

REQUEST FOR PROPOSAL  
**900-912 BALTIMORE AVENUE**  
**BLOCK 7274, LOT 001**  
BALTIMORE, MARYLAND



RFP Issue Date: Thursday, September 26, 2019  
Proposals Due: Friday, November 22, 2019

Issued by the  
Office of the Comptroller  
Joan M. Pratt, CPA, Comptroller  
through the Department of Real Estate  
on behalf of the  
Mayor and City Council of Baltimore

For Information Contact:  
**Deatra Eggleston**  
410-396-4768  
410-528-1437 (fax)

## TABLE OF CONTENTS

<b>I.</b>	<b>Introduction.....</b>	<b>Page 2</b>
<b>II.</b>	<b>Site Description.....</b>	<b>Page 3</b>
<b>III.</b>	<b>Terms of Offering.....</b>	<b>Page 3</b>
<b>IV.</b>	<b>Standards and Control.....</b>	<b>Page 3</b>
<b>V.</b>	<b>How to Participate.....</b>	<b>Page 5</b>
<b>VI.</b>	<b>Submission Requirements, Proposal Acceptance, Rejection, Addenda and Supplements.....</b>	<b>Page 7</b>
<b>VII.</b>	<b>MBE/WBE Participation.....</b>	<b>Page 8</b>
<b>VIII.</b>	<b>Non-Discrimination.....</b>	<b>Page 8</b>
<b>IX.</b>	<b>Evaluation Criteria.....</b>	<b>Page 9</b>
<b>X.</b>	<b>Award Procedures.....</b>	<b>Page 9</b>
<b>XI.</b>	<b>Development Process.....</b>	<b>Page 10</b>
<b>XII.</b>	<b>Rights Reserved by the Department of Real Estate.....</b>	<b>Page 11</b>
<b>XIII.</b>	<b>Administrative Information.....</b>	<b>Page 12</b>
<b>XIV.</b>	<b>Attached Exhibits.....</b>	<b>Page 14</b>

## I. INTRODUCTION

The Office of the Comptroller through the Department of Real Estate is pleased to announce the offering of **900-912 Baltic Avenue (Block 7274, Lot 001)**, in the **Fairfield neighborhood**. The Department is seeking competitive proposals from respondents proposing to develop the property in accordance with this Request for Proposal (RFP).

Disposition and development of this property will be undertaken with considerable deliberation. The Department of Real Estate seeks to select the development team and the development concepts which are best suited for the site. The RFP is seeking broad but clear description of the envisioned outcome and a sense of the process by which the development team will work with the City and the community to realize this outcome. The selected respondent/developer will have the opportunity to enter into a period of exclusive negotiation with the City during which it will fine-tune and finalize financing and development plans.

A consideration in the evaluation process is the extent of minority and women participation on the development team. Minority/women-owned and minority business enterprises/individuals should have maximum opportunity to participate in any and all components of the development team including but not limited to ownership, financing, design, construction and management.

A request for Pre-Bid Proposal Conference will be held on, **October 18, 2019 at 1:00 PM, 900-912 Baltic Avenue, Baltimore, Maryland**. This Conference is to offer prospective respondents the opportunity to ask questions of the Department of Real Estate and to generally assist respondents in submitting responsive proposals. If special accommodations are required to participate in the Conference, please contact **Ms. Deatra Eggleston at 410-396-4768** at least five business days in advance.

Proposals, including all forms must be in the form described herein and delivered and received by the Department of Real Estate, Room 304 – City Hall, 100 N. Holliday Street, Baltimore, Maryland 21202, no later than **12:00pm (Noon), on Friday, August 30, 2019**. **Proposal must be accompanied with a \$250.00 non-refundable submittal fee, payable to the Director of Finance.**

Advertisement:	<b>Thursday, September 26, 2019</b>
Date for Open House:	<b>Friday, October 18, 2019</b>
Pre-Bid Proposal Conference:	<b>Friday, October 18, 2019</b>
RSVP due for Pre-Bid Proposal	<b>Friday, October 11, 2019</b>
Due date for all written questions:	<b>Friday, October 25, 2019</b>
Real Estate response to written questions:	<b>Friday, November 15, 2019</b>
Proposals Due:	<b>Friday, November 22, 2019</b>
Developer(s) Oral Presentations	<b>Friday, December 13, 2019</b>
Anticipated Award Date:	<b>Friday, December 27, 2019</b>

**Please note above dates and times are subject to change.**

## II. SITE DESCRIPTION

The redevelopment site located at **900-912 Baltic Avenue** (Site) in Baltimore, Maryland, is situated in **Ward 25, Section 06, Block 7274 Lot 001**. The property is currently a 2,400 square feet vacant garage on 26,000 square feet of land, located in the Fairfield neighborhood (See Exhibit, Vicinity Map and Block Plat).

