

Requests for Proposals CITY OF ANN ARBOR Development of City-Owned Property RFP - No. 743





OUR COMMUNITY:

Ann Arbor has it all. The seventh largest city in Michigan has a vibrant bustling downtown, a diverse population drawn to work or study at the world-renowned University of Michigan (U of M), and the natural beauty of an urban setting with a thousand acres of parkland. This is a highly educated workforce, as 33 percent of city residents hold a college or graduate degree. Many hundreds of thousands of tourists come to Ann Arbor every year to take advantage of the many annual festivals, internationally-known musicians and performers, U of M sporting events and more. The presence of the University of Michigan helps to shape the identity of Ann Arbor, not only because of the 30,000 people who work at the University, but also the rhythm of the year and the outstanding museums and performing arts venues providing a crowded calendar of events.

The city's economy is dominated by higher education, high tech and biotechnology, and these sectors continue to get stronger. Average homes prices are well above the state median, and the school district is one of the best in Michigan. Downtown Ann Arbor is made vibrant by a strong and diverse business mix, including a wealth of independently owned unique businesses, and an array of restaurant choices. There is a very active Downtown Development Authority and Local Development Financing Authority at work in the downtown, continually reinvesting millions of dollars into infrastructure and services for emerging high tech businesses.

Over the past five years the City of Ann Arbor invested a great deal of time helping its community establish a future vision for the downtown, and then developing new zoning that encourages greater residential density and strengthens the mixes of uses in the downtown. This initiative (known as "Ann Arbor Discovering Downtown" or A²D²) provides direction for the redevelopment of the City-owned parcel known as the "Library Lot."

OPPORTUNITY: The City is seeking creative proposals for the development of an approximate 1.2 acre lot owned by the City. The site is located at 319 S. Fifth Avenue, within the Downtown Development Authority District. The site is located just two blocks from the Main Street Business District and three blocks from State Street Business District, and the University of Michigan Central Campus. The successful proposal will be consistent with the community character of Ann Arbor and make positive



contributions to the immediate neighborhood, and the larger community by incorporating elements such as publicly accessible open space, green building design, public art, and a financial return to the city while adding to the vibrancy of the city's central downtown.

In spring 2010, the City will begin construction of an underground parking structure on the site. The parking structure was designed to allow for future construction of a building or buildings on top of the structure. This RFP is seeking creative proposals for development on top of the parking structure at this site.

QUALIFICATIONS: To be considered, the development team must have demonstrated experience in design and successful completion of urban infill development projects and provide a creative and responsive proposal that addresses the site development objectives outlined in Section 1 of the RFP. Additionally, the team must have experience with projects that entail on-going public-private partnerships, community engagement in the design & demonstrated significant positive impact on the community.

SCHEDULE:

- RFP Issued
Aug. 14, 2009
- Pre-Proposal Meeting (Mandatory)
Sept. 25, 2009
- RFP Response Deadline
Nov. 13, 2009, 2 p.m. EDT
- RFP Interviews by
Evaluation Committee
Week of Dec. 7, 2009
- Evaluation Committee
Recommendation
Week of Jan. 25, 2010
- Anticipated Selection by City Council
Feb. 15, 2010
- Anticipated Final Approval of Agreement by City Council
March 1, 2010

Proposals are due no later than Nov. 13, 2009 at 2 p.m. EDT. Submittals must be delivered to 100 N. Fifth Ave., Ann Arbor, MI 48104, 5th Floor. A required pre-proposal meeting will be held on Friday, Sept. 25, 2009 at 10 a.m. EDT in the 2nd Floor Council Chamber room in the Guy C. Larcom Municipal Building (100 N. Fifth Ave., Ann Arbor, Michigan). An optional site tour will follow the meeting.

CONTACT: Jan Barber, Community Services Area
100 N. Fifth Avenue • Ann Arbor, MI 48104
JBarber@a2gov.org



SECTION 1

PROPOSAL BACKGROUND AND SCOPE OF PROJECT

Purpose

The City of Ann Arbor is seeking creative proposals for the development of a City-owned parcel of land, located at 319 S. Fifth Avenue, within a thriving downtown district and just blocks of the University of Michigan Central Campus. In spring 2010, the City will begin construction of an underground parking structure on the site. The parking structure was designed to allow for future construction of a building or buildings on top of the structure. The City of Ann Arbor is requesting innovative proposals for the development on the site, on top of the underground parking structure.

