



INVITATION FOR BIDS /
REQUEST FOR PROPOSALS

HIGH OAK TERRACE REDEVELOPMENT PROJECT

Arlington, Texas IFB/RFP Issued: March 2, 2007

IFB/RFP Number: 07-0137

Proposal Deadline: 2:00 PM Central Time, Friday, April 13, 2007

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I. INTRODUCTION AND GENERAL INFORMATION

A. Introduction

The City of Arlington is pleased to offer six properties totaling 13 acres for redevelopment by a qualified developer into a mixed-income, owner-occupied, high quality residential development. The property is situated on the northwest corner of Bowen Road and Wesley Drive. The properties may be visited at any time by proposers.

Community meetings have been held to obtain neighboring residents' input on the project design. Exhibit A-1 and A-2 of this document contain a summary consensus of the recommendations, ideas and desires of the neighboring residents. Exhibit A-1 is an illustrative site plan depicting the neighborhood design as recommended by the residents and portrayed by RTKL Associates, Inc., an architectural, engineering and planning firm. This portrayal will be the basis for the redevelopment project which will include the construction of single family homes. This exhibit is a composite of ideas that came from a December 2, 2006 community workshop. Exhibit A-2 is a summary of desirable elements suggested by the attendees of the community meetings. These exhibits are intended to assist you in the development of your proposal and to help you understand some of the ideas generated by the area residents that attended the various community meetings designed to discuss this project. The recommendations received from the community are not intended to be restrictive. The City is receptive to all concepts and designs for development of high quality, single family, owner occupied housing.

The 13 acres includes the former 7 acre High Oak Terrace Apartment site (Parcel 1), and five adjacent properties constituting 6 acres (Parcel 2). Parcel 1 was purchased with Community Development Block Grant (CDBG) funds, and the individual properties making up Parcel 2 were purchased with HOME Investment Partnerships Program (HOME) funds from the U.S. Department of Housing and Urban Development (HUD). In order to facilitate the development of mixed-income housing, the City of Arlington will repay HUD the appraised value of Parcel 1. The City is requesting an itemized bid for Parcel 1 and Parcel 2. The minimum bid for Parcel 1 is \$615,000. There is no minimum bid for Parcel 2.

Structuring the transaction in this manner will allow the development to be a mixed income community. Total HOME funds of \$652,830 have been invested in the project. Because of this investment, the City of Arlington and HUD will require that eleven homes be occupied by qualified low-income households. For the purpose of this invitation for bids (IFB) / request for proposals (RFP), the maximum purchase price of "affordable units" is established by the FHA 203(b) limits in effect at the time the

purchase/sale agreement with the individual homebuyer is signed. For the Fort Worth/Arlington Metropolitan Statistical Area (MSA), that current maximum value is \$200,160. In addition, a purchaser of an “affordable unit” must have total household income at or below 80% of area median income limit for their household size (as published by HUD) at the time the purchase/sale agreement with the individual homebuyer is signed. For example, a household of four cannot currently have an annual income of more than \$50,700 to qualify to purchase an “affordable unit.”

The City of Arlington is soliciting proposals through this offering from developers with relevant experience in new construction of multiple housing types. The subject properties will require rezoning and re-platting. It is anticipated that the selected developer will utilize the City’s Planned Development process to undertake these activities. Developers should specify any public participation that would be necessary to make the project viable.

B. Properties

A map of the six (6) individual parcels is found in Exhibit C.

The specific property addresses are listed below. Exhibit D is a property fact sheet, providing additional information about the site.

High Oak Redevelopment Project Property List	
605 Brent Drive (former apartment complex)	Parcel 1
606 N. Bowen Road	Parcel 2
610 N. Bowen Road	
612 N. Bowen Road	
618 N. Bowen Road	
2521 Wesley Drive	

C. Timeline

The following table identifies events and deadlines relative to this IFB/RFP.

Event	Date	Location
IFB/RFP Issue	March 2, 2007	City offices, DemandStar, www.ci.arlington.tx.us
Pre-proposal conference	Thursday, March 15, 2007 9AM	201 E. Abram Street, 3 rd floor
Deadline to submit questions	Monday, March 19, 2007	cochranm@ci.arlington.tx.us Mindy Cochran, Grants Coordinator 501 W. Sanford, Suite 20 Arlington, TX 76011
Response to questions	Monday, March 26, 2007	
Proposal Due Date	Friday, April 13, 2007, 2PM CST	501 W. Sanford Street, Suite 20
Anticipated preliminary award	May 23, 2007	

D. Deadline

Proposals will be date and time stamped upon submission and a receipt will be provided. PROPOSERS MUST PROVIDE ONE ORIGINAL PLUS SIX COPIES OF EACH PROPOSAL. The City of Arlington shall not accept proposals after the deadline. Use of the U. S. Postal Service, private delivery companies or courier services is undertaken at the sole risk of the proposer. It is the proposer's sole responsibility to ensure that the proposal is in the possession of the issuing office by the deadline.

E. Evaluation of Proposals

City of Arlington staff will first examine the proposals to determine their conformance with the IFB/RFP. Any proposals that are determined to be non-responsive will be rejected. Therefore, proposers should exercise particular care in reviewing the required proposal format as set forth in this IFB/RFP. See Section IV for a description of the submittal requirements, and Section V for the evaluation criteria of bids / proposals.

F. Award of the Proposal

The contract will be awarded to the proposer that is determined to be in the City of Arlington's best interests and meets the HUD requirements under the CDBG and HOME programs. The City of Arlington reserves the right to reject any or all proposals, to accept or reject any one or more items of a proposal, or to waive any irregularities or informalities in a proposal.

G. Contact Person

After the pre-bid conference, please submit questions in writing to:

Mindy Cochran, Grants Coordinator
Community Services Department
501 W. Sanford Street, Suite 20
Arlington, Texas 76011
(817) 276-6755 (Office)
(817) 861-8097 (Fax)
cochranm@ci.arlington.tx.us

H. Information Provided by the City of Arlington

Information included in or provided with this IFB/RFP is provided solely for the convenience of the proposers. WHILE THIS INFORMATION IS BELIEVED TO BE ACCURATE, NO REPRESENTATION OR

WARRANTY OF ANY KIND IS MADE BY THE CITY OF ARLINGTON AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION INCLUDED IN OR PROVIDED WITH THIS IFB/RFP. Proposers are solely responsible for conducting such independent due diligence investigations as may be necessary for the preparation of proposals. The City of Arlington and its employees, consultants, agents, and advisors are not responsible for the completeness or accuracy of any information distributed or made available, orally or in writing, during this procurement process.

I. Costs and Expenses of Proposers

The City of Arlington accepts no liability under any circumstances for any costs or expenses incurred by proposers in making a proposal, visiting and evaluating the properties, attending any meetings or interviews, participating in negotiations of the agreement, or in acquiring information, clarifying or responding to any condition, request, or standard contained in this IFB/RFP. Each proposer who participates in this procurement process does so at its own expense and risk and agrees that the City of Arlington shall not reimburse any costs incurred during this process, whether or not any award results from the solicitation.

II. TERMS OF OFFERING

The City of Arlington is seeking proposers who are willing and able to develop the properties in accordance with the goals as stated herein and in compliance with Standards and Controls established for the properties and other applicable and governing rules and regulations.