The property is attractively situated in an Industrial neighborhood consisting primarily of Industrial businesses and is zoned I-2. (See Exhibits A-B for site location and property information.)

## III. TERMS OF OFFERING

The City of Baltimore, Department of Real Estate, is seeking developers who are willing and able to develop the Site in accordance with revitalization goals and objectives as stated herein as well as the rules and regulations for standards and controls established by the Mayor and City Council (MCC). (See Standards and Controls, Section IV) The revitalization goals and objectives of the City in offering the Site for development include, but are not limited to; the following:

- A. To provide a development opportunity that will result in a high quality development, the use and scale of which will complement adjacent developments, benefit the Fairfield neighborhood, enhance surrounding neighborhoods and the City as a whole.
- B. To provide a positive impact on the City resulting in: a) jobs for City residents; b) increased tax revenues; c) opportunities for minority business enterprises (MBE) and women business enterprises (WBE) to participate in the ownership and development; and d) contribution to the City's long-term economic growth objectives.
- C. To provide income to the City. The Department of Real Estate will entertain proposals that provide for the sale of the Site in fee simple.
- D. The sale price of the property will be determined by an appraisal. However, each proposal should indicate an offering price for the property and pro forma statements should reflect this offer.
- E. Reliance on public funding is strongly discouraged and not to be expected.

## IV. STANDARDS AND CONTROLS

- A. Proposed developments must respect the character of and conform to the current zoning of the **Fairfield** neighborhood. The Department of Real Estate is seeking offers for the redevelopment of this Site.
- B. Respondents must submit a development budget proposal for the Site. (See Exhibit C, Development Budget).

- C. If this Site is proposed as a Baltimore City Landmark designation because of the building's architectural integrity, all work must be in accordance with the guidelines of the Commission for Historical and Architectural Preservation (CHAP). The original dimensions of all doors and window openings on the front façade shall be maintained. CHAP and the Urban Design and Architecture Review Panel, formerly the Design Advisory Panel, shall review all proposed exterior renovations.
- D. Side walls, where visible from a public street, shall be harmonious with the front of the building.
- E. Only signs identifying the use or the identity of the occupants shall be permitted. Signs must conform with the requirements established in the Zoning Ordinance of Baltimore City.
- F. The Site may contain environmental hazards that will need to be remediated by the developer prior to redevelopment. The City does not make any representation, guaranty, or warranty concerning any site conditions, including the possible presence of environmental hazardous materials. The property will be offered in "as is" condition.
- G. Off-street parking must be of sufficient amount to at least adequately support the proposed uses and will need to be addressed with sensitivity to the existing buildings and to the surrounding residential neighborhood.
- H. A Review Panel may review all responsive proposals. The Review Panel shall include representatives from Office of the Comptroller, Department of Real Estate, Department of Planning, Baltimore Development Corporation and Community Representative.
- I. All mechanical equipment (including those on rooftops), television antennas, satellite dishes, or other communications antennas visible from Site-adjacent streets shall be screened from view.
- J. Exterior building materials should be compatible with and reflect the characteristic materials and features of the existing building. Materials conveying permanence, such as, masonry, are encouraged.
- K. Building design must adhere to all Federal, State and local ordinances and the Americans with Disabilities Act, as modified from time to time. Developers shall comply with all applicable zoning and building codes now in effect and in the future, as applicable.

- L. All plans and specifications for alteration must be submitted to and approved by Real Estate.
- M. The developer shall be responsible for obtaining at its sole cost and expense, all permits, zoning appeals, subdivision approvals, engineering and environmental studies as required. Any costs of appraisals, surveys, legal descriptions and any other typical development “soft costs” shall be borne at the sole cost and expense of the developer.

