

EXHIBIT 1

Proposal Checklist: RFP 12498

- **Completed Proposal** --- (6 bound copies, 1 digital)
 - Cover letter
 - Developer Information
 - Development Concept (Includes site plan, elevation, LEED Checklist)
 - Financial Analysis and Capacity
 - Pro forma (Exhibit 2)
 - Business Terms (price, length of escrow, financing, additional contingencies)
- **Business Profile Form** --- Exhibit 4
- **Credit Report Form** --- Exhibit 8
- **Equal Benefits Ordinance Compliance Form** --- Exhibit 9
- **Living Wage Subcontractor Compliance** --- Exhibit 10
- **Contractor Responsibility Questionnaire** --- Exhibit 10
- **Evidence of Insurance**

Signature: _____ Date: _____