

EXECUTIVE SUMMARY

The Atlanta Development Authority (“ADA”) seeks to support the [Atlanta Better Buildings Challenge](#) (“Atlanta BBC”) by providing Downtown building owners access to capital for the implementation of energy efficiency projects.

ADA will employ a competitive process in order to identify projects with the greatest potential to improve the economic vitality and competitiveness of Downtown. To this end, the renovation of underutilized, low grade office buildings will receive special consideration. Grants of up to \$3 million will be made from the Westside Tax Allocation District (“Westside TAD”) in accordance with the goals of the [Westside TAD Redevelopment Plan](#).

INTRODUCTION

The Atlanta Development Authority (“ADA”) is soliciting proposals from interested and qualified building owners wishing to receive Westside TAD funding to implement a building energy savings project in order to participate in the Atlanta BBC (“Atlanta BBC Building Participants”).

The Atlanta BBC seeks to address these issues of functional and economic obsolescence by encouraging investment in efficiency improvements. The Atlanta BBC is part of the Better Building Initiative launched by President Barack Obama in February 2011 to make America’s buildings more energy efficient. Atlanta BBC seeks to encourage substantive building upgrades in Downtown Atlanta toward the goal of improving participating buildings’ energy and water performance a minimum of 20% by 2020, while creating jobs and decreasing vacancy rates. Atlanta BBC will utilize substantive energy and water efficiency upgrades to municipal, university, hospital and commercial buildings as a means of freeing up business capital for more productive uses, stimulating growth for communities, fostering new business opportunities and creating more sustainable footprints.

ADA is seeking qualified building owners who are or plan to be Atlanta BBC Building Participants to invest Westside TAD funds in substantive retrofits of university, healthcare, municipal and commercial buildings in Downtown within the boundaries of the Westside TAD. The objectives of the Westside TAD are achieved by facilitating participation in the Atlanta BBC, which will attract businesses, residents and investors to Downtown.

BACKGROUND

ADA has been created and is existing under and by virtue of the Development Authorities Law, activated by a resolution of the Council of the City of Atlanta, Georgia (the “City”) and currently operates as a public body corporate and politic and instrumentality of the State of Georgia. ADA was established to promote the revitalization and growth of the City and serves as the City’s redevelopment agency pursuant to the Redevelopment Authorities Law for the purpose of implementing redevelopment initiatives within the City’s ten TADs.

Also known as tax increment financing, tax allocation financing is a redevelopment and financing tool by which governments can provide financial assistance to eligible public and private redevelopment efforts within an officially designated area or TAD. Increases in property tax revenues, which are generated primarily from new investment in the district, are allocated to pay infrastructure costs or certain private development costs within the TAD.

When originally established in 1992, the Westside TAD was economically and socially depressed, contained significant numbers of vacant or obsolete properties, contributed to unemployment and limited City, County and Board of Education tax revenues. In an effort to capitalize on the 1996 Olympic legacy,

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Centennial Olympic Park, and facilitate the redevelopment of the long neglected western portion of downtown and the historic neighborhoods of Vine City and English Avenue, the Westside TAD was expanded in 1998. Considerable functional and economic obsolescence, high vacancy rates, underutilized property, vacant lots/parking lots and functionally obsolete buildings characterized the district.

Primary objectives of the Westside TAD Redevelopment Plan are increasing investment in the area and overcoming impediments to development including: functional and economic obsolescence, poor site conditions and extraordinary site development costs. Furthermore, the Westside TAD seeks to increase employment through job retention and creation and grow the tax base. The Westside TAD supports efforts to remove blighted conditions created by vacant and under utilized buildings by funding rehabilitation, repair, remodeling and renovation.

