



Montgomery County Government

REQUEST FOR DEVELOPMENT PROPOSALS

For

EAST COUNTY REGIONAL SERVICES CENTER SITE

3300 Briggs Chaney Road

Silver Spring, Maryland



ISSUED BY:

**MONTGOMERY COUNTY GOVERNMENT
DEPARTMENT OF GENERAL SERVICES
101 MONROE STREET, 9TH FLOOR
ROCKVILLE, MARYLAND 20850**

RESPONSES DUE BY: SEPTEMBER 5, 2014 4:00 PM

**MONTGOMERY COUNTY GOVERNMENT
ISIAH LEGGETT, COUNTY EXECUTIVE**

**EAST COUNTY REGIONAL SERVICES CENTER SITE
REQUEST FOR DEVELOPMENT PROPOSALS**

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I. Overview

Montgomery County, through this Request for Development Proposals (RFDP), seeks creative, viable development proposals from qualified teams for development of senior residential housing on County-owned property located at 3300 Briggs Chaney Road, Silver Spring, Maryland. The 16.4-acre site is currently improved with the East County Regional Services Center (ECRSC), the East County Community Center, the Briggs Chaney Park and Ride, and associated surface parking. The surface parking currently is underutilized and the County is seeking to redevelop the site with a more intensive use and to promote the County’s goal of the provision of senior housing.

The facilities, programs, and services housed at this site are essential to the delivery of County government services in the East County. In this RFDP, it is the County’s expectation that the services and uses currently provided by these facilities continue. That stated, the County is open to creative development concepts which may utilize reconfiguration or redevelopment of some of these facilities to advance the objective of increasing the site’s utility and the senior housing stock in the East County.

II. Objectives

Through a long-term lease, land sale, or other scenario proposed by Offerors, the County is seeking development proposals (“Proposals”) for the site that will achieve the following objectives:

1. Utilize County assets to advance the quality of life for its residents;
2. Increase the utility of the ECRSC site concurrent with increasing the senior housing stock in the East County;
3. Assist in promoting residential development proximate to public transit; and
4. Maintain the current services provided at the ECRSC site with their required parking.

III. Site Location and Description

The 16.4-acre site (715,255 sq. ft.) is improved with the 13,946 square foot ECRSC with adjacent surface parking for both ECRSC patrons and the 3rd District Police substation, which is housed in the ECRSC. The site also includes the Briggs Cheney Park and Ride, 244 surface spaces serving several Metrobus and Ride On routes, and the East County Community Center, a 23,500-square-foot facility providing a variety of recreational activities for East County residents.



East County Regional Services Center Site

The ECRSC lies approximately one-half mile east of the intersection US-29 and Briggs Chaney Road. It is located on the north side of Briggs Chaney Road, between Robey Road to the west and Gateshead Manor Way to the east. The western boundary of the property is bounded by commercial property containing professional services and a daycare facility. The northern boundary of the site is adjacent to two parcels owned by the Board of Education, one containing Greencastle Elementary School, accessible from Robey Road, and the other approximately 6.83 acres of unimproved property abutting Gateshead Manor Drive. The eastern boundary of the ECRSC site is adjacent to Gateshead Manor Drive and the Hampton Point residential apartment complex. To the south, on the opposite side of Briggs Chaney Road, are commercial properties containing multiple auto dealerships.

The ECRSC is one of five Regional Services Centers geographically located in various regions of the County. The ECRSC functions as a link to the County Executive's Office and assists in connecting County services with approximately 111,250 residents and businesses in a 47.5 square mile area that includes the Burtonsville, Colesville, Cloverly, Fairland, and White Oak Communities.

The ECRSC is a 13,946-square-foot, single story brick structure housing County administrative offices, conference rooms, health care services and a police substation. Diagonally at the opposite end of the property lies the 23,000-square-foot East County Community Center which offers a wide range of recreational activities and experiences for all ages including open gym activities, classes, programs and special events. Directly south of the Community Center and east of the ECRSC lies the Briggs Chaney Park and Ride lot providing access to Metrobus routes Z8, Z11, and Z13; Ride On Route 39; and the Connect-A-Ride Route D-95.

