

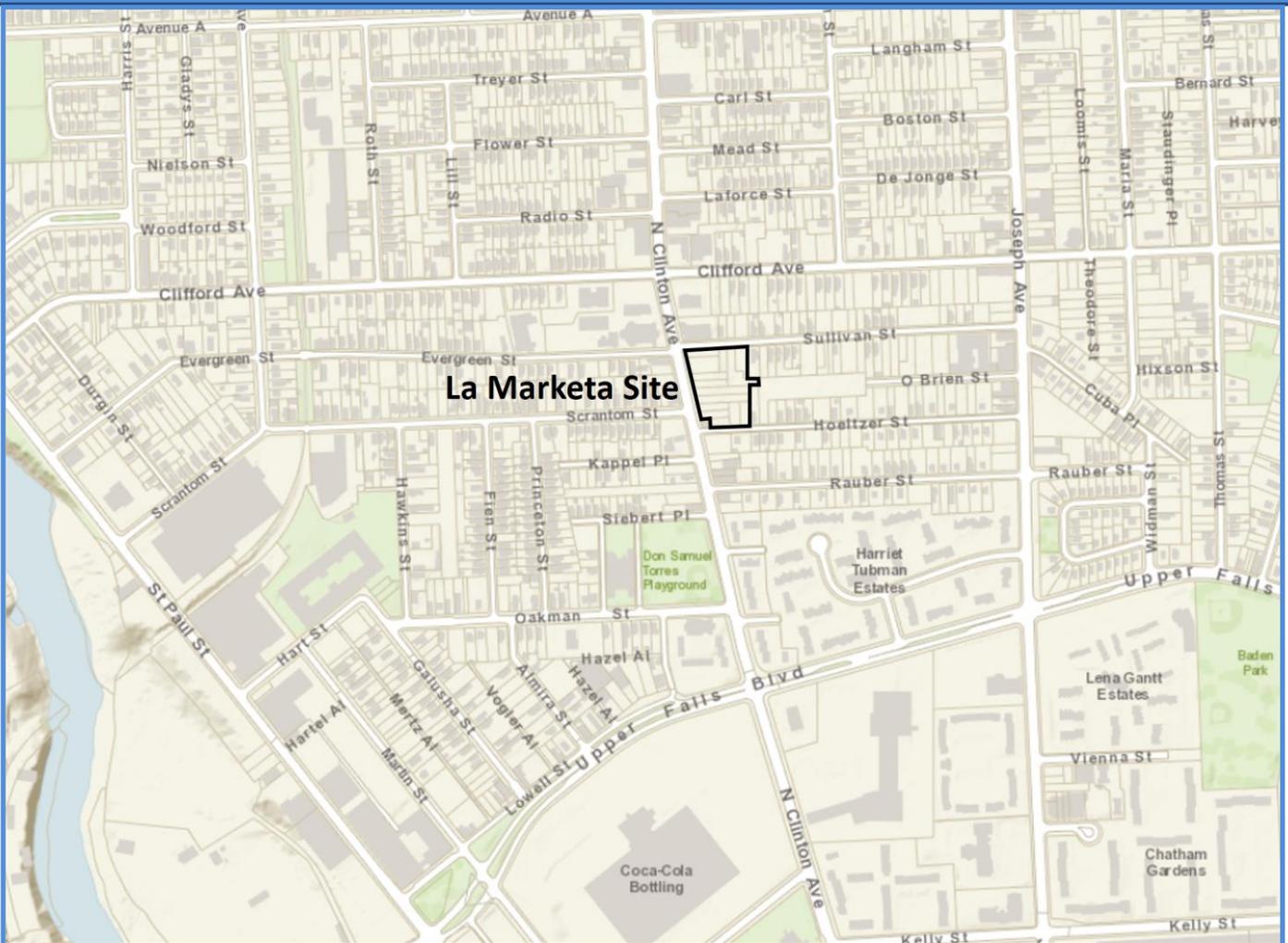


Request for Proposals

La Marketa Site on N. Clinton

Available for Sale & Development

Issued December 21, 2016



City of Rochester, New York

Department of Neighborhood & Business Development
City Hall, 30 Church Street, Rm. 005-A, Rochester, NY

CITY OF ROCHESTER, NY
REQUEST FOR PROPOSALS – LA MARKETA SITE ON N. CLINTON

SITES AVAILABLE FOR SALE & DEVELOPMENT
DEVELOPMENT PARCELS IN LA MARKETA URBAN RENEWAL DISTRICT

DATE ISSUED: WEDNESDAY, DECEMBER 21, 2016

ISSUED FOR: LA MARKETA SITE [URBAN RENEWAL DISTRICT]
ON N. CLINTON AVENUE

ISSUED BY: CITY OF ROCHESTER
DEPT. OF NEIGHBORHOOD & BUSINESS DEVELOPMENT
30 CHURCH STREET, RM. 005-A
ROCHESTER, NY 14614