## **V. HOW TO PARTICIPATE**

Developers are required to submit the following information in sufficient detail to enable the Department of Real Estate to give ample consideration to the proposal for the Site being offered. Such information should include, but not necessarily be limited to:

- A. Each proposal must include a cover letter signed by an officer authorized to make a binding contractual commitment for those firms submitting proposals.
- B. A detailed narrative of the project clearly indicating the scope of work, scale and character of the project, proposed purchase price, and any and all conditions thereon.
- C. A detailed narrative statement describing the previous experience of the developer and project team, especially with regard to projects that are similar in scale and character to the development proposed and emphasizing aspects in which the developer’s qualifications are believed to be exceptional or unique.
- D. A list of examples of relevant projects undertaken by respondent, including dollar value of the development, the project manager’s name, address and telephone number.
- E. Resumes of the project team, including, if applicable, architect, engineers of all appropriate disciplines, contractor and/or construction manager and real estate management firm. Resumes should include a description of experience.
- F. Developers must provide sufficient financial information to establish the approximate net worth and/or liquid assets available to complete the sale of the project. Non-publicly traded companies or entities must submit audited accountant prepared financial statements for the most recent fiscal year end. All financial information shall be treated with the strictest confidence within the agency.
- G. Schematic plans, including a site plan showing location of structures, public use space, ingress and egress, parking, service areas, etc. In addition, typical floor plan (s) and elevations of fronts, side and rears of structures should be included.
- H. A schedule of the design and construction period and anticipated occupancy date(s).
- I. A detailed Sources and Uses Statement clearly identifying the amount of debt and equity financing by source. (See Exhibit D, Sources and Uses Statement).

- J. Disclosures of terms and sources for all debt must be included. A Commitment Letter from a lending institution is highly desirable.
- K. Respondents must disclose whether they are developing for a fee with the intent of conveying the finished project to a third party owner-occupant. All associated fees paid to the developer must be disclosed.
- L. If applicable, respondents must disclose all fees for management of the completed project components and the entity to whom those fees are paid. (See Exhibit E, Ten-Year Operating Pro-Forma).
- M. A narrative statement explaining why the proposed use is economically feasible, including the market assumptions that support revenue projections.
- N. List the number full time equivalent construction jobs with respective salary or hourly rates, as applicable.
- O. A statement describing a) the minority and women owned business participation in the development team making the proposal; b) a list of minority owned businesses and women owned businesses and contractors who will be requested to participate in this work; c) steps that will be taken by the development teams to maximize minority and women owned businesses participation in the various stages of development, and d) provisions for ownership with indication of percentage and type (such as “equity partner,” “owner of X shares of LLC” or “joint venture” etc.) by minority individuals, women, minority owned and/or women owned companies in the completed project.
- P. Indicate the individual responsible for adherence to MBE/WBE goals. Refer to Section VII of the RFP for details. Minorities and women businesses must be certified by the City of Baltimore.
- Q. Acknowledgment of all addenda issued by Real Estate shall be included in each proposal.
- R. **Proposals shall be submitted with a \$250.00 non-refundable fee.** Checks should be made payable to the Director of Finance. All proposals not accompanied with a check for the fee will be returned and marked rejected.

## **VI. SUBMISSION REQUIREMENTS, PROPOSAL ACCEPTANCE, REJECTION, ADDENDA AND SUPPLEMENTS**

**Proposals must include a table of contents referencing each of the above lettered requirements in Section V as a separate section of the proposal, except Paragraph R (\$250.00 non-refundable submittal fee).**

Proposals should provide a clear and concise demonstration of the respondent's capability to satisfy the requirements and objectives of this RFP. Proposals should not be elaborate or costly, but should be prepared in a professional manner. Proposals may include any background or other supporting information that the respondent feels necessary, and must include at a minimum the response requirements listed in this RFP.

The Department of Real Estate will not be limited solely to the information provided by the respondent, but may utilize other sources of information useful in evaluating the capabilities of the respondent. Unique capabilities or advantages of the respondents should be clearly stated in the proposal. Additional information or modifications to proposals may be requested from any prospective developer.

#### **A. Submission Requirements**

One (1) originals plus Five (5) copies totaling Six (6) submissions of each proposal must be submitted to the Department of Real Estate, Issuing Office, before the closing time stated in the RFP, in **sealed envelopes or packages and clearly marked as to their contents**. All project financial information requested in Section V of this RFP shall be submitted on a USB flash drive (s) in a spreadsheet program compatible with Microsoft Excel 2013 for Windows 2007.

**Oral, fax, telegraphic, electronic mail or mail-gram proposals will not be accepted.**

Proposals or unsolicited amendments to proposals arriving after the closing date and time will not be accepted.

Failure to submit the proposals in the manner described above will result in the proposal being rejected as unresponsive.

#### **B. Proposal Acceptance**

To be considered, respondents shall submit a complete, written response to this RFP, including any addenda issued in response to questions and inquiries. It is essential that each respondent adhere to these guidelines and the How to Participate guidelines listed in Section V. Failure to do so will be grounds for rejection of the proposal. Department of Real Estate staff, as well as a Review Panel, will review the submissions and the developer will be notified in writing of acceptance or rejection.

