



# CITY OF HARTFORD

HARTFORD REDEVELOPMENT AGENCY  
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Hartford, Connecticut 06103

**EDDIE A. PEREZ**  
Mayor

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**DAVID B. PANAGORE**  
Director/Secretary

## Proposal Requirements

1. Project Description: Provide a narrative description of the proposed development and use(s), including the size and square footage of all structures.
2. Developer Entity: Identify the name of the entity legally responsible for the development and list the principals. Provide a brief resume of the development experience of each of the principals and the name, address and telephone number of a designated contact person.
3. Plans: Include a detailed site plan at a scale of 1" = 20'. Include parking and loading areas, driveways, building location and a conceptual landscaping plan. This plan must also include full elevations, floor plans and a perspective sketch of the proposed improvements.
4. Costs: Show the total estimated development costs (both hard and soft) and a breakdown into standard cost categories. With respect to the cost of the property, the Agency will sell such property to a developer or developers on the basis of fair value of such property for the uses specified in the final Plan. In the Agency's determination of the fair value, it shall evaluate the findings of the appraisers and the marketability studies made by competent independent persons employed by the Agency under contract.
5. Financing: Identify the type and probable sources of construction and permanent financing and required equity for the development costs shown above.
6. Statement of Financial Condition: The selected developer shall be expected to provide a current certified financial statement showing assets and liabilities, including contingent liabilities. Other evidence of the developer's qualifications and financial ability to finance the acquisition and development of the land shall be included.
7. Environmental: The HRA will be responsible for abating any and all environmental liabilities in accordance with the State of Connecticut Department of Environmental Protection guidelines and shall bear the cost of any further studies required to accomplish that work. If site remediation is required, adjustment to the disposition price of the property as determined by appraisal will be negotiated.

8. Governmental Assistance: Identify the type and approximate amount of any Federal, State or Local government assistance essential to the financial feasibility of the project. Identify what steps have been taken to secure such funds.
9. Schedule: Present a schedule for all major activities, including dates for the start and completion of construction.
10. Sources and Uses of Funds: Provide a breakdown of development sources and uses for the proposed project.
11. Operating Pro-forma: Provide a ten year operating proforma detailing expenses including, mortgage, payments, taxes, utilities, etc.
12. Declaration of Delinquencies: Complete and include the attached “Declaration of Delinquencies” form.
13. Community Involvement: Discuss your firm’s involvement with the City of Hartford and any not-for-profit and/or charitable organizations therein, over the past three (3) years.
14. Other: Include any other information necessary to fully explain or support the proposal. Please submit ten (10) complete copies of your proposal, including prints

## *Declaration of Delinquencies*

	<u>Yes</u>	<u>No</u>
1. Are you delinquent in the payment of any real or personal property taxes to the City of Hartford?	_____	_____
2. Are you delinquent in any rental payment to the City of Hartford?	_____	_____
3. Do you have any outstanding housing or building code violations with respect to property located in the City of Hartford?	_____	_____
4. Are you delinquent in any mortgage or interest payments to the City of Hartford?	_____	_____
5. Are you in violation of or delinquent under the terms and conditions of any executed Contract or Agreement with the City of Hartford, including reports due under the City of Hartford thereunder?	_____	_____

If you answered yes to any of the above, please attach a written explanation.

I hereby declare for myself and any entity in which I have an ownership or financial interest, that the answers to the questions above are true to the best of my knowledge.

Sign Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_