The following definitions apply to this certification per Section 14.04.090:

“Nuclear weapons producer” is any person, firm, corporation, facility, parent or subsidiary thereof or agency of the federal government engaged in the production of nuclear weapons or its components.

“Production of nuclear weapons” includes the knowing or intentional research, design, development, testing, manufacture, evaluation, maintenance, storage, transportation or disposal of nuclear weapons or their components.

“Nuclear weapon” is any device the sole purpose of which is the destruction of human life and property by an explosion resulting from the energy released by a fission or fusion reaction involving atomic nuclei.

“Component of a nuclear weapon” is any device, radioactive substance or nonradioactive substance designed knowingly and intentionally to contribute to the operation, launch, guidance, delivery or detonation of a nuclear weapon.

IN WITNESS WHEREOF, the undersigned has signed this Certification this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

Contractor Name: \_\_\_\_\_

Contractor Title: \_\_\_\_\_

State of \_\_\_\_\_, County of \_\_\_\_\_:

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

**Exhibit B - Living Wage Requirements Certification  
(Takoma Park Code, section 7.08.170.B)**

Business Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

Please specify the contact name and information of the individual designated by your business to monitor your compliance with the City’s living wage requirements, unless exempt under Section 7.08.190 (see item B below):

Contact Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**CHECK ALL APPROPRIATE LINES BELOW THAT APPLY IN THE EVENT THAT YOU ARE AWARDED THE CONTRACT AND BECOME A CONTRACTOR.**

**A. Living Wage Requirements Compliance**

\_\_\_\_\_ This Contractor as a “covered employer” will comply with the requirements of the City of Takoma Park Living Wage Law (*Takoma Park Code, Section 7.08.180 et. seq.*, amended by Ordinance No. 2013-26). Contractor and its subcontractors will pay all employees who are not exempt from the wage requirements and who perform measurable work for the City related to any contract for services with the City, the living wage requirements in effect at the time of the City contract. The bid price submitted under this procurement solicitation includes sufficient funds to meet the living wage requirements.

**B. Exemption Status (if applicable)**

This Contractor is exempt from the living wage requirements because it is:

\_\_\_\_\_ The total value of the contract for services (based on the bid or proposal being submitted under this procurement solicitation) is less than \$20,000.00.

\_\_\_\_\_ A public entity.

\_\_\_\_\_ A nonprofit organization that has qualified for an exemption from federal income taxes under Section 501c (3) of the Internal Revenue Code.

\_\_\_\_\_ A contract procured through an emergency procurement, sole source procurement, or cooperative procurement.

\_\_\_\_\_ A contract for electricity, telephone, cable television, water, sewer or similar service delivered by a regulated public utility.

\_\_\_\_\_ A contract for the purchase or lease of goods, equipment or vehicles.

\_\_\_\_\_ A contractor who is prohibited from complying with the City’s living wage requirements by the terms of an applicable federal or state program, contract, or grant requirement. **(Must specify the law and/or furnish a copy of the contract or grant.)**

C. Living Wage Requirements Reduction.

\_\_\_\_\_ This Contractor provides health insurance to the employees who will provide services to the City under the City contract and it desires to reduce its hourly rate paid under the living wage requirements by an amount equal to, or less than, the per employee hourly cost of the employer’s share of the health insurance premium. This Contractor certifies that the per employee hourly cost of the employer’s share of the premium for that health insurance is \$\_\_\_\_\_.

**(Must submit supporting documentation showing the employee labor category of all employee(s) who will perform measurable work under the City contract, the hourly wage the Contractor pays for that employee labor category, the name of the health insurance provider and plan name, and the employer’s share of the monthly health insurance premium.)**

**Contractor Certification and Signature**

Contractor submits this certification in accordance with *Takoma Park Code* section 7.08.170.B. Contractor certifies, under penalties of perjury, that all of the statements and representations made in this Living Wage Requirements Certification are true and correct. Contractor and any of its subcontractors that perform services under the resultant contract with the City of Takoma Park will comply with all applicable requirements of the City’s living wage law.