#### **C. Addenda and Supplements to the RFP**

Should it become necessary to revise any part of this RFP, provide additional information necessary to adequately interpret provisions and requirements of this RFP, or respond to written inquiries concerning the RFP, an Addendum to the RFP

shall be provided to all respondents who received the initial RFP on-line and attended the Pre-Bid Proposal Conference, (if applicable).

#### **D. Cancellation of the RFP; Rejection of all Proposals**

The Department of Real Estate may, in its sole discretion, cancel this RFP, in whole or in part, or reject all proposals submitted when this action is determined to be advantageous or in the best interest of the City.

### **VII. MBE/WBE PARTICIPATION**

It is the policy of the City that minority and women-owned businesses should have maximum opportunity to participate in any and all components of the Project. In consideration for receiving the Land Disposition Agreement (LDA), the Developer agrees to comply with Article 5, Subtitle 28 of the Baltimore City Code (2000 Edition) regarding participation in Minority Business Enterprises (MBE) and Women's Business Enterprises (WBE) in the development of the project during design and construction. The Developer covenant and agrees to use all reasonable good faith efforts to meet the MBE and WBE participation goals for the Project and to execute a "Commitment To Comply" Agreement. Minority and women-owned businesses must be certified by the City for their participation to count toward achieving the goals.

The City's Minority and Women's Business Opportunity Office (MWBOO) is designated to monitor MBE and WBE participation on this project. Developer shall comply with the rules and regulations of the MWBOO in meeting the MBE and WBE requirements.

### **VIII. NON-DISCRIMINATION**

The selected developer must agree that he/she will not enter into, execute or be a party to any Covenant, Agreement, Lease, Deed, Assignment or Conveyance, or any other written instrument which restricts the sale, lease, use or occupancy of the property or any part thereof, upon the basis of race, color, religion, sex, or national origin and will comply with all Federal, State, and local laws, in effect from time to time, prohibiting discrimination or segregation and will not discriminate by reason of race, color, religion, sex or national origin in the sale, lease, use or occupancy of the property.

### **IX. EVALUATION CRITERIA**

Criteria used in evaluation of proposals will include, but not be limited to; the following:

- A. The developer's experience in planning, financing, constructing, marketing and managing projects similar in size and scope to the proposed project.
- B. The developer's ability to provide or obtain sufficient financial resources to start and complete the project in accordance with the timetable established.

- C. Compliance with Article 5, Subtitle 28 of the Baltimore City Code (2000 Edition) regarding participation by Minority Business Enterprises (MBE) and Women's Enterprises (WBE) in the development of the project during design and construction.
- D. Scope and quality of the proposed development.
- E. Benefits to the Fairfield neighborhood and the City as a whole.
- F. Financial returns to the City, including but not limited to; incremental tax revenues, and land sales.
- G. Provisions for ownership and/or management, either in full or in part, of the completed project by minority individuals, women, minority owned companies and/or women owned companies.
- H. The necessary technical capability, training and experience and staffing to perform all aspects of the RFP and contract requirements.
- I. A satisfactory record of past performance of the Development Team.

## **X. AWARD PROCEDURES**

### **A. Eligibility for Award**

In order to be eligible for award resulting from this RFP, the respondent must demonstrate to the Department of Real Estate that the proposal is responsive as follows:

1. Responsive proposals are those that comply with all aspects of the RFP regarding the method and timeliness of submission, conformance to the requirements of the RFP and revitalization goals and objectives, program goals, and the ability of the respondent to achieve those goals.
2. Responsive proposals are those which can clearly demonstrate to the satisfaction of the Department of Real Estate:
  - a. To provide a development opportunity that will result in a high quality development, the use and scale of which will complement adjacent developments, benefit the Federal Hill neighborhood, enhance surrounding neighborhoods and the City as a whole.
  - b. The ability to adhere to the standards and controls and services required in this RFP; and
  - c. A satisfactory record of past performance; and
  - d. The necessary technical capability, training and experience and staffing to perform all aspects of the RFP and contract requirements; and
  - e. Adequate financial resources to start and complete the project within the timetable established; and
  - f. Compliance with Article 5, Subtitle 28 of the Baltimore City Code (2000 Edition) regarding participation by Minority Business Enterprises (MBE) and Women's

Business Enterprises (WBE) in the development of the project during design and construction, and

- g. Financial benefit to the City of Baltimore; and
- h. The developer's best efforts to provide for ownership and/or joint venture of the completed project by minority individuals, women, minority owned companies and/or women owned companies.