Due to community expectations for a high quality project, this section has been devoted to provide some insight into the City of Ann Arbor, and to describe the site development objectives to be addressed in this project. Submitted proposals that do not adequately address each of these objectives may not be considered.

Overview of the City of Ann Arbor

The City of Ann Arbor, with a population of just over 114,000 encompasses 27 square miles. Ann Arbor is home to one of the leading Universities in the country, University of Michigan, which provides the city with a distinct university-town atmosphere.

Due to the world renowned University of Michigan and University of Michigan Hospitals and the City's emphasis on environmental protection, education, parks and recreation, and the arts, the City of Ann Arbor has received numerous national awards for being one of the best places to live in the United States and has been regarded as one of the "Top-Rated Mid-sized Metro (No. 5, Bizjournals, 2009 list), "Best Place to Raise your Kids" (Business Week Magazine, 2009 list), "Healthiest Hometown in the United States" (No. 1, AARP The Magazine), "The 20 Best Places to Retire" (No. 3, Black Enterprise Magazine, 2008), and "100 Best Places to Live and Launch 2008" (No. 42, Fortune Small Business), among others.

Below outlines a sampling of what Ann Arbor offers its residents and visitors that contribute to the high quality of life that has earned the City national recognition.

Businesses: The University of Michigan has a significant impact on the City's economy and employs around 30,000, including 7,500 in the medical center. National businesses, such as Borders Group, Inc., and Domino's Pizza Company also have their headquarters located in Ann Arbor. Toyota Motor Company recently opened the Toyota Technical Center of Ann Arbor. Furthermore, after completing a national search of where to locate, in 2005, Google Inc. opened up a new office in Ann Arbor and currently employs about 250 people. There are approximately 1,200 businesses located in downtown Ann Arbor, a wide array of services, government offices, and recreational facilities.

Parkland and Recreation: The city's "Tree Town" nickname stems from its extensive park system and tree-lined residential neighborhoods. Parkland accounts for 2,059 acres or 11.6% of the entire City. The park system provides numerous year-round recreation opportunities including swimming, canoeing, hiking, cross-country skiing, ice skating, dirt bike course, golf, and disc golf, to name just a few. The City is also located within an easy access to over 34,000 acres of additional state and other publicly-owned lands within the County. The City boasts

over 27 miles of bike lanes within the City, making it an easy mode of transportation for residents and visitors alike. Furthermore, in 2003, Ann Arbor residents passed one of the most progressive open space millages in the United States, commonly referred to as the Greenbelt program. The millage funds are used to purchase additional parkland within the City, as well as, preserve open space and farmland within 8 townships, surrounding the City.

Arts and Culture: Ann Arbor hosts several annual events focused on performing and visual arts. One example, which began in 1960, is the Ann Arbor Art Fairs, a group of four award-winning art fairs that take place downtown every July. The Ann Arbor Art Fairs attract over 500,000 visitors to the area every year.

Furthermore, the City also has an appointed Public Art Commission, whose purpose is to encourage greater community awareness of, access to, and participation in the visual arts, which are an essential component of the vitality, health, and spirit of the community.

Food: Ann Arbor was recently named one of the best “Midwest Food Towns” by Midwest Living. In addition to the array of restaurants, the community also takes pride in its locally produced food. The City of Ann Arbor operates a Farmer’s market which features locally grown food, plants, prepared food items, and handcrafts, all sold by the people who make and grow them. The Farmer’s market is located in the historic Kerrytown District, in an open-air market.

To learn more about the City of Ann Arbor, below is a list of local leaders to contact:

1. Mike Finney, Ann Arbor Spark, 734.761.9317, or Michael@AnnArborUSA.org
2. Mary Kerr, Ann Arbor Visitor and Convention Bureau, mkerr@annarbor.org
3. Cynthia Wilbanks, Government Relations, University of Michigan, wilbanks@umich.edu
4. John Splitt, Chair, Ann Arbor Downtown Development Authority, jsplitt@comcast.net
5. John Hieftje, Mayor, City of Ann Arbor, JHieftje@a2gov.org

Site Location

The site is located within the City’s Downtown Area, which is comprised of a diversity of land uses including living areas, places for work and study, activity places, and public facilities. It blends together the residents, students, employees, shoppers, merchants and entertainment goers that contribute to the year round vibrancy of downtown Ann Arbor. More specifically, the site is located just 2 blocks from the Main Street Business District and 3 blocks from State Street Business District, and the University of Michigan Central Campus.

