

Durham Station
Working Detailed Disposition Timeline

As of 10/23/15

Action Item	Duration	Responsible Party	Notes
City Due Diligence and Pre-RFP Preparation (October 15 – January 14)			
Site Walk-thru	Complete	GS, TS, CD, OEWD, Go Triangle	<ul style="list-style-type: none"> - Compile list of site constraints for RFP - Circulate for staff comment - Confirm if any items should be “cured” in advance
Pre-Survey (Preliminary Plat)	Commenced, Ongoing	GS, PW	<ul style="list-style-type: none"> - Compile and update existing physical and environmental surveys, drawing, etc. - Circulate for staff comment
Appraisal Update	Commenced, Ongoing	GS, 3 rd Party	<ul style="list-style-type: none"> - Vendor identified and engaged
Formally Engage Community Development Consultant, Other	Commenced	CD, OEWD, Other as needed	<ul style="list-style-type: none"> - Preliminary analysis of compatibility of site constraints, City desires, City regulations, and compatibility of NCHFA rules governing LIHTCs
Preliminary Draft RFP	December 4	OEWD, TS, CD, GS, PL, CAO	<ul style="list-style-type: none"> - City invites proposals for mixed-use developments that include retail/neighborhood commercial accompanied by mixed-income residential and associated structured onsite parking - Scoring criteria will favor proposals that provide the highest ratio(s) of most valued inputs as identified by Council, administration, and staff
City Council Update	December 10	OEWD	<ul style="list-style-type: none"> - Anticipated work session presentation
Issue RFP (January 15, 2016)			
Pre-Bid Conference (February 2016)			
Responses Due (March 18, 2016)			
Verify Compliant Responses and Notify Proposers	March 21 – March 25	OEWD, EOE, CAO	<ul style="list-style-type: none"> - Verify all mandatory parameters of RFP are met, notify proposers of noncompliance, and mechanisms to cure (if any)
Proposal Selection Process Phase I	March 28 – April 8	OEWD, TS, CD, GS, PL, CAO	<ul style="list-style-type: none"> - Initial review of submissions, scoring, compile list of clarifying questions for proposers
Proposal Selection Process Phase II	April 11 – April 29	OEWD, TS, CD, GS, PL, CAO	<ul style="list-style-type: none"> - Review responses to questions, narrow proposals, interview proposers if desired
Notify Proposers of Initial Selection	Concurrent	OEWD	<ul style="list-style-type: none"> - Notify winning proposer and others of initial selection
Phase I Negotiation (City/Proposer)	May 2 – June 10	OEWD, TS, CD, GS, PL, CAO	<ul style="list-style-type: none"> - Dates in anticipation of work session presentation and/or Public Hearing in late June
City Council Authorization to Proceed	June 20	OEWD	<ul style="list-style-type: none"> - Anticipated last Council session before summer recess
Survey, Subdivision, Plat	July 1 – July 29	Proposer	<ul style="list-style-type: none"> - Developer responsibility
Proposer Due Diligence	Concurrent	Proposer	<ul style="list-style-type: none"> - Time allowance for proposer to conduct any cost prohibitive assessments not feasible prior to final authorization by CC
Phase II Negotiation (City/Proposer)	August	OEWD, TS, CD, GS, PL, CAO	-
Close and Convey	September	COA, OEWD	-
ESTIMATED TOTAL DURATION October 2015 – September 2016			