



DISPOSITION PROCESS OVERVIEW

1. Redeveloper will submit a response to a URA-issued Request for Proposals (RFP) or Request for Qualifications (RFQ).
2. Review Committee evaluates proposals received and may make one of the following recommendations:
 - a. **Extended Diligence or Hold From Market Period** – The URA may agree to hold the property from the market for a period of 90 days for the Redeveloper to perform additional diligence.
 - b. **Initial Board Action – Exclusive Negotiations** - Should the Redeveloper’s RFP response be selected the Review Committee may recommend the URA Board authorize the URA to enter into **Exclusive Negotiations** with the Redeveloper for a period of 90 days. Redeveloper is requested to attend board meeting.
3. During the Hold From Market or 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 requirements. Projects in excess of \$500,000 are subject to Minority Workforce Inclusion (MWI) requirements. During the Exclusive Negotiations period, the developer must reach out to the MWBE’s program office at mwbe@ura.org to discuss MWBE goals and schedules.
5. **Sustainability** – For projects in excess of \$250,000, developers must submit a completed URA Sustainability Plan consisting of a completed Preliminary LEED Checklist and a completed Project Sustainability Worksheet.
6. Redeveloper then submits the completed Redevelopment Proposal Package, which shall include:
 - a. Completed and executed Redevelopment Proposal Form;
 - b. Good Faith Deposit (GFD) – typically 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. Sustainability Plan;
 - h. MWBE Cost Calculator; and
 - i. Qualified Buyer Form.
7. **Carrying Cost Payment** – Annual payment designed to cover URA holding costs, land care costs, and administrative costs. The Carrying Cost Payment is based on parcel/structure size, with a minimum of \$1,000. The 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 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 Commercial Lending department (for commercial developments) or Housing Lending 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 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 is to 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 Quality Control & Inspection 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 the proposed Third Board Action 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 Third Board Action, Redeveloper must obtain URA approval of its Final MWBE Plan and MWI 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 construction period 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 requests that the URA inspect the development for purposes of issuing a Certificate of Completion. Until the Certificate of Completion is issued and recorded, Redeveloper may not lease or sell the property without the URA's permission.
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. **Fourth URA Board Action – Certificate of Completion** – Upon satisfactory inspection, verification of compliance with the MWBE Plan, and review of cost certification, if applicable, the URA Board will authorize execution of a Certificate of Completion and return of the Good Faith Deposit. Redeveloper will not have clear title to the property until the Certificate of Completion is recorded.