OPEN DOORS FOR MULTICULTURAL FAMILIES
MULTICULTURAL VILLAGE FAMILY RESOURCE CENTER
KENT, WA

REQUEST FOR QUALIFICATIONS FOR
DEVELOPMENT SERVICES

Owner: Open Doors for Multicultural Families (ODMF)
Site Location: Kent Des Moines North TOD site, adjacent to S. 236th Street, Kent, WA
Scope: Development Services for non-residential condominium uses within a mixed-use multifamily, retail and service development. Uses include an Early Learning Center, Family Resource Center and program offices for ODFM.

Responses Due: December 22, 2023 @ 5:00 p.m.

Inquiries / Response to: Ginger Kwan, Executive Director ODMF
gingerk@opendoorswa.com
Include “MCV Developer Application” in the subject line of the transmittal email.
Owner/Developer:
Open Doors for Multicultural Families (ODMF), is a nonprofit organization located in South King County. It was founded in 2009 by a dedicated group of parents/caregivers of persons with developmental disabilities from diverse communities and professionals in disabilities fields specifically to meet the needs of individuals at the intersection of race and disability. Our mission is to engage and partner with these individuals and their families, using a cultural brokering model to navigate services, provide specialized programming, and advocate for systems change.

ODMF has teamed with Mercy Housing Northwest (MHNW) to jointly develop the Kent-Des Moines TOD site into the Kent Multicultural Village (MCV), a mixed-use development with inclusive affordable housing, an early learning center, family resource center and offices for multiple nonprofits.

The Kent MCV will create an inclusive, multi-generational community centered on the needs of individuals with intellectual and developmental disabilities (IDDs), BIPOC, and low-income community members. Known as the Kent Multicultural Village, it will be anchored by an inclusive affordable housing development incorporating a predominance of family-sized homes with a referral pipeline. Twenty percent of units will be set aside for households including people with IDDs. Long-term affordable housing will be paired with on-site supportive services to help all families living in the community thrive.

Site / Condo Description:
The MHNW-ODMF partnership was selected by Sound Transit to develop the North TOD site adjacent to the Kent-Des Moines Light Rail Station, located at SR 99 (Pacific Highway S.) between S. 234th and S. 236th Streets. ODMF will own one condominium unit within the mixed-use building with approximately 25,000 square feet on two floors. ODMF will design and construct this as a Tenant Improvement within the larger mixed-use building. ODMF will also lease approximately 15,000 square foot space for the Early Learning Center (ELC). This will be designed and constructed by Mercy Housing NW, however, ODMF will consult in the physical and operational design of the ELC. Collectively, these spaces will form the nonresidential components of the project.

Development Program:
The Early Learning Center is an essential component of the Multicultural Village, which will provide an integrated learning environment for toddlers of all backgrounds, inclusive of those with intellectual and developmental disabilities. The ELC will occupy 15,000 square feet of ground-floor and second floor space, with six classrooms, supporting functions and outdoor play area that will serve approximately 96 children.

The ODMF Family Resource Center will occupy approximately 25,000 square feet of ground floor and second floor space and will accommodate an array of ODMF programs that will be relocated from its Kent headquarters. Program space will include a mix of classroom areas, consultation rooms, specialized activity areas and multi-purpose meeting space with a centralized reception and welcome lobby. While ODMF will use a majority of the space, some co-location with other mission-aligned nonprofits is also anticipated.

The project is expected to be financed with a combination of local and state funds that may require compliance with LEED, as well as Uniform Federal Accessibility Standards (UFAS), Americans with Disabilities Act (ADA) and ANSI standards. The ELC component will be subject to licensing requirements.
under the State Department of Children, Youth and Families (DCYF). The selected developer will be expected to be familiar with these licensing requirements and their applicability.

**Development Services Scope / Timeline:**
ODMF is seeking proposals from experienced development entities for project development services. The phases of the engagement will include:

- Site Control and Acquisition
- Development Planning and Predevelopment
- Assistance with Selection and Coordination of the Design and Engineering Team
- Development Funding and Financing
- New Market Tax Credits (NMTC) Finance Coordination and NMTC Allocation Assembly
- Project Design Development
- Property Management
- Project Close-Out

Refer to Exhibit A for detailed scope of work.