The goals of the City of Arlington in seeking development for the lots include, but are not limited to, the following:

- ✓ Ensure that a sound understanding of the Arlington housing market and minimum housing standards is applied to ensure the creation of high-quality single family housing.
- ✓ Ensure the development conforms to the concepts established in the illustrative site plan.
- ✓ Offer additional benefits to the surrounding neighborhood and the City of Arlington as a whole.
- ✓ HUD requires that homes at a minimum meet the 1992 MODEL Energy Code, but the City encourages the use of Energy Star qualified products and Energy Star standards for building performance as well as the use of green building practices. The City of Arlington enforces the International

Energy Conservation Code (IECC). Alternative energy supply sources such as solar energy or geothermal energy proposals are encouraged.

- ✓ Develop structures that are accessible by persons with disabilities and comply with Section 504 of the Fair Housing Act and applicable HUD rules and regulations.
- ✓ Create eleven (11) high quality single family housing units affordable for purchase by households whose gross annual income is at or below 80% of the area median income as published by HUD (see Exhibit E). Each sales transaction for the eleven (11) units affordable to these households will require a HOME Recapture Agreement and Covenant with a term commensurate with the amount of HOME funds provided and in compliance with the U. S. Code of Federal Regulations Section 92.254. If qualified, homebuyers may apply for and utilize down payment assistance available through the City of Arlington Homebuyers' Assistance Program and also for homebuyer assistance through other entities such as the Arlington Housing Finance Corporation's Mortgage Assistance program.
- ✓ The remaining homes in the development are required to be sold to purchasers intending to occupy the home as their primary residence.

III. STANDARDS AND CONTROLS

A. Site Conditions and Terms

- 1 The City of Arlington is offering the properties listed in Exhibit B to a developer who will develop the properties into high quality, mixed-income housing for both market-rate and qualified low-income homebuyers.
- 2 The City of Arlington is offering Parcel 1 and Parcel 2 identified in Exhibit C as one package. Proposals to develop less than the total site will not be considered.
- 3 The properties are offered in "as is" condition. The properties may or may not contain environmental hazards that will need to be remediated by the proposer prior to development. The City of Arlington does not make any representation, guaranty, or warranty concerning the site conditions.
- 4 Some residual demolition work that was not completed by the City's demolition contractor may be required.
- 5 Existing mature trees on the six properties must be preserved to the greatest extent that is practicable. The development will be required to meet the standards established by the City of Arlington's Residential Tree Preservation Requirements and Landscape Ordinance, or a Substitute Landscape Plan as applicable.

B. Use of Property

- 1 The City of Arlington is committed to creating high quality, single family, detached owner-occupied housing. Proposals may include other housing types, but it should be recognized that a strong preference exists in the community for single family, detached housing.
- 2 The allowable uses for this property will have to be re-established by rezoning, through the City's planned development process. Please refer to the Department of Community Development and Planning's website at <http://www.arlingtontx.gov/planning/index.html> for additional information. It is anticipated that the City will facilitate the project's progression through the planning process,. The planning checklist for submittal is attached as Exhibit F.

C. Financing Assumptions

The selected proposer will indicate a bid amount for the purchase of the properties. Please use the attached Cover Sheet, Exhibit G. The following assumptions shall apply.

- 1 The selected proposer is expected to obtain private construction financing for the development of new housing and related development costs, including rezoning, re-platting and infrastructure.
- 2 Once a proposal has been approved by the City of Arlington City Council, or designated representative(s), the City will enter into a contract for sale and developer agreement.
- 3 The bid amount shall be paid to the City of Arlington at the time of contract execution.
- 4 The selected proposer shall provide documented source for bid amount.
- 5 Ownership of all 13 acres will be transferred to the selected proposer, however, land use restrictions and/or restrictive covenants shall be recorded to ensure the developer meets contractual timelines, affordability requirements (for eleven of the homes), and established development guidelines. Completed units under contract for sale may apply to have the land use restrictions and/or restrictive covenants removed, if not required to meet HOME program rules. However, the initial sale of all homes will be to owner occupants.
- 6 The selected proposer is expected to indicate the amount, if any, and manner of contribution requested from the City. Example: Waiver of zoning costs, waiver of impact fees, and participation in infrastructure costs.
- 7 The selected proposer shall provide, if requested, amount of additional grant funds requested for use in this project. HOME Investment Partnerships Program funds can be provided in the form of a low or

zero interest rate loan, loan guarantees to collateralize constructions loans, or grants for related hard and soft costs. No more than \$275,000 may be requested, unless requested in the form of a loan guarantee.

- 8 Proceeds from the sale of all homes will be for the unrestricted use of the developer.

D. Design Guidelines

- 1 Exhibit A-1 is a composite drawing of ideas that came from a December 2, 2006 community workshop. It is intended to assist you in the development of your proposal and to help you understand some of the ideas generated by the attendees of the workshop. Exhibit A-2 is a summary of desirable elements suggested by the attendees of the community meetings. The City will entertain other concepts and designs, provided they are in the best interest of the City of Arlington.
- 2 Proposals should indicate multiple housing designs that are architecturally compatible and complementary to the larger neighborhoods.
- 3 Proposals should include common open space connected by a dedicated internal and external pedestrian system.
- 4 Proposals should demonstrate landscaping and external treatments utilizing native trees and plant varieties that accentuate the overall quality of the development.
- 5 Building and landscaping designs that are attractive, unique, and aesthetically pleasing to the surrounding environment will be viewed favorably.
- 6 Use of energy-efficient and environmentally sensitive materials (Green Building) and processes will be viewed favorably.
- 7 Proposal shall list the minimum performance standards requested to be varied and the proposed alternative, if any.
- 8 Proposal shall list any performance standards exceeding the required standards, if any.
- 9 Proposal shall demonstrate proposed locations of residential structures, and non residential structures, if any.
- 10 Proposal shall identify development access points.
- 11 Proposal shall identify square footage and density of lots.
- 12 Proposal shall demonstrate representative building elevation plans, including building siding materials, color, texture, design and height.
- 13 Fencing shall meet the requirements of the Zoning Ordinances and proposed fencing will be identified as to location, material type, and height.
- 14 Proposal will identify building and lot orientation.
- 15 Utilities creating a visual intrusion are discouraged.
- 16 Streets shall be demonstrated to meet required functional and design standards.

E. Additional Proposer Responsibilities

- 1 The proposer shall be responsible for obtaining all permits, standard regulatory approvals, platting approvals, approvals for zoning changes and appeals, or regulatory changes of any kind, as well as any required engineering and environmental studies, unless otherwise requested to be waived or paid by the City in the response to this proposal.
- 2 All closing costs shall be borne by the proposer including, but not limited to, ordering of lien sheets, any applicable recordation taxes, or other charges.
- 3 Any costs of appraisals, surveys, legal descriptions, and any other typical development “soft costs” shall be borne by the proposer, unless previously paid by the City or specifically requested to be paid or waived by the City in the Exhibit G.
- 4 Proposers may be asked to respond to follow-up questions from the City of Arlington.
- 5 Proposer may be requested to attend one or more public meetings at their own expense to present their development plan / concept and answer questions.

IV. PROPOSAL SUBMISSION REQUIREMENTS

A. General Requirements

Submission of a proposal shall constitute acknowledgement and acceptance of all the terms and conditions contained in this IFB/RFP. Once submitted, proposals in response to this IFB/RFP cannot be altered without the City of Arlington’s express written consent and become the property of the City of Arlington as part of its procurement records. Proposals may be modified in writing at any time prior to the due date and time.

B. Compliance with IFB/RFP

All proposals must be in compliance with this IFB/RFP. Each proposer must furnish the information required by the IFB/RFP. Proposals submitted without requested information and or the forms included in the IFB/RFP will be considered non-responsive and rejected. Any alteration of the wording in the IFB/RFP by the proposer may result in rejection of the proposal.

In developing the property, the proposer agrees to use diligent efforts to purchase all goods and services from Arlington businesses whenever such goods and services are comparable in availability, quality, and price.