RESPONSE DEADLINE

Any response to this Request for Proposals (each, a "Proposal") must be submitted in writing. One electronic and one hard copy must be submitted no later than 5:00 p.m., _____. Proposals received after this time and date will not be considered. Please address the Proposal to:

Amanda Rhein
Senior Project Manager, TADs
The Atlanta Development Authority
86 Pryor Street, Suite 300
Atlanta, Georgia 30303
arhein@atlantada.com

ELIGIBILITY & REQUIREMENTS

Atlanta BBC Building Participants are eligible to apply for up to \$3 million of Westside TAD funds to finance up to 40% of the cost of substantive building upgrades that will result in improved energy efficiency. Applicants must evidence ownership of the building. Eligible properties are located within the Downtown portion of the Westside TAD (as shown on the attached map), include a minimum of 100,000 square feet and are one of the following uses: municipal, university, hospital or commercial. Eligible projects will cost a minimum of \$500,000 and are energy conservation measures, which are facility alterations or technology upgrades designed to reduce energy, water, waste-water, or other consumption or operating costs, including but not limited to:

- Insulation of the building structure or systems within the building;
- Storm windows or doors, caulking or weather stripping, multi-glazed windows or doors, heat absorbing or heat reflective glazed and coated window or door systems, additional glazing, reductions in glass area, or other window and door system modifications that reduce energy consumption;
- Automated or computerized energy control systems;
- Heating, ventilating, or air-conditioning system modifications or replacements;
- Replacement or modification of lighting fixtures to increase the energy efficiency of the lighting system without increasing the overall illumination of a facility, unless an increase in illumination is necessary to conform to applicable state or local building codes for the lighting system after the proposed modifications are made;
- Energy recovery ventilation systems;
- A facility alteration that reduces energy consumption or reduces operating costs, including allowable costs, based on future reductions in costs for contracted services;

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- A facility alteration which includes expenditures that are required to properly implement other energy conservation measures;
- The installation of energy information and control systems that monitor consumption, redirect systems to optimal energy sources, and manage energy using equipment;
- Indoor air quality improvements;
- Daylighting systems;
- Renewable generation systems owned by the governmental unit, such as solar photovoltaic, solar thermal, wind, and other technologies as identified in the project, provided that all metered distribution and deliveries of electric energy are made by an electric supplier authorized under the 'Georgia Territorial Electric Service Act';
- Geothermal HVAC systems;
- Water and sewer conservation measures, including, without limitation, plumbing fixtures and infrastructure;
- Equipment upgrades that improve accuracy of billable revenue generating systems; and
- Automated, electronic, or remotely controlled systems or measures that reduce direct and other operating costs.

Although this program will specifically provide funding for energy efficiency projects, projects that include a broader scope in furtherance of the Westside TAD Redevelopment Plan goals may be given special consideration. Additionally, ADA seeks to fund projects in low-grade and/or high-vacancy office buildings, so to improve the existing building stock and strengthen the competitiveness of the Downtown submarket.

Work must commence within 120 days of ADA Board of Directors approval and be completed by December 31, 2013.

Applicable Policy Guidelines

- Approved projects must be consistent with goals and objectives of the applicable redevelopment plan(s).
- The optimal use of public dollars will be sought.
- We will strive to limit TAD funding to those projects that would not be economically feasible without public subsidy.
- Unless a specific exception is granted by ADA, TAD funding approval should be obtained before start of construction on qualified projects.
- Building owners will use best efforts to comply with the City's Equal Business Opportunity Program with respect to the participation of minority business enterprises, female enterprises, disadvantaged business enterprises and business enterprises located within the City of Atlanta, in all business opportunities which relate to the Project.
- Building owners shall comply with the City's First Source Job Policy, with respect to the hiring and training of low-income City of Atlanta residents, as administered by the Atlanta Workforce Development Agency.

Timeline

The following is an approximate approval timeline, subject to modification:

- January 13, 2012: Request for Proposals Released
- February 27, 2012: Proposals Due to ADA
- March 2012: Proposals Evaluated, Scored and Ranked
- March 31, 2012: Evaluation Team Recommendations Determined
- April 4, 2012: Westside TAD Downtown Advisory Board Approval
- April 19, 2012: ADA Board of Directors Approval

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- May 31, 2012: Development Agreements Executed

Submission

Complete Proposals will include the Better Buildings Challenge Grant Program Application, which is attached.