<table>
<thead>
<tr>
<th>Onboard Development Consultant Team</th>
<th>Early January 2024</th>
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<tr>
<td>Schematic Design Phase</td>
<td>January – mid-March 2024</td>
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<tr>
<td>Design Development</td>
<td>May – September 2024</td>
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<tr>
<td>Permit Submittal &amp; DD Cost Estimate (Housing/Shell + Core and TI Spaces)</td>
<td>October 2024</td>
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<tr>
<td>Construction Documents</td>
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<td>Bidding (Shell + Core)</td>
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<td>Closing &amp; Construction Start (Housing/Shell + Core)</td>
<td>May - Mid-June 2025</td>
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*Bidding and Start of TI construction is TBD*

**Selection Timeframe:**
ODMF intends to move forward immediately with schematic design and cost forecasting in order to develop a plan that can capitalize on emerging state and local resources.

<table>
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<tr>
<th>RFQ Issue Date:</th>
<th>Monday, December 11, 2023</th>
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<tr>
<td>Response Due:</td>
<td>Friday, December 22, 2023 5:00 p.m.</td>
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<td>Interviews: As required.</td>
<td>TBD</td>
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<td>Selection:</td>
<td>Sunday, December 31, 2023</td>
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Selection Process:
Statements of Qualification will be evaluated and ranked on the basis of the responses to the Competitive Criteria below. The review committee may select up to three firms for in-person interviews, which will also be ranked. Selection will be based on the combined ranking of the submittal and interview process. ODMF intends to engage the selected firm within 1-2 weeks of notification of the selection. Should a mutual agreement not be reachable within that timeframe, ODMF reserves the right to pursue negotiations with the next highest ranked firm(s) until agreement can be reached.

Minimum (Required) Qualifications:
The following required qualifications must be demonstrated by each respondent. Firms that do not meet these requirements will be excluded from further consideration.

1. Carry Professional Errors and Omissions Insurance in the amount of at least $1 million.
2. Professional staff members are identified and have experience in each scope of work area identified as an area of interest.
3. Firm is not currently debarred or subject to limited participation by HUD on the SAM System.
4. Availability to begin work in accordance with the project timeline (see above).
5. Demonstrated experience working with community-based nonprofit service providers and early childhood education or similar providers.

Desired Qualifications:
The successful respondent must demonstrate proven experience in:

A. Development planning, evaluation, and/or development management of major projects, including:
   1. Multiple building developments, including phased construction, campus and/or master planned projects
   2. Mixed-use residential, office, community and/or childcare facilities
   3. Projects combining various income levels and uses, while maintaining cohesive community character
   4. Post-development evaluation, including the interrelationships between design, operation, capital expenditures, and financial performance

B. Complex, non-traditional financing structures and land use constraints, including:
   1. Low Income Housing Tax Credits (LIHTC) and New Market Tax Credits (NMTC)
   2. Local affordable housing funding sources, including grants, loans, and permanent subsidies
   3. Federal and local preservation and landmark processes and requirements

C. Effective project planning and predevelopment management, including:
   1. Working with non-profits and/or public boards and agencies
   2. Communicating across broad constituencies, ranging from local stakeholders to elected officials to prospective tenants
   3. Managing complex, multi-disciplinary teams of professionals
   4. High-visibility real estate projects

Competitive Qualifications:
1. Woman and/or BIPOC owned firms highly encouraged to submit.
2. **Substantial Community-Centered Design Experience** – Firm can demonstrate experience with development services for a variety of types of community facilities that engage and respond to diverse community constituent groups.

3. **Universal Design Experience** – experience with universal design principles in housing and/or community facilities including robust accessibility and inclusive design.

4. **Cost Consciousness/Efficiency in Project Implementation** – demonstrated ability to implement high-quality projects within an established budget for development and operating cost parameters.

5. **Creative Problem-solving in Construction** – demonstrated ability to work with General Contractor and other project team members to address unforeseen field conditions with creative solutions.

6. **Responsiveness to Schedule / Workload Management** – Provide evidence that assigned staff have demonstrated track record of responsiveness and sufficient availability in their workload to accommodate the demands of this project in a timely and responsive manner.

7. **Green Building Design Experience** – Recent experience working with green development standards, including LEED and State of Washington’s Evergreen Sustainable Development Standards.

8. **Capacity of Consultant Team** – Identify key personnel for the anticipated basic services and provide qualifications and recent experience working with similar projects including Early Learning Centers.

**Response Contents:**

Responses should not exceed ten (10) pages, including all attachments. Submit one electronic version by the Response Due Date.