As a matter of policy with respect to the City of Arlington projects and procurements, the City of Arlington also encourages the use, if applicable, of qualified contractors, subcontractors and suppliers where at least fifty-one percent (51%) of the ownership of such contractor, subcontractor or supplier is vested in racial or ethnic minorities or women owned businesses. In the selection of subcontractors, the proposer agrees to consider this policy and use its reasonable and best efforts to select and employ such companies and persons for work and supplies under the Agreement.

No lobbying of City employees, City officials, or City Council members will be permitted or tolerated. The City of Arlington will not provide information about its determination or any proposals received until after the award of the contract.

C. Proposal Delivery and Acceptance

Proposals must be received at the City of Arlington, 501 W. Sanford Street, Suite 20, Arlington, TX 76011. Proposals must be received no later than 2:00 PM Central Time, Friday, April 13, 2007. The City of Arlington will not be responsible for failure of services on the part of the U.S. Postal Office, courier companies, or any other form of delivery service chosen by the bidder. Late bids will be returned to the bidder unopened. The time stamp in the Community Services Department is the time of record for the receipt of the proposal.

Proposer must submit one (1) original and six (6) numbered copies of each proposal totaling six (7) submissions of each proposal (bound in a loose-leaf notebook to lay flat when read) in a sealed envelope or box. All proposals must have a table of contents and each section tabbed. Proposers shall mark the IFB/RFP Number, due date, and company name clearly on the outside of the box or envelope. Proposals received on time will be opened publicly at 2:00 PM Central Time, Friday, April 13, 2007. However, only names of proposers will be read aloud to avoid public disclosure of contents.

D. Pre-proposal Conference, Explanations and Clarifications

A pre-proposal conference is scheduled for 9:00 AM Central Time, Thursday, March 15, 2007 at the City of Arlington Municipal Office Tower, 201 East Abram Street, 3rd Floor Training Room. Requests for explanations or clarifications may be emailed, faxed or mailed to the contact person identified in section I. G. Any explanation, clarification, or interpretation desired by a proposer regarding any part of the IFB/RFP must be requested in writing from the Community Services Department no later than 5:00 PM Central Time, Monday, March 19, 2007.

All requests must be received by the dates specified on the cover page and clearly identify the proposers company name, point of contact and IFB/RFP number. Nothing stated or discussed orally during any conversation, pre-proposal conference, interview or other session shall alter, modify or change the requirements of this IFB/RFP. Only interpretations, explanations or clarifications of this IFB/RFP and answers to questions that are incorporated into a written amendment or addendum to this IFB/RFP issued by the City of Arlington shall be considered by proposers. All amendments or addenda will be distributed to each person/company that registers with the Community Services Department and requests a copy of all amendments to this IFB/RFP, but it shall be the responsibility of the proposer to make inquiries as to the addenda issued. All such amendments or addenda shall become a part of this IFB/RFP, and all proposers shall be bound by such amendments or addenda. Each amendment or addendum issued will be on file in the Community Services Department.

E. Ambiguity, Conflict or Errors in IFB/RFP

Proposers are expected to carefully examine all documents that make up the IFB/RFP. The City of Arlington assumes no responsibility for any errors or misrepresentations that result from the use of an incomplete IFB/RFP. If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in this IFB/RFP, it shall immediately notify the City of Arlington of such error in writing and request modification or clarification of the document. The City of Arlington will make modifications by issuing a written revision and will give written notice to all parties who have registered as receiving a copy of the IFB/RFP from the City. The proposer is responsible for clarifying any ambiguity, conflict, discrepancy, omission, or other error in the IFB/RFP prior to submitting the proposal. Implied Requirements: Products and services that are not specifically requested in this IFB/RFP, but which are necessary to provide the functional capabilities proposed by the proposer, should be included in the proposal.

F. Proprietary Information

All material submitted to the City becomes public property and is subject to the Texas Public Information Act upon receipt. Any material that is to be considered confidential in nature must be clearly marked as such and shall be treated as confidential to the extent allowable under the Texas Public Information Act. Trade secrets, proprietary and/or confidential information MUST be placed in a separate envelope marked "CONFIDENTIAL INFORMATION" and EACH PAGE must be marked "CONFIDENTIAL INFORMATION." Failure to identify proprietary information will result in all unmarked sections being deemed non-proprietary and available upon public request.

In the event that the City of Arlington receives a request for information that a proposer has previously marked as proprietary or confidential, the City of Arlington will request a decision from the Texas Attorney General on the matter and will notify the proposer in accordance with the Texas Public Information Act. The final decision as to what information must be disclosed lies with the Texas Attorney General.

G. Cancellation or Modification of IFB/RFP and Rejection of Any and All Proposals

The City of Arlington reserves the right to withdraw this IFB/RFP at any time and for any reason and to issue such clarifications, modifications, and/or amendments, as it may deem appropriate. If there is any disagreement or discrepancy between this IFB/RFP and any supplement or amendment, the most recent supplement or amendment shall govern. The City of Arlington reserves the right to waive irregularities in proposals, if such action is in the best interest of the City of Arlington. Any such waiver shall not modify any remaining IFB/RFP requirements or excuse the proposer from full compliance with the IFB/RFP specifications and other contract requirements if the proposer is awarded the contract. The City of Arlington shall accept all proposals for review that are prepared and submitted in conformance with this IFB/RFP, but reserves the right to accept or reject in whole or in part any or all proposals submitted. The City of Arlington reserves the right to request clarifications or corrections to proposals. The unreasonable failure of a proposer to promptly supply information in connection with such a request may be grounds for determination of non-responsiveness and rejection of the proposal. Receipt of a proposal by the City of Arlington or submission of a proposal to the City of Arlington confers no rights upon the proposer, nor does it obligate the City of Arlington in any manner. The City of Arlington reserves, at its sole discretion, the right to determine which proposers are qualified to provide services requested in this IFB/RFP.

The City of Arlington, in its sole discretion, may exclude a proposer from further participation in the negotiation process if it determines that the proposer is severely falling behind in the negotiations, without any apparent or documented reason for such delay. The notification of such exclusion from further negotiation shall be in writing, signed by the City of Arlington's signature authority, and delivered to the proposer by certified mail.

H. Conducting Investigations/Requesting Supplementary Information

The City of Arlington reserves the right to conduct investigations with respect to the qualifications, experience and representations of the proposer and proposer team members and to require proposers to supplement, clarify or provide additional information in order for the City of

Arlington to evaluate proposals submitted. Each proposer and proposer team member, through its request for receipt of this IFB/RFP and participation in this procurement, consents to such investigations.

I. Proposers Indemnification of the City of Arlington

PROPOSER DOES HEREBY AGREE TO WAIVE ALL CLAIMS, RELEASE, INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF ARLINGTON AND ALL OF ITS OFFICIALS, OFFICERS, AGENTS AND EMPLOYEES, IN BOTH THEIR PUBLIC AND PRIVATE CAPACITIES, FROM AND AGAINST ANY AND ALL LIABILITY, CLAIMS, LOSSES, DAMAGES, SUITS, DEMANDS OR CAUSES OF ACTION INCLUDING ALL EXPENSES OF LITIGATION AND/OR SETTLEMENT, COURT COSTS AND ATTORNEY FEES WHICH MAY ARISE BY REASON OF INJURY TO OR DEATH OF ANY PERSON OR FOR LOSS OF, DAMAGE TO, OR LOSS OF USE OF ANY PROPERTY OCCASIONED BY ERROR, OMISSION, OR NEGLIGENT ACT OF PROPOSER, HIS OFFICERS, AGENTS, EMPLOYEES, SUBCONTRACTORS, INVITEES OR AN OTHER PERSON, OR FOR ANY CLAIM, LOSS DAMAGE, SUITE, DEMAND OR CAUSE OF ACTION RELATING TO THE PROPOSAL, AWARD, NEGOTIATION, OR SELECTION OF PROPOSER ARISING OUT OF OR IN CONNECTION WITH THIS IFB/RFP, AND PROPOSER WILL AT HIS OR HER OWN COST AND EXPENSE DEFEND AND PROTECT THE CITY OF ARLINGTON FROM ANY AND ALL SUCH CLAIMS AND DEMANDS.

