

RFP Submittal Checklist

Respondent Team Name: _____

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

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

Representations	
	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:** _____