INFORMATION
SESSION: 6 PM, THURSDAY, JANUARY 12, 2017
SALVATION ARMY TEMPLE CORPS FACILITY,
915 N CLINTON AVE, ROCHESTER, NY 14621

SUBMISSION
DEADLINE: 4:00 PM, FRIDAY, MARCH 3, 2017

CONTACT: ANNE DASILVA TELLA
E-MAIL: TELLAA@CITYOFROCHESTER.GOV
PHONE: 585 428-6124

**REQUEST FOR PROPOSALS – LA MARKET SITE ON N. CLINTON
URBAN RENEWAL DISTRICT PARCELS – AVAILABLE FOR SALE & DEVELOPMENT
DECEMBER 21, 2016**

TABLE OF CONTENTS

Section 1.	Schedule and Proposal Submission Instructions	Page 1
Section 2.	Project Purpose, Site Description, Area Description	Page 1
Section 3.	Vision and Development Objectives	Page 3
Section 4.	Sale Terms	Page 4
Section 5.	Environmental Conditions and Encumbrances	Page 4
Section 6.	Proposal Submission Requirements	Page 5
Section 7.	Evaluation and Selection Criteria.....	Page 7
Section 8.	Offer to Negotiate and Request Refined Proposals.....	Page 8
Section 9.	General Information	Page 9
Section 10.	Attachments and Resources	Page 10

SECTION 1 – SCHEDULE AND PROPOSAL SUBMISSION INSTRUCTIONS

Proposed Schedule & Deadlines

December 21, 2016-----RFP Release
January 12, 2017 (6 p.m.) ----- Information/Question Session
March 3, 2017 (by 4 p.m.) ----- Proposals Submission Deadline
March/April 2017 -----Review, Interviews (if applicable) & Selection
May/June 2017 ----- Negotiate Final Sale Terms & Begin Council Approval Process

Proposals Submission Instructions

A complete electronic copy (on CD or flash drive) of the proposal and ten (10) hard copies of the proposal are to be submitted no later than **4:00 PM on Friday, March 3, 2017** to:

Anne DaSilva Tella
City of Rochester, 30 Church Street, Room 005-A
Rochester, NY 14614.
Email: Anne.DaSilvaTella@CityofRochester.gov

Proposals submitted after 4 PM on Friday, March 3, 2017 will not be considered.

Please submit paper proposals on 8.5 x 11 inch paper. At least one (1) copy of the proposal will be signed by an officer or trustee of the organization empowered to contractually obligate the organization. The proposal and any materials submitted shall become the property of the City, and the City is not obligated to return such documents. Each proposal must include at a minimum, the items listed in the Proposal Submission Requirements section below.

SECTION 2 – PROJECT PURPOSE , SITE DESCRIPTION, AREA DESCRIPTION

Purpose

The City of Rochester (“City”), through this Request for Proposals (“RFP”) solicitation, seeks proposals for the purchase and development of vacant land (“Site”) located within the La Marketa Urban Renewal District (“URD”) from qualified developers/teams (“Developer”) to purchase and creatively improve the Site. The approximately 1.7 acre Site is the subject of this RFP and it presents several City-owned parcels along N. Clinton Street, between Sullivan and Hoeltzer Streets. The Site comprises the majority of La Marketa URD in the El Camino neighborhood.

It is the City’s intention to receive development proposals that will lead to the sale of the Site to a Developer who presents the desired use(s), best plan/layout, and demonstrates the best financial capacity to undertake the proposed project. It is expected that Developers will creatively improve the Site with the necessary land use or mix of uses to achieve a specific vision and goals for the Site.

Through this RFP the City intends to select a development plan that:

1. Presents the most cohesive design as an activity generator/commercial gathering place for the community;

2. Explores/presents multiple ownership/lease/lease-to-own opportunities and different points of entry for commercial or mixed-use owners or lessees;
3. Returns the Site to the tax roll thereby increasing the City's tax base;
4. Presents high quality design, visually enhances the streetscape, and conforms to the existing urban fabric; and
5. Creates permanent job/commercial opportunities for the neighborhood residents.

The City is willing to accept creative land disposition arrangements that will help mitigate Developer risk as needed. The City will also consider supporting the project with infrastructure development to the Site, in a manner that will promote the selected development.

