

Urban Redevelopment Authority of Pittsburgh

DISPOSITION PROCESS OVERVIEW

1. Redeveloper will submit a response to a URA-issued Request for Proposals (RFP).
2. **Initial Board Action – Exclusive Negotiations** - Should the Redeveloper's RFP response be selected, URA staff will request URA Board authorization to enter into **Exclusive Negotiations** with the Redeveloper for a period of 90 days. Redeveloper is requested to attend board meeting.
3. During the Exclusive Negotiations period the URA will establish the purchase price and send Redeveloper a **Redevelopment Proposal Package**. Redeveloper must enter into a License Agreement with the URA in order to enter URA property for any due diligence activities.
4. **MWBE** – All projects in excess of \$250,000 are required to comply with the URA's Minority and Women-Owned Business Enterprise (MWBE) program. During the Exclusive Negotiations period, Redeveloper must reach out to Diamonte Walker, the URA's MWBE Program Officer, at 412.255.6610 or dwalker@ura.org, to discuss goals and schedules.
5. **p4** – The p4 performance measures are an evaluation tool that informs alignment of investments in real estate development projects to the City of Pittsburgh's commitment to sustainable and equitable practices. Redevelopers will be required to submit an initial p4 checklist with their RFP response and an updated checklist prior to each subsequent Board Action.
6. Redeveloper then submits the completed Redevelopment Proposal Package, which shall include:
 - a. Completed and executed Redevelopment Proposal Package;
 - b. Good Faith Deposit (GFD) – 10% of purchase price (refunded upon issuance of Certificate of Completion, not at closing);
 - c. Carrying Cost Payment – based on property/structure size (non-refundable if Proposal accepted by URA Board);
 - d. Expression of Community Input;
 - e. Preliminary Evidence of Financing;
 - f. Drawings including a site plan and elevations;
 - g. Qualified Buyer Form; and
 - h. p4 checklist.
7. **Carrying Cost Payment** – Payment designed to cover URA holding costs, land care costs, and administrative costs for up to one year. The Carrying Cost Payment is based on parcel/structure size, with a minimum of \$1,000.00. Carrying Cost Payment is due with proposal submission and is non-refundable should Redeveloper's Proposal be accepted by the URA Board (see 11. below).
8. **Preliminary Evidence of Financing** - As a condition precedent to proceeding to the Second URA Board Action (see 11. below), the URA must review and approve evidence satisfactory to the URA that the Redeveloper has the equity capital and financing commitments necessary for the proposed development.
9. **Public Financing** - If public financing is sought for project, Redeveloper should be in regular contact with the URA's Economic Development Department (for commercial developments) or Housing Department (for residential developments) to discuss financing options.
10. **City Planning and Zoning Approvals** – No later than the time of the Second URA Board Action (see 11. below), Redeveloper should begin to work with City Planning to determine appropriate planning and

zoning hearings and approvals. However, Redeveloper is not permitted to appear before the Planning Commission or Zoning Board of Adjustment, or otherwise condition URA-owned land, prior to URA Board acceptance of the Proposal. The URA provides no oversight in the permitting process.

