Submittal Forms

Submittal Form A – Proposer Information

Submittal Form B – Project Organization Chart

Submittal Form C-1 – Experience (Partner Companies)

Submittal Form C-2 – Experience (Critical Project Team Members)

Submittal Form D-1 – Approach & Methodology (Design & Construction)

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Submittal Form F – Scope Alternatives

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**SUBMITTAL FORM A**

Proposer Information

Project Name: **Design-Build-Finance for Student Housing Project**

**Proposer Information (Prime)**

Company that will hold the Prime relationship with the College.

|  |  |
| --- | --- |
| Prime Proposer Legal Name: |  |
| Number of Years in Business: |  |

**Contact Information for Lead Executive / Principal In-Charge**

Individual that will serve as the Escalation Point and is the Lead Executive / Principal In-Charge responsible for project execution at the company level with ultimate authority to represent and make legally binding commitments on behalf of the partner companies.

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Email |  |
| Telephone |  |

**Contact Information for Lead Submittal Manager**

Individual that can be contacted for clarification on this submittal:

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Email |  |
| Phone |  |

**Partner Companies**

The Proposer is responsible for identifying the partner companies of their Design-Build-Finance team. Rows marked by “As Applicable / As Determined” are optional and may be adjusted based at the Proposer’s discretion.

|  |  |
| --- | --- |
| **Partner Companies** | **Firm or Firms** |
| Developer / Financial Company (Firm) |  |
| Architect (Firm) |  |
| General Contractor (Firm) |  |
| Design/Engineering Subconsultants (Firm or Firms)  *As Applicable / As Determined* |  |
| Construction Sub Trades (Firm or Firms)  *As Applicable / As Determined* |  |
| Others (Firm of Firms)  *As Applicable / As Determined* |  |

**Critical Project Team Member Information**

Please identify the critical team members listed below. You may list the same individual for multiple roles if they will be performing those roles.

|  |  |  |
| --- | --- | --- |
| **Role** | **Name & Title** | **Firm** |
| Project Manager (Individual) |  |  |
| Developer’s Financial Lead (Individual) |  |  |
| Architect’s Design Lead (Individual) |  |  | |
| Contractor’s Pre-Construction Lead (Individual) |  |  |

Definitions of these roles are:

* **Project Manager**: serves as the day-to-day project lead responsible for management and execution. Serves as the single point of contact. Responsible for the overall success of the project including finance, design, and construction. Not the Lead Executive (unless will dedicate day-to-day time as the lead of execution-level efforts). Does not serve as an Escalation Point.
* **Developer’s Financial Lead**: day-to-day lead from the Developer. Responsible to oversee the investment and financing strategy, including but not limited to the responsibility to prove feasibility, identify the preferred financial terms, identify financing sources, and work with the College and legal counsels to determine the best legal structure for ownership under Public Private Partnership guidelines.
* **Architect’s Design Lead**: day-to-day lead from the Architect. Responsible to coordinate and lead design efforts for the project, including oversight of engineering consultants. Intimately involved with the project through programming, schematic design, design development and construction document phases. Responsible for production of technical documents throughout the design process and communication through construction administration. Not a Principal of the firm (unless will dedicate day-to-day time as the lead Project Architect)
* **Contractor’s Pre-Construction Lead:** day-to-day lead from the General Contractor during design. Involved with the project from the onset of design through the warranty phase. Active participant in the design phases to provide pre-construction expertise.

The Proposer is responsible for assigning key personnel (individuals) to this Contract. ***These individuals will be specifically dedicated to the execution of the project***. The Proposer shall guarantee that these individuals will stay in these roles during the project. These individuals **cannot** be removed or replaced from the Contract during this time period, unless requested and approved by the College (with the exception of uncontrollable events such as: retirement, injury/sickness/death, or resignation).

**Addenda Acknowledgement**

The Proposer acknowledges receipt of the following addenda, and has incorporated the requirements of such addenda into their submittal. Failure to identify and sign for all addendum may subject the Proposer to disqualification. The Proposer must list all addenda (by number), then initial and date to confirm that you have received and incorporated them into your Submittal.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Number | Initial & Date |  | Number | Initial & Date |  | Number | Initial & Date |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**Signature**

This submittal must be signed by the person authorized to contractually obligate the Proposer.

|  |  |
| --- | --- |
| Printed Name |  |
| Title |  |
| Phone |  |
| Email |  |
| Signature |  |
| Date Signed |  |

**SUBMITTAL FORM B**

Project Organization Chart

***Instructions: Refer to Section 3.2 for format requirements. Proposers must provide an organization chart that shows contractual and managerial relationships between Partner Companies, Critical Project Team Members, and other key individuals.***

