



Request for Proposal

Building Lease and Purchase Services

Hope Community Public Charter School is seeking competitive proposals to provide development and project services for the purchase of a public charter school building facility.

Proposals are due no later than Friday, June 24, 2022.

School Overview

Hope Community is an open-enrollment project-based learning public charter school that serves approximately 300 students in grades Pre-K through 8th grades that provides personalized and rigorous curriculums to develop skills essential for school, work, and life success. At Hope, we have a growth mindset that encourages our scholars in their continuous pursuit of excellence.

Additional information on the school is available at www.Phalenacademies.org.

Contact Information

All communication regarding this RFP shall be delivered via email to operations@hopetolson.org. Please include your point of contact's email to get answers to questions, updates, etc.

Response Submission Guidelines

Responses to the RFP must be no more than thirty (20) pages, plus an appendix for personnel resumes and/or qualifications. Pages must be 8½" x 11".

The following actions may disqualify bids:

- Late submission of response.
- Submission of response in formats other than PDF (e.g., hard copies, Word, PowerPoint).
- Inquiries/questions regarding this RFP or RFP that are directed to any other HOPE COMMUNITY school's representative, vendor, agent, or email address other than operations@hopetolson.org.

Scope of Work

Hope Community PCS is requesting proposals for the following services:

Service	Description & Requirements
<p>DEVELOPMENT AND PROJECT MANAGEMENT SERVICES (DAPMS) PROPOSAL</p>	<ul style="list-style-type: none"> ● The vendor should provide fees for services provided as a bundle (as outlined), the vendor will work with Hope Community PCS to analyze the feasibility and affordability of the property acquisition based on a range of purchase prices. ● The vendor, as an independent contractor, shall create a project timeline and project costs related to the acquisition and identify impacts and opportunities., in any, on the project. ● The vendor, as an independent contractor, will engage the seller to secure the property and negotiate a purchase and sale agreement. The vendor, as an independent contractor, will coordinate the property diligence, title work, closing calls, and lead the property acquisition process through closing. ● The vendor, as an independent contractor, will use its expertise to minimize contract related risk to Hope Community PCS and will work with its key stakeholders to evaluate any entitlements, easements, utilities required for school use and occupancy. ● The vendor, as an independent contractor, shall establish and execute a plan to gather due diligence information for the property (Phase 1 environmental study, appraisal, property condition, zoning review, ALTA survey, title commitment, etc.). ● The vendor, as an independent contractor, shall evaluate available financing options for financing including: Tax Exempt and Taxable Bond Financing, Charter School Facility Program Financing, Bank Qualified Bond Financing, Conventional and/or Agency Debt

Service	Description & Requirements
	<ul style="list-style-type: none"> ● The vendor, as an independent contractor, shall subordinate Debt, if needed ● The vendor, as an independent contractor, shall create financial analysis comparing financing terms and benefits/drawbacks of each financing option and/or structure. ● The vendor, as an independent contractor, shall draft a financing plan with options based on the current market, Hope Community PCS's goals and priorities, and initial financial analysis; establish viable financing options based on desired/achievable financing terms. Prepare an underwriting timeline and outline appropriate steps needed to undertake financing. ● The vendor, as an independent contractor, shall Secure Project Financing, Source potential sources of financing, Negotiate financing terms and conditions with capital sources, Coordinate/respond to communication between lenders and school, including any ad hoc requests and/or ongoing due diligence items ● The vendor will work with Hope Community PCS to create, submit, and coordinate ● The vendor, as an independent contractor, shall request for Financing packages as necessary and Coordinate/assist in closing all financing.

Response Requirements

Responses will be accepted until Friday, June 24th and should include the following information:

1. Proposals are to be submitted in **PDF Format** via email to: **operations@hopetolson.org Attn: Traci Milton-Porter**
2. To be considered, each vendor must submit a complete response to this solicitation.

3. Vendors or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting proposals; failure to do so will be at the vendor's own risk and he/she cannot secure relief on the plea of error.

Respondent Qualifications

Vendors who can provide the services and meet the requirements specified in this RFP are invited to respond. A respondent, by submitting a proposal, represents to Hope Community PCS that:

- It is licensed to do business in the District of Columbia;
- It maintains liability insurance and will furnish, if selected to provide services to the school, evidence of insurance;
- It and its employees who will provide services to Hope Community PCS are legally and professionally qualified to provide services in the District of Columbia;
- It is not debarred and/or suspended from conducting business with locally or federally funded organizations;
- Within the two years before the anticipated contract start date, it has conducted or will conduct criminal and sex offender background checks for all its employees or subcontractors scheduled to engage with students;
- It possesses or is able to obtain adequate financial resources as required to perform under this RFP;
- It is able to comply with the required or proposed RFP; and
- It has a satisfactory record of integrity and ethics.

Response Evaluation Criteria

Hope Community PCS will evaluate responses on a qualitative and quantitative basis. Evaluation criteria may include the following:

- Past experience working with nonprofits, including charter schools in the District of Columbia, for provision of relevant services;
- Clarity of goals and objectives;
- Cost structure;
- Capacity for success;
- Potential impact;
- Results of discussions with other clients; and
- Vendor's completeness and timeliness in its response to Hope Community PCS.

The contract will be awarded to the firm, which in Hope Community PCS judgment, best represents the interests of Hope Community. Hope Community Public Charter School, in its sole discretion, reserves the rights to notify firms for interviews if it deems them necessary; reject specific consultants and team members; approve all sub-consultants, subcontractors, and project team members; and reject any and all responses.