

Request for Information
Development Partner and Tenant for the Redevelopment of J.F. Cook School

Project Sponsored by:
YouthBuild Public Charter School

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| RFI Issue Date: | Friday, August 12, 2011 |
| RFI Response Due Date: | Monday, August 29, 2011 |
| Invitation to Submit Detailed Proposal (RFP): | Monday, September 12, 2011 |
| RFP Response Due Date: | Friday, October 7, 2011 |
| Partner Selection Notification: | Monday, October 31, 2011 |

PURPOSE OF RFI

YouthBuild Public Charter School (YBPCS) is seeking a development partner and tenant for the redevelopment of the J.F. Cook School, 30-44 P Street NW, Washington DC 20001. The currently vacant building is a three story (plus basement), 39,276 square feet property which was previously used as a school until 2008. The building was constructed in the mid-1920's, and consists of more than twenty classrooms, administrative and multi-purpose spaces, an auditorium, and a kitchen. YBPCS intends to use the 1st floor of the building as a second YBPCS Campus. YBPCS will host up to 150 students at the site, with half of enrollees off campus doing field work on any given day. YBPCS is seeking a partner(s) for the 2nd and 3rd floors.

YBPCS seeks responses to this Request for Information from organizations interested in partnering with YBPCS to rehabilitate and operate the building and/or interested in occupying the available space. Organizations that successfully complete the RFI process will be asked to provide more detailed information about their plan for the available space and their technical and financial capacity to participate in the redevelopment and long-term operation of the building.

BACKGROUND

YouthBuild Public Charter School (YBPCS) has been selected by the District of Columbia to redevelop the J.F. Cook School, a currently vacant, former elementary school located at 30-44 P Street, NW. The property is owned by the District of Columbia (Government), represented in its ownership by the DC Department of Real Estate Services (DRES). The District awarded development rights to the YBPCS in May, 2009. The award anticipates that the District will maintain ownership, and YouthBuild will lease the building. The long-term lease must be approved by the District Council.

YBPCS is a highly successful, one-of-a-kind public charter school that combines academics with vocational training in construction trades, employability skill building, and community service. YBPCS serves youth 16 – 24 that have not found success in traditional high school settings for a variety of reasons. YBPCS currently has one campus located in the Ward 1 community in Washington DC; students are from throughout the District of Columbia.

DEVELOPMENT POTENTIAL

YBPCS intends to use the 1st floor of the building (approx. 14,400 sq. ft.) as a second YBPCS Campus. The layout would consist of 8-10 classrooms and offices. YBPCS is seeking a partner(s) for the 2nd and 3rd floors, which represents approximately 13,350 and 9,500 square feet of available space, respectively. YBPCS will consider potential partners who propose locating YBPCS on another floor of the building, provided the proposed arrangement is mutually advantageous. Previous design scenarios anticipated increasing usable space in the building by over 3,100 square feet; this usable space was primarily anticipated to add ADA accessibility to the upper floors, offices and administrative spaces. YBPCS expects that similar opportunities

could be explored during the design phase with any new partner(s) identified as a result of this RFI/RFP process.

YBPCS anticipates a scope of work that will, at a minimum:

- remove and replace the existing “built-up” roof system;
- replace doors and windows;
- install a whole building sprinkler system;
- replace the existing boiler, fuel tank, piping, radiators and window units with an alternate heating/cooling system;
- install new domestic and fire water service lines;
- install a cable television and telephone distribution system;
- install a fire alarm system with visual annunciators;
- replace selected hardscaped areas with landscaping; and
- replace fencing and parking paving.

Other major work may be included to accommodate the end-use of the available space. Redevelopment will meet or exceed District green building requirements.

YBPCS’ previous development plan for the building required 40-45 parking spaces to be provided on site, 23 of which were allocated to YBPCS. Potential partners should anticipate if their parking needs may exceed this and/or anticipate what might be required per their intended use of the available space. YBPCS and its potential partner will need to identify solutions for any parking requirements that exceed the available spaces.

DEVELOPMENT TIMELINE

YBPCS anticipates completion of predevelopment activities and securing development and operating funding for the school portion of the building by November 2012. YBPCS anticipates completing construction on the school’s portion of the building by July 2013, and commencing operation in September 2013.

DEVELOPMENT TEAM

YBPCS’ key development team members include:

- Architect - Wiencek + Associates Architects & Planners
- Development Consultant - Sheridan Ventures, LLC
- General Contractor – Hamel Builders
- Construction Manager – JDC Construction

RESPONSE INSTRUCTIONS

The selection process will be implemented in two phases - a general information (RFI) phase, followed by a detailed proposal (RFP) phase.

