



Request for Proposals

2900 S. 81st Street
January 7, 2020

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- A. Lower Southwest District Plan Focus Area on Lower Eastwick
- B. Lower Eastwick Public Land Strategy
- C. Property Application Form
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- E. Campaign Disclosure Forms
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1. Application Process

This Request for Proposals ("RFP") seeks qualified developers (each, an "Applicant," and together, "Applicants") to provide proposals (each, a "Proposal") for the purchase and development/rehab (the "Project") of the structure and surrounding lot at 2900 S. 81st Street located in Southwest Philadelphia's Eastwick neighborhood (the "Property"). The Property is owned by the School District of Philadelphia ("SDP"). The Philadelphia Redevelopment Authority ("PRA") is offering the Property for sale as agent for SDP. This RFP follows the completion of the Lower Eastwick Public Land Strategy (the "Public Land Strategy" – **Attachment B** or (<https://phdcphila.org/who-we-are/publications/lower-eastwick-public-land-strategy/>), a planning and feasibility report that was developed with significant community engagement. All Proposals must follow the recommendations of the Public Land Strategy. A primary goal of the Project is to redevelop the Property in a way that responds to the community's feedback, and so that the Project creates an amenity that serves the community through meaningful social impact.

Relationship of PRA to PHDC

In July 2019, PRA and the Philadelphia Land Bank merged with the Philadelphia Housing Development Corporation ("PHDC")—combining staffs and making PHDC the public-facing brand. Although the PRA still exists and operates to achieve its statutory purpose, its work is carried out by the staff of PHDC. Although the PRA is the SDP's agent for this RFP, the RFP is being posted on PHDC's website.

Proposal Submission Deadline

Applicants must submit their Proposal no later than Monday, March 9, 2020, at 3:00 PM; absolutely no Proposal will be accepted after that time.

Prebid Meeting and Intention to Submit

A pre-bid meeting will be held at the Property on Thursday, February 6, 2020, at 10:00 AM. This meeting is mandatory and all Applicants must attend this meeting. The names and contact information for all attendees at the pre-bid meeting will be posted on PHDC's website as public information within two (2) business days of the pre-bid meeting.

Questions and Request for Addition Information

All questions and requests for additional information should be directed in writing to RFP@PHDC.phila.gov with the address of the Property in the subject line. Questions will only be accepted until Monday, February 10, 2020, at 5:00 PM. Questions and/or requests for additional information and the PRA's responses to them will be posted on the PHDC website.

Related Parties

An Applicant, whether an individual or business entity, may submit only one Proposal in response to this RFP. Individuals that are related to each other or business entities that are legally related to each other or to a common entity may not submit separate Proposals. The PRA, in its sole and absolute discretion, retains the right to reject any Proposal where:

1. Applicants or principals of Applicants are substantially similar or substantially related parties; or
2. The PRA has determined that the Applicant has violated these conditions or the spirit of these conditions.

Proposal Submission Process

Proposals will be accepted in either of the following:

1. Online Submission – via PHDC's website (<http://www.PHDCphila.org/>); or
2. Hard Copy Submission – Submit 3 original copies of the Proposal and one electronic copy on a USB Flash Drive via hand delivery or registered mail. Files on the USB Flash Drive may only be in Microsoft Word or Adobe PDF. Applicants may hand deliver or send Proposals via registered mail to:

Department of Land Management
PHDC
1234 Market Street, 16th Floor
Philadelphia, PA 19107

Disqualification

Proposals will be disqualified if:

1. They are submitted after the specified deadline; or
2. They are submitted by some means other than the two formats listed above. For electronic Proposals, the PHDC website portal is the only means that will be accepted. Proposals sent via email, Dropbox or other electronic venues will be disqualified; or
3. If the Applicant did not attend the Prebid meeting; or
4. If the Proposal package is incomplete.

Bid Price

PRA will award this Project to the Applicant's Proposal that scores the highest according to the criteria explained below. Bid price is one of these criteria, though the Project will not necessarily be awarded to the highest bidding Applicant. It is up to Applicants to engage in their own research to determine an appropriate and competitive bid price. Bids priced substantially below fair-market value for the purpose of community/economic development projects must be in accordance with the applicable laws and the SDP Real Estate Policies.