Site Description

The Site is located along the east side of the busy commercial corridor of N. Clinton Avenue between Hoeltzer Street and Sullivan Street in the El Camino neighborhood. It comprises several City-owned parcels jointly known as the La Marketa URD; see map below. It was designated an Urban Renewal District in June 2004 via City of Rochester Ordinance No. 2004-198. It is viewed as a community asset by the residents of the northeast quadrant. **All the parcels in the URD are City-owned and subject to this RFP except the property at 804-806 N. Clinton Avenue, which is privately owned.** The property at 804-806 N. Clinton Avenue is not included in this RFP.

The Site is surrounded by a larger area of development focus. To the east of the Site, the City owns a large number of residential vacant lots and parallel efforts are underway to secure housing development surrounding the La Marketa URD. It is the City's intention to encourage and support the development of rental and owner-occupied housing on vacant land immediately surrounding the Site. This should not preclude the option of a proposal that includes mixed use with a residential component on the La Marketa site.

Summary of Parcel Data

Name:	La Marketa Site on N. Clinton - City-owned Parcels
Addresses:	6 Hoeltzer Street; 7, 9 Sullivan Street; 814, 822, 830, 840 & 844 N. Clinton Avenue,
Tax IDs:	106.39-1-75.2, 106.39-1-2; 106.39-1-3.1, 106.39-1-78.1, 106.39-1-80.1, 106.39-1-82.1, 106.39-1-84.1, 106.39-1-1
Ownership:	City of Rochester, except for 804-806 N. Clinton Avenue
Location:	Northeast quadrant of the city
Current Use:	Vacant Land
Zoning:	Urban Renewal District
Sites Area:	The area being offered contains eight (8) tax parcels with a combined land area of approximately 72,795 square feet or 1.7 acres
Access:	Direct access to the Site is available from N. Clinton, Hoeltzer and Sullivan

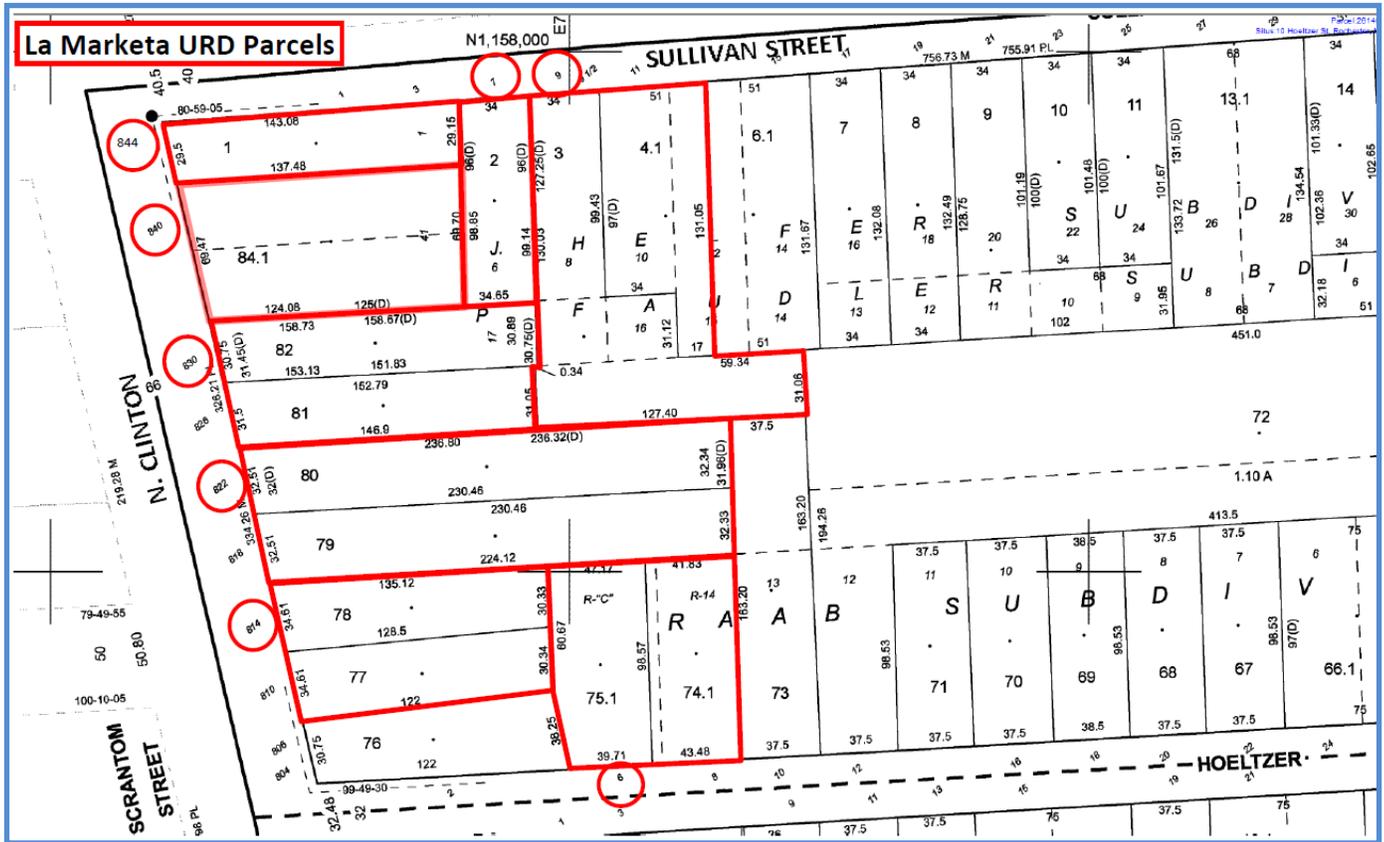
Note: The URD area presently includes one privately-owned parcel at 804-806 N. Clinton which is not subject to this RFP

