

**CEDAR TREE ACADEMY PUBLIC CHARTER SCHOOL**

**REQUEST FOR PROPOSAL**

**To Provide Comprehensive For the Development Apartments Building**

**Proposal Due Date: September 27, 2024**

**Proposal Due Time: 2:00 PM**

## **INFORMATION AND INSTRUCTIONS TO DEVELOPERS**

### **Section 1 Introduction**

#### Request for Proposal

Cedar Tree Academy is pleased to invite qualified developers to submit responses to this request for proposals (RFP) for New Apartment buildings located on Howard Road SE Washington DC.

1. Email a PDF copy of proposals for the Development of Apartments for Cedar Tree Academy Public Charter School (CTA) to [proposals@cedartree-dc.org](mailto:proposals@cedartree-dc.org) also provide one hard copy in a sealed envelope marked “CTA Proposal for Apartment Development” Located at 701 Howard Road SE Washington DC 20020. Proposals will be received until **September 27, 2024 at 2:00 P.M.** Consider your proposal received once you receive a confirmation email.
2. Bids received after the time established for the receipt of bids will not be considered regardless of the cause for the delay in the receipt of any such bid.
3. Questions on the proposal should be directed to: [proposals@cedartree-dc.org](mailto:proposals@cedartree-dc.org)
4. Cedar Tree Academy reserves the right to reject any bids and to waive any informality in bidding and/or to make the award for all or any part of the work to be done, as appears to its best interests.

General Conditions (Site visits prior to bid submission are highly recommended).

Cedar Tree Academy PCS is seeking proposals from qualified developers for the construction of affordable, high-quality apartment buildings in Ward 8, one of the city’s historically underserved and economically disadvantaged areas. This initiative aims to address the pressing need for accessible housing, stimulate local economic growth, and foster vibrant, inclusive communities. We invite innovative and experienced developers to submit proposals that not only adhere to the highest standards of design and sustainability but also incorporate community engagement and support services to enhance the well-being of Ward 8 residents.

**Specifications** – The use of general specifications by Cedar Tree Academy PCS is to be considered informative.

**Evaluation** – In evaluating qualified bids the following considerations will be taken into account for award recommendations: price, overall quality and value to Cedar Tree

Academy PCS, suitability for the intended use, probability of continuous availability, vendor’s service and delivery capabilities, service history, etc.,

**Project Overview**

**Vision and Goal**

Cedar Tree Academy PCS is seeking proposals for the construction of a new apartment building located next to our school. The primary goal of this development is to enhance the community by providing high-quality housing options that cater to the needs of local residents and school staff. The new building aims to complement the new school facilities, fostering a vibrant, supportive neighborhood environment that benefits both the school community and future residents.

**Proposal Submission Requirements**

Within two pages, articulate the vision for the property, including proposed uses and retail tenant(s) (if any), how Cedar Tree Academy and the surrounding neighborhood will benefit from the proposed project, and a description of why the project team is uniquely qualified to deliver the proposed vision.

**Project Team Information**

4.1.1. **Contact List:** Include a contact list for the Project Team. For each entity, provide the first and last name, title, address, telephone number, and e-mail address for the primary point- of-contact.

Project Team Member	
Development Partners	Identify any and all development partners for the project, distinguishing between the Master Developer and any sub-developers.
Service Partners	If applicable, identify any proposed service partner(s), such as Resident Services or other providers, for the project
Retail Tenant Partners	If applicable, identify any proposed retail tenant(s) for the project
Design Team	Identify architect, engineer, and any other known design team consultants
General Contractor	Identify selected general contractor for the project
Other Consultants	Identify any additional consultants (e.g., construction management, etc.)
Financial Partners/Capital Sources	If applicable, identify any construction and permanent lenders, major investors, and key consultants, if any, included in the financing plan.
Property Management Company	Identify selected property management company

***Project Team Narrative:*** Explain the overall project ownership structure by project phase, if applicable, note the Master Developer entity and any sub-developers, and describe in detail the respective roles of each project team member including how the team member will contribute to the development program and fit within the proposed ownership structure of the project. If multiple entities support the project in a similar capacity (e.g., two architects or two contractors), describe what specific role each will play to support project delivery. Limit response to one page.

Development Program Concept :

***Project Narrative:*** Include a detailed narrative of the proposed project scope of work and the various elements of the project concept, including:

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*Proposed business terms*, including the entity name of the Lessee/Purchaser, proposed disposition structure (e.g., fee simple, ground lease), affordability commitment period and any other deal terms unique to the proposal, including purchase price (if transferring interests) or rental payment/escalation (if ground lease).