The Ann Arbor District Library is immediately adjacent to the south of the site. In 2007, the Ann Arbor District Library released an RFP for renovations of the library building. The project has been postponed, due to the economic downturn. For further information on the future renovations of the adjacent property click on their website at <http://www.aadl.org/buildings/downtown>. The AADL annually attracts over 600,000 visitors to the downtown library building and patron use is growing.

The community’s central transit facility, the Ann Arbor Transit Authority (AATA) Blake Transit Center, is across the street, making the site very accessible to residents and employees living throughout the region. See Appendix B for specific site location.

Site Characteristics

The site is 1.2-acres, which is made up of tax parcel ID number 09-09-29-403-012.

In spring 2010, the City will begin construction of an underground parking structure on the site. The parking structure was designed to allow for future construction of a building or buildings on top of the structure. See section on “Development Specifications” below for details on the type of development that the site would be able to support. The City wishes to lease the property for development of the site in a manner that advances the City’s plans for the downtown, as well as, provide a financial return to the City.

As part of the parking structure project, the Ann Arbor DDA will be installing a new 12” water main under both Fifth Avenue and Division Street, a new midblock alley and midblock street will be created, all storm water will be detained on site, and the electrical system on this block will have been completely redesigned.

Adjacent to the site the Ann Arbor DDA will also be installing a new streetscape intended to make the area on Fifth and Division Streets more pedestrian friendly and attractive. This work will include bike lanes, new tree planters, sidewalk furniture, and pedestrian scale LED street lights.

The site is located in the Downtown Development Authority District. Changes to the zoning of this and adjacent downtown properties are currently under consideration by City Council, as part of the Ann Arbor Discovering Downtown (A2D2) initiative to enhance the residential and commercial development. This site is located in the proposed D1, Downtown Core zoning district, which will allow for a mixture of residential, office and commercial uses. As currently proposed, the district will allow for a 400% floor area in percentage of lot area ratio (FAR), with the ability to expand to 700% FAR with the use of certain premiums. This district is intended to contain the downtown’s greatest concentration of development and serves as a focus for intensive pedestrian use. This district is appropriate for high-density mixed residential, office and commercial development. For the status of the proposed zoning code amendments, refer to the A2D2 project website at www.a2gov.org/a2d2.

The site is located within the “Midtown Character Area” overlay zone. The Midtown area is framed by the Main Street Character Area to the west, State Street Character to the east, East Huron Character to the north, and Liberty / Division Character Area to the south. The Midtown area of downtown has evolved greatly over the years, but also provides some of the greatest infill opportunities in the commercial core. Key objectives of this area are to 1.) provide a more strongly defined street edge, forming inviting pedestrian ways and provide open spaces; 2.) enhance links to adjacent areas; 3.) design sites to allow for pedestrian access to sun, air and views; 4.) provide a sense of visual continuity in building massing and building height transitions; and 5.) provide for active street fronts.

As part of the same A2D2 initiative, the City’s planning and development staff, Planning Commission and City Council are developing design guidelines for the downtown area that encourage high quality building design, prioritize the pedestrian experience, complement the recommended overlay zones, clearly illustrate the goals and standards for each requirement while being as objective as possible, and promote green building technologies. Projects should strive to meet these draft guidelines. Refer to the A2D2 project website above for further details.

Master Plan Goals

The City seeks to advance the goals of the Downtown Plan. The Downtown Plan's primary focus is Ann Arbor's 66-block Downtown Development Authority district. It is also concerned with relationships between downtown and the adjacent Central Area. The plan addresses a broad range of issues concerning downtown's future -- from land use priorities and parking management objectives to more detailed design guidelines for enhancing downtown's pedestrian orientation and identity as a place. For details on the plan <http://www.a2gov.org/government/communityservices/planninganddevelopment/planning/Pages/MasterPlans.aspx>.

