

RFP Submittal Checklist

Respondent Team Name: _____

Please check the boxes below to ensure your proposal includes all required items.

Respondent Team Introduction	
<input type="checkbox"/>	Team introduction (form, location, equity partners, participants)
<input type="checkbox"/>	Affiliation between entities
<input type="checkbox"/>	Roles
<input type="checkbox"/>	Affordable housing expert (if applicable)
<input type="checkbox"/>	Signing authorization
<input type="checkbox"/>	Contact information
<input type="checkbox"/>	Biographies
<input type="checkbox"/>	History including four projects
<input type="checkbox"/>	Evidence of licenses
<input type="checkbox"/>	Three project references
Development Proposal	
<input type="checkbox"/>	Site plan
<input type="checkbox"/>	Narrative of project vision
<input type="checkbox"/>	Preliminary elevations of retail footages, massing and articulation concepts
<input type="checkbox"/>	Proposed program and unit mix
<input type="checkbox"/>	Detailed project schedule
Public Benefits	
<input type="checkbox"/>	Affordability mix
<input type="checkbox"/>	Community workforce opportunities (including track record)
<input type="checkbox"/>	Countywide Bicycle Plan, VTA Pedestrian Technical Guidelines and Bicycle Technical Guidelines, VTA Pedestrian Access to Transit Plan
<input type="checkbox"/>	Safety, wayfinding, and public art, trail enhancement, and other concepts identified in RELM Urban Design Analysis
<input type="checkbox"/>	Cultural competency plan
<input type="checkbox"/>	Green Building
<input type="checkbox"/>	TDM strategies
Project Pro Forma	
<input type="checkbox"/>	Unlocked and unprotected Excel pro forma/cash flow model
<input type="checkbox"/>	Proposed ground lease terms and conditions (including term, base rent, escalations and/or adjustments)
<input type="checkbox"/>	Sources and uses
<input type="checkbox"/>	Organizational chart
<input type="checkbox"/>	Financing guarantee information
Demonstration of Financial Capacity	
<input type="checkbox"/>	Funding experience and references
<input type="checkbox"/>	Description of proposed funding approach/ability
<input type="checkbox"/>	Security enhancements, completion guarantees, bond ability

<i>Representations</i>	
	Defaults, judgments, pending litigation, contractual disputes, violations, or other regulatory matters in past five years
	Completed Appendix 1 forms (RFP Submittal Checklist, Iran Contracting form, Non-Collusion Declaration)
	Binding cover letter

I certify that my proposal is accurate and contains all submittal requirements.

By: _____ **Date:** _____

Name: _____ **Title:** _____