## **B. Review Panel**

The Department of Real Estate may designate a Review Panel for evaluating the proposals. The Review Panel shall make its advisory recommendations to the Department of Real Estate staff based on adherence to the criteria that is outlined in the RFP.

## **C. Oral Presentations**

Developers who submit proposals may be required to make oral presentations to the Department of Real Estate and/or designated Review Panel and/or any other agency, as requested by the Department of Real Estate for purposes of clarifying their proposal. Oral presentations will be held at the Office of the Comptroller.

## **D. Recommendations**

The Department of Real Estate staff will make a recommendation of the award to the Comptroller of Baltimore City who reserves the right to request additional information from any or all prospective developers.

**Official notices of the award will be sent to each respondent by mail.**

# **XI. DEVELOPMENT PROCESS**

## **A. Right-of-Entry**

The Department of Real Estate will issue a Right-of-Entry (ROE) to the selected respondent setting out specific requirements and deadlines for fulfilling requirements of this RFP within fifteen (15) working days following the date of the written notice of the award. **The selected developer shall pay to the Director of Finance a \$200.00 non-refundable fee at execution of the Right-of-Entry**, for the right of the selected developer, its employees, agents, and representatives, entry into and upon the Site for the purposes of generating information on the Site to include, but not be limited to:

- Environmental Baseline Analysis of the Site for hazardous materials
- Site surveys, plats and re-subdivisions, as applicable
- Soil boring data and analysis
- Architect/Engineering (A/E) studies for proposed rehabilitation

## **B. Exclusive Negotiating Privilege**

The Department of Real Estate will issue an Exclusive Negotiating Privilege (ENP) for a period of ninety (90) days to the selected developer setting out specific requirements and deadlines for fulfilling requirements of this RFP within fifteen (15) working days following the date of the written notice of the award. If negotiations have not been completed within the ninety (90) days after the issuance of the ENP, then the Exclusive Negotiating Privilege shall expire; provided, however, that the City may extend that time period if both parties find that negotiations are proceeding satisfactorily. Should the parties fail to agree upon a contract within a reasonable time, the Department of Real Estate, at its sole discretion, may cancel negotiations with the selected respondent or proceed with any of the other acceptable respondents, re-solicit for new proposals, or abandon the RFP.

**In consideration for a grant of the ENP, the selected developer shall pay to the Director of Finance upon the execution of this agreement a non-refundable fee for the base 90 day ENP and an additional fee for each 30-day extension, as applicable.**

## **C. Land Disposition Agreement and Board of Estimates Approval**

After successful completion of the ENP, the City will enter into a Land Disposition Agreement (LDA) setting forth the terms and conditions of sale and development. Decisions regarding award of the Site shall be recommended by the Department of Real Estate to the Board of Estimates for its formal approval. The final acceptance of any proposal and disposition of the property through an LDA is subject to the approval of the Board of Estimates of Baltimore City.

## **D. Development Oversight**

The selected Developer must agree to the review and guidance of the Department of Real Estate and the Department of Planning in the preparation of plans for new construction/rehabilitation in conformance with the Zoning Ordinance, the subdivision requirements, and other applicable codes and ordinances of the City of Baltimore.

## **XII. RIGHTS RESERVED BY THE DEPARTMENT OF REAL ESTATE**

Should it become necessary to revise any part of this RFP, provide additional information necessary to adequately interpret provisions and requirements of this RFP, or respond to written inquires concerning the RFP, the Department of Real Estate reserves the right to issue an Addendum to the RFP all respondents who received the initial RFP.

Department of Real Estate reserves the right to extend the Due Date by a reasonable time.

The Department of Real Estate reserves the right in its sole discretion to recommend the award of a contract related to this RFP based upon the written proposals received by the

Department of Real Estate without prior discussion or negotiation with respect to those proposals. All portions of this RFP will be considered to be part of the contract and will be incorporated by reference. Any contract awarded in connection with the RFP will be subject to approvals as required by City law, including the final approval by the Board of Estimates of Baltimore City.

As part of the evaluation process, the Department of Real Estate specifically reserves the right to review and approve the drawings, plans and specifications for redevelopment with respect to their conformance with the revitalization goals and objectives and requirements of this RFP.

The Department of Real Estate also reserves the right to refuse to approve any such drawings, plans or specifications that are not suitable or desirable, in its opinion, for aesthetic or functional reasons; and in so passing upon such drawings, plans and specifications, it shall have the right to take into consideration, but shall not be limited to, the suitability of the site plan, architectural treatment, building plans and elevations, materials and color, construction details, access, parking, loading, landscaping, identification signs, exterior lighting, refuse collection details, street, sidewalks and the harmony of the plan with the surroundings.

