

## SUBMITTAL REQUIREMENTS CHECKLIST

Complete each step for Proposal then return to OCURA by mail, email, or in person.

A. LOT IDENTIFICATION – Tell us what lot(s) you want. Use the map in the document.

- LOT # \_\_\_\_\_
- Tell us the type of home(s) you are planning to build on the lot. For example, single-family or duplex.  
\_\_\_\_\_
- Tell us an estimate of how many square feet you are expecting the home(s) to have. \_\_\_\_\_sq/ft

B. HOME PLAN CONFORMANCE WITH RESIDENTIAL DESIGN AND SITE PLANNING STANDARDS - **Read OCURA’s design and planning standards.**

- Identify the architectural category intended for each proposed lot based on the Residential Design Standards. \_\_\_\_\_  
\_\_\_\_\_

C. REDEVELOPER QUALIFICATIONS AND FINANCIAL ABILITY TO EXECUTE CONCEPTUAL MASTER PLAN - Provide a narrative addressing the following:

1. Qualifications of Development Team

- List all development team members, including consultants (architect, designer, builders, realtors, etc.)
- List all projects, completed and/or in progress, by the Redeveloper within the past years.
- Prospective Redevelopers must authorize credit and background checks by filling out Form 4A-4C in Exhibit A.

2. Financial Ability to Execute the Proposed Master Plan - In order to assist OCURA in reviewing the financial capability of the Redeveloper, the following information is requested:

- Execution of the financial and credit check forms under Exhibit A of this RFP.
- A summary project budget that shows anticipated construction costs and homesales prices. Identify if the home(s) will be market rate or affordable.
- Developer’s financials of the principal or parent company. In the

absence of such financials, the tax returns of the principal respondents to this RFP will be requested.

- Upon proposal approval by OCURA, evidence of financing will be requested prior to the sale of any lot(s).

D. TIMEFRAME TO COMPLETE - Provide the timeframe to start and expected time to finish construction of the home(s). (If multiple phases provide timeline for each phase.)

- Start Date: \_\_\_\_\_
- End Date: \_\_\_\_\_

E. If necessary, OCURA will negotiate timeframes of the project. (It is not the intent of OCURA to sell lots for land banking by a Redeveloper.)

F. EXHIBIT A FORMS **Complete & Sign Forms 1-6 in Exhibit A** of the RFP.

- Form 1: Certification of Reading & Understanding
- Form 2: Redevelopment Proposal
- Form 3a: Redeveloper's Statement for Public Disclosure
- Form 3b: Certification
- Form 4a: Consent to Obtain Credit Report
- Form 4b: Consent to Obtain Criminal Background Information
- Form 4c: Business Credit Information
- Form 5: Acknowledgment of Design Standards
- Form 6: Submittal Requirements

G. APPLICATION FEE

- Proposals must include a non-refundable application fee of \$150 per lot in the form of bank certified check. Unsuccessful proposals will not have this fee returned.

H. READ THE ENTIRE RFP PACKET

- Read packet to ensure understanding of all obligations and requirements.