

**EXHIBIT 2**  
**SUBMITTAL CHECKLIST AND PROPOSAL FORMS**

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## **CHECKLIST FOR RFP PROPOSAL**

### **Section I.: Submittal Requirements for “Developer’s Application and Qualification Form”**

<b>Submittal Requirement</b>	<b>Check (if submitted)</b>
<b>Exhibit 3: Developer’s Application and Qualification Form</b>	
General Information	
List of Corporate Officers & Directors	
Corporate Shareholders of 25%+, if applicable	
Roster of Development Team	
Two most recent year end audited balance sheet or unaudited copies of tax return	
If over 9 months old, current interim balance sheets and income statements	
Current financial statements and tax returns of personal guarantors	
Articles of Incorporation, certified	
By-Laws, certified	
Corporate Resolution, certified	
Partnership Certificate, certified	
Joint Venture Agreement, certified	
Certificate of Good Standing (from DCCA)	
Certificate of compliance from the Department of Labor (LIR#27)	
Tax Clearance (State and Federal)	
Others: default, legal actions, etc., taken or pending.	
Role of Applicant and List of Housing Projects Developed	
Brief Description of Housing Projects	
Description of Housing Facilities Owned and Operated	
Past or Current Involvement with DHHL, HCDCH, or HHA	
Signed original statement of information provided	
<b>Exhibit 3: Development Experience</b>	
Principal member of offeror's business with at least five (5) years of residential housing design and development experience	
Involved in development of at least three (3) residential projects with at least one project consisting of thirty (30) or more units	
<b>Exhibit 2: Proposal</b>	
Development Summary and Pricing Schedule	
Schematic Site Plan and Narrative	
Schematic Housing Plans and Outline Specifications	
Summary of Unit Costs and Sales Prices	
Financing Plan	
Project Feasibility Analysis	
Warranty Program	
Preliminary Schedule	
Conditions	
Indemnification, Reservation and Acknowledgement	
<b>Exhibit 2: Proposal Drawings</b>	
All Drawings (Site Plan, House Plans with Elevations, etc.) and Exhibits to the Proposal	
One extra set, unbound, 11" x 17" drawings (b/w, unfolded)	
One extra set, unbound, 30" x 40" or smaller drawings (b/w, unfolded)	

### **Basic Instructions for Packaging of Proposals**

1. 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 the "Developer's Application and Qualification Form", which is included as Exhibit 3 of this RFP.
4. Section II of the Proposal shall be this Proposal form, filled in by the Developer.
5. Section III of the Proposal shall be exhibits. All drawings and exhibits to the proposal shall be neatly folded and clipped into the 3-ring binder.
6. Fill in all blank spaces with information requested; failure to provide all requested information may cause the proposal to be invalidated.
7. Please submit an original and four (4) copies of your proposal, for a total of five (5).
8. Complete Checklist for RFP Submittal.

**A. DEVELOPMENT SUMMARY AND PRICING SCHEDULE**

A.1 The proposed number of units to be developed by type

	<b>No. of Units</b>	<b>% of Total Units</b>
Developer-built		
Self-help		
Other (specify)*		
<b>Total Units</b>		<b>100%</b>

\* Including Habitat for Humanity, custom-built, etc.

A.2 Proposed units by type and estimated sales price

				Area (sq ft)			Total	Estimated Sales Price
Type of unit	Bed-rooms	Bath-rooms	No. of Units	Net Living	Garage/Carport	Patio/Lanai		
<b>Total</b>								

**B. HOUSE PLANS AND OUTLINE SPECIFICATIONS**

Provide schematic plans and outline specifications for a minimum of proposed single family units. Schematic plans shall include floor plans and elevations at a scale of 1/4" = 1'0". Outline specifications shall include preliminary information on the following items:

1. Foundation (including termite treatment)
2. Framing (including termite treatment)
3. Roofing
4. Partitions
5. Interior Wall Finishes
6. Exterior Wall Material & Finishes
7. Ceiling Finishes
8. Carpeting & Floors
9. Doors & Windows
10. Cabinetry
11. Fixtures & Appliances (range, minimum)
12. Garage/Carport
13. Special Features (if any)

House plans shall be attached to Section III of the Proposal as "Exhibit 2". Mark each sheet "2A", "2B", etc. In addition to the drawings submitted with the proposal, please submit one extra set of drawings (unfolded) and a reduced black and white version of all drawings in an 11" x 17" format.

**C. SUMMARY OF UNIT COSTS AND SALES PRICES**

	<b>Developer- built</b>	<b>Self-help</b>	<b>Vacant Lot</b>	<b>Other</b>	<b>Total</b>
Lot count					
Average sales price/unit			n/a		
Average square feet/unit					
Average price/square foot			n/a		
Average cost/unit *			n/a		
Average cost/square foot			n/a		
Monthly absorption					

\* Direct construction cost (exclude land acquisition, indirect construction costs, and profit).

