



East Library Finalist Submittal Requirements

Finalists will be selected by the Library Board and will be asked to refine their proposals before a final selection is made. Expected submittal requirements include, but may not be limited to:

DETAILED ARCHITECTURAL PLANS

These drawing must incorporate review comments and suggestions made by the City's Design Review Team and the Library Board

- Site plan including detailed landscaping
- Elevations of all facades that identify building materials
- Floor plans

DEVELOPER QUALIFICATIONS

- Statement of team experience and qualifications
- identification of team members and key personnel
- References
- Audited financials for the last three years
(A "Designation of Confidential and Proprietary Information" form will be provided to each finalist prior to submittal)

DETAILED PROJECT FINANCIAL INFORMATION

- Detailed project budget outlining hard and soft costs (including a demolition and asbestos estimate from a demolition contractor)
- Sources and uses of funds
- Pro Forma Income Analysis for secondary use through stabilized occupancy
- Letters of interest from financial institutions for construction and permanent financing
- Commitment letter for temporary library location
- Evidence of Site control for alternate library location if applicable

PROJECT TIMELINE

Outline your schedule for the following tasks assuming final authorization in March 2013

- Preparation of construction drawings (City review and comments within one month)
- Revision based on City comments
- Project bidding
- Financing application
- Financing approval
- Permitting
- Construction
- Conveyance of Library condominium to City
- Occupancy of secondary use