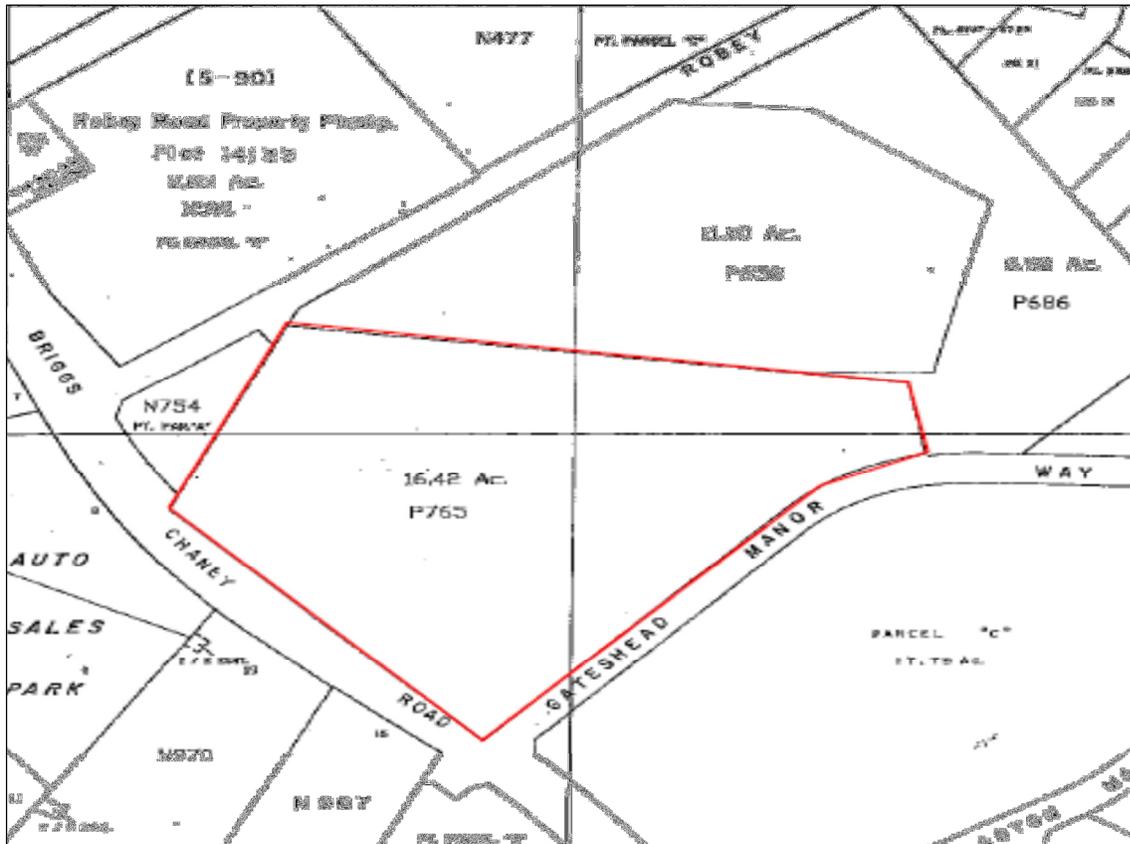
Surface parking totaling 487 spaces constitutes the majority of improvements to the ECRSC site, with 181 spaces provided for the ECRSC activities including the 3rd District Police substation, 62 spaces for the East County Recreation Center and 244 spaces for the Briggs Chaney Park and Ride. The parking is underutilized and in excess of current and future needs for the three existing uses. While there is not a specific number of spaces classified as surplus, proposals introducing a residential use to the site should utilize a comprehensive shared parking strategy that does not disrupt operations of the existing uses or the new residential use.

IV. Master Plan and Zoning

In the 1990s, four Eastern County master plans were prepared simultaneously: Four Corners, White Oak, Fairland, and Cloverly. The Fairland Master Plan, approved and adopted in May 1997, address the easternmost portion of Montgomery County and borders Prince George's County. The Plan recommended that the area remain suburban and outside the area influenced by the I-95 corridor. The Plan's concept for residential communities emphasized suburban densities and single-family detached housing surrounded by a system of open spaces and greenways.

