

United States Department of the Air Force

**Air Combat Command (ACC),
Air Force Materiel Command (AFMC),
Air Force Special Operations
Command (AFSOC),
Air Mobility Command (AMC), and
Pacific Air Forces (PACAF)**



**Air Force Center for
Engineering and the
Environment
(AFCEE)**

**Privatization of Military Family Housing
Continental Group: Edwards AFB, Eglin AFB,
Eielson AFB, Hurlburt Field, McConnell AFB, and
Seymour Johnson AFB**

Solicitation No. AFCEE-09-0001

APPENDIX K Mandatory Forms

**PROPOSALS ARE DUE NO LATER THAN
5:00 P.M. ET 7 DECEMBER 2010 AT:**

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APPENDIX K. MANDATORY FORMS

The Offeror shall provide the following statements and budgets within Volume I, Financial Information for the NDSUs shall be provided separately and in the same format.

VOLUME I: FINANCIAL

ON AN ANNUAL BASIS FROM CLOSING THROUGH THE 50-YEAR BUSINESS ARRANGEMENT TERM.

STATEMENT OF OPERATING REVENUES AND EXPENDITURES	
GENERAL DATA	
Total Number of Units in Inventory	
Total Number of Units Online/Active	
BAH Inflator	
Expense Inflator	
Property Tax Inflator	
RENTAL REVENUE (Provide Detailed Calculations)	
Gross Potential Rent – Active Existing Units (Net of Utility Allowance)	
Gross Potential Rent – Active New Units (Net of Utility Allowance)	
Vacancy Allowance	
Total Rental Revenue	
PROPERTY OPERATING EXPENDITURES	
Administrative Expenditures (e.g. office supplies, bank charges, dues and subscriptions, admin forms, telephone and answering service, furniture, computer maintenance and supplies, travel and training, etc.) – Please identify expenses that the Project is expected to incur.	
Marketing Expenditures (e.g. public relations, advertising, signage, residential relations, special promotions, recreation expense, etc.) – Please identify expenses that the Project is expected to incur.	

Professional Fees (in addition to providing amounts, please specify what portion of fees are incentive-based)	
Property Management Fees	
Legal Fees	
Accounting, Audit, and Tax Services	
Other Professional Fees	
Utilities	
Electricity (office and common)	
Water (landscape and common)	
Personnel Costs	
Salaries – Administrative (# of emp.)	
Salaries – Management (# of emp.)	
Salaries – Recreation (# of emp.)	
Salaries – Courtesy and Housekeeping (# of emp.)	
Salaries – Maintenance Supervisors (# of emp.)	
Salaries – Maintenance Techs (# of emp.)	
Salaries – Groundskeepers (# of emp.)	
Commissions and Bonus	
Payroll Taxes	
Workers Compensation	
Health Insurance and Other Benefits	
Air Force-Provided Police and Fire Services	
Police Services	
Fire Protection	
Contract Services (for items not included above) (e.g. exterminating, trash removal, landscaping and grounds, contract repairs, common area cleaning, snow removal, other contracted services, etc.)	
Cleaning and Decorating for COM (e.g. cleaning supplies, floor covering repairs, painting supplies, drapery and mini-blind repairs) – Please identify expenses that the Project is expected to incur.	
Repairs and Maintenance (exclusive of capital repairs and replacement; e.g. electrical supplies, plumbing supplies and fixtures, appliance parts and repairs, landscaping supplies, HVAC parts and supplies, other maintenance supplies, equipment and vehicle expense, roof and fence repairs, exterior and interior building repairs, street maintenance and repair, etc.) – Please identify expenses that the Project is expected to incur.	