The Department of Real Estate reserves the right to accept or reject any and all proposals, at its sole discretion, received as a result of this RFP, to waive minor irregularities, and to conduct discussions with all responsible respondents, in any manner necessary, to serve the best interest of the City of Baltimore.

The Department of Real Estate reserves the right to request additional information from any or all prospective developers, if necessary, to clarify that which is contained in the proposals.

### **XIII. ADMINISTRATIVE INFORMATION**

#### **A. Advertisement Date**

The initial advertisement date is **Thursday, September 26, 2019.**

#### **B. Issuing Office**

This RFP is issued by the Office of the Comptroller, through the Department of Real Estate on behalf of the Mayor and City Council of Baltimore.

#### **C. Pre-Bid Proposal Conference:**

A Pre-Bid Proposal Conference will be held on **Friday, October 18, 2019 at 1:00 PM, 900-912 Baltic Avenue, Baltimore, Maryland 21225.** Attendance is not mandatory. However, information presented may be valuable in the preparation of proposals, and all interested respondents are urged to attend. Respondents are limited to no more than

three (3) representatives. **If you plan to attend, you must notify the Department of Real Estate in writing, before 4:00 PM on Friday, October 11, 2019.**

#### **D. Questions and Inquiries**

Questions and inquiries, both verbal and written, will be accepted from respondents attending the Pre-Bid Proposal conference. Questions apart from the Pre-Bid Proposal conference must be in writing. All substantive questions and answers will be distributed to all respondents receiving the RFP. Questions and inquiries should be directed to Ms. Deatra Eggleston with the Issuing Office. **The closing date for submitting written questions, which must be received by Issuing Office, is 2:00 PM on Friday, October 25, 2019.**

Responses to all written questions received will be distributed to all recipients of the RFP on or before **Friday, November 15, 2019.**

#### **E. Closing Date for Proposals**

**The closing date for receipt in the Issuing Office of proposals is 12:00 PM (NOON) on Friday, November 22, 2019.** Respondents who submit their proposals by mail or delivery service should allow sufficient mailing and delivery time to ensure receipt by the Issuing Office by time and date stated above.

#### **F. Where to Submit Proposals**

All proposals, whether mailed or hand delivered, must be received by:

Ms. Deatra Eggleston, Real Estate Agent  
Department of Real Estate  
Room 304 - City Hall  
100 N. Holliday Street  
Baltimore, Maryland 21202

ONE (1) ORIGINALS PLUS FIVE (5) COPIES TOTALING SIX (6) SUBMISSIONS OF EACH PROPOSAL (BOUND TO LAY FLAT WHEN READ). ALL PROJECT FINANCIAL INFORMATION ON A USB FLASH DRIVE (S) within A SPREADSHEET PROGRAM COMPATIBLE WITH MICROSOFT EXCEL 2013 FOR WINDOWS 2007. ALL PROPOSALS MUST HAVE A TABLE OF CONTENTS REFERENCING EACH OF THE LETTERED SUBMISSION REQUIREMENTS IN SECTION V EXCEPT SUBMISSION REQUIREMENT (\$250.00 non-refundable submittal fee). EACH LETTERED ITEM INCLUDED IN THE TABLE OF CONTENTS MUST HAVE A CORRESPONDING SECTION WITH A LABELED INDEX TAB FOR EACH SECTION.

#### **G. Public Opening of Proposals**

Proposals will not be opened publicly.

#### **H. Incurring Expenses**

The City of Baltimore shall not be responsible for any cost incurred by any respondent in preparing and submitting a proposal or requested supplemental information in response to the RFP.

#### **I. Duration of Proposal**

Proposals are to be valid and irrevocable for a period of one hundred and twenty (120) days following the closing date for proposals. The period may be extended by written mutual agreement between the Department of Real Estate and the respondent recommended for award.

#### **J. Public Information Act Notice**

Respondents should give specific attention to identifying those portions of their proposals that they deem to be confidential, proprietary information, or trade secrets and provide any justification of why such material, upon request, should not be disclosed by the Department of Real Estate under the Maryland Public Information Act SS 1-601 et seq. of the State Government Article, Annotated Code of Maryland.

#### **K. Compliance with the Law**

By submitting an offer in response to this RFP, the respondent selected for award agrees that it will comply with all Federal, State, and City laws, rules, regulations, and ordinances applicable to its activities and obligations under this RFP and the contract.