Site Development Objectives

A successful proposal must address all of the following site development objectives:

1. Beneficial use of the site. Any proposal for this site must demonstrate a clear benefit to the community and be consistent with the recommendations of the Downtown Plan, and A2D2 initiative. Preference will be given to proposals that incorporate a use (or uses) that provides a publicly available service to the community, for instance, building or open space that may be used for public meetings, recreation, or civic/ cultural events.
2. Environmental benefits. The development proposal should incorporate to the greatest extent possible environmentally sensitive design and energy efficiency features that follow Leadership in Energy and Environmental Design (LEED) standards. In addition, the project should propose innovative and environmentally friendly runoff water management and seek to improve water quality.
3. Financial return. The proposal must provide a positive financial return to the City. In the absence of other considerations, the City has a fiduciary responsibility to obtain fair market value upon the sale of City assets. Long-term lease or other property arrangements will be considered, but must meet this financial return criterion.

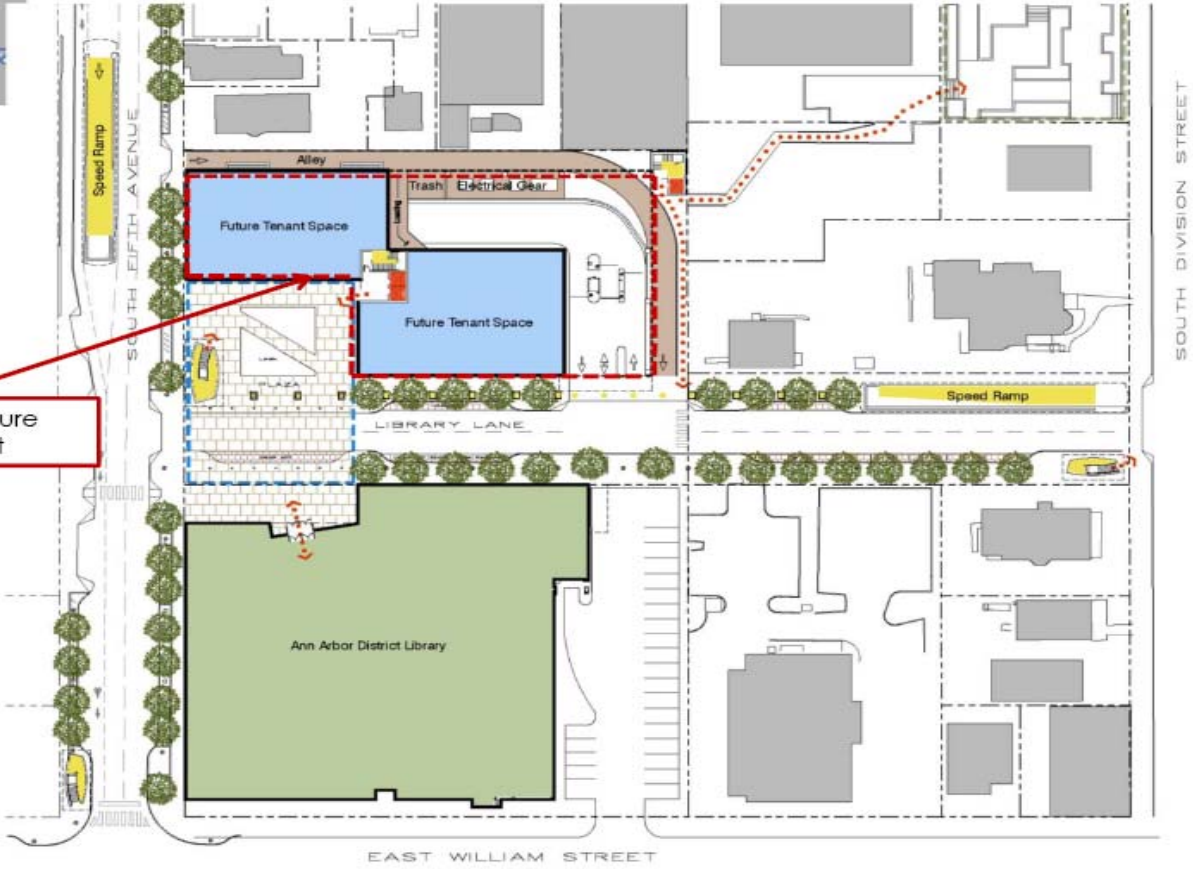
Development Specifications:

The site has been designed with flexibility for future development in mind. When completed, the underground parking structure shall be designed to support above ground development which could include, but is not limited to, a residential, retail, and/or office building(s) and a public plaza.