The Approved and Adopted 1997 Fairland Master Plan envisioned the area as "...a livable suburban community - a series of neighborhoods with sidewalks and street trees, access to the natural environment and recreational facilities with ...most importantly, a variety of housing options to serve a variety of needs and households - the young couples just starting out, single adults, families who need room, older couples who want less space, and senior citizens who want to be able to participate in community life." The addition of senior housing at the ECRSC site helps to advance a key component of this vision.

Under the 1997 Fairland Master Plan, the ECRSC site is zoned R-30, which allows for low-density multifamily residential development. The site however, is designated for institutional use. On March 5, 2014 the County Council approved revisions to Chapter 59 of the Montgomery County Code (Zoning Rewrite). Under the Zoning Rewrite, the site will continue to be designated as R-30, which allows for low density residential development as a permitted use under both standard and optional method development. The final adoption of the Zoning Rewrite by the County Council, including adoption of the map amendments, is expected Fall 2014.



East County Regional Services Center: Tax Account Number: 05-03129480, Liber: 13885, Folio: 643

V. Submission Requirements

All Proposals must provide a thoughtful development concept and explanation of key factors and milestones for its successful implementation. The County reserves the right to request additional information during the RFP review period.

FAILURE OF A PROPOSER TO SUBMIT ALL REQUIRED INFORMATION MAY RENDER THE PROPOSAL INCOMPLETE AND INELIGIBLE FOR FURTHER CONSIDERATION.

The Proposal must include the following elements:

1. Cover: The cover should contain the RFDP title, the Proposer's name and the submission date.
2. Transmittal Letter: The transmittal letter should not exceed two pages and should contain:

- A. The name, title and contact information, including phone number and email address, of the individual with authority to bind the Proposer. This person should also sign the transmittal letter.
- B. The address and legal form of the Proposer. If a joint venture is involved, provide the above information for all participating firms.
- C. Statement acknowledging receipt of each addendum that the County may issue to the RFDP.
- D. Statement that, if selected, the Proposer will negotiate in good faith with the County.
- E. Statement that the firm is not in arrears in the payment of any obligation due and owing to the State of Maryland or Montgomery County, including tax payments and employee benefits, and that it shall not become so during the term of the agreement if selected.
- F. Statement that the Proposal is valid for a minimum of 120 days from the date of submission.
- G. Statement that the firm grants to the County a non-exclusive right to use, or cause others to use the contents of its Proposal, or any part thereof, for any purpose.

3. Statement of Qualifications:

- A. *Background Information:* A description of the Proposer, including organizational structure, identification of principals and length of time in business. If the Proposer is a joint venture, information for each entity should be furnished, as well as an explanation as to why a joint venture is the preferred arrangement for the proposed development project.
- B. *Financial Capability:* A description of the Proposer's financial capability to complete the proposed project including, with examples, typical financing mechanisms the Proposer has used on similar projects. This section should provide evidence of the Proposer's ability to obtain sufficient financing for the project. Under separate cover and marked "Confidential" the Lead Developer and if applicable, any member of the joint venture having an equity stake of 20% or greater in the business entity to be formed for this Project, must provide current Interim statements and audited annual financial statements for their respective firm's last three fiscal years. Developers with an equity interest of less than 20%, or having no equity stake at all, must provide current Interim and Review statements for their respective firm's last three fiscal years. An appropriately authorized officer/managing member of each firm providing financial information should certify that their respective statements

present an accurate representation of that firm's financial condition as of the date of the statements.

