

Appendix A - Submission Checklist

RESPONDENT NAME: _____
SIGNATURE: _____

Registration #: (See Section 10.4)

PROPOSAL TYPE:
 WHOLE-ISLAND DEVELOPMENT
 COMPONENT DEVELOPMENT
 LEASING

Executive Summary	↓		
Qualifications and Track Record (see Section 9.1)			
Contact Information	↓	↓	↓
Team Member Information			
Decision-Making Structure			
Legal Structure			
Organization and Management Structure			
Qualifications by Relevant Projects			
Qualifications by Public Use Projects			
Team History			
Lawsuit History			
Conflicts of Interest			
Design Concept (see Section 9.2)			
Design Narrative			↓
Response to Context			
Assessment of Design Strengths and Challenges			↓
Precedents			↓
Objectives for Sustainable Design			
<u>For Whole-Island Proposals:</u>			
Master Site Plan			
Circulation Plan			
Massing Diagram			
Landscape Plan			
<u>For Whole-Island and Component Proposals:</u>			
Conceptual Plan			
Conceptual Elevations and Sections			
Massing			
Representation			
<u>For Proposals Containing a Landscape Element:</u>			
Landscape Plan			
Representation			
Team Approach			
<u>For Leasing Proposals:</u>			
Conceptual Plan			↓
Development Strategy (see Section 9.3)			
Overall Approach			
Program			
Fit with Governors Island			
Synergy Between Proposed Components (if applicable)			
Preferences for Adjacent Uses			
Market Feasibility Assessment			
Economic Keys to Success			
Financial Proposal and Documents (see Section 9.4)			
Financial Summary Sheet (See Appendix B)			
Pro Forma Cash-Flow Model - hard copy and Excel file (See Appendix B)			
Statement of Assumptions - hard copy and Excel file (See Appendix B)			
Transportation Plan			
Capital and Deal Structure			
Construction Plan (see Section 9.5)			
Construction Management Process			
Building Construction Coordination Plan			
Staging and Phasing Plan			
Discussion of Challenges of Construction			
Management and Operations Approach (see Section 9.6)			
Development Process Description			
Timeline			
Resources, Organization, and Approach			
Securing of Tenants (if applicable)			
Discussion of Development Challenges			
Management Plan			
Investment/Operating Horizon			
Other Items			
Equal Employment Opportunity Policy Statement (see Section 9.7)			
Staffing Plan and Schedule of M/WBE Participation (Schedules A-1 and A-2 of Appendix P; see Section 9.7)			
Contractor Disclosure of Contacts form (see Appendix R and Section 9.8)			
Offerer Disclosure of Prior Non-Responsibility Determinations form (see Appendix R and Section 9.8)			
Offerer's Affirmation of Understanding of and Agreement pursuant to State Finance Law Sections 139-j(3), 139-j(6)(b) (see Appendix R and Section 9.8)			
Submission Fee (see Section 10.0)			
Confirmation, addenda viewed (see Section 10.2)			
Check box if submitting BMB proposal to NYCEDC (see Section 9.9)			