

**Unsolicited Proposal Procedure for Joint Development of Real Property**  
**UNSOLICITED PROPOSAL COMPLETENESS CHECKLIST**

*This form is to be completed by the TOD project manager following a developer's submission of an unsolicited proposal for joint development. TOD shall notify Procurement of the results, and Procurement shall notify the proposer.*

*If the proposal is incomplete, Procurement shall notify the proposer of which sections are missing. If complete, Procurement shall forward the proposal to the General Counsel's Department for preliminary legal review.*

**LOCATION/PROJECT NAME:**

**DEVELOPER NAME:**

**RTD PROJECT MANAGER:**

**PROJECT SUMMARY:**

**Proposal Submission Requirements:**

Yes No N/A

Prior to submitting an unsolicited proposal, interested parties completed a technical review with the RTD TOD team.

**Unsolicited Proposal includes the following to demonstrate technical merit:**

1. Concept Plans
  - a. Proposed use
  - b. Adherence to jurisdiction's master planning/zoning, or rationale and support for modification
  - c. If transit operations are proposed to be modified or re-configured (rail, bus, parking, access) demonstration of continuity and functionality both during and after construction
2. Ownership Structure, including phasing
3. Value to RTD (financial and operational)
4. Maintenance assumptions for publicly accessible spaces, including responsibilities and costs

**Unsolicited Proposal includes the following to demonstrate financial merit:**

Yes No N/A

1. Third-party preliminary market analysis demonstrating viability of the development.
2. One-page pro forma, including
  - a. Sources and uses of funds
  - b. Hard and soft costs, including detail on property lease or sale price and cost to rework transit facilities
  - c. Return on investment

**Unsolicited Proposal includes the following to demonstrate financial capacity of the proposer:**

1. Demonstration of ability to finance and deliver the proposed project as identified in pro forma
2. Examples of similar successfully completed projects, including those undertaken with public entities or public financing
3. Identification of public financing sources and timing

**Unsolicited Proposal satisfies TOD Value Principles:**

1. Budget neutral or budget positive for RTD
2. Expected to increase ridership
3. Ground lease
4. Reflects the Parking Guiding Principles (PGP)
5. Enhances safety and security
6. Demonstration of local jurisdiction support

**REVIEWER COMMENTS:**