### **XIV. ATTACHED EXHIBITS**

Exhibits follow. These exhibits are for information purposes only and bind neither the City, Office of the Comptroller, nor the Department of Real Estate.

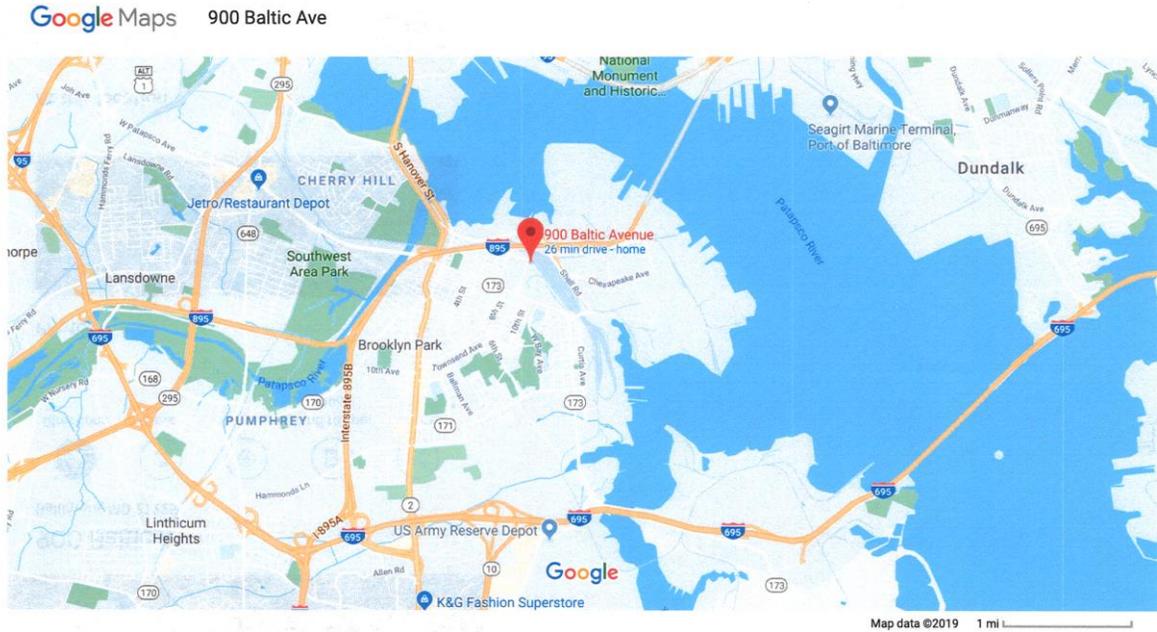
<b>Exhibit A</b>	<b>Vicinity Map</b>
<b>Exhibit B</b>	<b>Block Plat</b>
<b>Exhibit C</b>	<b>Development Budget</b>
<b>Exhibit D</b>	<b>Sources and Uses Statement</b>
<b>Exhibit E</b>	<b>Ten-year Operating Pro Forma</b>
	<b>(if not applicable-submit form with N/A written on the front )</b>