11. **Second URA Board Action – Accept Proposal** – The URA Board will vote on the acceptance of Redeveloper’s Proposal and, if accepted, will authorize the URA and Redeveloper to enter into a Contract for Disposition. Redeveloper is requested to attend board meeting.
12. **Contract for Disposition** – The URA’s Real Estate Department and legal counsel will draft a Disposition Contract. The Disposition Contract acts as an Agreement of Sale and sets forth a timeline and construction/development program. The Disposition Contract must be executed within 45 days of receipt of a draft from the URA.
13. **Working Drawings (60%-80%)** – Including Design Development and Site Plans; URA Engineering and Construction department will review all drawings and provide comments. All drawings are to be sent to the URA Real Estate Department. The submission schedule is dictated by the terms of the Redevelopment Proposal Package and Disposition Contract.
14. **City Council Action (If required)** - Pittsburgh City Council approval is required for certain sales and for some financing mechanisms. The URA will inform Redeveloper if such approval is required.
15. **Drawings (100%)** – Final Drawings must be submitted for URA review no later than three weeks prior to proposed Closing date.
16. **Final Evidence of Financing** – Concurrent with Final Drawings, Redeveloper must submit detailed evidence of financing for URA review of sufficiency to meet all project costs and capacity to complete the project in a timely manner.
17. **Final MWBE Plan** – Prior to the URA scheduling a Closing, Redeveloper must obtain URA approval of its Final MWBE Plan.
18. **Third URA Board Action – Approve Final Drawings and Evidence of Financing; Execution of Deed** – The URA Board will approve Redeveloper’s Final Drawings and Final Evidence of Financing (subject to final URA staff approvals), and authorize the execution of deed. This Board action authorizes the URA to proceed to Closing. No construction is permitted until Closing occurs.
19. **Closing**
20. **Construction Start**
21. **Construction Period** - During the period of construction Redeveloper is required to provide the URA with construction updates, updated Evidence of Financing and quarterly MWBE reports.
22. **Construction Completion**
23. **Request for Inspection and Certificate of Completion** - Following completion of construction, Redeveloper should request that the URA inspect the development for purposes of issuing a Certificate of Completion.
24. **URA Inspection** – The URA inspects the completed project to confirm that it was built in a manner consistent with the Contract for Disposition and the Final Drawings.
25. **Final URA Board Action – Certificate of Completion** – Upon satisfactory inspection, verification of compliance with the MWBE Plan, and review of cost certifications, if applicable, the URA will issue a Certificate of Completion and return the Redeveloper’s GFD.

URA Disposition Process

| Client | URA |
|--|--------------------------|
| <input type="checkbox"/> Initial meeting with URA | <input type="checkbox"/> |
| <input type="checkbox"/> Preliminary Expression of Community Input | |
| <input type="checkbox"/> Schedule discussion with URA MWBE Program Officer | |

1st Board Action - Enter Into Exclusive Negotiations

| Client | URA |
|--|--------------------------|
| <input type="checkbox"/> URA establishes Purchase Price | |
| <input type="checkbox"/> Proposal Package sent to developer | |
| <input type="checkbox"/> Sources and Uses Budget | |
| <input type="checkbox"/> Project Pro Forma | |
| <input type="checkbox"/> Preliminary Site Plan & Elevations Drawings | |
| <input type="checkbox"/> Expression of Community Input | |
| <input type="checkbox"/> Preliminary Evidence of Financing | |
| <input type="checkbox"/> Preliminary MWBE Plan | |
| <input type="checkbox"/> Good Faith Deposit & Carrying Cost Payment | |
| <input type="checkbox"/> Tenant Letter of Interest | |
| <input type="checkbox"/> City Planning/Zoning Discussions | |
| <input type="checkbox"/> Preliminary P4 Plan | <input type="checkbox"/> |

2nd Board Action - Acceptance of Proposal, Authorization to enter into a Contract for Disposition

| Client | URA |
|--|--------------------------|
| <input type="checkbox"/> Carrying Cost payment Plan | |
| <input type="checkbox"/> City Council Action (if needed) | <input type="checkbox"/> |
| <input type="checkbox"/> Disposition Contract | <input type="checkbox"/> |
| <input type="checkbox"/> Working Drawings | |
| <input type="checkbox"/> City Planning/Zoning Approvals | |
| <input type="checkbox"/> Final MWBE Plan | |
| <input type="checkbox"/> Final Drawings (100%) | |
| <input type="checkbox"/> Final Financing | |
| <input type="checkbox"/> Final P4 Plan | |

3rd Board Action - Acceptance of Final Drawings, Acceptance of Evidence of Financing, Authorization to Execute Deed

| Client | URA |
|--|--------------------------|
| <input type="checkbox"/> Closing | <input type="checkbox"/> |
| <input type="checkbox"/> Construction start | |
| <input type="checkbox"/> Quarterly Reports | |
| <input type="checkbox"/> Construction completion | |
| URA Engineering inspection | <input type="checkbox"/> |

4th Board Action - Issuance of Certificate of Completion, Return of Good Faith Deposit