- C. *Project Experience:* Description of the Proposer's experience with similar developments. This information should clearly describe the size, scope and financial structures of those projects, where located and when completed. For projects not yet complete, the Proposer should include the anticipated completion date. Additionally, provide references and contact information including name, telephone number and email address for each project described.
 - D. *References:* Provide the names, phone numbers and email addresses of at least three commercial or institutional credit references for the Proposer and, if applicable any member of the proposed joint venture. Include a letter to each of the credit references, authorizing them to respond to inquiries from the County.
4. Project Vision: This section should describe the Proposer's vision for the project and how this vision meets the County's objectives. This vision should identify the following:
- A. Milestones necessary to implement the vision (pre-development, land use approvals, etc.).
 - B. Concept plan that illustrates the proposed development plan, layout, square footage (including gross measured area, rentable area, and useable area), and other characteristics of the development, including building height and density. The concept plan must identify the percentage of affordable units, which must be a minimum of 30% of the total units, affordable to households at or below 60% of the area medium income. Deeper levels of affordability are preferable.
 - C. Description of whether the existing County facilities will be either reconfigured or redeveloped and how the required parking for these facilities will be provided, i.e., retained as is or replaced as part of the housing development.
 - D. Project budget showing sources and uses of development funds and 15-year operating pro forma. The pro forma must include cost, revenue and inflation assumptions, as follows:
 - Pre-development costs;
 - Soft and hard costs;
 - Infrastructure costs; and
 - Cash flows to the Proposer and/or the County

The project budget must clearly identify the total number of senior units and the percentage and income breakdown of the affordable units. Any

assumptions/projections regarding stabilized rents or when stabilized rents will be achieved should be specified. Estimates of the project's asset value to the Proposer and to the County should be included. In addition to providing a hard copy of the budget, the Proposal should include a soft copy in Excel format on a CD-ROM.

- E. A proposed ownership structure.
- F. A statement of whether the proposed development is contingent on any County or State government action (e.g., regulation changes, public funding-grants, loans), etc. and a listing of these contingencies.

- 2. Electronic Files: One copy of the entire Proposal shall be submitted in PDF format on a CD-ROM as one single file

VI. Evaluation Criteria

Upon receipt of the Proposals, the County's Qualification and Selection Committee ("QSC") will review and evaluate the Proposals in accordance with the criteria listed below. Interviews may be conducted with development teams. Decisions and recommendations by the QSC will be consensus-based.

The County's goal is to select the best Proposal from the most qualified Proposer that meets the County's objectives for this key site. The following evaluation criteria will help the County achieve its objectives for the Site:

- 1. Overall vision and quality of the proposed development: 30 points
 - 2. Meeting the County's objectives for the Site: 40 points
 - 3. Expertise and financial capacity to implement the vision: 20 points
 - 4. Proposed timeframe for completion of the development: 10 points
- Total: 100 points

VII. Administration of the RFP

Proposals are due by 4:00 pm on September 5, 2014. If a memorandum of understanding or other form of agreement acceptable to the County cannot be successfully negotiated with the top-ranked Proposer, the County may proceed to negotiate with the Proposer that submitted the next highest ranked Proposal. Alternatively, and in the County's discretion, until an initial letter of intent or memorandum of understanding is entered into, the County may elect to negotiate with more than one Proposer at a time.

Any amendments to the RFDP will be posted on the Office of Planning and Development's website, which can be located through the County's website at:

<http://www.montgomerycountymd.gov/DGS/OPD/EastCountyRSC.html>

The County expects the RFDP to meet the following schedule, but reserves the right to amend this schedule or, in its sole discretion, to cancel the solicitation at any time.

RFDP Release	July 23, 2014
Site Tour/Pre-Submission Meeting (<i>Optional</i>)	August 5, 2014 at 2:00 P.M.
Deadline for Questions	August 25, 2014 at 4:00 P.M.
Proposals Due	September 5, 2014 at 4:00 P.M.

VIII. Submittal Instructions

All Proposals shall include one original and four (4) copies in 8½" by 11" format with no smaller than 11-point font; not exceed 25 pages, not including credit references, Letters of Intent ("LOIs"), Memoranda of Understanding ("MOUs"), renderings, Excel-based worksheets/models, tables, charts, etc. Submissions must be bound and sealed, and must be mailed or delivered to:

Ms. Ronnie L. Warner
Redevelopment Manager
Office of Planning and Development
Montgomery County Department of General Services
101 Monroe Street, 9th Floor
Rockville, MD 20850

The envelope must state "RFDP – East County Regional Services Center Site." Written Proposals will be evaluated upon only what is submitted. It is incumbent upon the Proposer to submit sufficient information to enable the County to fully evaluate the Proposer's capabilities and experience. Proposals to this RFDP received after the date and time specified are considered late and may not be considered. The County will not accept fax Proposals or Proposals sent via e-mail. Unless requested by the County, additional information cannot be submitted by the Proposer after the deadline set for receipt of Proposals. Proposer will be notified in writing of any change in the specifications contained in this RFDP.