***1 page max.***

**SUBMITTAL FORM C-1**

Experience (Partner Companies)

***Instructions: Refer to Section 3.2 for format requirements. Proposers are allowed to use graphics, images, etc. to demonstrate their experience. Submittal Form C-1 is NOT required to be anonymous.***

***The only requirement is a 10 page maximum limit.***

**SUBMITTAL FORM C-2**

Experience (Critical Project Team Members)

***Instructions: Refer to Section 3.2 for format requirements. Proposers are asked to provide a brief resume and description of roles & responsibilities for each Critical Project Team Member identified in Submittal Form A. Submittal Form C-2 is NOT required to be anonymous. The only requirement is a 2 page maximum limit for each Critical Project Team Member.***

|  |  |
| --- | --- |
| **Insert Critical Project Team Member Role** | **Insert Individual’s Name** |
| **Anticipated Time Allocation to the Project** | **Insert Description** |

|  |
| --- |
| **Brief Narrative of Roles and Responsibilities:**  Insert (add space as needed) |

|  |
| --- |
| **Resume**  Insert (add space as needed) |

**SUBMITTAL FORM D-1**

Approach & Methodology (Design & Construction)

***Instructions: Refer to Section 3.2 for format requirements. This Submittal Form must be anonymous and can NOT contain any names that can be used to identify the Proposer, must NOT identify the Financial Proposal, and must NOT exceed the maximum 2 page limit + 1 page schedule.***

|  |
| --- |
|  |

**SUBMITTAL FORM D-2**

Approach & Methodology (Financial Model)

***Instructions: Refer to Section 3.2 for format requirements.***

***Please describe the Financial Model(s) that correspond with Submittal Forms H-1 and H-2.***

***This Submittal Form is NOT anonymous and must NOT exceed the maximum 3 page limit.***

|  |
| --- |
|  |

**SUBMITTAL FORM E**

CONCERNS, RISKS, INTUITIONS, SUSPICIONS, PROBLEMS

***Instructions: Refer to Section 3.2 for format requirements. This Submittal Form must be anonymous and can NOT contain any names that can be used to identify the Proposer, must NOT identify the Financial Proposal, and must NOT exceed the maximum 2 page limit***

|  |  |
| --- | --- |
| CRISP 1: |  |
| Description: |  |
| Strategy: |  |

|  |  |
| --- | --- |
| CRISP 2: |  |
| Description: |  |
| Strategy: |  |

|  |  |
| --- | --- |
| CRISP 3: |  |
| Description: |  |
| Strategy: |  |

**SUBMITTAL FORM F**

Scope Alternatives

***Instructions: Refer to Section 3.2 for format requirements. This Submittal Form must be anonymous and can NOT contain any names that can be used to identify the Proposer, must NOT identify the Financial Proposal, and must NOT exceed the maximum 2 page limit.***

|  |  |
| --- | --- |
| Idea 1: |  |
| Benefits: |  |
|  |  |
| Idea 2: |  |
| Benefits: |  |
|  |  |
| Idea 3: |  |
| Benefits: |  |

**SUBMITTAL FORM G**

Assumptions

***Instructions: Refer to Section 3.2 for format requirements. This Submittal Form does not have a maximum page limit. Proposers may add space as needed. Content must be project-specific and must not be comprised of boilerplate documents.***

|  |
| --- |
| Financial:  Design:  Construction:  Other: |

**SUBMITTAL FORM H-1**

Financial Proposal

Option 1 = 30 Year Term

***Requirements:***

* Proposer must accommodate the Student Housing Building as described in Section 2 – Scope of Work, which includes 250 beds with room configurations as described.
* Ownership of the facility transfer to KCKCC upon conclusion of the lease.
* Please use this form and do not add additional information.

***Term*:**

|  |  |
| --- | --- |
| Please complete this submittal based on the following lease term | **30 years** |

***Proposed Investment:***

|  |  |
| --- | --- |
| Total Minimum Guaranteed Financial Investment | **$ Lump Sum** |
| Total Initial Construction Value of the Investment  (excludes all costs and fees associated with design, development, or any other costs that are not directly applicable to the construction) | **$ Lump Sum** |

***Anticipated Facility Parameters:***

|  |  |
| --- | --- |
| Total Square Footage  (all floors and program) | **# SF** |
| Total Square Footage for Living Space  (includes all space behind a Living Unit entry door including bedroom, kitchen, living space, bathroom, etc. and does not include common spaces, hallways, etc.) | **% of Total SF** |