Responses to this RFQ should include the following information:

1. Cover letter indicating key personnel to be assigned and confirming their availability and the firm’s ability to meet the timeline outlined above.
2. Qualifications of key personnel to be assigned.
3. Evidence of experience as a development consultant.
4. Up to five (5) examples of similar, relevant work related to design and development –
   a. Include the following information for each example:
      i. Project Owner
      ii. Total Hard Cost
      iii. Date Completed, and
      iv. Current Contact Information for Reference
5. Statement addressing how firm meets Minimum, Desired and Competitive Qualifications not addressed in #1-4 above.
6. Fee structure proposal
   a. Fee proposal should address the Scope of Work described in Exhibit A, broken down by phase.
General Provisions:

ODMF may ask for clarification to the RFQ response if the need arises. After reviewing the RFQ, ODMF will schedule meetings with finalists by phone or in person. No verbal representations made or assumed to be made during any discussions held between representatives of potential respondents and any authorized agents of ODMF are binding.

Reservation of Rights and Limitation of Obligations. ODMF reserves the right to withdraw this RFQ at any time and for any reason. ODMF also reserves the right to reject any and all responses, in whole or in part, received as a result of this request, due to noncompliance with the requirements of this RFQ or for any other reason. Receipt of information by ODMF or submission of information to ODMF confers no rights upon the respondent nor obligates ODMF in any manner.

Disclosure Submissions; Costs. Any submissions become the property of ODMF and, upon completion of the search process, the contents thereof shall be available as required by state and local law. Costs for developing the responsive information and any related interviews are solely the responsibility of the respondent. ODMF shall provide no reimbursement for those costs.

Contract. ODMF shall provide a form of contract to respondents invited for an interview.

Submission Requirements:

Submit your response to this Request for Qualifications on or before December 22, 2023, by 5:00 pm, to gingerk@opendoorswa.org

All submissions must be received on or before the deadline established above. Email submissions must be under 10MB, but attachments can be submitted separately with a subject line indicating “Attachment to Development Consultant Proposal.” Make sure attachment pages are clearly identified.

The evaluation and selection of a firm will be based on the information submitted within the proposal, references obtained, and ODMF’s prior experience with the firm. Failure to respond to each of the requirements in the RFQ may be the basis for rejecting a proposal. ODMF reserves the right to reject any and all proposals. If contract negotiations cannot be concluded successfully with the firm who best meets the needs of the agency, ODMF may negotiate with the second choice.

Proposals may be withdrawn by written request prior to the deadline set for acceptance of proposals. Proposals may not be revoked or withdrawn after December 18, 2023, and shall remain open for acceptance for a period of ninety (90) days following such time.

Appeals and Remedies:

ODMF’s policy is to resolve contractual issues informally without litigation. ODMF will adopt an informal appeals procedure for contracts anticipated to be $75,000 or less per year. Any actual or prospective development services provider may protest the award of the contract for good cause. Any protest against the award must be received within ten (10) calendar days after the proposer receives notice of an award. The Executive Director and/or designee will review the appeal protest and issue a written decision on the matter within fifteen (15) calendar days of receipt.
Contact Information: For questions on this RFQ please contact:

Ginger Kwan, Executive Director - gingerk@opendoorswa.org
Exhibit A – Scope of Work

Selected Development Manager will assign a single staff member to act as the Sponsor’s primary contact who will act as the leader of the development/finance team and will be the Sponsor’s primary contact with respect to the work described below. The Development Manager’s Project Representative will be available to the Sponsor and other members of the development team (including representatives from the development team and funding sources) for the duration of the Project.

A. Site Control and Acquisition.
Selected Development Manager will provide assistance to Sponsor for property transfer to a Special Purpose Entity for purposes of facilitating the New Markets Tax Credit financing (if applicable) and other coordination needed for legal site control and transfer. Development Manager will also assist in obtaining an appraisal that meets lender and investor requirements, completion of site due diligence and coordination to obtain easements and other property rights necessary for construction or maintenance of the project.

B. Development Planning and Predevelopment. The Planning and Pre-Development section defines activities related to planning the scope, site, and funding of the Project. This includes programming of the Early Learning Center and Family Resource Center, such as coordination on functional operations and integration to the extent that these decisions impact the design programming for those functions.

C. Assistance with Selection and Coordination of the Design and Engineering Team. The Development Team section defines the selection and management of consultants that make up the Development Team, and the coordination of activities during development. The activities outlined below are hereby incorporated into this Request for Qualifications:

a) Update the Predevelopment and Development tasks and schedule document and identify all professional services required.

b) Develop the scope of work necessary for each contract, design a procurement and selection process that complies with the requirements of the anticipated funding sources, and coordinate requests for proposals, negotiations, and contracting with development professionals.

c) To the extent necessary, develop scoring of proposals for Design Team and contractors, based on Sponsor criteria, and advise the Sponsor on selection. The Sponsor will make the final selection of the lead architect, Contractor and other professional consultants.

d) Assist the Sponsor and make recommendations pertaining to the business terms of contracts with outside professionals and consultants to the Project, which may include the following: registered Project Architect who will be responsible for managing the entire Architectural and Engineering team; General Contractor; registered Professional Engineers as required; certified cost estimators or other cost estimators; certified building inspectors;
appraiser; geotechnical engineer; market analyst, environmental engineer or biologist, and/or surveyor.

e) Assist Sponsor in development or any updates of a Comprehensive Property Management Plan, which addresses the responsibilities, tasks and resources necessary to manage the project once it is completed. This plan will be in accordance with the requirements of the anticipated funding sources, a copy of which plan may be a required application submittal item.

f) Assist Sponsor in establishing a Project accounting system consistent with Funder requirements to track project development expenses and funding by the various funding sources during construction.

g) Prepare monthly status reports and manage project draw requests to all Project Funders.

h) Coordinate the work of third-party consultants and maintain the Project schedule of activities.

i) Coordinate the preparation of a Community Notification Plan consistent with the requirements of the project funders and zoning approval agency.

j) Coordinate all activities related to any required relocation pursuant to funding requirements, including but not limited to, Uniform Relocation Act notices, compliance plans, budgets, coordination of relocation Development Manager(s) and implementation of relocation activities.

The proposed responsibilities of Sponsor for this component include:

a) Select appropriate professionals to assist with the development. Sponsor will enter into binding contracts with the professionals and will thereafter comply with all terms of those contracts.

b) Coordinate the preparation of a community notification plan and be responsible for the implementation of community notification activities as may be required by the Project’s financing sources.

c) Authorize a single staff member to be available to the Development Manager and other members of the development team (including representatives from the Project Funders) for the duration of the Project and to carry out all functions of the Project management including but not limited to the following: i) Final selection of architect and contractor. ii) Provide information and documentation as necessary to accomplish development activities. iii) Approve and implement community notification plan. iv) Review and approve marketing plan and participate in implementation. v) Maintain Project accounting internally for Sponsor’s books. vi) Provide Development Manager with program information and supportive service needs and available coordination sources as known.

D. Development Funding and Financing. The Development Funding and Financing section defines activities related to implementation and management of the approved development financing strategy
and identifying, securing, contracting and reporting with the identified funding sources. Sponsor has received assistance with some of these activities to date. The activities outlined below are hereby incorporated into this Request for Qualifications:

a) Prepare budgets, presentation materials, applications, narratives and other information to support access to the proposed financing sources.

b) Coordinate due diligence review by lenders, investors and other funding entities in underwriting of the project. Respond to inquiries as needed.

c) Assist the Sponsor and make recommendations pertaining to the economic terms (including but not limited to interest rate, repayment schedules and conditions precedent) of any loan agreement or other contract with the Project Funders, consistent with Sponsor’s operating financial projections.

d) Coordinate negotiations with the Project Funders, including review for consistency with the Project’s financing costs as identified in the development budget.

e) Review the requirements and obligations of the final Project funding contracts with Sponsor to help Sponsor understand the restrictions imposed on the Project by the Project Funders.

f) Prepare draw requests for Sponsor’s signature and submittal to the appropriate funding sources.

g) Coordinate with Sponsor’s attorney regarding legal review of loan documents and closing on Project sources of funds.

h) If Development Manager determines that it is necessary or desirable, Development Manager will attend the loan closings, however Development Manager is not authorized to execute any loan documents on Sponsor’s behalf.

The responsibilities of Sponsor for this component include:

a) Participate in negotiating, preparing, and executing loan documents.

b) Timely execute draw requests presented by Development Manager.

E. NMTC Finance Coordination and NMTC Allocation Assembly: Because project readiness is a key factor in the success of securing New Markets Tax Credits, this task is dependent on a conditional commitment of Leverage Financing from other financing sources, including grants, cash on hand or other compatible funding. Activities under this task include:

a) Structuring a New Markets Tax Credit investment model for the Project that is compatible with the proposed LIHTC investment strategy, including but not limited to:
   i. Evaluating and advising on appropriate entity structure for QALICB and Leverage Lender entities and sources
ii. Advising on appropriate investor solicitation parameters for compatibility with both programs

iii. Review development plan for schedule, ownership, occupancy issues

iv. Advising on tax credit equity sources, requirements and structuring

v. Structure preferred transaction model to fit Sponsor’s plans and attract tax credit investment.

vi. Obtain Sponsor approval of financing structure and Commitment of Leverage Financing conditioned on NMTC allocation acceptance.

b) Assist Sponsor in soliciting New Markets Tax Credit allocation (targeting multiple CDEs as needed) and evaluating investment proposals from various sources, including:

i. Developing materials to provide to prospective CDEs via CDE intake forms and other materials.

ii. Serve as primary contact for Sponsor in response to CDE inquiries.

iii. Coordinate all due diligence requested by CDEs in conjunction with allocation approval (leading up to Term Sheet issuance).

c) Coordinate with Sponsor’s legal & accounting team to review CDE/Investor terms, including:

i. Tax credit pricing

ii. Guaranty requirements

iii. Put/Call Option and Exit issues

d) Managing NMTC closing process on behalf of Sponsor, including:

i. Coordination of all required due diligence / documentation requirements for closing

ii. Coordination with Sponsor legal counsel(s) for document review, negotiation and closing support

iii. Manage financial model and project budget updates in preparation for closing disbursement (in coordination with Sponsor accounting staff)

iv. Provide title company coordination and ensure required submittals for underwriting review

e) Be available as resource for Sponsor CPA and accounting staff through completion of 1st year Audit of the QALICB entity.
The responsibilities of Sponsor for this component include:

a) Entity formation of the QALICB entity as required for investment structure
b) Review and approve of financing structure and Commitment of Leverage Financing conditioned on NMTC allocation acceptance
c) Participate in negotiating, preparing, and executing financing documents
d) Coordinate the work of Development Manager with Sponsor’s attorney regarding legal review of transaction documents and closing on Project sources of funds.

F. Project Design Development. The Project Design Development section defines the work of the Development Manager in coordinating the work of the architect in developing working drawings and Project specifications sufficient to complete a detailed cost estimate and/or bidding process for development. Sponsor has received assistance with some of these activities to date. To the extent that this work is ongoing, the activities outlined below are hereby incorporated into this Request for Qualifications:

a) Assist the Project Architect in refining the design program as needed. The design program will define the number and size of units, unit configurations, building type, common residential and program space needs, energy efficiency goals, and desired features, handicap accessibility requirements, and budget goals.
b) Manage all aspects of the design process in coordination with the Design Team, acting on behalf of Sponsor to complete the design consistent with Sponsor’s preliminary specifications and the Project’s budget.
c) The design program will also include coordination of the nonresidential space including but not limited to: space programming, specialized user requirements; coordination of early learning staff input and design decisions; coordination with licensing reviews (not responsible for obtaining licensing approval); utility access coordination, accessibility and universal design requirements and budget goals.
d) Review schematics, cost estimates, design development drawings and contract documents and specifications with Sponsor to determine whether the documents conform to the Project’s budget restrictions, funding source requirements, and program priorities. Development Manager will identify any problems it discovers to Sponsor and will help Sponsor resolve issues as necessary.

The proposed responsibilities of Sponsor for this component include:

a) Provide Development Manager with information about the program and space needs of the target population and any related administrative or common space and approve the design program and any updates.
b) Engage competent Design Team members to carry out all required tasks and provide active 
oversight of the work.

c) Provide acceptance of the design program at various stages of the design process, as 
requested by the Design Team.

d) Participate periodically in design meetings as requested.

e) Be responsible for the payment and performance of all required land use and building 
permit fees and obligations.

G. **Project Management.** The Project Management section defines the activities related to 
management of the Project during development, including budget and schedule control, preparations 
for construction start, construction progress monitoring, construction cost and change order 
monitoring, Project accounting, draw submissions and budget tracking. Included in this phase, the 
Development Manager will:

a) Establish processes for progress meetings, communications, payment requests, and change 
orders. Development Manager will follow progress of development team meetings and will 
coordinate directly with the Project Architect and Contractor on a weekly basis throughout 
construction.

b) Review all actual cost information on a monthly basis and prepare a budget variance report 
monthly.

c) Review payment requests from design Development Managers, General Contractor, and 
other development professionals, to verify (to the extent reasonably feasible) conformance 
with contract agreements, and work products.

d) Monitor the schedule of activities and progress and track adjustments to the Project 
schedule each month.

e) Work with the Project Architect to incorporate the Project Funder requirements into the bid 
package for selection of a contractor.

f) Coordinate the bidding process, participate in analysis and rating of bid proposals according 
to Sponsor and program criteria, and make recommendations to Sponsor on contractor 
selection.

g) Assist Sponsor in contract negotiations with the selected contractor, prepare necessary 
attachments in compliance with the Project Funder requirements. If necessary, assist/advise 
in value engineering to reach Project construction budget. The Development Manager will 
review a construction contract for business terms prior to Sponsor’s approval and execution.

h) Work with the Project Architect and Contractor to ensure that construction progress is on 
schedule and on budget. Development Manager will inform Sponsor of any proposed 
changes to the agreed upon scope of work, schedule and budget, but is not authorized to 
approve such changes.
i) Coordinate review of change orders in collaboration with the Project Architect and update the Project budget with approved changes orders as required.

j) Coordinate with Architect and Contractor (and Lender’s Construction Monitor) to verify that payment requests are consistent with the work that has been completed. The Development Manager will not be responsible for failure of the General Contractor. Development Manager will verify that the Contractor is required to carry adequate bonding to guarantee completion of the Project in accordance with the plans.

k) Review all invoices for payment to verify compliance with contract documents, including receipt of required supportive documentation.

l) Prepare monthly draw requests for Sponsor’s approval, to draw funds from the Project Funders for Project costs.

The proposed responsibilities of Sponsor for this component include:

a) Assign a staff person to attend progress meetings, approve Contractor draws and invoices.

b) Make final selection of the General Contractor in compliance with all funder requirements for procurement. This is a Material Responsibility.

c) Review, approve, and execute construction contract.

d) Set up a separate Project account for Project funds and expenses and timely make all approved payments for Project expenses.

e) Provide Development Manager with all invoices received on a monthly basis for packaging into monthly draw submittals to Funders.

f) Maintain financial accounting related to the Project Account, including funds received and disbursed from the account and provide Development Manager with monthly Project accounting reports detailing costs by budget category, in order for Development Manager to develop budget variance reports.

g) Review and act on all change orders in a timely manner, authorize changes to Project schedule, and make all other decisions necessary during the construction process.

H. Property Management. Including activities related to establishment of property management systems, tenant qualification and other procedures that meet the requirements of all financing sources – particularly in the event that Low Income Housing Tax Credits comprise part of the project financing package. Included in this phase, the Development Manager will:

a) Facilitate Sponsor input on required submittals to Project Funders.

b) Review / update (as needed) the Project Operating Pro Forma with Sponsor input.
The proposed responsibilities of Sponsor for this component include:

a) Complete a Property Management Plan that complies with Project Funder requirements.
b) Coordinate implementation of the Property Management Plan elements.

I. Project Close-Out. The Project Close-Out section defines the activities necessary to finalize any development period activities, including construction and financial activities. Included in this phase, the Development Manager will:

a) Review final construction cost and reconcile actual total development cost with Sponsor’s project accounting records.
b) Prepare final sources and uses statement.
c) Attend punchlist inspections and advise Sponsor on any incomplete work. Consultant shall not be authorized to accept work as final on behalf of Sponsor or Project Architect.
d) Obtain copies of permits, lien waivers and other documentation required for close-out with Project Funders.
e) Complete all Project Close-Out activities required by Project Funders and submit in order to receive final disbursements of Project funds (exclusive of final equity installment).
f) Prepare final lender reports required by the Project Funders when the Project is completed and ready for occupancy.
g) Assist with cost-certification as required by tax credit program(s).
h) Provide Sponsor with copies of all documents described above as part of a Project Close-out Binder.

The proposed responsibilities of Sponsor for this component include:

a) Review and submit all final reports required by the Project Funders.
b) Attend all final inspections that are required by the Committed Funding Sources and governmental jurisdictions.
c) Provide final sign-off and acceptance of the Project pursuant to terms of the contracts with the Project Architect and General Contractor.
d) Review and approve all final reports.
e) Timely initiate tenant qualification and lease up activities in compliance with Funder requirements.
f) Coordinate public relations and grand opening ceremony and ensure that the development team and all financing sources are invited and noted in any public relations material.