Subsidy for Affordable Housing

The City of Philadelphia ("City") may make subsidy available for projects that include income-restricted affordable housing, and the City may give priority to affordable housing projects that leverage other funding sources.

Schedule

The timeline for this RFP is as follows:

Event	Date
Notice of RFP Opportunity Posted	January 7, 2020
Pre-Bid Meeting (2900 S. 81 st Street)	February 6, 2020 - 10:00 AM
Questions and/or Requests for Additional Information Due within two (2) business days of the Pre-Bid meeting	February 10, 2020 - 5:00 PM
Proposals Due	March 9, 2020 - 3:00 PM

Public Presentation and Public Comment Period

Applicants must be prepared to formally present their Proposals to the community. Following the submission date, PRA will organize a community meeting at which shortlisted Applicants will be required to publicly present their plans as part of this application process. After this meeting, PRA will post the final Proposals on its website for an open public comment period. Upon completion of the public comment period, and PRA's review and evaluation, PRA will recommend a course of action to the SDP. The SDP shall make the final decision with respect to Proposals. PRA shall notify all Applicants of the results. The final sale of the Property will be contingent upon, and subject to: (1) the authorization from the Board of Education, and (2) a final order approving the sale from the Court of Common Pleas (if a for-profit entity).

PRA reserves the right, in its sole discretion, to alter the schedule as it deems necessary or appropriate.

2. Introduction and Description of the Project Site

PRA, as agent for SDP, is soliciting proposals from Applicants for the redevelopment of the Property. The Property include the former Communications Technology High School, locally known as "Comm Tech School," which opened as the George Wolf School after it was built in 1926. The Property has an approximate lot area of 100,000 square feet, which includes the Comm Tech School and two paved lots located on opposite ends of the structure. The Property is owned by the SDP. The three-story brick and brownstone structure is approximately 67,000 square feet and was added to the National Register of Historic Places in 1988 (see **Attachment A: Historic Resource Survey Form**). The Property will be offered and disposed by the PRA, who is acting as agent for the SDP.

Note: The Property is owned by the SDP. All recommendations made upon the review of Proposals by PRA are subject to the approval of the SDP, Court of Common Pleas, and any of its affiliates as required by the SDP for the transfer of the Property. If the event that the Property is not transferred to a selected Applicant, PRA reserves, among the other rights reserved in Section 8, below, the right to (i) supplement, amend, substitute, modify or re-issue the RFP with terms and conditions materially different from those set forth here; (i) cancel this RFP with or without issuing another RFP; (iii) to terminate negotiations regarding any and all Proposals at any time; and/or (iv) to rescind a selection of an Applicant prior to contract.

About the Area

The Property is located in the Lower Eastwick area of the City. For background on the community context, history, and site conditions please review the Lower Southwest District Plan's Lower Eastwick Focus Area (**Attachment A**), and the Public Land Strategy (**Attachment B**).

The Property is located within City Council District 2 and there are five (5) Registered Community Organizations (RCOs):

1. Eastwick Community Network
2. 40th Ward Republicans
3. 40th Democratic Ward
4. Eastwick Friends & Neighbors Coalition
5. Paschall Unity Day Committee

According to the Zoning Code, "If there is more than one RCO whose registered boundaries include the applicant's property, the district council member whose district includes the applicant's property shall select one of those RCOs as the Coordinating RCO, or may select two or more RCOs whose registered boundaries include the applicant's property to serve jointly as the Coordinating RCO."

The Property is currently zoned for Single-Family Residential Use (RSA-3). However, the City is working with the Council District office to support rezoning of the Property to IRMX in accordance with the Lower Eastwick Public Land Strategy. Applicants are strongly encouraged to design their proposals to comply with IRMX zoning classification. It is anticipated rezoning will occur prior to transfer of title to the selected Applicant.

(Site location image shown on following page)



3. Scope of Work

PRA is soliciting Proposals for Applicants that can demonstrate the experience, capacity and creativity to develop a dynamic project that will maximize the existing Property in a manner that represents the most productive and beneficial use for the community and the City. Proposals must consider the structure's local historic designation which, at a minimum, requires the preservation of the facade and substantially preserves and rehabilitates the structure. The Proposal must demonstrate financial feasibility.