Fees and Charges**A. Non Refundable Application Fee**

The greater of (a) ten basis points (.10%) of the total amount of Westside TAD funds applied for or (b) \$1,000, is payable to The Atlanta Development Authority when the Proposal is submitted to ADA. Any Proposal submitted without full application fee is deemed incomplete. The application fee is non-refundable.

B. Commitment Fee

The greater of (a) fifteen basis points (.15%) or (b) \$2,500. Payable one time upon ADA Board of Directors approval of the project.

Note: ADA reserves the right to waive some or all fees and charges incurred by non-profit entities.

TERMS AND CONDITIONS

All responses and correspondence relating to this Request for Proposals become property of ADA when received. Any proprietary information contained in the Response should be so indicated. However, a general indication that the entire contents, or a major portion, of the proposal is proprietary will not be honored.

A. All applicable State of Georgia and Federal Laws, City and County ordinances, licenses and regulations of all agencies having jurisdiction shall apply to the Consultant and Project throughout and incorporated herein. The contract with the selected Consultant, and all questions concerning the execution, validity or invalidity, capability of the parties, and the performance of the contract, shall be interpreted in all respects in accordance with the laws of the State of Georgia.

B. Professionals requiring special licenses must be licensed in the State of Georgia, and shall be responsible for those portions of the work as may be required by law.

C. Sub-Consultants as part of the project team must be clearly identified in the Response, including roles, resumes of key personnel and project references.

D. No Proposal shall be accepted from, and no contract will be awarded to, any person, firm, or corporation that (i) is in arrears to ADA or the City with respect to any debt, (ii) is in default with respect to any obligation to ADA or the City, or (iii) is deemed irresponsible or unreliable by ADA. If requested, the Respondent shall be required to submit satisfactory evidence that they have the necessary financial resources to provide the proposed services.

E. From the date ADA receives a Proposal through the date a Development Agreement is executed, no substitutions, deletions, additions or other changes in the configuration of the Proposal may be made.

APPLICATION FOR WESTSIDE TAX ALLOCATION DISTRICT FUNDING

THIS APPLICATION CAN BE COMPLETED ELECTRONICALLY. PLEASE TYPE IN REQUESTED INFORMATION AND THEN SUBMIT BOTH ELECTRONIC AND HARD COPIES OF THE COMPLETED APPLICATION.

TAB A: FUNDING REQUEST

AMOUNT OF FUNDING REQUESTED

WESTSIDE TAD FUNDING	
APPLICATION FEE	

TAB A: BUILDING OWNER INFORMATION

NAME OF BUILDING OWNER			
ADDRESS OF BUILDING OWNER			
DESIGNATED CONTACT PERSON		TITLE	
PHONE		EMAIL	
ADDRESS			

TAB A: PROJECT TEAM

PROPOSED ARCHITECT (IF APPLICABLE)			
DESIGNATED CONTACT PERSON			
PHONE		EMAIL	
PROPOSED CONTRACTOR (IF APPLICABLE)			
DESIGNATED CONTACT PERSON			
PHONE		EMAIL	
PROPOSED PROPERTY MANAGER			
DESIGNATED CONTACT PERSON			
PHONE		EMAIL	
PROPOSED ATTORNEY			
DESIGNATED CONTACT PERSON			
PHONE		EMAIL	

TAB B: BUILDING INFORMATION

BUILDING NAME

BUILDING ADDRESS **NPU**

PARCEL IDENTIFICATION NUMBERS

USE TYPE	UNITS	SQUARE FEET	PERCENT OF BUILDING
HOSPITAL	<input type="text"/>	<input type="text"/>	<input type="text"/>
RETAIL	<input type="text"/>	<input type="text"/>	<input type="text"/>
OFFICE	<input type="text"/>	<input type="text"/>	<input type="text"/>
HOTEL	<input type="text"/>	<input type="text"/>	<input type="text"/>
STRUCTURED PARKING	<input type="text"/>	<input type="text"/>	<input type="text"/>
OTHER _____	<input type="text"/>	<input type="text"/>	<input type="text"/>
TOTAL	<input type="text"/>	<input type="text"/>	<input type="text"/>

TAB B: DETAILED PROJECT INFORMATION

PROJECT DESCRIPTION

HOW IS THIS PROJECT EXPECTED TO BENEFIT THE OPERATING PERFORMANCE OF THE BUILDING? PLEASE INCLUDE DETAILED PROJECTIONS IF AVAILABLE.

HOW IS THIS PROJECT EXPECTED TO IMPROVE THE MARKET APPEAL OF THIS BUILDING? PLEASE INCLUDE DETAILED PROJECTIONS IF AVAILABLE.

HOW IS THIS PROJECT EXPECTED TO BENEFIT DOWNTOWN?

WILL THERE BE ANY RELOCATION OR DISPLACEMENT OF EXISTING RESIDENTS OR BUSINESSES? IF SO, PLEASE DESCRIBE EXTENT AND HOW THIS IS BEING ADDRESSED:

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USE OF TAD FUNDS (PLEASE LIST ALL PROPOSED USES)

PROJECT	ESTIMATED COST

TAB B: JOB CREATION/RETENTION*

**Please be aware that the receipt of funding will require participation in the Atlanta Workforce Development Agency's First Source Program per Article XI, Division 1, Sec.2-1651 et seq. of the City of Atlanta Code of Ordinances.*

EMPLOYEE TYPE	CURRENT ON-SITE	PROJECTED NEW PERMANENT (EXCLUDING CONSTRUCTION)	CONSTRUCTION RELATED
FULL TIME			
PART TIME			
TOTAL			

TAB B: PROPOSED PROJECT SCHEDULE

ACTIVITY (IF APPLICABLE)	DATE
OBTAIN FIRM FINANCING COMMITMENT	
FINANCIAL CLOSING	
START CONSTRUCTION	
COMPLETE CONSTRUCTION	
START OF OCCUPANCY/LEASE-UP	
REACH PROJECT STABILIZATION	

A PROJECTED CONSTRUCTION SCHEDULE MUST BE INCLUDED THAT DESCRIBES THE TIME FRAMES AND CRITICAL DATES FOR FINANCING, COMPLETION OF PLANS AND SPECIFICATIONS, PERMITTING, AND CONSTRUCTION OF BUILDINGS AND AMENITIES.

TAB B: ADDITIONAL DOCUMENTS (PLEASE PROVIDE HARD AND ELECTRONIC COPIES OF THE FOLLOWING)

1. BUILDING PHOTOGRAPHS
2. PROJECT RENDERING OR CONCEPTUAL DRAWING (IF AVAILABLE)
3. MAP SHOWING PROJECT LOACTION
4. LEGAL DESCRIPTION OF PROPERTY
5. EVIDENCE OF OWNERSHIP

TAB C: PROPOSED FINANCING SUMMARY

SOURCES OF FINANCING

SOURCE	CHECK IF APPLICABLE	ENERGY EFFICIENCY PROJECT FUNDING	OTHER PROJECT FUNDING (IF APPLICABLE)	PERCENT OF PROJECT COST
CONVENTIONAL DEBT				
STATE/FEDERAL LOANS				
STATE/FEDERAL GRANTS				
HISTORIC TAX CREDITS				
OWNER EQUITY				
OTHER EQUITY/SUBORDINATE DEBT				
OTHER				
GAP (TAD FUND REQUEST)				
TOTAL				

EQUITY SOURCE

CONVENTIONAL FINANCING SOURCE

SOURCES OF NON-TAD GOVERNMENT ASSISTANCE (LOANS, GRANTS, TAX INCENTIVES, ETC)

TAB C: PROJECT ECONOMICS: A DESCRIPTION OF THE PROJECT FINANCING STRUCTURE MUST BE ATTACHED. AT MINIMUM, INCLUDE THE FOLLOWING:

1. DISCOUNTED CASH FLOW: REFLECTING PROJECT THROUGH CONSTRUCTION, PROJECT STABILIZATION AND RECOGNITION OF RESIDUAL INTEREST
2. DETAILED CONSTRUCTION BUDGET (INCLUDE BOTH HARD AND SOFT COSTS).
3. EQUITY PROVIDED BY THE OWNER AND PROJECTED RETURNS ON EQUITY (LEVERAGED AND UNLEVERAGED IRR)
4. PROJECTED INVESTOR RETURNS
5. EVIDENCE OF FINANCIAL COMMITMENT, I.E., LENDER'S COMMITMENT LETTER AND TERM SHEET
6. CURRENT ASSESSED VALUE AND ANNUAL TAXES

TAB D: EXPERIENCE OF PROPERTY MANAGER

PROPERTY MANAGER:

PLEASE PROVIDE THE FOLLOWING INFORMATION ON MANAGED PROJECTS:

PROJECT NAME	LOCATION	SQUARE FEET	PROPERTY TYPE

TAB D: EXPERIENCE OF GENERAL CONTRACTOR

GENERAL CONTRACTOR:

PLEASE PROVIDE THE FOLLOWING INFORMATION ON COMPLETED PROJECTS:

PROJECT NAME	LOCATION	SQUARE FEET	NEW CONST. OR REHAB	PROPERTY TYPE	YEAR COMPLETED

TAB D: EXPERIENCE OF ARCHITECT OR ENGINEER

ARCHITECT OR ENGINEER:

PLEASE PROVIDE THE FOLLOWING INFORMATION ON COMPLETED PROJECTS:

PROJECT NAME	LOCATION	SQUARE FEET	NEW CONST. OR REHAB	PROPERTY TYPE	YEAR COMPLETED

TAB E: APPLICATION CERTIFICATION (ORIGINAL SIGNATURES REQUIRED IN BLUE INK)

THE UNDERSIGNED APPLICANT CERTIFIES THAT THE INFORMATION IN THIS APPLICATION IS TRUE, CORRECT AND AUTHENTIC.

THE APPLICANT FURTHER ACKNOWLEDGES HAVING READ ALL APPLICABLE AUTHORITY RULES GOVERNING THE PROGRAM AND ACKNOWLEDGES HAVING READ THE INSTRUCTIONS FOR COMPLETING THIS APPLICATION. THE PERSON EXECUTING THIS DOCUMENT REPRESENTS THAT HE OR SHE HAS THE AUTHORITY TO BIND THE APPLICANT AND ALL INDIVIDUALS AND ENTITIES NAMED HEREIN TO THIS WARRANTY OF TRUTHFULNESS AND COMPLETENESS OF THE APPLICATION.

THE APPLICANT UNDERSTANDS AND AGREES TO ABIDE BY THE PROVISIONS OF THE APPLICABLE GEORGIA STATUTES AND AUTHORITY PROGRAM POLICIES, RULES AND GUIDELINES.

THE APPLICANT ACKNOWLEDGES THAT THE AUTHORITY'S INVITATION TO SUBMIT AN APPLICATION DOES NOT CONSTITUTE A COMMITMENT TO FINANCE THE PROPOSED PROJECT.

APPLICANT SIGNATURE:

DATE

APPLICANT NAME:

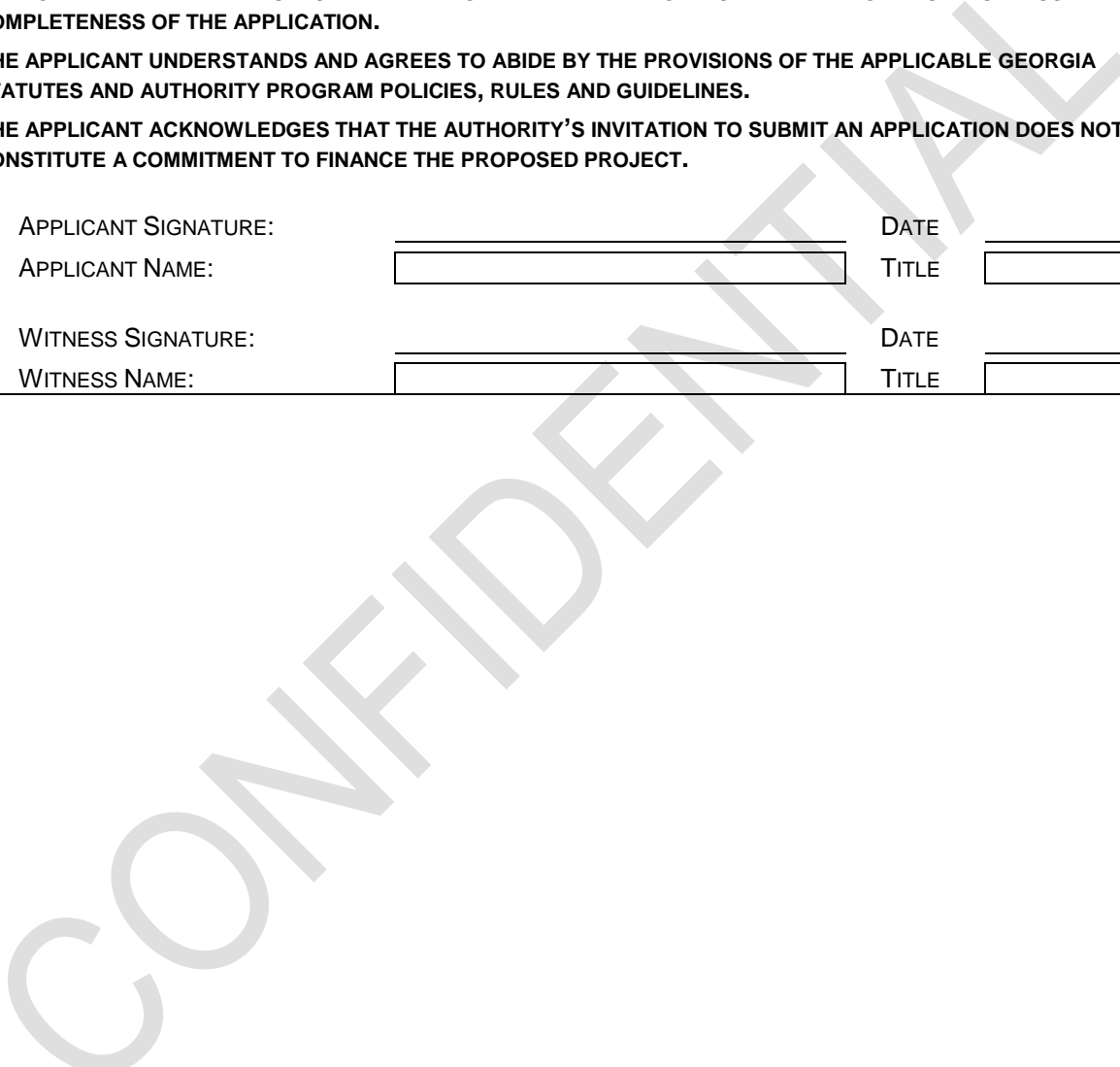
TITLE

WITNESS SIGNATURE:

DATE

WITNESS NAME:

TITLE



ELIGIBLE PROPERTIES ARE LOCATED WITHIN THE AREA OUTLINED IN BLUE BELOW:

