

Offer Form OF-2

RFP-20-HHL-003
Redevelopment of the 820 Isenberg Street Property

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Basic Instructions for Packaging of Proposals

1. Please package your proposal in 3-ring binder.
2. Major sections of the proposal shall be identified by "Tabs".
3. Section I of the Proposal shall be "Offer Form OF-1" and "Offer Form OF-1A".
4. Section II of the Proposal shall be this "Offer Form OF-2".
5. Fill in all blank spaces with information requested; failure to provide all requested information may cause the proposal to be invalidated.
6. Please submit an original and three (3) copies of your proposal, for a total of four (4) sets, plus a set of electronic files of all documents on a CD or flash drive.
7. An Offeror shall request in writing nondisclosure of information such as designated trade secrets or other proprietary data Offeror considers to be confidential. Such requests for nondisclosure shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal.

A. Development Program

1. Conceptual Designs. Describe proposed redevelopment plans, in particular:

Building size

Number of Stories/ Building Height: _____ / _____

Rental Units

Size	Number of units	Size / unit	Total sf
Studio			
1 bedroom			
2 bedroom			
3 bedroom			
Total			

Other Uses

Use	Number of units	Size / unit	Total sf
Management Office			
Retail			
Office			
Community Facilities			
Laundry Facilities			
Parking			
Other (specify)			

Special Design Features

Off-site Infrastructure Improvements

Note: Submittal of drawings or renderings is optional.

2. Marketing. Provide your proposed marketing plan, including analysis of the DHHL residential waiting list, rationale for the proposed unit mix and rent schedule, concepts on advertising and coordination with DHHL for contacting beneficiaries.

B. Residential Rental Units

Number of units by type and AMI category:

Size	50% AMI	60% AMI	80% AMI	100% AMI	Total
Studio					
1 bedroom					
2 bedroom					
3 bedroom					
Total					

Rental rate by type and AMI category:

Size	50% AMI	60% AMI	80% AMI	100% AMI
Studio				
1 bedroom				
2 bedroom				
3 bedroom				

Maximum rental rates shall be per guidelines published by Hawaii Housing Finance and Development Corporation (HHFDC) based on HUD income limits, and would include the cost of the following utilities: water, sanitary sewage services, electricity and gas (where applicable).

Indicate whether a unit (by size) will be reserved for the resident manager.

C. Proposed Development Budget

Provide a rough order of magnitude cost estimate and identify probable sources of funding.

Development Costs

Site Development

Indirect Construction (engineering, etc.) _____

Construction

Off-site _____

On-site _____

Indirect Development (Project Management, Fees, Insurance, etc.) _____

Contingency _____

Subtotal Site Development _____

Vertical Development

Indirect Construction (architect, etc.) _____

Construction _____

Indirect Development _____

Contingency _____

Subtotal Vertical Development _____

Total Development Costs \$ _____

Financing

Developer's Equity _____

DHHL Subsidy _____

LIHTC _____

Loans (sources) _____

Grants (sources) _____

Other (specify) _____

Total Financing \$ _____

It is intended that gross income derived from the construction of improvements will be certified for exemption from Hawaii General Excise Taxes pursuant to Section 201G-116 HRS. The proposed budget shall not include any provision for GET.

D. PROPOSED OPERATING BUDGET

<u>Revenues</u>	Average per unit	per month
Rent	_____	_____
Laundry (? loads/week/unit)	_____	_____
Rent subsidy [identify source]	_____	_____
Rents from commercial/office spaces	_____	_____
Other income [specify]	_____	_____
Gross Income	_____	_____
<Vacancy Allowance> _____%	()	()
Net Revenues	_____	_____
<u>Expenses</u>		
Property Management	_____	_____
Resident Manager	_____	_____
Advertising	_____	_____
Electricity	_____	_____
Water/sewer	_____	_____
Refuse Collection	_____	_____
General Maintenance	_____	_____
Maintenance Contracts	_____	_____
Landscape Maintenance	_____	_____
Supplies	_____	_____
Maintenance Reserve	_____	_____
Property Taxes	_____	_____
Security Services	_____	_____
Liability/Property Insurance	_____	_____
Miscellaneous	_____	_____
Total Expenses	_____	_____
Net Operating Income	_____	_____

It is intended that gross income derived from on-going operations will be certified for exemption from Hawaii General Excise Taxes pursuant to Section 201G-116 HRS. The proposed budget shall not include any provision for GET.

E. FINANCING PROGRAM

Provide a brief description of the proposed program to:

1. Finance construction
2. Take out construction financing with permanent financing
3. Reduce monthly rent costs to the tenants, including subsidies, grants, etc.

Proposals containing commitments from agencies or charitable organizations will receive higher value than those containing letters of interest or intent.

F. PROJECT OPERATING PROGRAM

Provide a description of the following:

1. House rules and enforcement, including, but not limited to:
 - a. Compliance with the Landlord – Tenant Code
 - b. Compliance with the Fair Housing Act
 - c. Grievances against management company
 - d. Move-in and move-out procedures
 - e. Lost keys
 - f. Guest policy
 - g. Pet policy
 - h. Procedures for eviction
 - i. (If proposing kupuna housing: procedures if the tenant is no longer capable of independent living)
2. Duties of the resident manager
3. Procedures for the collection and accountability of rents
4. Emergency procedures
 - a. Police, fire, ambulance
 - b. Tsunami, hurricane, etc.
5. Services and/or amenities to be provided to residents

G. GREEN BUILDING

Provide a brief (not to exceed two pages) narrative justification for the green building approach.

H. CONDITIONS / EXCEPTIONS

Provide a brief description of any special conditions that are contained in your proposal.

List any exceptions taken to the terms, conditions, specifications, or other requirements listed herein. Reference the RFP section where exception is taken, a description of the exception taken, and the proposed alternative, if any.