Area Description

The La Marketa site is located along the North Clinton Avenue corridor between Upper Falls Boulevard and Avenue D. This corridor is an important evolution in city place-making both within the city as well as the greater Rochester area. The corridor, also referred to as "La Avenida", reflects the heritage of the area as a traditional

neighborhood commercial and business center for the city. This is a dynamic neighborhood, one of the most culturally and ethnically diverse in the city. Heavy pedestrian and vehicular traffic plus sizeable purchasing power offer a real opportunity to capture retail and consumer service demand for the La Marketa site. The Site is less than a quarter mile from Upper Falls Shopping Plaza to the south. The Site is also situated in one of the most densely populated neighborhoods in the city, with more housing development planned for the very near future.

Vehicular traffic along North Clinton Avenue between Upper Falls Boulevard to the south and Avenue D to the north is estimated to be between 8,000 and 9,000 vehicles per day. North Clinton Avenue is located near a number of key highways and access points for the city. Two-way traffic along the street gives businesses double exposure. Southbound travel on North Clinton Avenue into downtown has recently been restored to two-way access on North Clinton Avenue into downtown.



SECTION 3 VISION AND DEVELOPMENT OBJECTIVES FOR LA MARKETA URD

Vision

The La Marketa Site presents a critical development opportunity along N. Clinton Avenue in the El Camino neighborhood of the northeast quadrant of the city. In partnership with various community organizations, and building upon past planning and design efforts, the community envisions La Marketa as a vibrant mixed-use destination. It will be a signature development of this unique asset that will possibly have a regional draw, featuring an ethnically diverse offering of food, goods/products and service vendors. The development will feature a public open space or open air market concept, not unlike a 'placita'. For a full expression of the community's vision for its neighborhood refer to the *El Camino Revitalization Area Community Charrette & Vision Plan* ("Neighborhood Plan") dated August 2016 which can be found by following this web link:

http://www.rrodc.org/pdf/ECRA%20Vision%20Plan_web.pdf.

The City is willing to accept proposals for incremental development of the Site, whereby the land can be subdivided into smaller parcels, infrastructure developed, and the land can then be sold to individual developers as the demand arises, or, via the use of purchase options to manage the project. This could help mitigate Developer risk and initial cash outlay while responding to the demand over time, and encouraging a phased development of this site. However, if the proposal includes phased development over time, it must demonstrate the process and mechanism by which future phases will conform to the overall cohesive plan for the site. Each phase must relate to adjacent elements, especially the inclusion of a dynamic public space that will complement the commercial development.

The Neighborhood Plan calls for the creation of a workable model for small business development. This may include developing several small mixed-use buildings as a flexible alternative for small business owners to own real estate, with first floor retail space and upper floor income-generating apartments or owner-occupied living quarters. This, and other feasible development options will be considered. Creative, realistic and workable options will be considered.

Development Objectives

1. Develop the site as a southern gateway to the N. Clinton Avenue commercial corridor
2. Create a center of activity with open space, market place for small businesses, with a consideration of upper floor housing for 24/7 activity
3. Key to the development of this site is a focus on developing local businesses, repurposing this site, and acknowledging and celebrating the identity of the neighborhood through the use of the site
4. Develop the Site in a way that improves the architectural street edge of the community through a design that respects the *urban* neighborhood style and history – auto-oriented uses and designs are discouraged
5. A use that reinvigorates the existing assets and places nearby to the Site by creating a destination for events and activities
6. A development that would help recreate the local economy and recirculate the wealth in that community by promoting existing businesses. One that would also attract new businesses with a variety that fits in with the community's needs and celebrates their heritage
7. A development that celebrates the concept of an "International Avenue," as described in the Neighborhood Plan

SECTION 4 – SALE TERMS

This RFP will result in the sale and conveyance of the Site for a determined type of development. The Site will be sold to the Developer that provides the best proposal that satisfies the development objectives and the community's vision for the La Market site.

