## A1 – Completeness Checklist (Tab A)

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<thead>
<tr>
<th>Tab</th>
<th>Form</th>
<th>RFI</th>
<th>RFEI</th>
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<tbody>
<tr>
<td>A</td>
<td>Completeness Checklist and Respondent’s Letter</td>
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<td>1. Completeness Checklist (Form A-1)</td>
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<td>2. RFEI Respondent’s Letter (Form A-2)</td>
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<td>3. RFI Respondent Form (Form A-3)</td>
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<td>B</td>
<td>Project Narrative/Development Summary</td>
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<td>1. Project Narrative <em>(provided by Applicant)</em></td>
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<td>2. Development Summary (Form B)</td>
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<td>C</td>
<td>Developer Respondent Description</td>
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<td>1. Development Team Information and Applicant Questionnaire (Form C-1)</td>
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<td>2. Not-For-Profit Organization Form (Form C-2)</td>
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<td>3. Additional information on Project Staffing and Project Management <em>(optional)</em></td>
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<td>Development Team Experience and Capacity</td>
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<td>1. Residential Development Experience and Current Workload (Form D-1)</td>
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<td>2. Residential Management Experience and Current Workload (Form D-2)</td>
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<td>4. Additional Evidence of Experience and Qualifications <em>(provided by Applicant)</em></td>
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<td>5. Affirmative Capacity Statement <em>(provided by Applicant)</em></td>
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<td>F</td>
<td>Financing Proposal</td>
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<td>1. Financing Pro-Forma (Form F)</td>
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<td>2. Financing Narrative <em>(provided by Applicant)</em></td>
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<td>Appraisal <em>(provided by Applicant)</em></td>
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<td>K</td>
<td>Preliminary Design Architectural and Urban Design Drawings</td>
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NYC Department of Housing Preservation and Development  
Office of Neighborhood Strategies  
Division of Planning and Predevelopment, Predevelopment Unit  
100 Gold Street, Room 9X  
New York, NY 10038  
Attention: Dwan Stark  

Re: Request for Expressions of Interest (RFEI) in Response to the Modular NYC  

Dear Mrs. Stark:  

This letter is being submitted in connection with my proposal ("Proposal") submitted in response to the Request for Expressions of Interest ("RFEI") issued by the Department of Housing Preservation and Development ("HPD") of the City of New York ("City") for Modular NYC.  

I have received, read, and understand the provisions of the RFEI. I understand that selection of an Applicant ("Applicant") under the RFEI will mean only that HPD will commence negotiations with such Developer regarding the development of a Site. I recognize that any negotiations with HPD will be subject to the following terms and conditions:  

1. The commencement of negotiations will not represent any obligation or agreement on the part of the City, which may only be incurred or entered into by a written agreement which has been (i) approved as to form by the City’s Law Department, (ii) approved by the Mayor after a hearing on due notice; and (iii) duly executed by the Applicant and the City. The Negotiation Letter will only indicate HPD’s intention to commence negotiations, which may ultimately lead to the execution of such an agreement.  

2. During negotiations, the Applicant must diligently, competently, and expeditiously comply with all requirements communicated to the Applicant by HPD.  

3. The design of the Project must comply with any applicable HPD development requirements and guidelines.  

4. Either HPD or the Applicant may terminate negotiations at any time with or without cause. Negotiations may be terminated if Applicant does not commence construction within eighteen (18) months from the date of the Negotiation Letter.  

5. If negotiations are terminated by either HPD or the Applicant, whether with or without cause, or if negotiations terminate automatically, then neither the City nor the Applicant will have any rights against or liabilities to the other.  

8. The City is not obligated to pay, nor will it in fact pay, any costs or losses incurred by the Applicant at any time, including, but not limited to, the cost of: (i) any prior actions by the Applicant in order to respond to any selection process, or (ii) any future actions by the Applicant in connection with the negotiations, including, but not limited to, actions to comply with requirements of HPD, the City, or any applicable laws.
Very truly yours,

_____________________
Signature

_____________________
Title

_____________________
Applicant
The City is conducting an extensive due diligence process to better understand the promise and challenges of modular construction as well as the specific considerations that must be addressed for the technology to be successful in the City’s dense urban environment. The City anticipates that this Request for Information (“RFI”) will be the primary means of industry input prior to the formalization of the forthcoming Modular RFP(s).

**RFI Goals**
The City is interested in learning from parties across the real estate development spectrum and across geographies that have specific experience, knowledge, or insight into the modular construction process. The City is particularly interested in (i) learning from market participants knowledgeable about mid-rise plus (4+ story) multifamily, supportive, and senior housing development; (ii) assessing the modular manufacturing community’s capacity to deliver modules to the City; and (iii) exploring innovative applications of modular construction for public projects.

**Respondent Information**
Name: ____________________________________________________________

Business Name: ____________________________________________________

Address: __________________________________________________________

Phone Number: _____________________________________________________

Email Address: _____________________________________________________

**Modular Experience**
How would you describe the organization with which you are affiliated (check all that apply):

__ Architect
__ Engineer
__ Real Estate Developer
__ Contractor
__ Property Manager
__ Modular Manufacturer
__ Bank/Lender
__ Regulatory Agency

__ Other

If Other, please specify __________________________________________________________

Briefly describe your organization's qualifications related to your response to this RFI:

Which of the following elements of modular construction do you have knowledge of or experience with (check all that apply):

__ Using modular for mid-rise, multifamily, supportive, and/or senior housing

__ Manufacturing modular units

__ Maintenance of occupied modular units

__ Erecting modular units

__ Financing modular construction

__ Cost savings or implications

__ Timing, availability and operations of module manufacturers

__ Transport of modules

__ Staging modules prior to stacking

__ Other

If Other, please specify: __________________________________________________________
In the space below, please share any knowledge of, or experience with, the elements of modular construction checked above. Please describe any constraints you experienced, how you either overcame them or would propose to overcome them in the future:

**Project Examples**

To include additional project examples, please submit an additional Modular RFI form.

Project Name: _________________________________________________________________

Address: ______________________________________________________________________

Your role:

__ Developer

__ Builder

__ General Contractor

__ Construction Manager

__ Construction Manager

__ Provided Financing

__ Architect

__ Manufacturer

__ Other

If Other, please specify: ______________________________________________________________________

In the role described above, were you part of a joint venture?

__ Yes

__ No
Type of project:
__ New Construction
__ Rehab

Number of buildings: ____________________________________________________________

Number of stories: ______________________________________________________________

Number of units: _______________________________________________________________

Total development cost:__________________________________________________________

Start date: _____________________________________________________________________

Current status:
__ Pre-development
 __ Under Construction
 __ Completed

Total length of construction period (if applicable): _________________________________

Government program (if applicable): ____________________________________________

Contact person: ________________________________________________________________

Telephone and/or email: _________________________________________________________

Name of construction/permanent lender: ___________________________________________

Name of property manager: ______________________________________________________
Additional Information

Please share any specific advice with regard to modular construction in dense urban environments like New York City (include links as necessary):

Please provide any supporting documentation, including details about precedent projects, as an appendix to the response.

Are you willing to be contacted further by an official from the City of New York for further question related to modular construction?

__ Yes