PROPOSER DOES HEREBY AGREE TO WAIVE ALL CLAIMS, RELEASE, INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY OF ARLINGTON AND ALL OF ITS OFFICIALS, OFFICERS, AGENTS AND EMPLOYEES, IN BOTH THEIR PUBLIC AND PRIVATE CAPACITIES, FROM AND AGAINST ANY AND ALL CLAIMS, LOSSES, DAMAGES, SUITS, DEMANDS OR CAUSES OF ACTION, AND LIABILITY OF EVERY KIND INCLUDING ALL EXPENSES OF LITIGATION AND/OR SETTLEMENT, COURT COSTS AND ATTORNEY FEES FOR INJURY OR DEATH OF ANY PERSON OR FOR LOSS OF, DAMAGES TO, OR LOSS OF USE OF ANY PROPERTY OCCASIONED BY ERROR, OMISSION, OR NEGLIGENT ACT OF THE CITY OF ARLINGTON, ITS OFFICERS, AGENTS, EMPLOYEES, SUBCONTRACTORS, INVITEES OR ANY OTHER PERSON, OR FOR ANY CLAIM, LOSS, DAMAGE, SUIT, DEMAND OR CAUSE OF ACTION RELATING TO THE PROPOSAL, AWARD, NEGOTIATION, OR SELECTION OF PROPOSER ARISING OUT OF OR IN CONNECTION WITH THIS IFB/RFP, AND PROPOSER WILL AT HIS OR HER OWN COST AND EXPENSE DEFEND AND PROTECT THE CITY OF ARLINGTON FROM ANY AND ALL SUCH CLAIMS AND DEMANDS.

SUCH INDEMNITY SHALL APPLY WHETHER THE CLAIMS, LOSSES, DAMAGES, SUITS, DEMANDS OR CAUSES OF ACTION ARISE IN WHOLE OR IN PART FROM THE NEGLIGENCE OF THE CITY OF ARLINGTON, ITS OFFICERS, OFFICIALS, AGENTS OR EMPLOYEES. IT IS THE EXPRESS INTENTION THAT THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH IS INDEMNITY BY THE PROPOSER TO INDEMNIFY AND PROTECT THE CITY OF ARLINGTON FROM THE CONSEQUENCES OF THE CITY OF ARLINGTON'S OWN NEGLIGENCE, WHETHER THAT NEGLIGENCE IS A SOLE OR CONCURRING CAUSE OF THE INJURY, DEATH OR DAMAGE.

IN ANY AND ALL CLAIMS AGAINST ANY PARTY INDEMNIFIED HEREUNDER BY ANY EMPLOYEE OF PROPOSER, ANY SUBCONTRACTOR, ANYONE DIRECTLY OR INDIRECTLY EMPLOYED BY ANY OF THEM OR ANYONE FOR WHOLE ACTS ANY OF THEM MAY BE LIABLE, THE INDEMNIFICATION OBLIGATION HEREIN PROVIDED SHALL NOT BE LIMITED IN ANY WAY BY ANY LIMITATION ON THE AMOUNT OR TYPE OF DAMAGES, COMPENSATION OR BENEFITS PAYABLE BY OR FOR PROPOSER OR ANY SUBCONTRACTOR UNDER WORKMAN'S COMPENSATION OR OTHER EMPLOYEE BENEFITS ACT.

BY SUBMISSION OF A RESPONSE TO IFB/RFP, PROPOSER AGREES THAT IT SHALL BE BOUND BY THE INDEMNIFICATION AND REMEDY PROVISIONS OF THIS IFB/RFP. IF ANY LIABILITY CLAIMS, LOSSES, DAMAGES, SUITS, DEMANDS OR CAUSES OF ACTION ARISE OUT OF IFB/RFP, THE CITY OF ARLINGTON MAY SEEK PAYMENT OF ANY EXPENSES INCURRED IN DEFENSE, SETTLEMENT, OR PAYMENT OF ANY JUDGEMENTS, COSTS, FEES, CHARGES, EXPENSES, OR ANY EXPENDITURE NECESSARY DUE TO THE LIABILITY, CLAIMS, LOSSES, DAMAGES, SUITS, DEMANDS OR CAUSES OF ACTION THAT ARISES OUT OF IFB/RFP FROM THE PROPOSAL SECURITY PROVIDED BY PROPOSER PURSUANT TO THIS IFB/RFP.

J. Proposal Contents

Proposers are required to submit the following information in the format described below and in sufficient detail to enable the City of Arlington to give ample consideration to the proposal. Additional information regarding formatting, presentation and delivery of the proposal is found in this section under Submission Instructions.

Tab A: DEVELOPER CAPACITY & EXPERIENCE

- 1 Each proposal must include a cover letter signed by an officer authorized to make a binding contractual commitment for the firms or organizations in the development team.

- 2 Each proposal must include complete information. List one reliable, lead contact for the development team. Please include primary and alternate phone numbers. Please provide an organizational chart of the proposing organization, as well as relevant affiliates and ownership interest of each.
- 3 Provide a narrative statement describing the previous experience of the proposer and development team. Provide specific information on projects, particularly HUD related projects, that are similar in scale and character to the proposed development, including the nature and total development cost of each project, amount and source of federal assistance, if any, the project manager's name and contact information from at least one participating lending institution. Emphasize any exceptional or unique qualifications of the proposer. Include any prior experience working with grant funded projects. Please provide names, phone numbers, and addresses for bank (1 or more), credit or trade (3) and professional references (3).
- 4 Provide resumes of the project team, including, if applicable, architect, engineers of all appropriate disciplines, contractor and/or construction manager, marketing agent and property management firm. Resumes should include a description of experience and completed projects that the reviewers may visit. If not provided as part of the references above, please provide a minimum of three references for each key project team member.
- 5 Proposers must provide sufficient financial information to establish the approximate net worth and liquid assets available to the development team to complete the project. Provide supporting documentation for the above financial information. Be advised that the analysis of this statement will include a comparison of stated available assets and the estimated equity required for the development. All financial information will be treated with the strictest confidence within the City.
- 6 Proposers are required to provide the most recent two years financial statements, both balance sheets and income statements as available. If audited statements are available, they are preferred, but are not required. Additionally, two years tax returns are required.
- 7 Non-profit entities should provide a summary of funding sources, indicating whether such sources are requested or awarded.
- 8 Complete the Owned Property Disclosure form. Include all properties owned or managed by the development entity and any principal with at least ten percent (10%) interest in the development entity.