Additionally, the site has been planned to accommodate lateral expansion as well, if neighboring properties wish to pursue additional underground parking.



Outline of Future Development



SECTION 2

GENERAL REQUIREMENTS

Issuing Office

The Community Services Area for the City of Ann Arbor has issued this Request for Proposal. All contact regarding this RFP is to be directed to:

Jan Barber
Community Services Area
100 N. Fifth Avenue
Ann Arbor, MI 48104
JBarber@a2gov.org

Anticipated Schedule

| | |
|---|-----------------------------------|
| RFP Issued | August 14, 2009 |
| Pre-Proposal Meeting (Mandatory) | September 25, 2009 |
| RFP Response Deadline | Nov. 13, 2009, 2:00 pm EDT |
| RFP Evaluation Begins | November 16, 2009 |
| RFP Interviews by Evaluation Committee, week of | December 7, 2009 |
| Selection Committee Recommendation, week of | December 14, 2009 |
| Anticipated Selection by City Council | January 18, 2010 |
| Anticipated Final Approval by City Council | February 1, 2010 |

Please note that the above schedule is subject to change.

Proposal Submissions and Clarifications

Proposals must be submitted in the proposal format required. Sealed proposals will be received by the City of Ann Arbor Purchasing Unit, 100 N. Fifth Avenue, Ann Arbor, MI 48104 at the time stipulated. Each proposal must be enclosed in a sealed envelope, endorsed across one end: RFP NO. 743 REQUEST FOR PROPOSAL FOR DEVELOPMENT OF CITY-OWNED PROPERTY LOCATED AT 319 SOUTH FIFTH AVENUE, ANN ARBOR, MICHIGAN.

One original and nine copies of the Proposal and an electronic version of the report in Adobe Acrobat format shall be submitted, with the purchase or lease price proposal submitted separately in a sealed and marked envelope. For a proposal to be considered, each submitter must submit a complete response to this RFP using the format found in Section 3. No other distribution of the proposals is to be made by the submitter. Appendix A of this RFP, Legal Status of Proposer, must be completed and returned with the proposal. An official authorized to bind the submitter to its proposal provisions must sign each proposal copy in ink.

Proposals must arrive at the **City of Ann Arbor Purchasing Unit Office (5th Floor)** no later than **Friday, November 13, 2009, 2:00 pm EDT**. Proposals received after the deadline will not be considered. Regardless of the delivery method, the submitter is responsible for the actual delivery of the proposals by the deadline. Submitters agree to honor their proposal for a period of one hundred twenty (120) days from the proposal due date. All proposals become the property of the City of Ann Arbor after the deadline whether awarded or rejected. The City may use elements or ideas in any proposal submitted in any manner, including, but not limited to, the issuance of additional requests for proposals for this property.

All information in a submitter's proposal is subject to disclosure under the provisions of Public Act No. 442 of 1976, as amended (known as the Freedom of Information Act). It should be noted that submission contents will not be deemed proprietary information, and individuals who submit proposals will be provided opportunities to review other proposals if requested.

The City accepts no financial responsibility for costs incurred by any submitter in responding to this RFP. By responding to this RFP the submitter agrees to hold the City harmless in connection with the release of any information contained in its proposal.

Should any prospective submitter be in doubt as to the true meaning of any portion of this RFP, or should the submitter find any ambiguity, inconsistency, or omission therein, the submitter shall make a written request for an official interpretation or correction. All questions concerning the solicitation and specifications shall be submitted in writing via mail or e-mail to the name below.

Jan Barber
Community Services Area
100 N. Fifth Avenue
Ann Arbor, MI 48104
jbarber@a2gov.org

Questions must be submitted no later than Monday, November 9, 2009. (4 business days prior to the submission deadline)

Any oral responses to any questions shall be unofficial and not binding on the City of Ann Arbor. The City's staff will make such interpretation or correction, as well as any additional RFP provisions that the City may decide to include, only as an RFP addendum. Staff will mail or deliver addendums to each prospective submitter recorded as having attended the mandatory pre-proposal meeting. Any addendum issued by the City shall become a part of the RFP. Submitters should consider issued addendums in preparing his or her proposal.

Mandatory Pre-Proposal Meeting

A mandatory pre-proposal meeting will be held on Friday, September 25, 2009 at 10:00 AM EDT, in the 2nd floor Council Chambers of the Guy C. Larcom Municipal Building (100 N. Fourth Ave., Ann Arbor, Michigan). The purpose of this meeting is to discuss the Request for Proposals, its goals and objectives with prospective submitters and to answer questions concerning the RFP. Any questions and answers furnished will not be official until verified in writing by the Public Services Area Administrator. Answers that change or substantially clarify the RFP will be affirmed in writing. Copies will be provided to all in attendance.

Prospective submitters may be represented by no more than three persons at the pre-proposal meeting. It is strongly suggested that one of the persons in attendance be the intended primary contact for the submitter. An optional site tour will immediately follow the meeting.

Independent Cost Determination

By submission of a proposal, the submitter certifies in connection with this proposal:

1. It has arrived at the costs in the proposal independently, without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such fees with any other proposal submitter or with any competitor;
2. Unless otherwise required by law, the costs which have been quoted in the proposal have not been knowingly disclosed by the submitter and will not knowingly be disclosed by the submitter prior to award directly or indirectly to any other prospective submitter or to any competitor; and
3. No attempt has been made or shall be made by the proposal submitter to induce any other person or firm to submit or not submit a proposal for the purpose of restricting competition.

Each person signing the proposal certifies that he/she is the person in the proposal submitter’s organization responsible within that organization for the decision as to the acquisition cost proposal being offered in the proposal and has not participated (and will not participate) in any action contrary to Items 1-3 above.

A proposal will not be considered for award if the sense of the statement required in the Cost Analysis portion of the proposal has been altered so as to delete or modify Items 1-3 above. If Item 2 has been modified or deleted, the proposal will not be considered for award unless the submitter furnishes with the proposal a signed statement, which sets forth in detail the circumstances of the disclosure, and the City determines that such disclosure was not made for the purpose of restricting competition.

Adjacent Property

Any proposal that suggests it will include adjacent property must verify the commitment of adjacent property owners with a signed option to purchase from that property owner upon submission of the proposal.

Selection Criteria

Responses to this RFP will be evaluated using the following criteria:

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|---|---------------|
| Past Involvement with Similar Project(s) – Demonstrated experience in design and completion of projects with the following qualities: 1.) downtown infill development; 2.) on-going public-private partnerships; 3.) community input for design, and 4.) demonstrated significant impact on the community verified by references, | 25% weighting |
| Proposed Work Plan – alignment of proposal with site development objectives outlined in the RFP. Proposals must include information on the schedule anticipated by the proposer, including timing for site plan development and arranging construction financing | 40% weighting |
| Financial Capacity – ability to finance proposal, including demonstrated ability to procure financing and complete the work within the proposed timeline. | 25% weighting |
| Cost Proposal – lease return | 10% weighting |

Selection Process

The selection committee for this Request for Proposals will consist of representatives of City Council, City Planning Commission, Downtown Development Authority and citizens nominated and approved by City Council. The committee will have 5-9 members, and will be assisted by a team of City staff.

The selection committee will initially evaluate responses to the RFP to decide which submitters, if any, it will interview. For the initial evaluation, the committee will not consider acquisition cost proposals. For this reason, the acquisition cost proposal must be separately submitted in a sealed and marked envelope. Before the interviews, the acquisition cost proposals of the submitters to be interviewed will be opened and reviewed.

The selection committee then may schedule the interviews with the selected submitters. Interviews will be open to the public. The selected submitter(s) will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and acquisition proposal during the interview process. The interview shall consist of a presentation of approximately thirty (30) minutes by the submitter, including the person who will be the project manager on this contract, followed by approximately forty (40) minutes of questions and answers. Audiovisual aids may be used during the oral interviews. Following the presentation, the committee may request additional financial or project information.

Interviewed submitters will be re-evaluated by the above criteria after the interview and ranked. The highest-ranked submitter will be recommended to City Council for the award of the proposal.