## D. FINANCING PLAN

Provide a brief description of your proposed financing plan, including the following:

1. NAHASDA funds required for marketing and/or home buyer assistance.
2. Takeout financing for the interim loan.
3. Permanent financing that the Developer will provide to homebuyers.
4. Grants or other financial assistance to be offered to applicants to purchase their houses.

A letter of interest shall be provided by lending institutions acknowledging review of the Project as proposed by the Offeror and expressing interest in providing the proposed financing. Please also note any deadlines for applications for special financing.

In lieu of a letter(s) of interest from a lending institution that expresses interest in providing construction financing for the project, you may submit a statement from a bonding agent that certifies the Offeror's maximum bonding capacity. DHHL shall require the Selected Housing Developer(s) to provide their most recent two (2) audited annual financial statements, corporate and/or personal guarantees of the housing developer(s)'s principals or other persons, to pledge other assets, or to provide letters of credit and/or security to the satisfaction of DHHL.

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**E. PROJECT FEASIBILITY ANALYSIS**

All Developers shall use the following categories to prepare the feasibility analysis for their proposal. Revenues and costs shall be stated in current dollars as of the date of submittal.

**Estimated Development Costs**

- |     |                                       |       |
|-----|---------------------------------------|-------|
| (1) | House Construction                    | _____ |
| (2) | Site Work and Utilities               | _____ |
| (3) | Architectural Design                  | _____ |
| (4) | Geotechnical Inspections              | _____ |
| (5) | Indirect Costs (Legal, Permits, etc.) | _____ |
| (6) | Financing                             | _____ |
| (7) | Contractor's fees (Profit, etc.)      | _____ |
| (8) | Contingency                           | _____ |

**TOTAL DEVELOPMENT COSTS**

\_\_\_\_\_

**Proposed Construction Financing**

- |      |                         |       |
|------|-------------------------|-------|
| (9)  | Contractor's Equity     | _____ |
| (10) | Construction Loan       | _____ |
| (11) | Other (please specify): | _____ |

**TOTAL CONSTRUCTION FINANCING**

\_\_\_\_\_

**Estimated Revenues**

- |      |                |       |
|------|----------------|-------|
| (12) | Home Sales     | _____ |
| (13) | Other Revenues | _____ |

**TOTAL REVENUES**

\_\_\_\_\_



## F. WARRANTY PROGRAM

Option 1: Developer shall provide a 1-year workmanship and material warranty on all infrastructure work.

Option 2: Provide a brief description of the proposed warranty program, including:

1. Ground Soil Treatment
2. Defective Materials and Workmanship
3. Treatment of Structural Lumber
4. Appliances
5. Roofing Material
6. Others

[illegible]

**G. PRELIMINARY SCHEDULE**

The proposed detailed schedule for the implementation of the project shall be provided below. Indicate target dates in months, with "Day 1" assumed as the effective date of the executed Development Agreement. This schedule assumes all permits such as grading, building, etc. and issuances of certificates of occupancy (if required) are included if not stated below. The proposed schedule as submitted by the Offeror may be reflected as a performance requirement of the Development Agreement if the Offeror is selected.

<b>Major Milestone</b>	<b>Duration</b>	<b>Start</b>	<b>Complete</b>
Execute Development Agreement		day 1	
Complete preliminary design	_____	_____	_____
DHHL & County design review complete	_____	_____	_____
Complete Final Design	_____	_____	_____
DHHL & County design review complete	_____	_____	_____
County Building Permits & Approvals	_____	_____	_____
Production House Construction	_____	_____	_____
House Occupancy	_____	_____	_____
The planned rate of housing production is:	_____		
The projected rate of house sales is:	_____		

Describe any sub-phasing of construction if applicable.

## H. CONDITIONS

Provide a brief description of any special conditions that are contained in your proposal, whether relating to pricing, plans, designs, specifications, costs, warranties, schedule, or other factors.

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## **I. CERTIFICATION**

The undersigned agrees and certifies that the Department shall not be held liable for any information provided by the Department to the developer, whether contained herein or provided separately.

It is further understood and agreed that:

1. The Department Selection Committee reserves the right to reject any or all proposals and waive any defects when, in the Committee's opinion, such rejection or waiver will be for the best interest of the State /DHHL;
2. The selection of proposals shall be conditioned upon funds being made available for this project and further upon the right of the Department to hold all proposals received for a period of ninety (90) days from the date of the opening thereof, unless otherwise required by law, during which time no proposal may be withdrawn;
3. By submitting this proposal, the undersigned is declaring that the undersigned's firm has not been assisted or represented on this matter by an individual who has, in a State capacity, been involved in the subject matter of this contract in the past two (2) years.

Receipt of the following addenda issued by the Department is acknowledged by the date(s) of receipt indicated below:

Addendum No. 1 \_\_\_\_\_

Addendum No. 2 \_\_\_\_\_

Addendum No. 3 \_\_\_\_\_

Addendum No. 4 \_\_\_\_\_

Addendum No. 5 \_\_\_\_\_

Addendum No. 6 \_\_\_\_\_

Respectfully submitted,

(CORPORATE SEAL)

\_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date \_\_\_\_\_