Tab B: DEVELOPMENT CONCEPT

- 1 Provide a developer Concept Brief for the development project. Format for the Concept Brief can be found on the City's Community Development and Planning's website at the following link.
http://www.arlingtontx.gov/planning/pdf/forms/Concept_Brief_App_2-

27-06.pdf

- 2 Provide a narrative of the project describing the scope of work, scale and character of the project, and any and all conditions thereon including affordability periods. Identify in the proposal the sales price and number of bedrooms for each unit proposed. The narrative also must contain a description of the construction quality and internal aesthetics, in addition to any benefits and services to the community.
- 3 Provide a visual representation of the proposed development. In addition provide schematic plans that include typical floor plan(s) and elevations of front, side and rear views. Such visual representation need not be elaborate or costly, but should offer the City of Arlington a clear picture of the proposed end result. Plans that are attractive and aesthetically compatible with the surrounding environment and include amenities such as a community gathering space, a park, or other green space will be viewed favorably.
- 4 The design proposal must meet or exceed the requirements of the IFB/RFP as well as meet current City of Arlington new construction building requirements. All properties will require City of Arlington permits and inspections.
- 5 The City of Arlington enforces the International Energy Conservation Code (IECC). Green building techniques are encouraged as well as measures producing energy efficiency gains.
- 6 Provide a description of marketing activities to be undertaken; how such marketing will be focused on the desired income ranges; and whether it is anticipated buyers could be identified prior to completion of construction. Please provide the number of homes anticipated to be sold in specific price ranges.

Tab C: BENEFITS TO THE CITY AND COMMUNITY

- 1 Please describe the financial impact to the City that will result from the proposed development. Include purchase price, increased ongoing tax revenue and such secondary impacts, as appropriate.
- 2 Indicate any elements of the proposed project, to include open space, pedestrian facilities, landscaping, and other elements that will provide specific amenities and/or benefits to the immediate and surrounding community and the City of Arlington as a whole.
- 3 Please identify elements of your proposal that address the concepts suggested in Exhibit A-2 expressed by the local community.

Tab D: FEASIBILITY

- 1 Provide a narrative statement explaining the economic feasibility of the proposed development. Include any market assumptions that support revenue projections, such as projected sales prices. It is suggested that proposers provide supporting documentation for the market

assumptions. Examples might include opinions of brokers, market studies and analysis of comparable sales levels.

- 2 Provide a development budget indicating the estimated costs of redeveloping the sites. Include in this budget the estimated “hard” and “soft” costs for the actual project. Provide documentation for your sources. Provide a summary of the assumptions on which these estimates are based, such as previous comparable projects or estimates provided by contractors. Provide a specific breakdown of these costs for any and all “affordable unit” designs. Submit completed exhibit H; development budget worksheet and funding sources summary.
- 3 All costs for the 11 affordable units must be tracked individually. Please provide the methodology to be employed to track expenditures specifically to these units.
- 4 Provide a Sources and Uses of Funds Statement identifying the estimated amount of debt and equity financing by source, and “hard” and “soft” costs. Disclosures of terms and sources for all sources of funds must be included. A commitment letter from a lending institution is also requested. If the project anticipates such sources of funding as foundation grants, corporate gifts or governmental program funds, provide a summary of the source funds that includes a timetable of when applications are available and when awards are made. In addition, describe the applicability of the project to the goals of the funding source.
- 5 Provide a detailed project timeline for the project from award of City of Arlington contract through the various stages of construction to the sale of units, with specific mention of those intended for qualified low-income homebuyers.
- 6 Indicate any revisions to existing governing regulations for the sites, such as zoning that would be required to carry out the proposed development. Please include the time required to seek such amendments in the design portion of the above project timeline.

K. Submission Instructions

- 1 Proposals must include, at a minimum, the requirements listed in this IFB/RFP and may include any background or other supporting information that the proposer feels necessary. They should be prepared in a professional manner and in the format described in this IFB/RFP.
- 2 The City of Arlington will not be limited to the information provided by the proposer, but may utilize other sources of information useful in evaluating the capabilities of the proposer. Additional information or modifications to proposals may be requested of any proposer.
- 3 The City of Arlington may in its sole discretion, cancel this IFB/RFP, in whole or in part. The City of Arlington may in its sole discretion reject

any or all proposals.

V. EVALUATION CRITERIA

The City of Arlington will review proposals based on a scale of 100 points. City of Arlington will utilize the following criteria to evaluate the proposals received.

Criteria used in evaluation of proposals include, but are not limited to, the following:

A. Developer Capacity and Experience (30 Points)

- 1 The development team has a satisfactory record of past performance as demonstrated by the proposers experience in planning, constructing, marketing, managing and completing on time projects similar in size and scope to the proposed project.
- 2 The proposer has a history of successfully completing similar projects, particularly HUD related projects.
- 3 The proposer has a record of accomplishment of successful negotiations with governmental entities and/or community members on completed development projects.
- 4 Proposer has satisfactory references including names, phone numbers, and addresses for bank, credit, trade and professional references.
- 5 Proposer has a satisfactory financial standing to complete the project, based on available assets and proposed equity in the project.

B. Quality of Development Concept (30 Points)

- 1 Quality of scope of work, scale and character of the project.
- 2 Attractiveness and aesthetic compatibility with the surrounding environment. Quality of amenities such as a community gathering space, a park, or other green space.
- 3 Meeting or exceeding the requirements of the IFB/RFP, City of Arlington new construction building requirements, and overall quality construction and internal aesthetics.
- 4 Providing energy efficiency gains, such as *Energy Star* standards from the U.S. Department of Energy and incorporating green building techniques.
- 5 Quality of marketing activities that promote sales to eligible low- to moderate-income homebuyers.

C. Benefits to the City and Community (20 Points)

- 1 Provide direct financial benefits to the City of Arlington that include, but

are not limited to incremental tax revenues, secondary financial impacts, and long-term economic growth.

- 2 Providing benefits to the community that includes, but is not limited to, streetscape improvements, landscaping, and open space.

D. Project Feasibility (20 Points)

- 1 Project is economically sound and based on established financial principles and supported market assumptions. This will be determined by reviewing the market study, development budget, summary of assumptions, and documented sources and uses of funds statement.
- 2 The proposer has the ability to provide or obtain sufficient financial resources to successfully negotiate a Land Disposition Agreement with the City and to start and complete the project in a timely manner.
- 3 Project does not face insurmountable regulatory hurdles or constraints.

VI. DEVELOPMENT PROCESS

A. Exclusive Negotiating Privilege

Upon selection, the City of Arlington may issue an Exclusive Negotiating Privilege (ENP) for a period of sixty (60) days to the selected proposer setting out specific requirements and deadlines for fulfilling requirements for this IFB/RFP. The selected proposer will have seven (7) days in which to return the signed ENP.

If negotiations have not been completed within the sixty (60) days after the selection of a proposer, then the ENP will expire. The City of Arlington may choose to extend that time period if, in the view of the City of Arlington, negotiations are proceeding satisfactorily. Should the parties fail to agree upon a contract within the timeframes of the ENP, the City of Arlington, at its sole discretion, may cancel negotiations with the selected proposer. The City of Arlington may choose to proceed to commence negotiations with another proposer, accept new proposals, or cancel the IFB/RFP.

B. Land Disposition Agreement

At the successful conclusion of negotiations under the ENP, the City of Arlington may enter into a Sales Contract setting forth the terms and conditions of transfer and development of the two parcels. Decisions regarding award of the six properties and terms of the award as described in the PURCHASE CONTRACT will be made by the City of Arlington.

The developer is bound by the construction plans and timelines as identified specifically in the PURCHASE CONTRACT. Major change

orders that materially affect the development plans, façade elevations or other exterior designs must be approved by the City of Arlington prior to implementation. In the event the developer does not comply with the provisions of the PURCHASE CONTRACT, the City of Arlington has the right to enforce such provisions to compel compliance.

C. Development Oversight

The selected proposer must agree to the review and guidance of the City of Arlington, the Community Services Department, and the Community Development and Planning Department in the preparation of plans in conformance with this IFB/RFP, the Zoning Ordinance, Historic Preservation standards as applicable, and other applicable codes and ordinances of the City of Arlington.