***Proposed Annual Lease Rate:***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Lease Rate** | **Year** | **Lease Rate** | **Year** | **Lease Rate** |
| 1 | $ | 11 | $ | 21 | $ |
| 2 | $ | 12 | $ | 22 | $ |
| 3 | $ | 13 | $ | 23 | $ |
| 4 | $ | 14 | $ | 14 | $ |
| 5 | $ | 15 | $ | 25 | $ |
| 6 | $ | 16 | $ | 26 | $ |
| 7 | $ | 17 | $ | 27 | $ |
| 8 | $ | 18 | $ | 28 | $ |
| 9 | $ | 19 | $ | 29 | $ |
| 10 | $ | 20 | $ | 30 | $ |

**SUBMITTAL FORM H-2**

Financial Proposal

Option 2 = Term Recommended by Proposer

***Requirements:***

* Proposer must accommodate the Student Housing Building as described in Section 2 – Scope of Work, which includes 250 beds with room configurations as described.
* Ownership of the facility transfer to KCKCC upon conclusion of the lease.
* Please use this form and do not add additional information.

***Term*:**

|  |  |
| --- | --- |
| The Proposer recommends the following lease term | **# years** |

***Proposed Investment:***

|  |  |
| --- | --- |
| Total Minimum Guaranteed Financial Investment | **$ Lump Sum** |
| Total Initial Construction Value of the Investment  (excludes all costs and fees associated with design, development, or any other costs that are not directly applicable to the construction) | **$ Lump Sum** |

***Anticipated Facility Parameters:***

|  |  |
| --- | --- |
| Total Square Footage  (all floors and program) | **# SF** |
| Total Square Footage for Living Space  (includes all space behind a Living Unit entry door including bedroom, kitchen, living space, bathroom, etc. and does not include common spaces, hallways, etc.) | **% of Total SF** |

***Proposed Annual Lease Rate:***

Please adjust the table based on the number of years for the lease term recommended by the Proposer.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Lease Rate** | **Year** | **Lease Rate** | **Year** | **Lease Rate** |
| 1 | $ | 11 | $ | 21 | $ |
| 2 | $ | 12 | $ | 22 | $ |
| 3 | $ | 13 | $ | 23 | $ |
| 4 | $ | 14 | $ | 14 | $ |
| 5 | $ | 15 | $ | 25 | $ |
| 6 | $ | 16 | $ | 26 | $ |
| 7 | $ | 17 | $ | 27 | $ |
| 8 | $ | 18 | $ | 28 | $ |
| 9 | $ | 19 | $ | 29 | $ |
| 10 | $ | 20 | $ | 30 | $ |

**SUBMITTAL FORM H-3**

Financial Proposal

Option 3 = Proposer Created Solution

***Requirements:***

* No requirements for length of term nor scope of work.
* Must complete the table information below. Cannot exceed **3 pages maximum**.
* This Submittal is optional and is not evaluated.

***Narrative of Optimal Financial Model:***

|  |
| --- |
| Add space as needed |

***Optimal Term*:**

|  |  |
| --- | --- |
| The Proposer recommends the following lease term as being optimal | **# years** |

***Optimal Investment:***

|  |  |
| --- | --- |
| Total Minimum Guaranteed Financial Investment | **$ Lump Sum** |
| Total Initial Construction Value of the Investment  (excludes all costs and fees associated with design, development, or any other costs that are not directly applicable to the construction) | **$ Lump Sum** |

***Optimal Facility Parameters:***

|  |  |
| --- | --- |
| Minimum Guaranteed Number of Beds | **# beds** |
| Total Square Footage  (all floors and program) | **# SF** |
| Total Square Footage for Living Space  (includes all space behind a Living Unit entry door including bedroom, kitchen, living space, bathroom, etc. and does not include common spaces, hallways, etc.) | **% of Total SF** |

***Optimal Annual Lease Rate:***

Please adjust the table based on the number of years for the lease term recommended by the Proposer.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year** | **Lease Rate** | **Year** | **Lease Rate** | **Year** | **Lease Rate** |
| 1 | $ | 11 | $ | 21 | $ |
| 2 | $ | 12 | $ | 22 | $ |
| 3 | $ | 13 | $ | 23 | $ |
| 4 | $ | 14 | $ | 14 | $ |
| 5 | $ | 15 | $ | 25 | $ |
| 6 | $ | 16 | $ | 26 | $ |
| 7 | $ | 17 | $ | 27 | $ |
| 8 | $ | 18 | $ | 28 | $ |
| 9 | $ | 19 | $ | 29 | $ |
| 10 | $ | 20 | $ | 30 | $ |