Cedar Tree Academy is currently exploring the most advantageous land ownership strategy (i.e., ground lease, transfer of interests, hybrid, sale of property), which will be confirmed prior to any negotiated contract with the Selected Team. While the school welcomes proposed ownership strategies, Respondents should be prepared to proceed under either scenario. Any proposed strategies will be considered and evaluated as part of the Respondent's effort to bring forth creative strategies that reduce overall school's investment under the Development Budget/Financing section of the Evaluation Criteria and achieve greater benefit to the development program overall.

***Residential unit breakdown:*** The total number of residential units by project phase/building, unit type (rental vs. for-sale), income restriction, bedroom size, and the average net square footage for each. Include any unique features, including permanent supporting housing units, accessible units separated by type and the number of permanent supportive housing units intended to be accessible.

***Parking breakdown and public parking strategy:*** The total number of parking spaces quantified by project phase, including any parking offered to school staff.

***Special features or amenities*** at the project or for the neighborhood or for the school.

***Community engagement strategy*** that addresses how the development team plans to facilitate engagement with adjacent property owners and the school community. The strategy should consider how the team plans to solicit input about the project concept and how the team plans to inform the community and manage expectations during the

construction process.

***Marketing strategy*** that addresses how the team will fairly market and select future residents during lease up and operations to achieve the most diverse pool of residents and ensure appropriate agencies, marketing and translation tools, and nonprofit organizations are used/informed.

**Impact on School Building:** Describe how the new apartment building will integrate with and enhance the new school facility. Consider factors such as proximity, shared spaces, and any potential synergies between the residential and educational environments.

### **Project Timeline**

Please provide a comprehensive timeline for the project, including key milestones. This should outline:

- **Start and Completion Dates:** Expected dates for commencement and completion of construction.
- **Key Milestones:** Include major phases such as design approval, permit acquisition, ground-breaking, construction phases, and final inspections.
- **Impact on School Operations:** Discuss how these milestones will affect the school's operations, particularly in terms of noise, construction traffic, and other disruptions.

### **Target Market**

- **Target Audience:** Identify the target market for the new apartments. Describe the demographic profile of potential residents.
- **Teacher Preference:** If applicable, outline any preferences given to school staff or teachers in the allocation of apartments. Specify how this preference will be implemented and managed.

### **Financials**

#### **Financial Benefits to Cedar Tree Academy**

- **Short-Term Benefits:** Detail any immediate financial advantages Cedar Tree Academy may experience, such as leasing income, partnership revenue, or other direct benefits.
- **Long-Term Benefits:** Explain the potential long-term financial gains, such as increased property value, sustained rental income, or other financial impacts.
- **Benefit Timeline:** Provide a timeline for when Cedar Tree Academy can expect to realize these financial benefits.

### **Design and Architecture**

## Key Architectural Features

- **School Benefits:** Describe architectural elements that will directly benefit the school. Consider features such as play areas, parking facilities, or landscaping that may enhance the school's environment.

## Innovative and Sustainable Design

- **Innovative Elements:** Highlight any innovative design features or practices that are incorporated into the project.
- **Sustainable Practices:** Provide information on sustainable practices and green building certifications, if any. Include details about shared spaces or facilities that promote environmental sustainability.

## Accessibility and Inclusivity

- **Design for Accessibility:** Explain how the design of the apartment building will accommodate accessibility for all potential users, including school staff, parents, and other community members.
- **Inclusivity Features:** Describe any features that ensure inclusivity, such as universal design principles or special accommodations.

## Risk Management

- **Risk Management:** Identify potential risks for delays and outline your strategies for mitigating these risks. Include any contingency plans.

## Environmental Impact and Safety

- **Environmental Considerations:** Detail how you will manage and mitigate environmental impacts during construction.
- **Safety Measures:** Describe measures taken to ensure the safety of students, families, and the local community during construction activities.

**Additional Information:** Please add any additional information that will make your proposal stand out from all other proposals received.

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## Submission Instructions

Please email all proposals to: [proposals@cedartree-dc.org](mailto:proposals@cedartree-dc.org) September 27, 2024

**Contact Name:** LaTonya Henderson **Contact Email:** [proposals@cedartree-dc.org](mailto:proposals@cedartree-dc.org)

**Contact Address:** 701 Howard Road SE Washington DC 2020

For any inquiries or additional information, please contact LaTonya Henderson at [202-610-4193] or [proposals@cedartree-dc.org](mailto:proposals@cedartree-dc.org)

Thank you for your interest in partnering with Cedar Tree Academy PCS for this important development project.

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**Cedar Tree Academy PCS**

701 Howard Road SE Washington DC 2020

202-610-4193

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