Prior to the time and date designated for receipt of Proposals, Proposals submitted early may be modified or withdrawn only by notice to the County receiving Proposals at the place and prior to the time designated for receipt of Proposals.

Timely modifications or withdrawals of a Proposal must be in writing and must be received by the County on or before the date and time set for receipt of Proposals.

Withdrawn Proposals may be resubmitted up to the time designated for the receipt of Proposals provided that they are then fully in conformance with the RFDP.

IX. Optional Pre-Submission Conference & Tour

There will be an optional pre-submission tour and conference on August 5, 2014 at the site. A tour of the site will begin at 2:00 P.M. followed immediately by a pre-submission meeting. The County will not provide transportation to or from the site.

X. Conditions and Limitations

The County reserves the right to reject any or all Proposals submitted in response to this RFDP, advertise for new Proposals or to accept any Proposal deemed to be in the best interest of the County. A Proposal submitted in response to this RFDP does not constitute a contract and does not indicate or otherwise reflect a commitment of any kind on behalf of the County. Furthermore, this RFDP does not represent a commitment or offer by the County to enter into an agreement with a Proposer or to pay any costs incurred in the preparation or submission of a Proposal to this RFDP. Furthermore, this RFDP does not commit the County to pay for costs incurred in the negotiation or other work in preparation of, or related to, a final agreement between the selected Proposer and the County.

Any commitment made by the County will be subject to the appropriation of funds by the Montgomery County Council to carry out any such commitments and the execution of a contract acceptable to the County.

Written questions regarding the RFDP should be directed, via email, to Ronnie Warner at Ronnie.Warner@montgomerycountymd.gov. No verbal questions, outside of the Pre-Submission Meeting, will be accepted.

All questions, and the responses from the County, will be posted on County's website at:

<http://www.montgomerycountymd.gov/DGS/OPD/EastCountyRSC.html>

The Proposals and any information made a part of the Proposals will become a part of the project's official files. The County is not obligated to return the responses to the Responders. This RFDP and the selected team's response to this RFDP may, by reference, become a part of any formal agreement between the Responder and the County.

The County reserves the right, in its sole and absolute discretion, to reject any and all Proposals received in response to this RFDP and to cancel this RFDP at any time, for any or no reason,

prior to entering into a formal contract. The County further reserves the right to request clarification of information provided in Proposals submitted in response to this RFDP without changing the terms of this RFDP.

If a Proposer contends that any part of its Proposal is proprietary or confidential and, therefore, is limited to disclosure under the Maryland Public Information Act, Md. Code Ann. State Gov't §§10-611 *et seq.* (the "MPIA"), the Proposer must identify all information that is confidential or proprietary and provide justification for why such materials should not be disclosed by the County under the MPIA. The County, as custodian of Proposals submitted in response to this RFDP, reserves the right to determine whether or not material deemed proprietary or confidential by the Proposer is, in fact, proprietary or confidential as required by the MPIA, or if the MPIA permits nondisclosure. The County will favor disclosure of all Proposals in response to any request for disclosure made under the MPIA.

Proposers must familiarize themselves with the site and form their own opinions as to suitability for any proposed development on the site. The County makes no representations as to the site. The County assumes no responsibility for site conditions including, but not limited to, environmental and soil conditions on the site. Proposers are responsible for their own background investigation as to restrictions, if any, bearing upon title, zoning, subdivision, transportation, developability, utilities, and physical conditions at the site. Soils tests and other invasive tests may not be conducted upon the site during the RFDP stage.

Proposers are subject to the provisions of law pertaining to ethics in public contracting including but not limited to the provisions of Montgomery County Code Chapter 11B, Article XII and the applicable provisions of Chapter 19A.

XI. Minority, Female and Disabled Participation

The County encourages contracting and development opportunities with business interests reflecting its diverse population and interests. Therefore, the County encourages Proposers to include where possible meaningful minority, female and disabled ("MFD") participation in the proposed project. This participation could include, but not be limited to, the Proposer teaming with MFD developers, builders and/or subcontractors for the proposed project.