# Exhibit A

## Vicinity Map

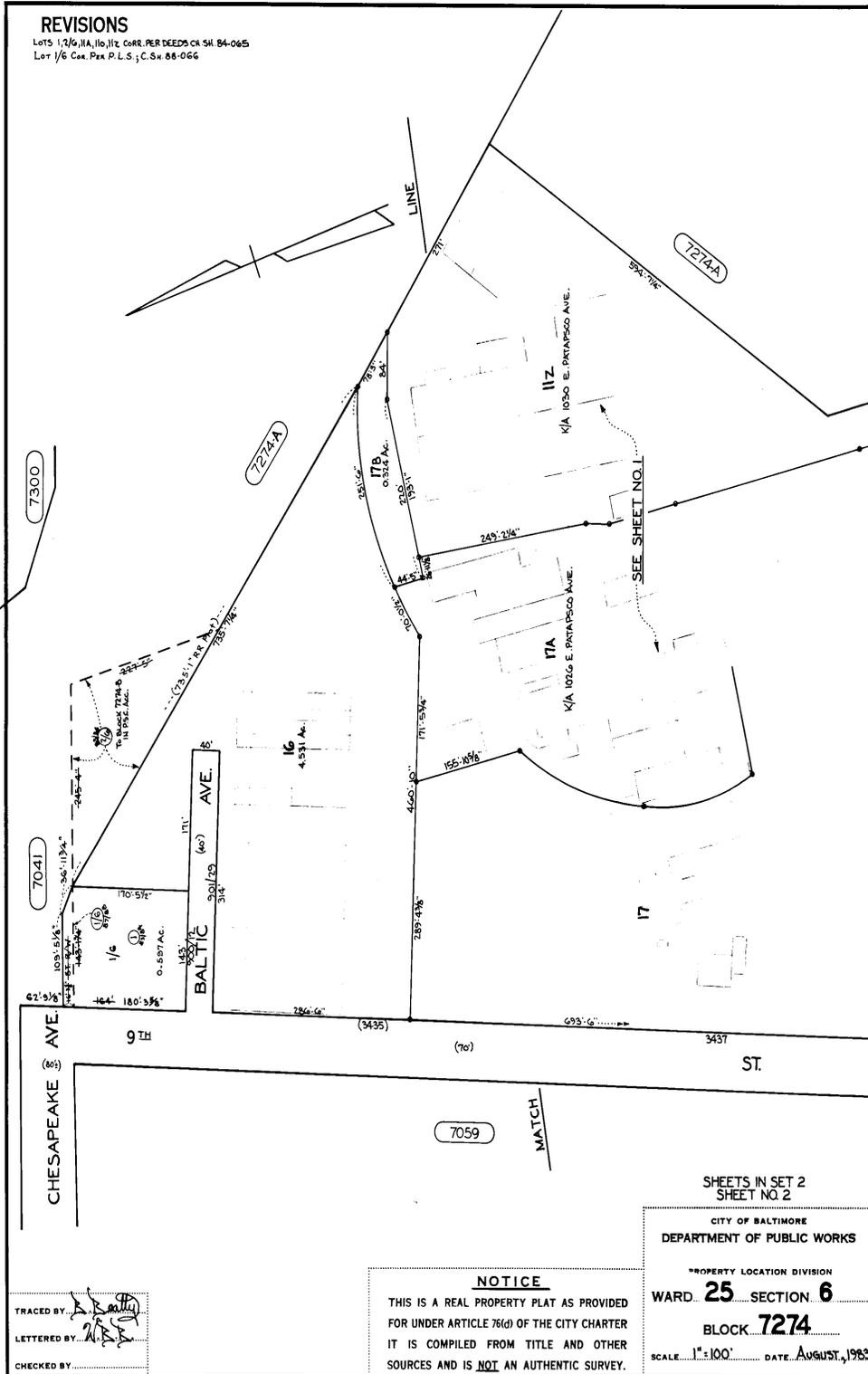
9/23/2019

900 Baltic Ave - Google Maps



# Exhibit B

## Block Plat



**Exhibit C  
Development Budget**

<b>Development Budget</b>	
<b>Hard costs shall include, but not limited to, all applicable items listed below:</b>	<b>Dollar value</b>
Land	
Division 1 – General Conditions	
Division 2 -	
Division 3 -	
Division 4 -	
Division 5 -	
Division 6 -	
Division 7 -	
Division 8 -	
Division 9 -	
Division 10 -	
Division 11 -	
Division 12 -	
Division 13 -	
Division 14 -	
Division 15 -	
Division 16 -	
Tenant Finishes	
Furniture Fixtures and Equipment	
On-Site Utilities	
Off Site Construction	
Construction contingency	
Other (list by line item)	
<b>Total Hard Costs</b>	
<b>Soft costs shall include, but not limited to, all applicable items listed below:</b>	
Appraisals	
Architect and Engineer	
Construction Interest	
Construction loan closing costs	
Contingency	
Development fees and supervision	
Expenses during lease-up	
Lease commissions	
Legal and accounting	
Permanent loan closing costs	
Permits and Fees	
Promotion and advertising	
Property taxes during construction	
Surveying	
Working capital	
Other (list by line item)	
<b>Total Soft Costs</b>	
<b>Total Project Cost</b>	

**Exhibit D**

**Sources and Uses Statement**

<b>Sources and Uses</b>	
<b>Sources including, but not limited to, all applicable items listed below:</b> Developer Equity - Cash - List by source Developer Equity - Other - List by source Private Debt - List by source Public Debt - List by source Public Support - Other - list by source	<b>Dollar value</b>
<b>Total Sources</b>	
<b>Uses shall include, but not limited to, all applicable items listed below:</b> Land Acquisition Site Work Building hard costs Building soft costs Development and Construction Fees	
<b>Total Uses</b>	
<b>Total Project Cost</b>	

**Exhibit E**

**Ten-Year Operating Pro Forma**