Authorized corporate, partner,  
member or proprietor signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Title of authorized person: \_\_\_\_\_

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

**Exhibit C – Applicant Affidavit**

The undersigned hereby attests under penalty of perjury and by personal knowledge to the following:

1. The contents of the Submission (including all submitted attachments and other documentation) are true and correct.
2. To the best of my knowledge neither the Applicant, nor its agents, affiliates, partners, employees, officers, directors or other associates of any kind, have colluded with any individual or entity on behalf of the Applicant, or themselves, to produce an unfair advantage over others or to gain favoritism in the award of any contract resulting from this RFP.
3. By responding to this RFP, the Applicant agrees to indemnify and hold harmless all parties to this RFP for any conceivable damages arising therefrom; and affirms that no compensation is expected as a result of the preparation of said response.
4. By responding to the RFP, the Applicant certifies that neither it nor any affiliated entity is currently debarred from submitting bids or has otherwise agreed not to submit bids on contracts with any government or business entity. If the Applicant experiences a material change in its debarment status after the application is submitted and prior to the award of the contract for the Project, the applicant shall notify the City of Takoma Park of the change in writing at the time the change occurs or as soon thereafter as is reasonably practicable. If at any time during the evaluation process the Applicant is issued a debarment judgment then this will be considered grounds for automatic disqualification.
- 5.
6. Applicant agrees to report substantial changes to debarment, financial conditions, corporate structure or personnel.

Applicant Name:

\_\_\_\_\_

Officer’s Signature:

\_\_\_\_\_

Printed Name and Title:

\_\_\_\_\_

Telephone No:

\_\_\_\_\_

Affix Corporate Seal

Witnessed by:

\_\_\_\_\_

Witness Printed Name and Title:

\_\_\_\_\_

Date Signed:

\_\_\_\_\_

**Exhibit D - Sample Sources & Uses Statement**

*Respondents should include a detailed Sources & Uses table. The table below is a sample format that includes anticipated information in a responsive submission. Respondents should include detailed Uses where relevant and include all evidence of financing, including any term sheets or commitment letters.*

Sources	Amount	% of Total	Interest Rate	Term
Developer Equity				
Other Equity (specify)				
Primary Loan				
Secondary Loan (specify)				
Tax Credits (specify)				
Other Incentives (specify)				
Other Sources (specify)				
<b>Total Sources</b>			-	-
Uses	Amount	% of Total		
Acquisition Costs				
Soft Costs				
Hard Costs				
FFE				
Marketing Costs				
Financing Fees				
Developer's Fees				
<b>Total Uses</b>				

**Exhibit E - Sample Unit Summary**

*Respondents should outline all revenue assumptions from various unit types. The table below is a sample format to demonstrate anticipated information in a responsive submission.*

<b>Unit Type</b>	<b>SF/Unit</b>	<b># of Units</b>	<b>Monthly Rent/Unit</b>
<b>Residential</b>			
<b>Commercial</b>			
<b>Office</b>			
<b>Other (specify)</b>			

**Exhibit F - Sample Operating Pro Forma**

*Respondents should include an operating pro forma, both in Excel and PDF formats. The pro forma should outline a summary of assumptions such as rental returns, vacancy allowance, inflation rates, etc. The table below is a sample pro forma.*

	Year 0	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
<b>Revenue</b>											
Residential Rent											
Commercial Rent											
Office Rent											
Other Revenue (specify)											
<b>Total Gross Revenue</b>											
<b>Revenue Deductions</b>											
Vacancy Losses											
Other Deductions (specify)											
<b>Total Effective Revenue</b>											
<b>Expenses</b>											
State Property Taxes											
County Property Taxes											
City Property Taxes											
Personal Property Taxes											
Payroll & Fringe Benefits											
Repairs & Maintenance											
Common Area Maintenance (CAM)											
General/Admin											
Management Fee											
Utilities											
Security											
Insurance											
Other Expenses (specify)											

<b>Total Expenses</b>												
<b>Net Operating Income</b>												
<b>Debt Service</b>												
Primary Loan												
Secondary Loan												
Other Debt Service (specify)												
<b>Total Debt Service</b>												
<b>Cash Flow</b>												