The Site will be sold at the full market value equivalent to \$0.50 per square foot as determined by an appraisal conducted by certified property appraiser on June 8, 2016. This unit cost will be applied to a smaller portion of the Site in the event that incremental development is proposed by the winning proposal.

Approvals

Development of the Sites will require a number of approvals from the City of Rochester. At a minimum, the following approvals will be required:

- Rochester City Council (for land sale);
- City Bureau of Planning and Zoning (for site plan review and approval); and

- State Environmental Quality Review.

SECTION 5 – ENVIRONMENTAL CONDITIONS AND ENCUMBRANCES

A Phase I Environmental Site Assessment report was completed for the Site in September 2016. Following the recommendation of the Phase I ESA, a Phase II ESA is currently underway. The Phase I ESA is attached.

SECTION 6 –PROPOSAL SUBMISSION REQUIREMENTS

The proposals being submitted must demonstrate a well-planned and detailed development, with high quality and appropriate design concept relying on the information in this RFP, and the financial strength to undertake the project. The City reserves the right to reject any proposals submitted without the minimum requirements listed below.

The minimum items that must be submitted for consideration for the purchase and development of the Site are:

A. Transmittal letter (first page of the proposal) with the following information

1. Developer's Name
2. Developer's Street Address
3. City, State & Zip
4. Mailing Address if different from Street Address
5. Contact Person Name, Title
6. Telephone Number
7. Email Address
8. Fax Number
9. Federal Taxpayer I.D. Number

B. Proposal Submission Checklist (see Attachment A)

Attachment A, the *Proposal Submission Checklist*, must be submitted as the second page of the proposal.

C. Summary of Overall Proposal

1. Narrative summarizing the overall project/proposal including the need/demand for the proposed use, key benefits (public and private) of the proposal and project development costs;
2. Vision statement describing the general development program, architectural style, exterior materials, etc.; and
3. Statement as to how/why the proposed development is the highest and best use of the Site(s).

D. Project Development Plan

1. Design concept/rendered drawings and elevations — minimum concept drawings to include:
 - Site plan including how the proposed building(s) will be oriented on the Site, and showing building elements, landscaping, parking and access (vehicular and pedestrian);
 - Description of land use types, styles and square footage/number of bedrooms proposed for each land use type; and
 - Infrastructure requirements described in detail.

Note: Detailed perspectives, renderings, 3D modeling and electronic presentations are not required; however, they may enhance understanding of the proposal. Digital presentation material on CD may be submitted to supplement the proposal hard copies.

2. A project narrative describing proposal for the Site:
 - Number of buildings to be developed, specifically the types of uses for each building and number of residential units, commercial units, or whatever is proposed;
 - Square footage by proposed uses, number and, if applicable, size of housing units broken down by number of bedrooms, etc.;
 - Describe your understanding of the *El Camino Revitalization Area Community Charrette & Vision Plan*, the vision for the Site, and the development objectives listed in this RFP, and state how your design plays to these guidelines;
 - Key development components with an explanation of relevance for each component;
 - How the project responds to the environmental conditions and findings of the Site; and
 - Any unique and/or highlighted features and how these features will be beneficial.

3. Access and Parking Demand:

Provide a preliminary analysis of the Site access and parking demand associated with the proposed development and how the demand will be met. Developers are encouraged to consider multiple solutions related to access such as walking, bicycling, transit, and private automobile (parking).

4. Project schedule (proposed) including:
 - Site Environmental Quality Review (SEQR)
 - Closing on property sale;
 - Phasing, if applicable
 - Design;
 - Anticipated permit approvals;
 - Funding commitments based on the proposed funding sources;
 - Construction start/completion; and
 - Occupancy.

E. Project Costs and Funding

1. Cost estimates detailing land acquisition, hard costs and soft costs. Include all assumptions.
2. Use the attached standardized Sources and Uses Form for summarizing the sources of funds (including bank participation, owner equity, and any other sources that may be pursued) for both construction and permanent financing, and uses of the funds.

The standardized form will assist the selection committee in comparing proposals during the evaluation process.
3. List expected terms for the project financing by source, including loan amounts, interest rates, term length, and any special loan covenants/requirements.
4. The proposed financing arrangements must be verified by a letter from the financial source/institution indicating that the project has been reviewed and the source/institution is willing to favorably consider a loan application to finance the project.
5. Provide a 10 year pro forma showing all revenues, expenses, debt service, rate of return and detailed assumptions (vacancy, rents by BR size or per sq. ft. for commercial/retail and if the latter is triple net, etc.).

