
Proposal Submittal Requirements

The following is a description of the requirements for the development proposals. A proposal shall consist of ten (10) sets of the completed "Proposal Submittal Package" including all of the following information as it directly relates to urban scale, mixed-use development. The proposal submittal shall be in an 8½" by 11" format.

Qualifications

1. Cover Letter

A cover letter addressed to the District that summarizes the proposed development team's qualifications and preliminary development approach for the proposed project.

2. Statement of Qualifications

A. Identification of Development Team

1. Provide the name, address and telephone/facsimile/e-mail numbers of the proposed development team and the principal person(s) designated by the proposed development team to be the lead contact. Include resumes and a description of background experience for each of the proposed development team members, consultants and/or specialists.

- organization of development team (individual, corporation, partnership, joint venture, other);
- principals of proposed development organization;
- relationship of proposed developer with a parent corporation, subsidiaries, joint ventures or other entities;
- identification of consultants (i.e. architect, engineer, construction contractor, economic advisor, etc.) ;
- identification of traffic consultant related to traffic analysis of proposed private development in relation to overall Ohlone College Campus Master Plan.

B. Development Experience

1. Provide a description of general experience in planning, designing, financing, constructing, marketing, and operating urban scale, mixed-use development. Provide a description of the development team experience, qualifications, economic and management capabilities specifically related to:

- Development Projects - this description should include comparable projects which are available to be visited by District representatives;
- Leasehold Interest;
- Management Experience;
- Design and Planning Experience;
- Construction and Project Management Experience;
- Public/Private Development Experience;

2. Provide a description of previous working experience between development team members.

3. Include examples of projects that demonstrate the proposed development team experience in working with institutions of higher education and specifically with community colleges.

3. Statement of Financial Capability

A. Provide a description and evidence of financial capability of development team including: a) the ability to fund predevelopment costs; b) ability to raise necessary capital for construction and permanent financing; c) evidence of relationships with lending institutions and/or other capital investors; and d) ability to provide for ongoing operation, maintenance and reserves.

B. Provide a description of examples of financing sources/structures for other projects completed by the development team that are similar to the type of financing envisioned by the development team for the proposed project.

C. Provide financial statements (balance sheet and profit/loss statements) for the past three year period for the principal developer as compiled by an independent licensed certified public account in accordance with generally accepted accounting principles. The date of such financial statements should not precede the date of the qualifications submittal by more than six (6) months; if so, then attach an interim financial statement no more than sixty (60) days old. *Note: Only one copy of this information is required to be submitted by the principal developer; and such information should be submitted in a separate envelope addressed confidentially.*

In addition the development team may also submit copies of any annual reports, financial operating reports or other documents indicating the financial condition of the development team.

Note: The District will, to the extent of its ability under the law, endeavor to keep all financial data in strict confidence and return it to the development team upon completion of the RFP process.

Development Proposal

1. Development Proposal and Financing Plan

A. Concept Plan

1. Provide drawings to present the project design including the scale, scope, size and mixture of project elements. Large-scale presentation drawings may be provided, however, reductions of such drawings to 8 ½" by 11" must be included in the development proposal submittal. The following required drawings must be at a scale and level of detail necessary to accurately depict the project development and operation components.

- Proposed land uses;
- Location and configuration of the proposed project, including linkages to the college campus and adjoining areas;
- Access and parking;
- Product concepts, including type of construction, building heights, building areas (square footage), number, type and size of residential units (if applicable);
- On-site improvements including access, parking and landscaping;

B. Narrative Description

1. In addition to the required graphic materials described above, the development proposal shall include a narrative that describes the following:

- Responsiveness to the stated overall project goals;
- Scope of project amenities;
- Responsiveness to selection criteria for development proposal (as set forth in this RFP).

2. Financing Plan and Business Offer

A. Provide a proposed financing plan that is based on an estimated development budget and ten (10) year operating pro-forma. The information should include, at a minimum, the following:

- Line item estimated development budget (direct, indirect and financing costs);
- Sources and uses of funds for predevelopment, construction and permanent phases;
- Ten (10) year cash flow projection for the operational phase with assumptions for revenue, operating expenses, debt service, etc.;
- Analysis of project feasibility, including assumptions for debt (loan) and equity financing and investor's required rate of return;
- Description of special conditions or requirements for the proposed project;
- Description and qualification of any and all public financing investment needed including the value attributed to the project site (District property).

B. Provide a description of the proposed land lease arrangement with the District including the proposed lease term (number of years), annual lease payment, increases to lease payment, etc.

3. Development Schedule

A. Provide a preliminary schedule for development of the proposed project which addresses predevelopment activities, commencement of construction, completion of construction, and phasing of development (if applicable).

The District understands that the build-out of the proposed development may need to be phased over time. If so, provide information relative to any conditions related to triggering the requirement for the selected developer to proceed with subsequent phases of the proposed project.