Use Program

The redevelopment of the Property must follow the recommendations from the Public Land Strategy. Specifically, the Public Land Strategy recommends the following uses for the Property:

- Community centered institutional or educational reuse
- Housing, including affordable and/or senior units
- Workforce/skills training for youth and adults

Additionally, the Public Land Strategy says:

"The former Comm Tech School should be reused. ... Future use should incorporate a community meeting space, as one is lacking in the neighborhood. As a mix of housing, community meeting space, and specialized services - as proposed by community members - Comm Tech could become the valuable community resource long sought after by Eastwick residents."

In addition, Proposals should be responsive to the recommendations and Design Principles expressed in the Lower Southwest District Plan's Lower Eastwick Focus Area (**Attachment A**).

Applicants will be required to describe the proposed development's social impact per the guidelines provided within Section (F) of this document under *Proposal Requirements*. Proposals should have a strong sense of urbanism and high-quality and environmentally-friendly design focused on bringing long term value to the community.

As in-depth in the Public Land Strategy, Lower Eastwick is an environmentally sensitive area that is prone to flooding. Focus should be made on ensuring that the Proposal's design includes significant stormwater mitigation so that conditions in the surrounding community are not adversely impacted. Innovative approaches to flood risk mitigation and stormwater are encouraged.

Sale in As-Is Condition

Applicants are solely responsible for all due diligence, including all pre-development costs which may include but are not limited to engineering, structural, geo-technical planning and environmental studies required for rehabilitation and construction on the Property. The PRA and the SDP make no warranty or representation concerning the existence of any structural deficiencies, geo-technical deficiencies and/or environmental contamination on the Property, or upon any adjoining land or improvements. Neither the PRA nor the SDP is now or at any time hereafter under any circumstance responsible for any of such conditions or for the analysis, care or remedy thereof. The Property will be transferred in its "as-is" condition

with the selected Applicant solely responsible for all structural, geo-technical and environmental repairs, stabilization and/or remediation required for construction on the Property. Neither the PRA, the City nor the SDP shall be obligated to make any investments or repairs in this asset outside of maintenance to streets and utilities that may be part of the City's normal course of business. Any plans submitted pursuant to this RFP should consider and address the foregoing obligations and requirements.

4. Proposal Submission Requirements

Proposals must contain the information described below and conform to the following format:

A. Executive Summary

A written narrative of the proposed development should be provided in the form of a cover letter addressed to Angel Rodriguez, PRA Deputy Director of Development, Real Estate. The narrative should be no longer than two (2) pages in length and should include the name of the applicant and major project partners, concisely summarize the proposed development program, and list the bid price.

Applicants must also submit a complete Property Application Package Form (**Attachment C**).

B. Financial Summary

Applicants must demonstrate the development team's capacity to carry out the proposed Project, as well as the financial feasibility of the proposed Project within current market conditions. Proposals must provide:

- A written narrative of the project financing plan.
- Project financials including development budget(s), sources/uses, assumptions, and operating pro forma(s) demonstrating feasibility through predevelopment, construction, and exit.
- If the program involves affordable housing please describe the number of affordable units, the level of affordability, the term of affordable restriction period, and the size of the affordable units.
- Evidence of the development team's capacity to finance the total cost of the development project as outlined in the Property Application Package Form. Evidence should include signed letter(s) of interest and/or preliminary term sheets from prospective financing sources that include terms of financing, that reference this specific project, and that reference the pertinent amount of financing as listed on the project budget. Please provide written evidence of interest from as many sources listed on project sources/uses budget as possible.
- Describe and explain the need for any public subsidy that will be sought for this project.
- Any other information that may support the Applicant's financial position and financial viability of the proposed project.

C. Development Plans

The Proposal should take into consideration the local context and provide for an attractive, well-designed and environmentally-friendly development that enhances the quality of the built environment and improves the overall quality and physical appearance of the community. All Proposals must indicate what entitlements Applicants may be seeking, including, but not limited to, zoning, easements, exceptions from public entities, street changes, and/or utility alterations (new or relocated). Renovation should be sensitive to the building's

historic context and substantially rehabilitate the structure. PRA encourages Applicants to incorporate sustainable design features and building materials. Applicants should consider building performance objectives and building design guidelines that integrate energy efficiency while mitigating flood risks.