VII. RIGHTS RESERVED BY THE CITY OF ARLINGTON

The City of Arlington reserves the right in its sole discretion to recommend the award of a contract related to this IFB/RFP based upon the written proposals received by the City of Arlington without prior discussion or negotiation with respect to those proposals. All portions of this IFB/RFP will be considered to be part of the contract and will be incorporated by reference. Any contract awarded in connection with the IFB/RFP will be subject to approvals as required by the City Attorney's Office.

As part of the evaluation process, the City of Arlington specifically reserves the right to review and approve the drawings, plans and specifications for development with respect to their conformance with the goals and requirements of this IFB/RFP.

The City of Arlington also reserves the right to refuse to approve any such drawings, plans or specifications that are not suitable or desirable, in its opinion, for aesthetic or functional reasons; and in so passing upon such drawings, plans and specifications, it shall have the right to take into consideration, but shall not be limited to, the suitability of the development plan, architectural treatment, building plans and elevations, materials and color, construction details, access, parking, loading, landscaping, identification signs, exterior lighting, refuse collection details, street, sidewalks and the harmony of the plan with the surroundings.

The City of Arlington reserves the right to accept or reject any and all proposals, at its sole discretion, received as a result of this IFB/RFP, to waive minor irregularities, and to conduct discussions with all responsible proposers, in any manner necessary, to serve the best interest of the City of Arlington.

The City of Arlington reserves the right to request additional information from any or all proposers if necessary to clarify statements or data contained in the proposals.

The City of Arlington reserves the right to reject any proposal as a result of misrepresentation of any information contained in the proposal.

While it is the present intention of the City of Arlington to carry out the development of these properties as identified in this IFB/RFP as soon as practicable, nothing contained in this IFB/RFP shall be construed as a warranty or commitment on the part of the City of Arlington to be obligated to make conveyance of any particular property. The City of Arlington shall not be liable for any costs, damages, injuries, or liabilities caused to or suffered or incurred by the Developer, its successors or assigns in connection with, or as a result of the City of Arlington's inability to deliver clear title promptly to all included properties.

VIII. ADMINISTRATIVE INFORMATION

A. Issue Date

The issue date of this IFB/RFP is March 2, 2007.

B. Issuing Office

This IFB/RFP is issued by the City of Arlington Community Services Department, 501 W. Sanford Street, Suite 20, Arlington, TX 76011.

C. Obtaining IFB/RFP

The IFB/RFP will be made available free of charge. The IFB/RFP may be picked up at 501 W. Abram Street, Suite 20, or 201 E. Abram Street, Suite 720 between 8:00 a.m. and 5:00 p.m., weekdays. Proposals are also downloadable from the City of Arlington's website at www.ci.arlington.tx.us, available at the Community Development and Planning Department offices at 101 W. Abram, City Hall, 2nd floor, and through DemandStar.

D. Property Inspections

Properties are available for inspection on an ongoing basis.

E. Revisions and Addenda

Should it become necessary to revise any part of this IFB/RFP, provide additional information necessary to adequately interpret provisions and

requirements of this IFB/RFP, an Addendum to the IFB/RFP shall be provided to all proposers who picked up the IFB/RFP in person and provided their contact information. The City of Arlington will also appropriately update the web version of the IFB/RFP should any such revisions or addenda be necessary. Because the City of Arlington may not have contact information for proposers who choose to acquire the IFB/RFP from the City of Arlington website, it is recommended that such entities review subsequent postings periodically to maintain current information about the offering.

F. Deadline

The deadline for receipt of proposals is 2:00 PM Central Time, Friday, April 13, 2007. Proposals will be dated and time stamped upon submission and a receipt will be provided. The City of Arlington shall not accept proposals after the deadline. Use of the U.S. Postal Service, private delivery companies or courier services is undertaken at the sole risk of the proposer. It is the proposer's sole responsibility to ensure that the proposal is in the possession of the issuing office by the deadline.

G. Submitting Responses to IFB/RFP

All proposals must be delivered to:

City of Arlington
Community Services
501 W. Sanford Street, Suite 20
Arlington, TX 76011

ONE (1) ORIGINAL PLUS SIX (6) COPIES TOTALING SIX (7) SUBMISSIONS OF EACH PROPOSAL (BOUND IN A LOOSE-LEAF NOTEBOOK AND TO LAY FLAT WHEN READ) AND ALL MATERIALS TOGETHER IN ONE ENVELOPE OR PACKAGE IF POSSIBLE. ALL PROPOSALS MUST HAVE A TABLE OF CONTENTS AND EACH SECTION TABBED.

H. Incurring Expenses

The City of Arlington shall not be responsible for nor in fact will pay any cost incurred by any proposer in preparing and submitting a proposal or requested supplemental information in response to the IFB/RFP.

I. Public Information Act Notice

The City of Arlington commits to handling all information regarding financial assets and holding of proposers in strictest confidence. Proposers should give specific attention to identifying any additional portions of their proposals that they deem to be confidential, proprietary information, or trade secrets and provide any justification why such

material, should not be disclosed by the City of Arlington under the Texas Public Information Act Chapter 552 of the Texas Government Code.

J. Compliance with the Law

By submitting an offer in response to this IFB/RFP, the proposer selected for award agrees that it will comply with all Federal, State, and City laws, rules, regulations, and ordinances applicable to its activities and obligations under this IFB/RFP.

END OF IFB/RFP DOCUMENT

Illustrative Site Map



Community Meeting Comments

The following recommendations are considered representative of those received at the community meetings. Detailed comments are available for review on the High Oak Redevelopment Project web site at the following location:

<http://www.ci.arlington.tx.us/communityservices/grants/highoakterrace.html>

February 15, 2007

The residents of the surrounding community recommend that this project include:

Single family properties

Owner occupancy

Masonry wall surrounding the development

Larger lot sizes

Single story homes along the northern property boundary

Sidewalks along Bowen, from High Oak to Wesley

High Quality construction

Minimum 1,500 square feet per unit

All masonry; no hardy plank product

Appropriate attention to drainage requirements

Homes should meet all current zoning requirements

December 2, 2006

The residents of the surrounding community recommend that this project include:

No access through Brent Drive

Buffer zone/alley between development and High Oak Drive properties

Landscaped buffer zones along perimeter roads

Gated community

Disburse affordable units throughout development

Group affordable units along southern or western property borders

Include open space/parks

Premium lot/product bordering existing High Oak Drive properties

Single story homes bordering High Oak Drive and Bowen

Rear entry garages

Prefer street lights

October 3, 2006

The residents of the surrounding community recommend that this project include:

No two story homes adjacent to High Oak Drive properties

Prefer 100% masonry and brick structures

Homes should be a minimum of 1500 square feet

Home sale prices should be consistent with the community

Ensure drainage does not negatively affect current property owners

Provide lot and home sizes comparable with Interlochen, Millwood and the Oaks

EXHIBIT B

Legal Description and Addresses

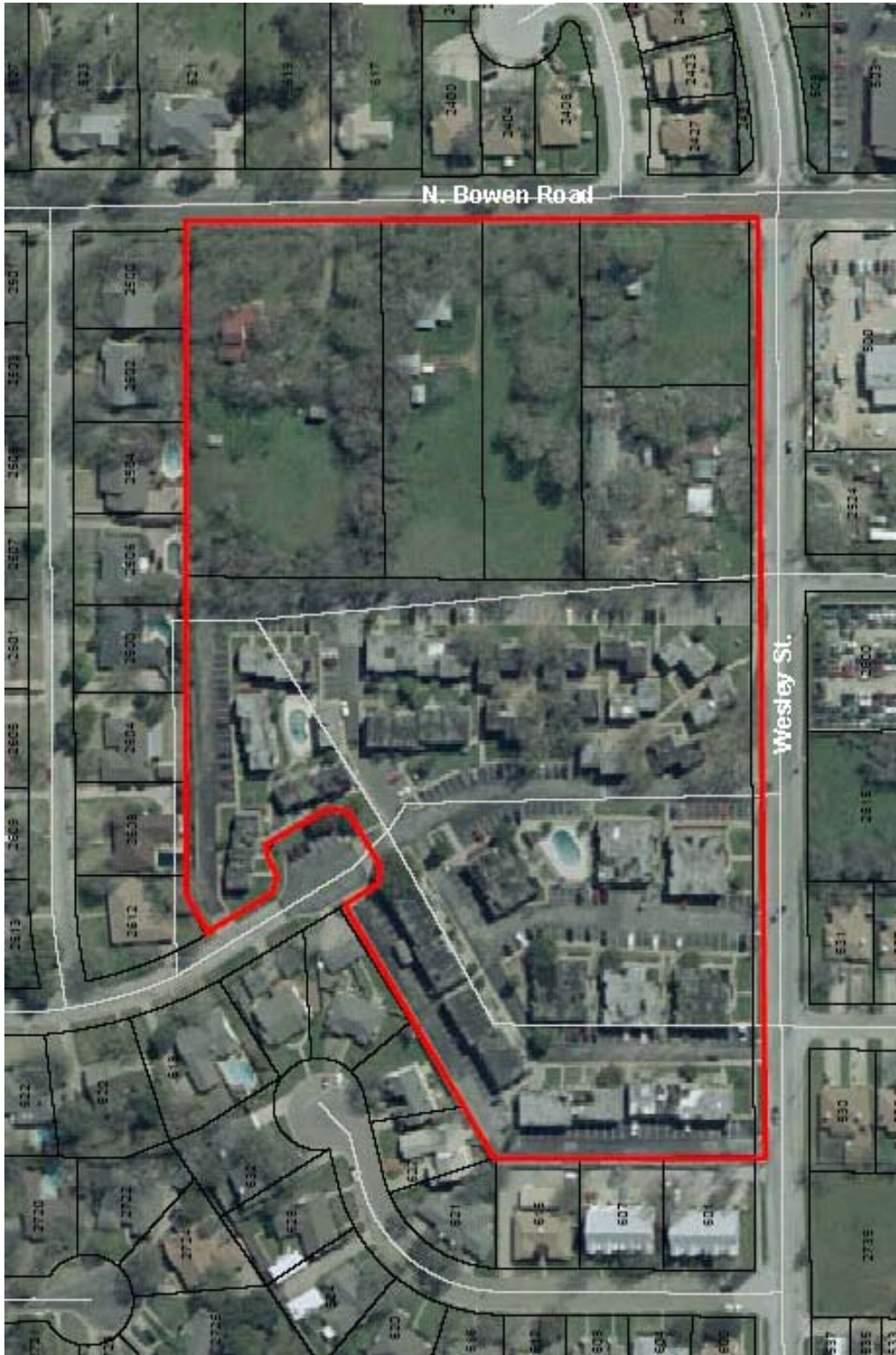
The legal description for Parcel 1 is as follows: Lot A, High Oak Estates, Arlington, Tarrant County, Texas. The legal description for the five (5) adjacent properties is as follows: Lots 10, 11, 11A, 12, & 12 A, A596, Heirs Guerrin Survey, Arlington, Tarrant County, Texas.

Parcel 2 is legally described as a tract of land in the M. Guerin Survey, Abstract No. 596, Arlington, Tarrant County, Texas. Individual legal descriptions are part of the appraisal and are available upon request. Parcel 2 is comprised of individual, adjacent lots of 0.88 acres, 2 acres, one acre, and 2.0741 acres totaling 5.9541 acres.

The specific property addresses are listed below.

- 605 Brent Drive (former High Oak Terrace Apartments)
- 606 N. Bowen Road
- 610 N. Bowen Road
- 612 N. Bowen Road
- 618 N. Bowen Road
- 2521 Wesley Drive

Map of Properties



PROPERTY FACT SHEET

Background information

Acquisition - City of Arlington acquired Parcel #1 in August 2004. A title survey is available for review. In 2005, the additional lots comprising parcel 2 were acquired.

Former use - Prior to acquisition by the City, parcel 1 was multifamily housing and parcel 2 was single family housing.

Environmental assessments - A Phase I Environmental Assessment was performed for the City of Arlington on 7/29/04 by Farmer and Associates Inc. The report is available for review upon request.

A full environmental assessment was performed by City Staff addressing the development impact on the following: historical sites, floodplain management, wetlands protection, coastal zone management, water quality, endangered species, wild and scenic rivers, air quality, farmland protection, manmade hazards, noise, airport clear zones, toxic sites, and environmental justice. A finding of no significant impact was concluded. This report is available for review upon request.

Maintenance- A storm sewer water pollution prevention plan was prepared for Parcel #1 and recommended measures were implemented. The report, with site elevation and topographic maps are available for review upon request.

Current Zoning

Parcel 1: "MF-22" Multi-family

Parcel 2: "R-1" Residential

Key Features

The site is gently sloping to the southwest and at grade with adjacent streets and properties. Neither parcel is located within a designated flood hazard area, but Parcel #1 is bisected by a 25 foot drainage, water and sewer easement. Access is from both Bowen Road and Wesley Drive. All municipal utilities are available. Existing easements are considered typical.

Infrastructure

A 20" water main and 6" V. C. sanitary line are accessible along the Bowen Road boundary. There is no storm sewer system around the property.

Neighborhood characteristics

The surrounding neighborhood is predominantly residential, with commercial development along major thoroughfares. The residential properties vary widely in price and square footage. The neighborhood is located in the Arlington Independent School District, and is convenient to the University of Texas at Arlington. The neighborhood is served by adequate medical facilities, numerous public parks, and churches. The property is located in the west/central portion of Arlington and is considered to be in the static or stable development stage.

EXHIBIT E

HUD Program Limits for PMSA Fort Worth-Arlington, TX (April 2006)

Household Size	Maximum Income
1	\$35,500
2	\$40,550
3	\$45,650
4	\$50,700
5	\$54,750
6	\$58,800
7	\$62,850
8	\$66,900

Income limits are subject to annual adjustments by the U.S. Department of Housing and Urban Development (HUD).

Planning Checklist

DEVELOPMENT NAME: _____ CASE NUMBER: _____

___ PLANNED DEVELOPMENT (PD) ___ DEVELOPMENT PLAN (P)

___ SPECIFIC USE PERMIT (SUP) ___ SUBSTITUTE LANDSCAPE PLAN (SLP)

Checklist

This checklist shall be submitted as an attachment to the application. The checklist should be complete and signed in the space entitled "Preparer's Signature" at the end of this document.