6. Projects requiring subsidies should identify the other resources that may be sought, specifically noting the entity names and specific program (such as COMIDA, State of New York, the Federal Home Loan Bank, etc.).
7. Accountant-prepared financial statements for the development company for the past three (3) fiscal years, including balance sheets, income statements, cash flow statements for each year. If accountant-prepared statements are not available, provide federal income tax returns for the past three years instead.
8. Developers expecting to apply for COMIDA assistance by way of a PILOT should note that the City expects respondents to apply for the JobsPlus Program (an existing COMIDA tax abatement program). If residential use is proposed, and since JobsPlus does not accommodate residential uses, the City will consider supporting an application to COMIDA with the same abatement schedule as the JobsPlus (subject to the approval of the City's PILOT Review Committee). More information on the COMIDA JobsPlus Program can be found by following this link:
[http://www.growmonroe.org/files/file/Policies/UTEP_Jan12_Appendix_v2\(1\).pdf](http://www.growmonroe.org/files/file/Policies/UTEP_Jan12_Appendix_v2(1).pdf) .

F. Development Team and Developer Experience

1. Listing of the development team members, including the developer, project manager, construction manager, architects/engineers, landscape architects and marketing personnel;
2. Resumes of the principal participants involved in the project;
3. Summary of the experience of the project team, similar projects that the development team has been involved with and how that experience will be useful in undertaking the proposed project;
4. Experience with working on projects for which MWBE goals were imposed and attained;
5. Submit a detailed history of all projects that have been undertaken in the last five (5) years with an emphasis on projects similar to those being proposed here. Provide the current status of each project; and
6. Provide a list of all current projects and development commitments for the next 24 months.

G. Feasibility Study and Marketing Plan

1. Include an economic feasibility study/narrative with relevant backup information that justifies the long-term economic viability of the proposed development; and
2. Provide a plan for marketing the project, that includes: Rent/lease marketing plan for all uses; Promotion schedule/phasing; Identification of targeted market sector/population that the project is intended to serve; A narrative describing how the project will be successfully marketed to reach the intended targeted market sector/population; Any applicable pre-sale marketing strategies; and, a marketing team.

H. Issues and Concerns

The proposal should identify any issues or concerns in relation to the project. Any financial assistance requested from the public sector should be presented in detail.

I. Enterprise and Workforce Goals

1. During the construction of the project, the Developer will be expected to meet the City's utilization goals for Minority and Women-owned Enterprises of 20% of the total dollar amount of contracts; and
2. There will also be required workforce hiring goals of 20% minority and 6.9% women of the total employment numbers or hours for the project. The City also requires that 25% of the workforce reside within the city limits.

Final Note: The City reserves the right to reject any proposal submitted without the minimum items indicated above.

SECTION 7 – EVALUATION AND SELECTION CRITERIA

Each proposal will be evaluated based on the information submitted. A committee will be formed with members appointed from various City departments. Proposals received within the stated deadline and containing all required information will be evaluated using the following criteria:

A. Understanding of the Project and Sensitivity to Residents' Vision for the Site

1. Consistency with, and support of the development objectives listed above
2. Consistency with, and support of the vision for the Site as listed in this RFP
3. Consistency with the *El Camino Revitalization Area Community Charrette & Vision Plan* (Neighborhood Plan)
4. Creativity in site plan, and realistic timing of developments
5. Identification and discussion of relevant issues, and sound reasoning

B. Quality of the Development Plan

1. Appropriateness of proposed uses, their combinations and proportions in the entire project
2. Creativity and quality of the design, and key features of the proposal
3. Overall relevance, appeal and quality of design and materials proposed
4. Incorporation of publicly accessible open space consistent with the Vision for the Site
5. Discussion of effect of proposed development on parking
6. Incorporation of varying levels of points of entry for proposed commercial uses

C. Financing Plan and Economic Feasibility of Proposed Project

1. Economic feasibility/viability of proposed project in the short term and the long term.
2. Feasibility and financial soundness of project budget, Proforma, and Sources & Uses. Indicate sufficient detail if proposing phased/incremental development
3. Ability to secure project funding/financing (i.e. commitment of funds already in place)
4. Financial strength/health of developer/development company
5. Level of Developer cash equity in the project
6. Impact on the tax base

D. Developer Experience and Project Schedule

1. Developer must demonstrate proof of having completed projects similar in scope and size to that being proposed
2. Developer must demonstrate ability to complete proposed project on time and on budget
3. Experience working with public/private partnership
4. Experience working with projects requiring attainment of MWBE and workforce participation goals
5. Proposed project schedule, and Developer's current capacity to complete project in a timely manner

Note: Upon initial review of the submitted proposals, the evaluation team may choose to establish a short-list for subsequent interviews, and/or may require the submission of more detailed information related to the financial condition of the development company (company financial statements, personal financial statements, global real estate report, etc.). Any additional financial information provided will be confidential and not subject to the Freedom of Information Law. All RFP respondents will be notified if and when a short-list is established. The City reserves the right to accept or reject any and all submissions.