Plan submissions should include but are not limited to:

- Detailed scope of work with corresponding budgets.
- Site plan showing extent of proposed development with different project components clearly labeled.
- Scaled concept or schematic floor plans.
- Concept or schematic elevations and renderings as appropriate.
- Description of proposed building and finish treatments and materials.

D. Development Schedule and Milestones

Please include as detailed a schedule as possible broken out into a predevelopment schedule and post-closing construction schedule. In the predevelopment schedule please list important milestones and dates, beginning with due diligence activity, securing required government approvals, and financing commitments. Please provide an anticipated closing date. In the post-closing schedule, include, at a minimum, a schedule showing critical milestones such as construction commencement and completion deadlines.

E. Applicant Team Qualifications

Please provide a narrative that outlines the experience of the development team, overall approach and tasks to complete the work and quality control process. In the narrative please provide past relevant experience of the team including past performance and record of successful completion of similar projects by team members, particularly within the City, and on publicly owned land (if applicable).

Applicants must submit audited Financial Statement for last two (2) fiscal years (if audited Financial Statements are not available, please provide internally prepared statements including income statements and balance sheets);

Proposals must contain information regarding any litigation (pending or threatened) in which the development entity or any members of the development team are involved and any judgments that have been rendered against the Applicant entity or any member of the development team that may affect the ability to successfully execute the proposed project for the Property.

F. Community Engagement

Projects must be responsive to community concerns and their planning and development process should have a high level of community engagement. Applicants are encouraged to seek local community input for their plans and share their Proposals with community-based organizations before responding to this RFP. Proposals should describe the actions that have been taken to identify the community group(s) that represent the neighborhood where the project will be located and to notify these groups of the proposed plans. Please summarize any comments received from the community.

G. Social Impact Narrative

Applicants must include a narrative explaining the Project's social impact – for the purpose of this RFP, defined as the way that the physical project may have a positive effect on people and communities.

Such impact should be described and quantified with relevant metrics such as the approximate number of people to be served by the Project or its social impact component. Applicants are encouraged to think creatively and to seek input and/or partnerships from community-based organizations. Applicants may choose to engage a consultant to assist in developing their social impact approach and methodology for impact assessment. Examples of social impact may include (but are not limited to):

- Creating or retaining permanent (non-construction) jobs for local, diverse, lower-income individuals, including contribution or participation in job readiness and training programs.
- Providing access to quality pre-K and afterschool care.
- Providing important community goods, services, and facilities in the proposed development project.
- Providing affordable healthy food access, if such access is not currently present in the community.
- Providing affordable housing within the proposed development.
- Providing opportunities for minority businesses, including flexible lease rates, contracting and supplier opportunities post-construction, and mentorship programs.
- Investment in the local educational unit(s): public elementary, middle, high school or community college.
- Investment in proximate community facilities: parks, recreational center, library, health center.
- Managing stormwater and reducing flood risk to the entire community.

H. Economic Opportunity and Inclusion Narrative

The Applicant should demonstrate its experience working with Certified M/W/DSBE firms—defined as Minority Business Enterprises (MBE), Woman Business Enterprises (WBE), or Disabled Business Enterprises (DSBE). In addition, Applicants must provide a narrative describing its track record in M/W/DSBE inclusion. The narrative must also discuss the Applicant's plan and track record for engaging minority workforce. Applicants should note whether the prime Applicant itself and/or other key partners, consultants or contractors who are part of the Applicant team are minority or woman-owned.

I. Proposal Deposit

Proposals do NOT require a deposit. However, once an Applicant is selected by the Proposal Review Committee, the selected Applicant will be required to submit a deposit to the SDP when signing the Agreement of Sale.

J. Certificate of Non-Indebtedness

All proposals submitted in response to this RFP must contain a fully executed Certificate of Non-Indebtedness to the City. A copy of this Certificate is attached as **Attachment D**.

K. Campaign Disclosure Forms

Each member of the development team must complete the Campaign Disclosure Forms attached as **Attachment E**.