SUBMITTAL REQUIREMENTS:

Applicant Staff

- _____ **COMPLETED** application form including the disclosure form(s), all applicable addresses, current land use, current zoning, proposed land use, and proposed zoning
- _____ Application fee (additional \$100.00 for sign installation)
- _____ **18**-folded paper prints (24" x 36" maximum and 18" x 24" minimum sheet size) and One set of Mylar(s) reproducible(s) to include:
 _____ Site Plan _____ Landscape Plan* _____ Elevation Plan
 * (unless a Substitute Landscape Plan application is submitted concurrently)
****26** copies and One set of Mylar(s) reproducible will be required at re-submittal time.
- _____ **1**-copy of Traffic Study –**OR**– letter requesting waiver of traffic study.
- _____ A meeting with Public Works Department is required, at which time documentation will be provided either releasing the SWMSP requirement or requiring **1**-folded copy (and **1** reproducible once accepted) of Preliminary Storm Water Management Site Plan (SWMSP). ****** A "Storm Water Management Site Plan" is required if the site is greater than one acre, disturbs a surface area of 12,000 square feet or more, or creates or adds 5,000 square feet or more of impervious surface(s).
- _____ **2** - folded copies of Water and Sewer Layout
- _____ **1** - folded copies of Preliminary Drainage Plan with Engineer's seal
- _____ Surveyed site boundary dimensions and gross acreage determined by a licensed engineer or surveyor (if the site is not platted or contains unplatted property then an **electronic version in word format shall be submitted**). Please do not submit canned metes and bounds.

****** All residential development over one acre in size shall be required to submit a tree preservation plan at the time of preliminary plat, minor plat, combination plat, or replat submittal.

SPECIFIC REQUIREMENTS:

Applicant Staff

- _____ Location Map
- _____ North Arrow and Scale
- _____ Statement indicating the 1st district permitting the most intensive proposed use
- _____ Existing zoning and uses adjacent to site shall be labeled
- _____ List the minimum performance standards requested to be varied and the proposed alternative
- _____ List the performance standards exceeding the requirement standards
- _____ Percentage of impervious surfaces (buildings, paving, parking, etc...)
- _____ Existing and proposed locations of buildings and setbacks from property lines
- _____ Existing and proposed public and private right-of-way, easements and access points
- _____ Square footage, acreage, and density of all proposed uses and lots
- _____ Location, number (required and provided) and dimensions of all parking spaces; and open areas and recreational areas (Maintenance notation – Property Owners Association)
- _____ Landscape Plan, as per Article XIV, and any other specific landscaping requirements noting all required and proposed landscape setbacks, transitional buffers, parking landscaping and screening
- _____ Building Elevation Plan for all sides showing building siding material; color, texture, design, and height of all exterior dimensions

MINIMUM PERFORMANCE STANDARDS:

Applicant Staff

- _____ Height of all structures shall meet the requirements of the Height Setback Envelope and shall be shown on the periphery of the development plan *Section 11-1000.3
- _____ Signs shall comply with the sign standards ordinance
- _____ Parking shall meet the requirements of the zoning ordinance
- _____ Bay doors shall screen or orient away from adjoining streets, and bay doors shall also be screened from low density residential properties
- _____ Open space shall be evaluated with regard to density, site coverage, and the physical characteristics of the site
- _____ Residential adjacency standards shall apply when residential adjacency exists
- _____ Fencing shall meet the requirements of the Zoning Ordinance

DESIGN GUIDELINES:

Applicant Staff

- _____ Density and coverage requirements shall be met and shown
- _____ Lot and building orientation shall be specified as required
- _____ Environmental performance standards will be required
- _____ Building orientation shall be specified
- _____ Utilities that create visual intrusions are discouraged
- _____ Neighborhood entrances are encouraged in residential developments
- _____ Natural features shall be utilized to enhance the neighborhood design standards
- _____ Streets shall meet required functional and design standards
- _____ Pedestrian walkways shall be provided in the subdivision design
- _____ Lighting shall illuminate only those areas for which it is designed
- _____ Signs shall complement the establishment they advertise and shall agree with the local architecture

Preparer's Signature: _____

Printed Name: _____

Date: _____

***Additional provisions may apply when required by City Council

Company Name and Address:	Company's Authorized Agent:	
	Signature:	
	Name and Title (Typed or Printed)	
Federal ID Number (TIN) or SSN and Name:		
Telephone No.:	Date:	
Fax No.:	Email address:	
BID AMOUNT		
PROPERTY	AMOUNT	
PARCEL 1- 7 ACRES (MIN \$615,000)	\$ _____	
PARCEL 2 - 6 ACRE PARCEL (NO MIN BID AMT)	\$ _____	
ADDITIONAL GRANT FUNDS REQUESTED (IF ANY)	\$ _____	
AMOUNT OF TYPE OF CITY RESOURCES REQUESTED (PLEASE INDICATE IF THE PROPOSAL IS INVALID WITHOUT THIS EQUITY CONTRIBUTION BY THE CITY)	Item (ie Zoning Application fee)	Amount
		\$
		\$
		\$
		\$
		\$

DEVELOPMENT BUDGET

DEVELOPMENT BUDGET	Total Amount	Cost Paid by Developer	Paid by City	Additional HOME funds
Acquisition Costs				
Land	\$ -			
Other Acquisition Costs	\$ -			
Site Work Costs (not in construction contract)				
Demolition/Clearance	\$ -			
Site Remediation	\$ -			
Improvements	\$ -			
Other Site Work Costs	\$ -			
Construction Costs (construction contract costs)				
Other Site Work	\$ -			
New Construction	\$ -			
General Requirements	\$ -			
Builder's Overhead	\$ -			
Builder Profit	\$ -			
Performance Bond Premium	\$ -			
Construction Contingency	\$ -			
Other Construction Costs	\$ -			
Architectural and Engineering Fees				
Architect Fee -- Design	\$ -			
Architect Fee -- Construction Supervision	\$ -			
Engineering Fees	\$ -			
Other Architectural and Engineering Fees	\$ -			
Other Owner Costs				
Project Consultant Fees	\$ -			
Legal and Organizational Expenses	\$ -			
Syndication Fees	\$ -			
Market Study	\$ -			
Survey	\$ -			
Appraisal Fees	\$ -			
Soil Boring/Environmental Survey/Lead-Based Paint Evaluation	\$ -			
Tap Fees and Impact Fees	\$ -			
Permitting Fees	\$ -			
Real Estate Attorney Fees	\$ -			
Construction Loan Legal Fees	\$ -			
Other Owner Costs	\$ -			
Interim Financing Costs				
Construction Insurance	\$ -			
Construction Interest	\$ -			
Construction Loan Origination Fee	\$ -			
Title and Recording Costs (for the construction loan)	\$ -			
Other Interim Financing Costs	\$ -			

Sales costs paid by Developer				
Credit Report	\$	-		
Loan Origination Fees (Points paid on behalf of purchaser)	\$	-		
Mortgage Broker Fees	\$	-		
Title and Recording Costs	\$	-		
Legal Fee	\$	-		
Title fees	\$	-		
Recording fees	\$	-		
Appraisal Fees	\$	-		
Other Permanent Financing Fees and Expenses	\$	-		
Seller subsidies	\$	-		
Seller paid commissions	\$	-		
Initial Project Reserves				
Other Initial Project Reserves Costs	\$	-		
Tenant Relocation Costs	\$	-		
Project Administration and Management Costs (during construction only)				
Marketing/Management	\$	-		
Developer's Fee	\$	-		
Operating Expenses	\$	-		
Taxes	\$	-		
Insurance	\$	-		
Other Project Administration & Management Costs	\$	-		
Other Development Costs				
Other Development Cost 1	\$	-		
Other Development Cost 2	\$	-		
Other Development Cost 3	\$	-		
Other Development Cost 4	\$	-		
Other Development Cost 5	\$	-		
Other Development Cost 6	\$	-		
Construction Interest Calculation				
Construction Loan Amount				
Interest Rate				
Months of Construction				
Average Outstanding Balance				
Construction Interest				
Total Development Costs				

FUNDING SOURCES SUMMARY

FUNDING SOURCES SUMMARY	Amount	Percent of Total Funding	Funding Source
Developer Investment			
Construction Loan			
Other Financing			
Grant funds			
Other sources			
Total	\$0		