

Appendix E | Technical Proposal

This proposal includes four components:

- Team Composition and Information
- Developer Experience & Qualifications
- Financial Capacity
- Development and Partnership Approach

The Technical Proposal must be submitted as a PDF file and may include additional supporting information (e.g., resumes, project details, etc.). As appropriate, any additional information included in the PDF submittal should be clearly referenced in the responses provided for E-1 through E-4 so Metro can easily identify its connection to the information requested.

The information in the PDF should be formatted with all columns fitting on 8 1/2 by 11" paper, maintaining the order established in this document. PDF submittals are together limited to no more than 50 pages (25 double-sided pages), not including a title page or table of contents.

Note: The Technical Proposal must be submitted with the other Submission Requirements, including the Cover Letter and Understanding of the Opportunity.

This proposal must be signed by an authorized representative of the developer.

Name of Development Team: _____

Team Leader Name: _____

Team Leader Signature: _____

Date of Signature: _____

Developers must respond to the following items in the spaces provided. Response boxes should be expanded to fit the information the respondent desires to convey, though total materials must remain within the established page limit.

E-1: Team Composition and Information		
1.1	Developer Background (for Each Development Company on the Team)	Name of company
		Years in business
		Office locations (Name DC regional office and headquarters, if different)
		Total developed/completed in the last 10 years (SF commercial, SF retail, SF and # of residential units, etc.)
		Total pipeline in development (SF commercial, SF retail, SF and # of residential units, etc.)
1.2	Team Structure	If the Developer is comprised of more than one firm, describe the role of each firm, as well as the overall management structure of the team as it relates to this Joint Development project.

1.3	Litigation with Metro	<p>Identify any past or ongoing litigation, or known threatened litigation, with Metro. If none, write "None".</p>
1.4	Defaults, Bankruptcies, Criminal History, Debarments	<p>List any past, current, or anticipated relationships of any member of Development Team with Metro. If none, write "None".</p>
		<p>List any appearance of a conflict of interest. If none, write "None".</p>
		<p>List any projects on which the Developer, its entities, its parent(s), or any member of Developer has defaulted, and explain. If none, write "None".</p>
		<p>List any projects on which Developer, its parent(s), or any member of Developer has gone bankrupt in the past five (5) years and if so, please explain. If none, write "None".</p>
		<p>List any criminal indictments and felony or fraud convictions of Developer, its parent(s), or any member of Developer, or any principal in any of them. If none, write "None".</p>
		<p>Identify any debarments for government contracts by Developer, its parent(s), or any member of Developer, or any principal in any of them. If none, write "None".</p>
1.5	Key Personnel	<p>Identify all key personnel, including title and role on the proposed team. Include resumes limited to one page each. Identify the Team Leader.</p>

		Provide additional details on team members' working relationships with one another in the past and approach to project management.
		Respondents should include detailed resumes for key personnel (limited to one page each), including title and qualifications (within current role or in previous roles), as part of the submission. In the space below, please confirm inclusion of this information in the PDF and note the page number/section in which the information can be found.
1.6	Experience	
		Provide details of the Key Personnel's collective knowledge and experience with local building codes, zoning and entitlement, regulations, sources of funding, and commercial development in the metropolitan Washington, DC area.

E-2: Developer Experience and Qualifications

2.1	Developer Experience	<p>Describe the Development Team's cumulative experience demonstrating its ability to successfully execute the development proposed for this site and the specific goals defined by Metro. Respondents should highlight completed or nearly completed projects in which your organizations were directly involved. Projects should demonstrate experience with:</p> <ul style="list-style-type: none"> • Mixed-use development • Transit-oriented development • Joint Development partnerships and/or real estate transactions with public and non-profit sector partners • Complex zoning and entitlement processes within Prince George's County and Maryland, such as zoning map amendments • Working with WMATA's infrastructure requirements • Development with a similar income mix as the respondent intends for the Capitol Heights site • Community engagement strategy <p>Respondents should include no more than eight (8) prior projects total but are not required to provide eight.</p>
-----	-----------------------------	--

2.1 (cont.)	Project # (duplicate table for each project)	• Project name:	
		• Project location (address):	
		• Project size and program description:	
		• Respondent member's role in the project:	
		• Project completion date or expected completion date:	
		• Community engagement strategy and cite any specific challenges and how they were resolved:	
		• Public sector involvement, if any:	
		• Total project cost and financing structure:	
		• Key team members (e.g., general contractor,	

		architect, civil and outside counsel, etc.)	
		<ul style="list-style-type: none"> • Contact information for the client's project point of contact or supervising party (if applicable): 	
		<ul style="list-style-type: none"> • A representative image or images of the project (or where this information can be found in the submittal): 	

E-3: Financial Capability		
3.1	Financial Narrative	<i>Teams must have demonstrated financial capacity to undertake the project as well as experience and sound process in raising financing for similar projects.</i>
		Experience Raising Capital – Provide information about your history of raising capital and ability to finance past projects.
		Experience with Public and Non-Traditional Funding – Provide information about the Developer's history of attracting public and other non-traditional financing mechanisms that may be applicable to this project, such as affordable housing tax credits, tax abatements, or other. If not applicable, note "N/A".
		Sources – Provide a description of potential equity and debt sources for financing this project and financial references from equity and debt sources. For equity, Developers should estimate equity commitment to the project. For debt, Developers must provide satisfactory evidence of respondent's ability to secure project debt. Provide names of several lenders that have provided funding for projects completed in the past 10 years.

		Financial Risks and Mitigation Strategies – Describe any significant financial risks identified at this stage and suggested mitigation strategies. <div data-bbox="529 275 1485 737"></div>
--	--	--

E-4: Development and Partnership Approach		
4.1	Public Partner Approach	<i>Respondent teams should provide detailed information about their approach to working with public stakeholders, specifically:</i>
		Technical approach to advancing the development plan and design, conducting stakeholder coordination, and negotiating public-private transactions. Describe a conceptual road map for getting to JDA execution and closing.
		Approach to working with the local jurisdiction to gain all approvals necessary for the development.
		Approach to community engagement strategy.