Taxes and Insurance (see Appendix Q for required coverages)	
Real Property Taxes	
Personal Property Taxes	
Liability Insurance	
Property Insurance	
Workers Compensation Insurance	
Fire Insurance	
Tenant Renter's Insurance	
Insurance Claim Deductions	
Rent for Lease of Property	
Total Operating Expenditures	

EXCESS OF OPERATING REVENUES OVER EXPENDITURES	
Excess of Operating Revenues Over Expenditures Before Deposits into Replacement Reserve Account	
Deposits into Replacement Reserve Account	
Excess of Operating Revenues Over Expenditures (this is the numerator from which the debt service coverage ratio is calculated)	
DEBT SERVICE COVERAGE	
First Mortgage Debt Service	
Debt Service Coverage Ratio	
Second Mortgage Debt Service	
Total Debt Service (First and Second)	
Total Debt Service Coverage Ratio (First and Second) (Shall not be less than 1.15 on an annual basis)	
REMAINING BALANCE AFTER DEBT SERVICE AND THE ABOVE ITEMS	
Deposits into the Reinvestment Account	
Distributions to Successful Offeror	
Provision for Income Taxes	
Cash balance, end of year	
ACCOUNT ACTIVITY	
Replacement Reserve Account	
Beginning Balance	
Interest Proceeds	
Deposits	
Withdrawals	
Ending Balance	
(items should be cross referenced to other line item entries in the mandatory forms, and in addition, Offerors shall explain their activities regarding capital repair and replacement in the narrative of their proposal)	
Reinvestment Account	
Beginning Balance	
Interest Proceeds	
Deposits	
Withdrawals	
Ending Balance	
(items should be cross referenced to other line item entries in the mandatory forms, and in addition, Offerors shall explain their activities regarding reinvestment in the narrative of their proposal)	

VOLUME I: FINANCIAL
DEVELOPMENT BUDGET FORMAT

THE OFFEROR SHALL ACCURATELY SHOW THE DEVELOPMENT BUDGET ON AN ANNUAL BASIS FOR EACH PHASE OF CONSTRUCTION. IN ADDITION, THERE SHOULD BE A CONSOLIDATED DEVELOPMENT BUDGET.

	Total (\$000)	Dollars per Unit	Dollars per SF
Hard Costs (Identify phase, site, number of units, year executed, etc.)			
Infrastructure			
Construction			
Demolition			
Landscaping			
Contingency *			
Total			
TOTAL HARD COSTS			
Soft Cost (show in consolidated #'s here, but break out by year of incurrence in Statement of Operating Revenues and Expenditures Format)			
Construction Period Interest			
Architectural/Engineering Fees			
Legal and Accounting Fees			
Insurance			
Consultant Fees			
Development Fees			
Financing Transaction Fees			
Commissions			
Reserves			
Contingency*			
Credit Support			
Environmental Analysis			
Surveys, Permits, Inspections, Other			
TOTAL SOFT COSTS			
TOTAL PROJECT COSTS			

VOLUME I: FINANCIAL
STATEMENT OF DEVELOPMENT SOURCES AND USES OF FUNDS FORMAT (\$000s)

This form shall be submitted as part of the Offeror's Proposal

SOURCES:	
Excess of Revenues over Expenditures During the Construction Period	
Equity Contributions	
Deferred Development Fees	
Senior Loan Proceeds	
Construction Loan Proceeds	
Government Direct Loan Proceeds	
Interest Earnings on Construction Escrow Account	
TOTAL SOURCES	
USES: <i>Note - Proposal Costs are not a Permitted Use.</i>	
Predevelopment Costs	
Land Acquisition Costs	
Land Development Costs	
Demolition Costs	
Hard Construction Costs	
Soft Construction Costs	
Prepaid Insurance	
Payment and Performance Bonds	
Debt Service Reserve	
Construction Loan Repayment	
Senior Loan Debt Service	
Construction Period Points and Interest	
Interest Rate Protection	
Credit Support	
Other Financing Costs (please specify)	
TOTAL USES	
TOTAL SOURCES IN EXCESS OF USES	
RECONCILIATION TO PROJECT COSTS	
Total Project Costs (From Page K-5)	
Debt Service	
Other Uses (Identify)	
Total Uses	

VOLUME I: PROPERTY MANAGEMENT

Building Component	Component Life	Unit of Measure	Unit Cost (Current Year \$)
Carpeting		SY	
Floor Covering		SF	
Roofing		SQ	
HVAC System		Each	
Water Heater		Each	
Appliances (specifically list all appliances)		Each	
Exterior Painting		CSF	
Utility and Structural Systems		Each	
Landscaping		LS	
Recreational Areas		LS	
Other (Please list)			