SECTION 8 – OFFER TO NEGOTIATE AND REQUEST REFINED PROPOSALS

The Developers selected for consideration under this RFP will enter into a period of exclusive negotiations with the City of Rochester for a period of time. If the City and the Developers are able to reach an agreement on the development terms (purchase price, development programs, financing plan, and development schedule), the City will move forward with the public and legal processes to sell each parcel for which agreement is reached. If the City and the Developers are unable to reach an agreement, either party may withdraw from the project with no liabilities. The City may open discussion with other Developers at that time.

The City may request any additional information as it determines appropriate to select Developers whose Proposals are best suited to this project. All Developers are responsible for the cost of preparing all information in response to this RFP and any additional information as requested by the City.

SECTION 9 - GENERAL INFORMATION

Restriction on Communication

News releases/public disclosures pertaining to this RFP or the services to which it is related will not be issued by an offeror/bidder/proposer or the selected offeror/bidder/proposer without the prior written approval of the City. In the event an offeror/bidder/proposer issues a news release/public disclosure pertaining to this RFP or the purposes to which it relates without the prior approval of the City, the offeror/bidder/proposer may be excluded from consideration.

Rights Reserved

- A. Only submissions that comply with all the objectives, provisions and requirements of this Request for Proposals (RFP) will be considered for review by the City of Rochester (City).
- B. The City reserves the right to independently investigate or request clarification of the contents of any proposal, including requesting that any prospective purchaser provide additional information, or make a presentation before the final selection is made.
- C. All materials submitted in response to this RFP become the property of the City, without obligation of the City to return such materials.
- D. All determinations of completeness of any submission and compliance with the objectives, provisions and requirements of this RFP, and the eligibility or qualification of any developer, shall be at the sole and absolute discretion of the City.
- E. Subsequent to the submission of the proposals, the City, in its sole and absolute discretion, may enter into parallel negotiations with two or more developers, may designate two or more developers for “short list” consideration, may request best and final offers and/or may conduct competitive proceedings with respect to the potential disposition of the property described in this RFP. This is not a competitive process; the City will assess proposals and select developers in its sole and absolute discretion.
- F. The City of Rochester may waive any of the provisions, requirements, terms and conditions of this RFP.
- G. The City reserves the right to cancel or reissue the RFP at its sole discretion and that the City shall have no liability for any costs incurred in preparing a proposal.
- H. The City reserves the right to issue an addendum should it become necessary to revise any section of this RFP, provide additional information necessary to adequately interpret provisions and requirements of this RFP, or respond to written inquiries concerning the RFP.
- I. The City reserves the right at its sole discretion to accept or reject any and all proposals received as a result of this RFP, to waive minor irregularities, to withdraw from the sale of the property, to elect not to proceed with the process set forth in this RFP, and to conduct discussions with all responsible respondents, in any manner necessary, to serve the best interest of the City of Rochester.
- J. The City has no obligation to discuss its reasons for selecting, accepting or rejecting any proposals with any proposers or representatives of said proposers.

- K. The City shall not be liable for any costs or expenses (including but not limited to the foregoing costs and expenses of legal counsel) incurred by any proposer in responding to this Request.
- L. All costs and expenses incurred by each proposer in connection with this RFP will be borne by the proposer, including without limiting the foregoing, all costs and expenses in connection with: surveys, reports, plans, designs, schematics, studies, research and any other due diligence work; preparation of each proposal; advice and representation of legal counsel responding to this RFP.
- M. The City reserves the right to withdraw from, or lease any or all of the properties for which the City has made a public request for Proposals at any time prior to approval by Rochester City Council.
- N. Proposals shall be accepted from principals only. No brokerage fees, finder's fees, commissions or other compensation will be payable by the City in connection with selection of a developer.
- O. Should it become necessary to review any part of this RFP, provide additional information necessary to adequately interpret provisions and requirements of this RFP, or respond to written inquiries concerning this RFP, the City reserves the right to issue Addenda to the RFP and post it to the City website (<http://www.cityofrochester.gov>) – it is the responsibility of all interested parties to regularly check the City website for any Addenda. The City reserves the right to extend the Submission Deadline by a reasonable time.
- P. The City of Rochester has the right in its sole and absolute discretion to reject any and all proposals, to accept any proposal and to elect not to proceed with the process set forth in this Request for Proposals.

SECTION 10 – ATTACHMENTS AND RESOURCES

Attachments:

- A. Proposal Submission Checklist
- B. Standardized Sources and Uses Format

Resources:

- 1. El Camino Revitalization Area Community Charrette & Vision Plan, August 2016
- 2. La Marketa Urban Renewal Plan, June 2004
- 3. Zoning Code for La Marketa Urban Renewal District (See Article XVI, §120-120N of City's Zoning Code for use and design regulation): <http://ecode360.com/8682073#8682073>
- 4. Phase I Environmental Site Assessment, September 2016
- 5. COMIDA JobsPlus Description: [http://www.growmonroe.org/files/file/Policies/UTEP_Jan12_Appendix_v2\(1\).pdf](http://www.growmonroe.org/files/file/Policies/UTEP_Jan12_Appendix_v2(1).pdf)

Attachment A – Proposal Submission Checklist

Please include this checklist with your submission

Developer Name: _____			
Proposal Submission Requirements:		Yes	N/A
A.	Transmittal letter with all 9 items listed in section 6A of RFP (No exceptions)		
B.	Proposal submission checklist (this page)		
C.	Summary to include Narrative summarizing overall proposal; vision, etc.; and justification for proposed development		
D-1	Project Development Plan – <i>Design Concept/Rendered Drawings and Elevations</i>		
D-2	Project Development Plan – <i>Project Narrative</i>		
D-3	Project Development Plan – <i>Access and Parking Demand</i>		
D-4	Project Development Plan – <i>Project Schedule</i>		
E-1	Project Costs and Funding – <i>Cost Estimates including all assumptions</i>		
E-2	Project Costs and Funding – <i>Standardized Sources & Uses Form for construction & permanent phases</i>		
E-3	Project Costs and Funding – <i>Expected terms for all sources for financing</i>		
E-4	Project Costs and Funding – <i>Letter from financial source/institution</i>		
E-5	Project Costs and Funding – <i>Ten-year Proforma</i>		
E-6	Project Costs and Funding – <i>Sources of other subsidies sought</i>		
E-7	Project Costs and Funding – <i>Accountant-prepared financial statements for past 3 years, etc.</i>		
E-8	Project Costs and Funding – <i>Statement about requiring COMIDA/City tax abatements</i>		
F-1	Development Team/Experience – <i>Listing of development team members</i>		
F-2	Development Team/Experience – <i>Resumes of principal participants</i>		
F-3	Development Team/Experience – <i>Summary of experience of development team; Description of similar projects</i>		
F-4	Development Team/Experience – <i>Experience on projects requiring MWBE/workforce goals be met</i>		
F-5	Development Team/ Experience – <i>History of all projects within last five years</i>		
F-6	Development Team/Experience – <i>List current projects & commitments for next 24 months</i>		
G-1	Feasibility Study/Marketing – <i>Economic feasibility study/narrative</i>		
G-2	Feasibility Study/Marketing – <i>Marketing Plan</i>		
H.	Issues and Concerns		
I.	Enterprise and Workforce Goals Plan		

Please include this checklist with your submission – No Exceptions

Attachment B - Standardized Sources and Uses

USES OF FUNDS

PROJECT: _____

<u>USE</u>	<u>ESTIMATED COST</u>	<u>NOTES</u>
Property Acquisition		
Professional Fees (Arch., Legal, Eng., etc)		
Site Work/Mobilization/Staging		
Construction Costs		
FF&E/Finishes		
Financing Fees/Carrying Costs/Closing Closing Costs		
Contingency		
Other:		
Other:		
Other:		
<u>TOTAL</u>		

Additional Comments:

CONSTRUCTION SOURCES OF DEVELOPMENT FUNDS

PROJECT: _____

<u>TYPE</u>	<u>SOURCE</u>	<u>AMOUNT</u>	<u>TERMS (Term, Interest Rate)</u>	<u>NOTES</u>
Cash Equity				
Const. Loan				
Other				
TOTAL				

Additional Comments:

PERMANENT SOURCES OF DEVELOPMENT FUNDS

PROJECT: _____

<u>TYPE</u>	<u>SOURCE</u>	<u>AMOUNT</u>	<u>TERMS (Term, Interest Rate)</u>	<u>NOTES</u>
Cash Equity				
Const. Loan				
Other				
TOTAL				

Additional Comments: