

OKLAHOMA CITY URBAN RENEWAL AUTHORITY

Request for Redevelopment Proposals for Redevelopment of the Northeastern Corner of Couch Drive and North Lee Avenue

**Amended and Reissued Central Business District Urban Renewal Plan,
Project No. OKLA R-30**



October 14, 2013

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SECTION A

RESOLUTION AUTHORIZING INVITATION FOR PROPOSALS

RFP for Redevelopment of the Northeastern Corner of Couch Drive and North Lee Avenue

Located in the Amended and Reissued
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October 2013

RESOLUTION NO 5591

RESOLUTION AUTHORIZING AN INVITATION FOR PROPOSALS FOR REDEVELOPMENT OF LOTS SEVEN (7) THROUGH SIXTEEN (16) OF THE BENNETT AND GERSON ADDITION, LOCATED IN THE CENTRAL BUSINESS DISTRICT OF OKLAHOMA CITY AND BEING PART OF THE AMENDED AND REISSUED CENTRAL BUSINESS DISTRICT URBAN RENEWAL PLAN, R-30

WHEREAS, the Oklahoma City Urban Renewal Authority (“Authority”) is engaged in the implementation of the Amended and Reissued Central Business District Urban Renewal Plan, R-30 (“Plan”), pursuant to the approval and direction of the City of Oklahoma City in accordance with the Oklahoma Urban Redevelopment Law, 11 O.S. §38-101, *et seq.*; and

WHEREAS, the Authority owns property currently being used as a surface parking lot located between Couch Drive and 2nd Street just east of N. Lee Avenue, more particularly described as Lots Seven (7) through Sixteen (16) of the Bennett and Gerson Addition to Oklahoma City (“Site”); and

WHEREAS, it is timely and appropriate to solicit proposals for the redevelopment of the Site; and

WHEREAS, it is appropriate and desirable to authorize an invitation for redevelopment proposals in support of the achievement of the objectives of the Plan.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Oklahoma City Urban Renewal Authority as follows:

1. The invitation of proposals for the redevelopment of Lots Seven (7) through Sixteen (16) of the Bennett and Gerson Addition to Oklahoma City is hereby authorized.
2. A public notice of invitation for proposals is hereby authorized to be published, and a ninety (90) day period from the date of first publication is hereby established for submission of proposals.
3. The Executive Director, Authority staff and legal counsel are authorized to prepare appropriate documents for inviting and submitting redevelopment proposals and are directed to proceed with the issuance of the public invitation for redevelopment proposals in a timely manner.
4. All proposals will be evaluated, and if acceptable, a redeveloper or redevelopers maybe conditionally designated by the Board of Commissioners. The conditional redeveloper designation will be based on the determination of the redevelopment proposal or proposals deemed to be most acceptable to the Authority.
5. The evaluation of redevelopment proposals will be based on the principal criteria outlined in the invitation, including but not limited to:

- a. Qualifications and experience of the redevelopment team to complete the project.
 - b. Density, massing, form, and quality of redevelopment.
 - c. Design objectives for the creation of an urban neighborhood.
 - d. Architectural and functional compatibility with surrounding environs and nature of materials.
 - e. Relationship of architectural design to the enhancement of street life.
 - f. Impact of streetscape and landscape elements on pedestrian activity.
 - g. Ability of the development to enhance the surrounding property.
 - h. Provision of adequate vehicular access and parking.
 - i. Financial ability of the redevelopment team to complete the project.
6. The Authority will enter into direct negotiations with the prospective redeveloper receiving conditional redeveloper designation, or, if more than one, with each such prospective redeveloper receiving conditional redeveloper designation, in order to achieve the best and most desirable project for the area and obtain agreement as to price and other terms and conditions satisfactory to the Authority.
 7. The invitation for redevelopment proposals will not create any legal obligation for the Authority to enter into a contract for redevelopment except on terms and conditions it deems in the Board's discretion to be acceptable and desirable.
 8. The Executive Director, legal counsel, and officers and staff of the Authority are authorized and directed to prepare and execute such documents, letters, and authorizations as may be appropriate or desirable to implement this resolution.

I, _____, Secretary of the Board of Commissioners of the Oklahoma City Urban Renewal Authority, certify the foregoing Resolution was duly adopted at a **regular** meeting of the Board of Commissioners of the Oklahoma City Urban Renewal Authority, held at offices at 105 N. Hudson, Suite 101, Oklahoma City, Oklahoma, on the **21st** day of **August 2013**; said meeting was held in accordance with the By-Laws of the Authority and the Oklahoma Open Meetings Act, that a quorum was present at all times during said meeting; and the Resolution was duly adopted by a majority of those Commissioners present.

/s/ **Mary Mélon**
SECRETARY

(SEAL)

SECTION B

INVITATION FOR REDEVELOPMENT PROPOSALS PUBLIC NOTICE

RFP for Redevelopment of the Northeastern Corner of Couch Drive and North Lee Avenue

Located in the Amended and Reissued
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October 2013

The OKLAHOMA CITY URBAN RENEWAL AUTHORITY (“Authority”) invites the presentation of written proposals from qualified redevelopers for the purchase and redevelopment of a tract of land at the northeast corner of Couch Drive and North Lee Avenue for redevelopment. The site is located in the Central Business District of Oklahoma City and is part of the Amended and Reissued Central Business District Urban Renewal Plan, R-30.

The legal description is:

Lots Seven (7) through Sixteen (16) in BENNETT & GERSON ADDITION, Oklahoma City Oklahoma County, Oklahoma, according to the recorded plat thereof.

A proposal conference will take place on the **13th day of November, 2013**, at **11:30 a.m.**, in the offices of the Oklahoma City Urban Renewal Authority, 105 North Hudson Avenue, Suite 105, Oklahoma City, Oklahoma. Attendance is optional.

The selection process will be initiated by the submission of formal written proposals to the Authority in accordance with these instructions. Prior to the day and time for receipt of such formal written proposals, the Authority will provide all prospective redevelopers with available information, background material, and advice in order to encourage the preparation of proposals which most fully reflect the objectives of the Authority.

All formal written proposals for the purchase and redevelopment of the site being offered for sale will be received at the offices of the Oklahoma City Urban Renewal Authority, 105 North Hudson Avenue, Suite 105, Oklahoma City, Oklahoma, until **11:00 a.m.** on the **17th day of January, 2014**. Any proposals received after this time will be returned unopened to the prospective redeveloper. Proposals will be publicly opened and read aloud by the Authority at **11:00 a.m.** on the **17th day of January, 2014**, in the conference room at the offices of the Authority.

The evaluation of redevelopment proposal will in part be based upon the principal criteria of:

- a. Qualifications and experience of the redevelopment team to complete the project.
- b. Density, massing, form, and quality of redevelopment.
- c. Design objectives for the creation of an urban neighborhood.
- d. Architectural and functional compatibility with surrounding environs and nature of materials.
- e. Relationship of architectural design to the enhancement of street life.

- f. Impact of streetscape and landscape elements on pedestrian activity.
- g. Ability of the development to enhance the surrounding property.
- h. Provision of adequate vehicular access and parking.
- i. Financial ability of the redevelopment team to complete the project.

One or more tentative redeveloper designations may be made based on a determination of the proposal or proposals deemed most acceptable to the Authority. The Authority may enter into direct negotiations with the redeveloper(s) tentatively designated, in order to achieve the best and most desirable project in accordance with the redevelopment objectives of the area and to obtain an agreement as to price and other terms and conditions satisfactory to the Authority.

Further information, instructions to prospective redeveloper(s) and forms to be completed by prospective developers may be obtained at the office of the Oklahoma City Urban Renewal Authority, 105 North Hudson Avenue, Suite 105, Oklahoma City, Oklahoma 73102. In addition you may also contact Cassi Poor at (405) 235-3771 or e-mail cassi.poor@theallianceokc.org. Complete proposal packages may be obtained at <http://ocura-ok.org/rfps> or hard copies may be obtained from the Authority for a non-refundable fee of Thirty Dollars (\$30.00).

This invitation for redevelopment proposals will not create any legal obligation for the Authority to enter into a contract for redevelopment except on terms and conditions it deems in its discretion to be satisfactory and desirable and the right is reserved to reject any and all proposals.

Published in the Journal Record on October 16, 2013.

SECTION C

INSTRUCTIONS TO PROSPECTIVE REDEVELOPERS

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I. SOLICITATION

The OKLAHOMA CITY URBAN RENEWAL AUTHORITY (“Authority”) invites the presentation of written proposals from qualified redevelopers (“Redeveloper”) for the purchase and redevelopment of a tract of land, depicted on Exhibit 1, at the northeast corner of Couch Drive and North Lee Avenue for redevelopment. The site is located in the Central Business District of Oklahoma City and is part of the Amended and Reissued Central Business District Urban Renewal Plan, R-30.

The legal description is:

Lots Seven (7) through Sixteen (16) in BENNETT & GERSON ADDITION, Oklahoma City, Oklahoma County, Oklahoma, according to the recorded plat thereof.

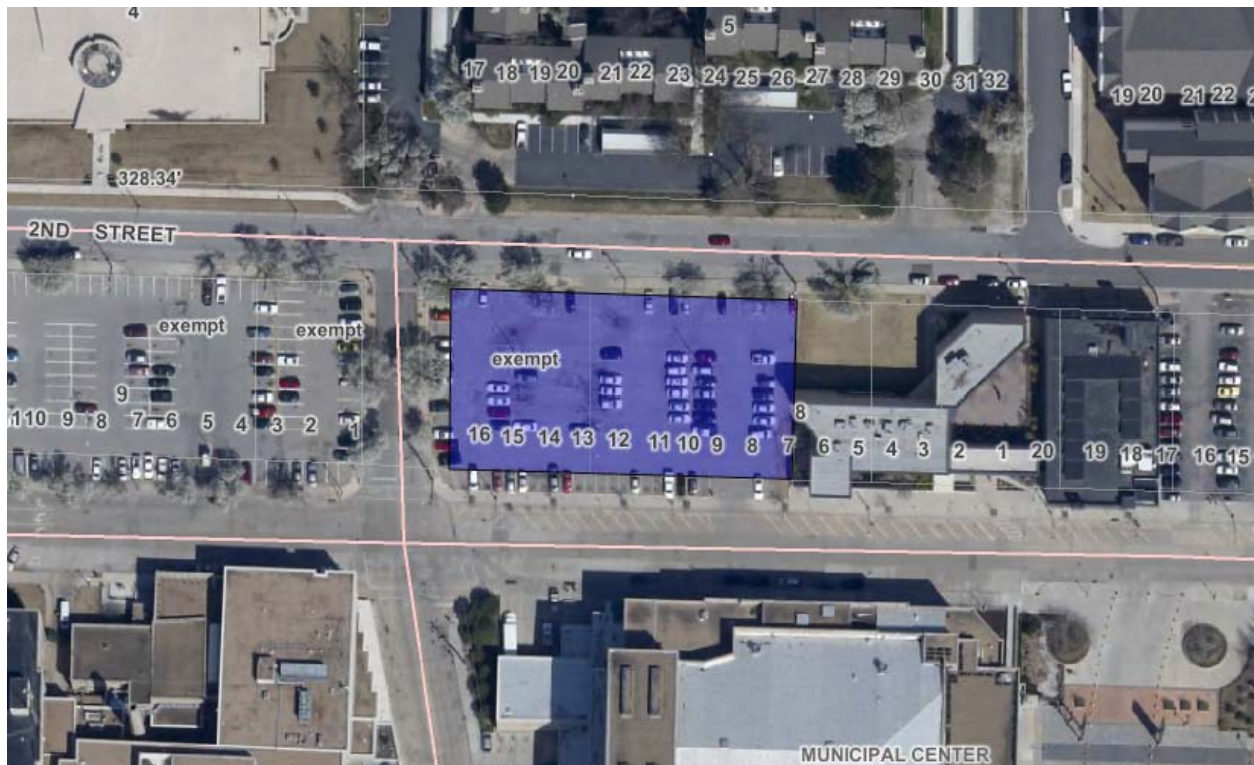


Exhibit 1: Lots Seven (7) through Sixteen (16)

The Authority is offering this site for a redevelopment that will contribute to the continued revitalization of the Central Business District and Arts District as a lively, visually exciting, pedestrian-oriented, mixed-use urban environment. Given the location of the site, the project must serve as a link between the adjacent civic uses in the Arts District and the day-to-day bustle of the Central Business District. The Authority will give preference to the full-scale redevelopment that includes appropriate urban density. The project must comply with applicable provisions of the Oklahoma City Zoning Code, detailed in Section III below.

II. CONTEXT

In 1930, Hare and Hare, consultants from Kansas City, completed Oklahoma City's first comprehensive plan and conceived the Civic Center plan which included a Jail, Auditorium, City Hall, and Courthouse. These civic buildings, located south of Couch Drive and the site, now include the Oklahoma City Museum of Art and provide significant services and entertainment to citizens. The buildings represent Art Deco architecture.

The central location of the redevelopment site is demonstrated by its relationship to the various amenities and activities in the Central Business District. The Arts District is located to the south and southeast. The Civic Center Music Hall and the newly renovated Bicentennial Park are located to the south of the property. Located to the north are Sycamore Square, a 159-unit apartment complex, and Legacy at Arts Quarter, a 103-unit apartment complex. A significant streetscape investment, known as Project 180, has been carried out along Couch Drive. Exhibit 2 illustrates the site location and context.

In recent years, there is a renewed understanding and appreciation of urban form and densities in Oklahoma City and nationally. With this redevelopment, the Authority wishes to reflect this trend and recommends form-based design guidelines in terms of density, the layering of uses, and architectural design elements.



Exhibit 2: Site Location and Context Map

III. REDEVELOPMENT OBJECTIVES

A. Specific Redevelopment

The site is located in the Downtown Business District (DBD) of the Downtown Design District and falls within a zoning overlay district, the Downtown Parking Overlay (DP), as shown on Exhibit 3. Accordingly, the project will require design review by the Downtown Design Review Committee and should represent the type of redevelopment the DBD District is intended to promote. In the City of Oklahoma City's ordinance, the DBD is described as follows:

Downtown Business District. The DBD District is intended for the conduct of all forms of business activity, including mixed-uses in a single building, within the central area of the City. Development regulations are intended to promote the development and redevelopment of the downtown area in a manner consistent with the unique and diverse design elements of downtown, ensure that uses are compatible with the commercial, cultural, historical and governmental significance of downtown, promote the downtown as a vital mixed-use area, create a network of pleasant public spaces and pedestrian amenities, enhance existing structures and circulation patterns, and preserve and restore historic features.

The zoning overlay district is described as follows:

Downtown Parking Overlay. Subject to other applicable sections of Chapter 59, property located in the Downtown Parking Overlay District may have off-site off-street parking. Provided certain conditions located in section 59-13400.1.B of the code are met.

The provisions of the Oklahoma City Municipal Code governing the above-referenced provisions are available through the City's website, www.okc.gov/code/index:

Downtown Design Districts, including Downtown Business District
Chapter 59, Article 7, Section 7200.2.

Parking Overlay District
Chapter 59, Article 13, Section 13400.1.



Exhibit 3: The City of Oklahoma City Zoning Requirements

For questions about Downtown Design Review, please contact the Planning Department at 297-2576.

B. Design Objectives

The proposed redevelopment will positively contribute to the urban form of the surrounding area. To that end, building siting, scale and massing, parking layout, and architectural vernacular will play an important role in creating an appropriate urban design solution. The key design objectives for the creation of an urban neighborhood include the following:

1. Externalized architectural design elements such as windows, balconies, Juliette balconies, that provide an “eyes on the street” self-policing environment. The placement, size, and styling of window and doors should be carefully considered so as to augment the project’s quality.
2. The size and architecture design should be carefully selected to complement the surrounding massing, texture, and form.
3. If residential redevelopment is proposed, each unit should have views and access to green spaces or the street.
4. The extension of utilities should be hidden or mitigated from surrounding street views.
5. Use of energy efficient products and construction is required.

C. Building, Density, Massing, and Form

The applicable provisions of the Oklahoma City Zoning Code (Chapter 59 § 3250, *et seq.*, and Chapter 59 § 7200, *et seq.*), Downtown Business District (“DBD”) will guide the planning and approval process.

1. Achievement of urban density is imperative. New construction should complement the architecture design, massing, and form, and be compatible with the area’s architecture to add interest and visual character.
2. The redevelopment will address the street by positioning structures on the public streets and locating parking to the rear of the site.
3. Buildings will have active edges on the street front. Public entrances and frontages will be oriented to the street.
4. The creation of screened parking areas or parking structures abutting residential structures and areas are required.
5. Permanent, well-defined, attractive hardscaping and landscaping is to be incorporated into the project. Sidewalks and other pedestrian areas are required.
6. Regular placement of trees on streets is required.

D. Design Vernacular

The architecture should be carefully selected to provide a “kit-of-parts” approach that allows a range of repetitive functional design elements (corner units, stairs, etc.) to be blended together in unique ways to harmonize with the adjoining and surrounding historic structures. The architectural quality of the redevelopment is not limited to a particular style, but care should be taken to complement the designs and styles of existing adjacent properties.

E. Urban Appearance of Structures

The general guideline for the selection of suitable exterior materials is that they work well together visually and are compatible with materials employed with other elements of the plan (paving, street furniture, etc.).

1. The number of exterior materials (excluding glass) should be kept to a minimum. Generally, no more than three materials should be considered.
2. Avoid using bright colors except as accent trim.

3. Bright luminous or fluorescent colors are not acceptable.
4. The use of reflective glass on the ground floor is prohibited.
5. The exterior cladding visible from the public street is to include a minimum of 80% brick or masonry veneer. Flat faces, unfinished concrete masonry blocks, and ribbed and corrugated metal panels are not acceptable.
6. EIFS may be used as accent or exterior cladding but will not exceed 20% of the total façade area. Use of cast stone in lieu of EIFS is encouraged.
7. Roof colors should be limited to cool tones with a high Solar Reflectance Index (SRI).
8. Exterior cladding employing galvanized steel, bright sheet metals, plastic, wood or asphalt shingles, or plywood siding is not acceptable. (Appropriate use of architectural metals is acceptable.)

F. Screening of Service Elements

All street level service elements (trash storage, service docks, heat/air components, etc.) will be screened by masonry wall. All walls and fences are to be constructed of permanent materials such as brick or metal. Any and all exterior mounted service elements should be screened from public view by roof forms or penthouse enclosures.

G. Site Security Elements

The redevelopment will utilize adequate levels of lighting to illuminate the site while taking care to prevent unnecessary illumination of adjacent properties. The use of cyclone (chain link), vinyl, or plastic fencing is prohibited. All fencing will be a maximum six feet tall. Fencing of parking areas and side and/or rear property lines is acceptable, but fencing the entire property is prohibited.

IV. SELECTION PROCESS

A. Review for Completeness

After receipt of formal written proposals, the submissions will be reviewed for completeness. Authority staff will examine the proposal(s) to determine if forms are properly executed and required documents are included. Particular attention will be given to the Redeveloper's Statement for Public Disclosure and the Redeveloper's Statement of Qualification and Financial Responsibility. In addition, plans and sketches demonstrating how the

proposed Redeveloper intends to redevelop the space and a Good Faith Deposit in the amount of \$25,000.00 are necessary for completeness. Any proposal which does not include the Redeveloper's Statement for Public Disclosure, the Redeveloper's Statement of Qualifications and Financial Responsibility, as well as a Good Faith Deposit will be rejected for incompleteness. The staff of the Authority is authorized to determine whether a proposal is sufficiently complete for further review and evaluation and in substantial compliance with the request for redevelopment proposals.

B. Advisory Review and Evaluation

The next phase of the selection process will consist of review and evaluation of the redevelopment proposals based upon the selection criteria provided by these instructions. It is possible that one or more of the proposals will be acceptable.

1. Effect of Reviews. Reviews and evaluations by staff of the Authority, consultants, public or private organizations, committees, and others will be advisory only. The level of consideration and weight to be given to any review will be determined by the Board of Commissioners of the Authority, and the Board of Commissioners reserves complete and final authority for actions and approvals in connection with the selection process.
2. Additional Information. The Authority reserves the right to request and obtain any additional information necessary to clarify and complete evaluation of the proposals that are determined by the staff to be sufficiently complete to be acceptable for review and evaluation in accordance with the selection criteria. When the proposals are deemed sufficiently complete, further evaluation and review may proceed.
3. Advisory Reviews. Where deemed appropriate by the Board of Commissioners or the staff of the Authority, advisory reviews of redevelopment proposals may be requested and considered from Authority consultants, Oklahoma City officials and staff, interested public and private groups and organizations, and/or review committees specially constituted for specific redevelopments or areas.
4. Cut-off Date for Additional Information. The staff of the Authority will establish a cut-off date for the requests, receipt, and consideration of any additional information requested from a prospective redeveloper in connection with the evaluation and clarification of proposals.

C. Optional Competitive Negotiations

1. Authorization. The Board of Commissioners may, in its discretion, authorize and direct competitive negotiations with two or more prospective redevelopers. Such negotiations may be competitive with respect to one or more elements of the selection criteria. Competitive negotiations will be undertaken by the staff of the Authority in accordance with direction of the Board of Commissioners.
2. Cut-Off Date. In the event competitive negotiations are authorized, a cut-off date will be established after which no further negotiations will occur and no additional submissions by a prospective redevelopers will be considered.
3. Effect of Negotiations. A direction by the Board of Commissioners to conduct competitive negotiations will not confer any rights upon a prospective redeveloper nor create any obligation of the Authority to approve and enter into a redevelopment agreement.

D. Conditional Redeveloper Designation

Upon review and evaluation of redevelopment proposals or following negotiations with prospective redevelopers, as the case may be, the Board of Commissioners may grant a conditional redeveloper designation, under such terms and conditions as the Board deems appropriate, to one or more prospective redevelopers, establish priorities with respect thereto, and authorize negotiation of terms and conditions of a proposed redevelopment agreement to be presented to the Board of Commissioners for its consideration and possible approval. A conditional redeveloper designation will confer no legal rights upon the prospective redeveloper other than the opportunity to seek to negotiate terms of a redevelopment agreement with the Authority. A CONDITIONAL REDEVELOPER DESIGNATION MAY BE TERMINATED AT ANY TIME BY THE AUTHORITY.

E. Preparation and Approval of Redevelopment Agreements

The final phase of the selection process will consist of negotiation to obtain such terms and conditions as the Authority deems desirable and satisfactory, including negotiation as to purchase price of the site. Such terms and conditions will be memorialized in a redevelopment agreement between the Authority and the Redeveloper, which will provide for conveyance by a Special Warranty Deed, subject to such restrictions as required by the Authority. Disposition must take place at or above "fair value." If a negotiation is conducted simultaneously with two or more redevelopers, the negotiations are to be competitive as to the disposition price and will be one of the criteria involved in making the selection.

V. SELECTION CRITERIA

A. Qualification and Experience of Redeveloper to Complete the Redevelopment

As part of the proposal, the Redeveloper must assemble and present a redevelopment team to carry out this project ("Redevelopment Team"). The qualifications and experience of the Redevelopment Team will be significant factors in selection of the successful Redeveloper. The Redevelopment Team consists of every person or entity which will play a substantial role in the creation and implementation of this redevelopment. It includes the entity designated as Redeveloper, the architectural firm along with key personnel of the design group and other participants or lessees, if any, who are committed to the project at the date of submission.

Proposals must contain the following:

1. A summary of the proposed Redevelopment Team's individual and collective experience in the redevelopment of mixed use projects.
2. Description of the Redevelopment Team's experience working with government agencies in redevelopment projects.

NOTE: Photographs, renderings, elevations and other documentation that illustrate comparable projects managed by the Redevelopment Team will assist greatly in enabling evaluation by the Authority. The Redevelopment Team is encouraged to include a listing of other similar projects as to type, location, size, density, etc.

B. Financial Ability of Redevelopment Team to Complete the Redevelopment

The financial ability of the prospective Redevelopment Team to finance and complete the redevelopment in a timely manner will be an essential factor in the selection process. In this regard, the successful Redeveloper must demonstrate, to the satisfaction of the Authority, its probable financial capacity to carry out this project. In this connection, the prospective Redeveloper must comply with the requirements of these Instructions and the enclosed Redeveloper's Statement of Qualifications and Financial Responsibility.

The authority will consider proposals which include requests for public tax increment financing ("TIF") assistance, provided that the need and appropriateness is demonstrated by financial and market circumstances. The availability of TIF assistance is solely at the discretion of The City of Oklahoma City.

Proposals must contain the following:

1. An audited financial statement and/or a testament by a CPA for the previous year of the prospective Redeveloper; however, if the Redeveloper is a newly created or limited purpose entity, a financial statement for the previous year must be submitted for the person or entity proposed by the redeveloper to provide the financial capability to carry out the project. **All such financial statements must be submitted to the Authority in a separate marked sealed envelope.** In addition, the Redeveloper must provide at least one financial reference from a lender or investor which has provided debt or equity financing for a comparable project, which will include the following: contact name, title, telephone number, institution (if applicable) and location of the comparable project.
2. A preliminary pro-forma for the project indicating prospective project costs and projected rental/operating or sales profiles for the project. In particular, the financial pro-formas should provide an indication of project financing requirements, financing gaps and financial feasibility.

Evidence of financing to commence construction within 6 months of executing the redevelopment agreement will be a significant consideration.

VI. PURCHASE PRICE

The prospective Redeveloper will include with the formal written proposal for redevelopment a proposed purchase price subject to the restrictions of any applicable redevelopment agreement. The site is being offered “As Is.” A final determination of a disposition price satisfactory to the Authority will not be reached until the later phase of the selection process.

The purchase price terms proposed by the prospective Redeveloper should take into consideration the real estate market in the area, the proposed uses permitted, and the intended use proposed by the Redeveloper. A determination of price will be made by an independent appraiser selected by the Authority who will be instructed to take into account the same factors in order to arrive at a “fair value” for the property, with final approval and determination of price to be made by the Authority.

Proposers may consider a financial structure in which the Authority could play a role or maintain a form of ownership that may contribute and help perpetuate a revenue stream for the Authority.

VII. REDEVELOPMENT PROPOSAL AND RELATED MATTERS

A. Architect

The prospective Redeveloper will state the name and business address of the proposed architect or other person responsible for the preparation of plans and construction drawings, together with a brief profile of the firm and experience.

B. Prior Performance Record

The prospective Redeveloper will submit a resume of the history and experience of the Redeveloper and associates, individually and jointly, in order to demonstrate the qualifications of the Redevelopment Team. Demonstrated ability to commence and complete the project in a timely manner is essential. No specific format is required.

C. Financing

The prospective Redeveloper will state in writing the proposed method of financing the redevelopment and indicate the ability of the Redeveloper to procure construction financing based on the proposal submitted. A statement of financial capacity (three copies) will be submitted on the enclosed form entitled: Redeveloper's Statement of Qualifications and Financial Responsibility.

D. Plans and Sketches

The proposals will be accompanied by plans and sketches of the construction to be planned, built, and financed by the Redeveloper on the property for which the proposal is submitted.

Drawings will be of sufficient detail to allow the Authority to make a proper evaluation of the proposal. The plans and sketches will be at a reasonable scale and include:

1. A dimensional site plan showing placement of the building or buildings, loading areas, parking and parking areas, streets, drives and walks, required landscaped areas, setback lines and easement.
2. One or more elevation drawings, illustrating the exterior appearance of the building or buildings. Photographs or sketches of completed construction similar to the proposed may be submitted in lieu of this requirement.

3. If the building(s) will contain many varying levels or will otherwise contain many complex features so as to warrant further clarification, one or more section drawings of the building(s) will be furnished. The materials of the building(s) should be identified on the above drawings by means of notations, specifications, notes or descriptions.
4. If the redevelopment plans contemplate expansion of the initial structures at some later date, sketches and drawings will be furnished which show the proposed redevelopment with and without the additional sections.

NOTE: Any of the above requirements may be combined on one or more sheets or drawings should the design permit. Rendering or study models are permitted but not required.

VIII. REDEVELOPMENT PROPOSAL FORMS AND MATERIAL SUBMITTAL

A. Forms

Development Proposal Forms as furnished by the Authority will be completed in triplicate by the prospective Redeveloper, filled out in ink and with the appropriate signature(s). Do not leave any section/item blank. If no information is required, please state **“Not Applicable”** or **“N/A”**.

B. Signature Requirements

The following requirements must be observed in the signing of proposals which are submitted:

1. Proposals which are not signed by individuals making them should have attached a “power of attorney” evidencing authority to sign the proposal in the name of the person for whom it is signed.
2. Proposals which are signed by a partnership should be signed by all partners or by an “attorney-in-fact.” If signed by an attorney-in-fact, there should be attached to the proposal a power of attorney evidencing authority to sign the proposal, executed by all the partners.

3. Proposals which are signed for a corporation should have the correct corporate name thereof and the signature of the president or other authorized officer of the corporation manually written below the corporate name following the word “by,” i.e., “By: _____.” If such proposal is manually signed by an official other than the president of the corporation, a certified copy of the Resolution of the Board of Directors evidencing the authority of such official to sign the proposal will be submitted and must include the attesting signature of the secretary of the corporation and the impression of the corporate seal.
4. If the proposal is made by another legal entity, evidence will be submitted which will demonstrate, to the satisfaction of the Authority, that the person signing the proposal is legally authorized to make such proposal on behalf of the prospective Redeveloper.

C. Redeveloper’s Statements

A copy of the Redeveloper’s Statement for Public Disclosure and Redeveloper’s Statement of Qualifications and Financial Responsibility will be completed and submitted with each proposal and subsequent copies.

D. Plans and Sketches

The redevelopment plans and sketches described and enumerated herein will be submitted as a part of the proposal.

E. Good Faith Deposit

A bank certified check, surety bond with a company listed in the latest issue of the U.S. TREASURY CIRCULAR NO. 570 or a letter of credit acceptable to Authority’s General Counsel in the amount of \$25,000.00 must be submitted with all the proposals, which will be a guaranty of the good faith of the prospective Redeveloper (“Good Faith Deposit”), which will be returned by the Authority to all unsuccessful proposers. All checks and bonds will be valid for a minimum of 90 days. With respect to the successful proposer, the Authority will retain the Good Faith Deposit which will be applied to the Purchase Price or otherwise applied as provided for by the redevelopment agreement.

F. Certification of Reading and Understanding

The Certification of Reading and Understanding appearing at the end of these Instructions to Prospective Developers (“Instructions”) must be executed on behalf of the Redeveloper.

G. Documents and Materials

In addition to other Instructions requirements, each proposal submitted must include the following, each to be completed and executed as required:

1. Invitation for Redevelopment Proposals Public Notice, as issued by the Authority.
2. Instructions to Prospective Redevelopers and Exhibits thereto.
3. Redevelopment Proposal Form.
4. Certification of Reading.
5. Redeveloper's Statement for Public Disclosure.
6. Redeveloper's Statement of Qualifications and Financial Responsibility.
7. Summary Verification.
8. All information, documentation and materials required to be submitted by these Instructions to Prospective Redevelopers.
9. Good Faith Deposit.

IX. MISCELLANEOUS PROVISIONS

A. Evaluation for Completeness

The Authority will begin evaluating proposals for completeness immediately following the formal opening thereof. All tendered proposals will become the property of the Authority. The Redeveloper and/or Redevelopers whose proposals are deemed complete and therefore acceptable for further evaluation will be notified in writing by the Authority. The Authority reserves the right to extend the period of time of acceptance in the event more time is needed.

B. Authority's Right

The Authority reserves the unconditional right, at its sole discretion, to reject any or all proposals submitted for any reason or no reason. The Authority may, at its discretion, waive any informalities, minor defects, or technical inaccuracies in the proposals. The Authority reserves the right to request and obtain any additional information necessary to complete evaluation of the proposals.

C. Urban Renewal Plan

The proposed redevelopment must be in accordance with the requirements of the Amended and Reissued Central Business District Urban Renewal Plan, which requires redevelopment in accordance with applicable zoning and the requirements of the Authority. The Amended and Reissued Central Business District Urban Renewal Plan may from time to time be amended. Proposals may be made which require modifications to the Urban Renewal Plan; however acceptance of same by the Authority will be contingent upon approval of such modifications in the manner provided for by the Urban Renewal Plan and the laws of the State of Oklahoma.

D. Proposal Compliance

All proposals must comply with the requirements and provisions of the Invitation for Redevelopment Proposals Public Notice and these Instructions to Prospective Redevelopers, each as issued by the Authority are herewith incorporated.

The Proposal is to be prepared, organized, and submitted in a detailed narrative and in the following sequence:

1. Table of Contents
2. Summary Verification Form
3. Copy of Good Faith Deposit [VIII§E]
4. General Introduction and Executive Summary
5. Qualifications and Experience of Redeveloper to Complete the Redevelopment [V§A]
6. Financial Ability of Redeveloper Team to Complete the Redevelopment [V§B]
7. Compliance with Design Objectives [III§D]
8. Purchase Price [VI]
9. Architect [VII§A]
10. Prior Performance Record [VII§B]
11. Financing [VII§C]
12. Plans and Sketches [VII§D]
13. Redevelopment Proposal Forms and Materials Submittal [VIII]
 - a. Invitation for Redevelopment Proposals Public Notice, as issued by the Authority
 - b. Instructions to Prospective Redevelopers and Exhibits thereto
 - c. Redevelopment Proposal Form
 - d. Redeveloper's Statement for Public Disclosure
 - e. Certificate of Reading & Understanding
 - f. Redeveloper's Statement of Qualifications and Financial Responsibility

14. Optional Sundry Information
 - a. Detail listing of other projects
 - b. Organizational chart
 - c. Endorsements
 - d. Statistical Data
 - e. Other

Seven complete proposals and a Windows PC compatible CD-ROM or USB Flash Drive containing one combined PDF file of the proposal and graphics are required.

Plats, illustrations, spreadsheet, etc. will not exceed 11x17 inches.

All pages are to be uniformly and consecutively numbered. If section dividers are used, numbering of divider pages is optional.

E. Forms and Exhibits

The following are attached as forms and exhibits to these Instructions, and are fully incorporated as parts hereof:

1. Invitation for Redevelopment Proposals Public Notice
2. Instructions to Prospective Redevelopers
3. Redevelopment Proposal Form
4. Certificate of Reading & Understanding Form
5. Redeveloper's Statement for Public Disclosure and Certification of Reading
6. Redeveloper's Statement of Qualifications and Financial Responsibility
7. Certification
8. Summary Verification
9. Plans and other site related data
 - a. Plat
 - b. The City of Oklahoma City Zoning Requirements

SECTION D

OKLAHOMA CITY URBAN RENEWAL AUTHORITY REDEVELOPMENT PROPOSAL FORMS

RFP for Redevelopment of the Northeastern Corner of Couch Drive and North Lee Avenue

Located in the Amended and Reissued
Central Business District Urban Renewal Plan Area

October 2013

REDEVELOPMENT PROPOSAL FORM

The undersigned proposes to purchase from the Oklahoma City Urban Renewal Authority, an Oklahoma public body corporate (the "Authority"), all or a portion of the Authority's property in Oklahoma City, Oklahoma (the "Redevelopment Site"), as referenced by the Invitation for Redevelopment Proposals Public Notice and the Instructions to Prospective Redevelopers, each issued by the Authority, and to redevelop the Redevelopment Site in accordance with the stipulations and plans attached hereto and made a part hereof. The proposal contained herein will become binding only if this proposal results in the execution of an agreement to redevelop the Redevelopment Site which is satisfactory to the Authority.

The undersigned proposes to purchase the Redevelopment Site for a total sum of \$_____.

The undersigned understands and agrees that this proposal must comply with all requirements and provisions of the Invitation for Redevelopment Proposals Public Notice and the Instructions to Prospective Redevelopers as issued by the Authority (collectively, the "Instructions"), and further understands and agrees that redevelopment of the Redevelopment Site must comply with all requirements and provisions of the Instructions.

All data, documentation and materials required by the Instructions is supplied herewith and made a part of this proposal.

SUBMITTED this _____ day of _____, 20____.

ATTEST:

Secretary

Name of Prospective Redeveloper

By:_____

By:_____

President

Company

Address

Telephone and Fax

E-mail Address

CERTIFICATION of READING and UNDERSTANDING FORM
(Triple submission required)

I, the undersigned prospective Redeveloper, or the authorized representative of the prospective Redeveloper, hereby certify that I have read and understand the foregoing Instructions to Prospective Redevelopers and further certify that I have read and understand the Invitation for Redevelopment Proposals Public Notice as issued by the Oklahoma City Urban Renewal Authority.

Name of Prospective Redeveloper

By: _____

Date

REDEVELOPER'S STATEMENT for PUBLIC DISCLOSURE

Note: If space on this form is inadequate for any requested information it should be furnished on an attached page which is referred to under the appropriate item on the form.

1. a. Name of Redeveloper:

b. Address of Redeveloper:

2. The property for which the Redeveloper proposes to enter into a contract for or understanding with respect to the purchase or lease of property rights from the Oklahoma City Urban Renewal Authority in the Central Business District of the Amended and Reissued Central Business District Urban Renewal Plan, as amended, in the City of Oklahoma City, State of Oklahoma is described as follows:

Lots Seven (7) through Sixteen (16) in Bennett and Gerson Addition, Oklahoma City, Oklahoma County, Oklahoma, according to the recorded plat thereof.

3. If the Redeveloper is not an individual doing business under his own name, the Redeveloper has the status indicated below and is organized or operating under the laws of the State of _____.

_____ A corporation

_____ A nonprofit or charitable institution or corporation

_____ A partnership known as:

_____ A limited liability company

_____ A business association or a joint venture known as:

_____ A Federal, State, or local government or instrumentality thereof

_____ Other (explain)

4. If the Redeveloper is not an individual or a government agency or instrumentality, give date of organization status.

5. Names, addresses, title or position (if any), and nature and extent of the interest of the officers and principal members, partners, shareholders, and investors of any member of the redeveloper, other than a government agency or instrumentality, are to be set forth below as follows:

a. If the Redeveloper is a corporation, the officers, directors, or trustees, and each stockholder owning more than ten percent (10%) of any class of stock.

b. If the Redevelopment Team is a nonprofit or charitable institution or corporation, the members who constitute the Board of Trustees, or Board of Directors, or similar governing body.

c. If the Redeveloper is a partnership, each partner, whether a general or limited partner, and either the percent of interest or a description of the character and extent of interest.

d. If the Redeveloper is a limited liability company, each member, whether a manager, and either the percent of interest or a description of the character and extent of interest.

e. If the Redeveloper is a business association or a joint venture, each participant and either the percent of interest or a description of the character and extent of interest.

f. If the Redeveloper is some other entity, the officers, the members of the governing body, and each person having an interest of more than ten percent (10%).

Name and Address	Position Title (if any) and Percent of interest or description of character and extent of interest
------------------	--

6. Name, address, and nature and interest of interest of each person or entity (not named in response to item 5) who has a beneficial interest in any of the persons or investors named in response to item 5 which gives such person or entity more than a computed ten percent (10%) interest in the Redeveloper (for example, more than 20% of the stock in a corporation which holds 50% of the stock of the Redeveloper; or more than 50% of the stock in a corporation which holds 20% of the stock of the Redeveloper):

Name and Address	Description of character and extent of interest
------------------	--

7. Names (if not given above) if officers and directors or trustees of any corporation of firm listed under items 5 or 6 above:

CERTIFICATION

I (We) _____
Certify that this Redeveloper's Statement for Public Disclosure is true and correct to the best of
my (our) knowledge and belief.

Date

Date

Signature

Signature

Title

Title

Address

Address

Address

Address

Address

Address

Telephone and fax

Telephone and fax

Email address

Email address

If the redeveloper is an individual, this statement should be signed by such individual; if a partnership, by one of the partners; if a corporation or other entity, by one of its chief officers having knowledge of the facts required by this statement.

**REDEVELOPER'S STATEMENT of QUALIFICATIONS
and FINANCIAL RESPONSIBILITY**

1. a. Name of Redeveloper:

b. Address of Redeveloper:

2. The property rights for which the Redeveloper proposes to enter into a contract for or understanding with respect to the purchase or lease of property rights from the Oklahoma City Urban Renewal Authority in the Central Business District of the Amended and Reissued Central Business District Urban Renewal Plan, as amended, in the City of Oklahoma City, State of Oklahoma is described as follows:

Lots Seven (7) through Sixteen (16) in Bennett and Gerson Addition, Oklahoma City, Oklahoma County, Oklahoma, according to the recorded plat thereof.

3. Is the Redeveloper a subsidiary of or affiliated with any other corporation or corporations or any other firm or firms?

Yes No

If **yes**, list each such corporation or firm by name and address, specify its relationship to the redeveloper, and identify the officers and directors or trustees common to the Redeveloper and such other corporation or firm.

4. a. The final condition of the Redeveloper, as of _____, 20____, is as reflected in the attached financial statement.

Note:

Attach to this statement a certified financial statement showing the assets and the liabilities, including contingent liabilities, fully itemized in accordance with accepted accounting standards and based on a proper audit. If the date of the certified financial statement precedes the date of this submission by more than six (6) months, also attach an interim balance sheet not more than sixty (60) days old.

b. Name and address of auditor or public accountant who performed the audit on which said financial statement is based.

5. If funds for the redevelopment of the site are to be obtained from sources other than the Redeveloper's own funds, a statement of the Redeveloper's plan for financing the acquisition and redevelopment of the site.

6. Sources and amount of cash available to redeveloper to meet equity requirements of the proposed undertaking:

a. In banks

Bank name and address	Amount
-----------------------	--------

b. By loans from affiliated or associated corporations or firms:

Source Name and address	Amount
-------------------------	--------

c. By sale of readily salable assets:

Description	Market value	Mortgage or Liens
-------------	--------------	-------------------

7. Name and addresses of bank references:

8. a. Has the Redeveloper or (if any) the parent corporation, or any subsidiary or affiliated corporation of the Redeveloper, or said parent corporation, or any of the Redeveloper's officers or principal members, partners, shareholders, or investors, or other interested parties (as listed in the responses to items 5, 6, and 7 of the Redeveloper's Statement for Public Disclosure and referred herein as "principals of the developer") been adjudged bankrupt, either voluntary or involuntary, within the past 10 (ten) years?

Yes No

If **yes**, give date, place and under what name.

- b. Has the Redeveloper or anyone referred to above as "principal of the Redeveloper" been indicted for or convicted of any felony within the past 10 (ten) years?

Yes No

If **yes**, on attachment give for each case; date, charge, place, court and action taken.

9. a. Undertakings, comparable to the proposed project, which have been completed by the Redeveloper or any of the principals of the Redeveloper, including identification and brief description of each project and date of completion.

- b. If the Redeveloper or any of the principals of the Redeveloper has ever been an employee, in a supervisory capacity, for a construction contractor or builder or undertaking comparable to the proposed redevelopment work, name of such employee, name and address of employer, title of position, and brief description of work.

10. a. Does any member of the governing body of the Oklahoma City Urban Renewal Authority to which the accompanying bid or proposal is being made or any officer or employee of the Oklahoma City Urban Renewal Authority who exercises any functions or responsibilities in connection with the carrying out of the project under which the property covered by the Redeveloper's proposal is being made available, have any direct or indirect personal interest in the Redeveloper, or in the redevelopment, or rehabilitation of the property upon the basis of such proposal?

Yes No

If **yes**, explain.

- b. Does any member of the governing body of the locality in which the Urban Renewal Area is situated or any other public official of the locality, who exercises any functions or responsibilities under which the property covered by the Redeveloper's proposal is being made available, have any direct or indirect personal interest in the redeveloper, or in the redevelopment or rehabilitation of the property upon the basis of such proposal?

Yes

No

If **yes**, explain.

11. Statements and other evidence of the redeveloper's qualifications and financial responsibility (other than the financial statement referred to in item 4a) are attached hereto and hereby made a part hereof as follows:

CERTIFICATION

I (We) _____
Certify that this Redeveloper's Statement of Qualifications and Financial Responsibility and the attached evidence of the redeveloper's qualifications and financial responsibility, including financial statements are true and correct to the best of my (our) knowledge and belief.

Date

Date

Signature

Signature

Title

Title

Address

Address

Address

Address

Address

Address

Telephone and fax

Telephone and fax

Email address

Email address

If the Redeveloper is a corporation, this statement should be signed by the President and Secretary of the corporation; if an individual, by such individual; if a partnership, by one of the partners; if an entity not having a president and secretary, by one of its chief officers having knowledge of the financial status and qualifications of the Redeveloper.

SUMMARY VERIFICATION

Submit this completed form with proposal. Circle status.

Project Name: _____

Project Principals: _____

Proposal Compliance Yes No

Plot Plan & Sketches Yes No

Dimension Plot Yes No

Elevation Illustration Yes No

Architect (name) _____

Type of Units _____

Density	type and total number	rental	for sale
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Total Project Costs with land \$ _____ Number months to complete: _____

Prior history/experience Yes No

Good Faith Deposit Yes No

Redevelopment Proposal form Yes No

Certificate of Reading form Yes No

Public Disclosure form Yes No

Qualifications & Financial Responsibility form Yes No

Fiscal Statement [sealed] Yes No

TIF Amount Requested \$ _____

OCURA Amount Requested \$ _____

Purchase Gross Amount \$ _____ [\$ _____/s.f.]

Submitted by: _____ on _____, 20 ____

SECTION E

OKLAHOMA CITY URBAN RENEWAL AUTHORITY REDEVELOPMENT PROPOSAL EXHIBITS

RFP for Residential or Office Redevelopment

Located at the Northeastern Corner of
Couch Drive and North Lee Avenue

Located in the Amended and Reissued
Central Business District Urban Renewal Plan Area

October 2013