

OUTLINE, REQUEST FOR PROPOSALS (RFP)

I. Invitation to Bid

- A. overview of property being disposed
- B. goals for the disposition
- C. type of disposition (sale or lease)
- D. deadline for submission
- E. contact information

II. Site Tour and Briefing

- A. date and time
- B. contact information

III. Program Description/Development Guidelines

- A. design guidelines
- B. affordability requirements
- C. bedroom configuration
- D. overview of regulatory constraints
- E. financing options

IV. Property Description

- A. location and site information
- B. completed due diligence on the site (e.g., preliminary site design)
- C. buildings and improvements on the site (if applicable)
- D. zoning
- E. regulatory constraints
- F. utilities
- G. site constraints

V. Proposal Submission Requirements

- A. development plan, including number and size of units, affordability levels
- B. implementation plan and project timetable
- C. development concept, including proposed uses, market, how proposal complies with development guidelines
- D. property management plan
- E. development and operating proformas
- F. proposer financial status, including financial statements
- G. required forms, including certificate of tax compliance and non-collusion, disclosure of beneficial interest in real estate

VI. Developer Selection Criteria and Process

- A. minimum evaluation criteria
- B. comparative evaluation criteria
- C. selection and disposition process, including land development agreement, sample lease

Please Note | Effort has been made by the author and sponsoring organizations to provide current and accurate information. However, readers should not rely on the information and are urged to review source material and consult with appropriate funding sources, practitioners and legal counsel before embarking on a particular course of action.