The City may negotiate a mutually acceptable lease agreement with the highest ranked submitter. The City will determine whether the final scope of the project to be negotiated will be entirely as described in this RFP, a portion of the scope, or a revised scope. This agreement will not contain any assurances of any rezoning or site plan approvals necessary to complete the project. The selected submitter must secure necessary approvals and pay for all review fees necessary for the implementation of its proposal. The City will provide for a reasonable time in which to obtain such approvals before closing. If a lease agreement is not concluded, the City, at its sole option, may choose to initiate negotiations with any other qualified submitter, or reopen the entire process.

The City reserves the right to not consider any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. A proposal with all the requested information does not guarantee the proposing firm to be a candidate for an interview. The Committee may contact references to verify material submitted in the proposal.

Reservation of Rights

The City reserves the right to accept any proposal, to reject any or all proposals, to waive irregularities and/or informalities in any proposal and to make the award in any manner the City believes to be in its best interest.

SECTION 3

INFORMATION REQUIRED FROM ALL PROPOSAL SUBMITTERS

Format

Proposals shall not exceed twenty (20) double-sided pages in length, including maps and plans. Each section of the proposal must be clearly identified with the appropriate headings. Up to ten (10) additional pages of financial information and/or personnel resumes may be attached as appendices. To be considered responsive to this RFP, a prospective submitter must provide all of the information requested. The specifications within the RFP represent the minimum performance necessary for response.

Proposals should be submitted using the following format:

Section 1: Proposal Statement (format attached – Appendix A)

Section 2: Project Description: This section should provide a narrative summary description of the proposed development project. Proposed uses, number and type of residential units, phasing, circulation, concept and building design objectives shall be addressed.

Section 3: Target Population: This section should describe the anticipated customers, users and/or residents of the infill development project, including income levels for residential units, if applicable, as well as estimated numbers and kinds of tenants for the other elements of the building if a mixed use project is proposed.

Section 4: Impact Analysis: This section should provide an analysis of the impact of the project upon the community, including economic impact through commercial activities, streetscape modifications, housing impact, traffic impacts, and other related facets. A response should be developed incorporating the site development objectives outlined in Section 1.

Section 5: Plans: This section should provide a schematic plan including site plan data and schematic floor plans for each level. Plans shall be no larger than 11 inches x 17 inches in size.

Section 6: Project Schedule: This section should include a project completion schedule including start and completion dates and other key dates as identified for action. The proposal must include the time period by which this project will be initiated and completed.

Section 7: Development Team: This section should identify the professionals who will provide the following components of the project: design team, construction oversight, and construction. Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Identify where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify individuals who will do the work on this project by name and title. Resumes or qualifications of proposed project personnel may be submitted as an appendix.

Section 8: Overview of the Organization and its Services – This section should give a summary of history of the business or organization, including years in operation, locations, size, growth, services and financial stability. Include information regarding any pending or recent lawsuits against the organization, its officers or employees. If the proposal is submitted by a lead organization on behalf of several partners, provide similar information for each partner.

Section 9: Professional Qualifications: This section should include the full name and address of your organization or business and, if applicable, the branch office or other subordinate element that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. If as a corporation, include whether it is qualified to do business. This information shall be provided for all organizations participating in the development of the property. If the proposal is submitted by a lead organization on behalf of several partners, list all key partners and their respective roles in the proposal. Identify the technical expertise, which make the organization(s) qualified for this work.

Section 10: Prior Experience with Downtown Infill Projects: This section should provide a description and dates of other infill or redevelopment/reuse projects completed, particularly those with similar characteristics. Include names, title and phone numbers of contact persons from units of government where these projects are located. Include supporting documents to demonstrate capacity.

Section 11: Financial Capacity: This section should provide a description of the financial capacity of the organization, including appropriate documentation. If available, provide 3 years of certified financial statements. Each submitter shall submit at least two (2) financial references from banks or other financial institutions attesting to the submitter's financial capacity and ability to finance a project as proposed.

Section 12: Acquisition Cost Proposal (must be separately submitted in sealed and marked envelope) – This section should include the amount offered for lease of the property, in whole or in part; and any contingencies proposed. Any financial contingencies must also be identified.

Section 13: Project Financing: (must be attached to the acquisition cost proposal described in Section 12). This section should include a development budget and a ten-year pro forma (operating budget) analysis and other financial information for the project. Include the anticipated time schedule to assemble needed financial commitments, types of financing expected and letters of interest from banks or other sources. Financial partnerships (e.g., public/private; nonprofit/profit) must be identified.