L. Tax Clearance and Conflict of Interest Form

All Proposals submitted in response to this RFP must contain a fully executed Tax Clearance and Conflict of Interest form. A copy of this form is attached as **Attachment F**.

5. Evaluation/Selection

PRA will initially conduct a threshold review of each Proposal submitted to determine its compliance with the Proposal Submission Requirements. Only Proposals that comply with these requirements will be considered for evaluation. If no Proposal meets these requirements, the PRA may allow all Applicants to supplement their submissions to conform to these requirements.

Proposals selected pursuant to the threshold review will be evaluated by a Proposal Review Committee using the evaluation factors listed below. Proposals will be evaluated in their entirety; no one factor, but rather a combination of all the following factors will determine the successful Applicant. PRA may ask one or more Applicants to give a presentation, and may elect to request supplemental information from all Applicants or a pool of finalists. Final recommendation will be made by PRA, and final approval must be obtained from the SDP. Upon selection of the successful Applicant, the SDP will seek the authorization of the sale from the Board of Education, for the transfer of the Property. Upon such authorization, the parties will enter into an Agreement of Sale, but such Sale shall be contingent upon the SDP obtaining a final order from the Court of Common Pleas authorizing the sale of the Property as required by applicable laws (if a for-profit entity).

The following criteria will guide PRA and the SDP in using their professional judgment to determine which Applicant has submitted the best Proposal. In addition to any other factors that PRA considers relevant in the evaluation of these responses, the following are the evaluation factors:

- 1. Economic Opportunity and Inclusion (30%)**
 - Goals for M/W/DSBE inclusion
 - M/W/DSBE Firms comprising the development team
 - Commitment to M/W/DSBE Workforce
 - Track record of M/W/DSBE inclusion and minority workforce inclusion
- 2. Public Purpose - Social Impact (15%)**
 - Strength of Social Impact Plan
 - Creativity and innovation
 - Ability to define, evaluate and track measurable outcomes
- 3. Development Team Experience and Capacity (20%)**
 - Competence and experience of team
 - Track record on similar projects
 - Suitability for this specific development opportunity
 - History of team partnership
 - Experience working with PHDC and other public entities

4. Financial Feasibility (20%)

- Financing plan
- Demonstration of project feasibility
- Evidence of Applicant team capacity

5. Project Design (10%)

- Quality of design concept
- Appropriateness of proposed use program.
- Alignment with local community and context
- Development timelines

6. Offer Price (5%)

If PRA has recommended and SDP has accepted a Proposal pursuant to this RFP or comparable process and the Proposal included a plan describing the participation of M/W/DSBE firms as part of the RFP, then the Applicant shall comply with its participation plan.

The disclosure statements and other documentation submitted to PRA are important sources of information upon which PRA may base its selection and approval of an Applicant. Accordingly, any substantive misstatement or omission in any such disclosure statement or documentation shall be sufficient for PRA to reject the Proposal.

Following the close of this RFP, selected Applicants may be requested to submit supplemental information including more developed plans and budgets.

6. Disposition Process

After the PRA reviews the Proposals and an Applicant's Proposal is selected, the Board of Education must authorize the SDP to enter into an Agreement of Sale before the Agreement of Sale can be executed. The Agreement of Sale shall state that it is contingent upon the SDP obtaining Court approval of the sale of the Property (court approval not required if Applicant is a non-profit entity). Following is a general sequence of events in this approval process:

1. PRA review and approval of schematic architectural plans, and all financial documents (including budgets, sources and uses, pro forma, financing letters, term sheets, and Applicant financial statements);
2. Public Presentations and Public Comment;
3. Recommendation of an Applicant/Proposal to SDP;
4. Negotiation of Agreement of Sale terms;
5. SDP Board approval of the Agreement of Sale;
6. Execution of the Agreement of Sale by the SDP;
7. Court of Common Pleas Hearing and approval, which would require obtaining two independent appraisals for the Property (court approval not required if Applicant is a non-profit entity);
8. Settlement and transfer of title;
9. Pre-construction conference;
10. Construction period; and
11. Review of the completed development to determine compliance with all requirements of the Agreement of Sale and Special Warranty Deed.

The successful Applicant shall be responsible for securing and paying all costs associated with all permits, licenses, approvals, lot line relocation, or variances necessary to comply with the development controls, City Code, and the approved architectural plans.