REQUEST FOR INFORMATION (RFI) PHASE

- All interested parties may respond to the RFI with information as detailed below in the “RFI Submission Requirements” section.
- RFI responses are due no later than Monday, August 29, 2011 by 5 pm EST. Responses may be submitted via email or hard copy. Responses received after the due date will not be accepted.
- Responses should be addressed and submitted to:
Cook School Partner RFI Response
c/o Katie Groen, Sheridan Ventures
3014 14th Street NW
Washington, DC 20009
kgroen@sheridanventuresllc.com
202-285-0409
- **Questions, clarifications or inquiries will only be received via email.** Direct inquiries to kgroen@sheridanventuresllc.com.
- The following materials will be provided during the RFI phase:
 - This Request for Information document issued August 12, 2011; and
 - Additional scope of work information regarding Potential Basic and Optional Scope of Work Recommendations may be provided beyond what is included in this RFI document. Please request this material at kgroen@sheridanventuresllc.com if it was not received with this RFI notice.

RFI SUBMISSION REQUIREMENTS: Responses shall include, at minimum, the following information:

1. Organization Name, Address & Contact Information
2. Contact Person for Follow-Up
3. Organizational Type, History and Mission
4. Organizational Experience, including: Current Programs and/or Projects
5. Proposed Use for Cook School Space – Respondents may propose:
 - a. To use either all or a portion of the space available.
 - b. To locate on the first floor of the building, in which case the response should note the proposed location for YBPCS in the building, and explanation for the desired layout and location of each partner.
 - c. To use more than 17-22 parking spaces, in which case the response should note the anticipated number needed;
 - d. Any additional information the respondent deems relevant and/or appropriate.
6. Impact – Respondents may comment on the potential mutual benefits of their proposed partnership with YBPCS. They may also comment on the benefits to the Cook School neighborhood.

7. Organizational Capacity – Responses should include:
 - a. Team Capacity, including resumés or bios for individuals who would be responsible for the organization’s participation in this project, and the roles in which each person would serve;
 - i. As appropriate, please also identify any consultants and/or third parties anticipated to be utilized; include firms and/or individuals, if those firms/individuals are already engaged by the organization and/or have prior experience with the organization. If consultants and/or third parties are anticipated to be utilized but are not yet identified, please identify the process the organization would utilize for selection. Organizations can also indicate if they have an interest in utilizing firms and/or individuals already engaged by YBPCS.
 - b. Technical Capacity, including any relevant real estate finance and/or development experience (organization or specific team members);
 - c. Financial Capacity, including ability, plans and proposed funding sources to participate in predevelopment, development, and post-rehabilitation operation of the building.

Note: The financial capacity section requires a narrative only. Detailed budgets are not required as part of the RFI process. Respondents to the RFI are asked to speak to financial capacity and readiness based on their own knowledge of the development process for their proposed use of the intended space. Respondents may also consider the following: Hard construction costs were estimated to be approximately \$7,000,000 under the previous design scenario (which included the housing use previously proposed for the upper floors); these costs were divided between the previous partners based on the actual costs associated with each component of the work and an allocation of work that was determined to be shared costs (items such as the roof, some allocation of site work, etc.). Based on the previous design and uses, YBPCS was previously responsible for approximately 40% of the cost and YBPCS’ partner was responsible for 60%. Please note, this figure includes only the hard construction costs; additional financing and soft costs, such as architecture, legal, environmental, etc., are not included in this figure. Detailed Budgets will be required as part of the RFP process and respondents will be provided a preferred template for submitting that information. Although RFP respondents will also be expected to rely on their own knowledge of the development process in their responses, they will have equal access to the YBPCS development team for technical information to assist in preparing their responses.

8. Timeline - Provide a draft schedule of your organization’s ability to secure predevelopment, development and operating resources for your proposed portion of the project.

REQUEST FOR PROPOSALS (RFP) PHASE

- Organizations selected to submit a full proposal will be notified by September 12, 2011. The RFP and related documents will be distributed at that time.
- Full proposals will be due no later than Friday, October 7, 2011 at 5:00 pm EST. Proposals received after the due date will not be accepted.
- Proposals should be addressed and submitted to:
Cook School Partner RFI Response
c/o Katie Groen, Sheridan Ventures
3014 14th Street NW
Washington, DC 20009
kgroen@sheridanventuresllc.com
202-285-0409
- Additional information about RFP response requirements will be provided to the organizations selected from the RFI phase.
- YBPCS may hold a proposer's conference to provide technical information that may be needed for responses to the RFP.
- YBPCS will provide additional information at that time regarding access to its development team for further technical information to assist in preparing proposals.

ADDITIONAL NOTICES

YBPCS reserves the right, in its sole discretion, to:

- (i) reject all responses submitted;
- (ii) accept any proposal or alternate as submitted without negotiations;
- (iii) require revisions to, corrections of, or other changes to any proposal submitted as a condition to it being given further consideration;
- (iv) accept or negotiate with one or more organizations that submit proposals; such negotiations may be concurrent or sequential
- (v) following the conclusion of any such negotiations, solicit Best and Final Offers ("BAFO"), if desired, by utilizing an identified procedure;
- (vi) reopen negotiations after the BAFO procedure, if it is in YBPCS' best interests to do so; and/or
- (vii) cancel this solicitation and to waive any informalities or irregularities in procedure.

Response to this RFI or the subsequent RFP does not create any obligation on the part of YBPCS and/or Sheridan Ventures to negotiate, to enter into any contract or to undertake any financial obligations with any respondent.