7. Events of Disqualification or Default

Subsequent to the selection of an Applicant, and before execution of an Agreement of Sale, the PRA may treat any of the following as an event of disqualification or default:

1. Unilateral withdrawal by the selected Applicant;
2. Failure to proceed substantially in accordance with the Proposal as submitted;
3. Failure by the Applicant for any reason whatsoever to timely execute the Agreement of Sale when tendered;
4. Material misrepresentation, omission, or inaccuracy contained in any document submitted in response to the RFP or subsequent thereto. For the purposes of this section, the PRA places particular importance on the information required by the Applicant's Statement of Qualifications and Financial Responsibility and the Applicant's Statement for Public Disclosure;
5. Failure to provide in a timely manner the additional material required after selection throughout the disposition process.

Remedies

Upon the happening of an event of disqualification or default by the Applicant, PRA or the SDP, as applicable, shall have the right, at its election, to:

1. Rescind its selection of the Applicant; or
2. Declare null and void an Agreement of Sale that may already have been executed; and/or
3. Retain the Deposit as liquidated damages.

8. Reservation of Rights

By submitting a Proposal, an Applicant affirmatively acknowledges: (i) its acceptance of the terms and conditions of this RFP; (ii) the PRA may exercise, at the request of SDP and/or in its sole discretion, the following rights; and (iii) the PRA may exercise, at the request of SDP and/or in its sole discretion, the following rights at any time and without notice to any Applicant:

1. to reject any and all Proposals;
2. to supplement, amend, substitute, modify or re-issue the RFP with terms and conditions materially different from those set forth here;
3. to cancel this RFP with or without issuing another RFP;
4. to extend the time period for responding to this RFP;
5. to solicit new Proposals;
6. to conduct personal interviews with any Applicant to assess compliance with the selection criteria;

7. to request additional material, clarification, confirmation or modification of any information in any and all Proposals;
8. to negotiate any aspect of a Proposal, including price;
9. to terminate negotiations regarding any and all Proposals at any time;
10. to expressly waive any defect or technicality in any Proposal;
11. to rescind a selection prior to contract execution if the PRA determines that the Proposal does not conform to the specifications of this RFP;
12. to rescind a selection prior to contract execution if the PRA determines that the specifications contained in this RFP are not in conformity with law or that the process in selection of a Proposal was not in conformity with law or with the legal obligations of the PRA;
13. in the event a contract is awarded, the successful Applicant or Applicants shall procure and maintain during the life of the contract liability insurance in an amount to be determined prior to the award of any contract;
14. in the event a contract is awarded, all Applicants agree to perform their services as an independent contractor and not as an employee or agent of the PRA and/or the SDP, as applicable;
15. in the event a contract is awarded, all Applicants agree that no portion of performance of the contract shall be subcontracted without the prior written approval of the PRA and/or the SDP, as applicable; and
16. each Applicant agrees to indemnify, protect and hold harmless the PRA, PHDC, the City and the SDP from any and all losses, injuries, expenses, demands and claims against the PRA, PHDC, the City and the SDP sustained or alleged to have been sustained in connection with or resulting from (i) the submission of the Applicant's Proposal; (ii) the delivery by the Applicant to the PRA of any other documents or information; and (iii) any other conduct undertaken by the Applicant in furtherance of or in relation to the Applicant's Proposal. Each Applicant agrees that its duty to indemnify and hold harmless shall not be limited to the terms of any liability insurance, if any, required under this RFP or subsequent contract.

Neither the PRA, PHDC, the City nor the SDP is under any obligation whatsoever to Applicant as a result of this RFP. The RFP does not represent any commitment on the part of the PRA, PHDC, the City or the SDP to Applicant or the Project. In no event shall the PRA, PHDC, the City or the SDP be responsible for any cost, expense or fee incurred by or on behalf of Applicant in connection with the RFP. Applicant shall be solely responsible for all such costs, expenses and fees.

NOTICE: The PRA and the SDP are subject to the Pennsylvania Right to Know Law. Any information provided in your response to this RFP may be subject to disclosure to the public. Documents provided in response to this RFP may also be required to be disclosed by applicable law, subpoena, and/or court order.