

United States Department of the Air Force

Air Combat Command (ACC), Air Force Global Strike Command (AFGSC), Air Force Space Command (AFSPC) and Air Force Center for Engineering and the Environment (AFCEE)



**Privatization of Military Family Housing
Beale, FE Warren, Malmstrom, and Whiteman Air
Force Bases (“Western Group”)**

Solicitation No. AFCEE-09-0002

APPENDIX K Mandatory Forms

**PROPOSALS ARE DUE NO LATER THAN
5:00 P.M. EST 21 SEPTEMBER 2010 AT:**

ALVAREZ & MARSAL REAL ESTATE ADVISORY SERVICES
C/O EMAX FINANCIAL & REAL ESTATE ADVISORY SERVICES, LLC
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APPENDIX K. MANDATORY FORMS

VOLUME I: FINANCIAL

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

STATEMENT OF OPERATING REVENUES AND EXPENDITURES	
GENERAL DATA	
Months in Year	
Total Number of Units in Inventory	
Average Number of Existing Units	
Average Number of New Units	
Average of Number of all Units Online	
BAH Inflator	
Expense Inflator	
Property Tax Inflator	
RENTAL REVENUE (Provide Detailed Calculations)	
Gross Potential Rent – Existing Units	
Utility Allowance – Existing Units	
Gross Potential Rent – New Units	
Utility Allowance – New Units	
Other Income	
Vacancy Allowance	
OPERATING INCOME	
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 Base Fees	
Property Management Incentive Fees	
Legal Fees	
Accounting, Audit, and Tax Services	
Other Professional Fees	

STATEMENT OF OPERATING REVENUES AND EXPENDITURES	
Utilities	
Electricity/Gas Tenant Units	
Electricity/Gas (office and common area)	
Water Tenant Units	
Water (landscape and common area)	
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	

STATEMENT OF OPERATING REVENUES AND EXPENDITURES	
Liability Insurance	
Property Insurance	
Workers Compensation Insurance	
Fire Insurance	
Tenant Renter's Insurance	
Insurance Claim Deductions	
Other Operating Expenses (as applicable)	
Ground Lease Rent (if applicable)	
TOTAL OPERATING EXPENSES	

STATEMENT OF OPERATING REVENUES AND 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 1.05 on an annual basis)	
REMAINING BALANCE AFTER DEBT SERVICE AND THE ABOVE ITEMS	
Deposits into the Reinvestment Account	
Distributions to Successful Offeror	
Additional Fees	
Equity Returns	
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	

STATEMENT OF OPERATING REVENUES AND EXPENDITURES
(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			
Site Work			
Construction – New			
Renovation – Major			
Renovation – Medium			
Renovation – Minor			
Renovation – Historic			
Renovation – Conversion			
Demolition			
Landscaping			
Contingency			
Amenities (include items)			
General Conditions			
GC Fee			
Overhead			
Escalation			
Other (Specify)			
Infrastructure			
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)			
Architectural/Engineering Fees			
Legal and Accounting Fees			
Insurance			
Consultant Fees			
Development Fees			
Commissions			
Reserves			
Contingency			
Developer Overhead			
Environmental Analysis			
Surveys, Permits, Third Party Inspections,			
Other			
Payment and Performance Bonds			
Deferred Maintenance			
Start-Up Costs			
Other (Specify)			
TOTAL SOFT COSTS			
Financing Costs			
Financing Transaction Fees			
Credit Support			
Interest on Interim Construction Loan			
Capitalized Interest			
Origination Fees			
Title and Recordings			
TOTAL FINANCING COSTS			
TOTAL DEVELOPMENT 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	
Interest Earnings on other accounts (list separately)	
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	
Property Tax 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	

VOLUME I: CAPITAL REPAIR AND REPLACEMENT

Building Component	Component Life	Unit of Measure	Quantity per Unit	Unit Cost (Current Year \$)
Flooring – Carpeting		SF		
Flooring – Vinyl		SF		
Flooring – Hard Wood/Tiling		SF		
Roofing		SQ		
HVAC System		Each		
Water Heater		Each		
Refrigerator		Each		
Dishwasher		Each		
Range/Oven		Each		
Microwave		Each		
Garage Door Openers		Each		
Appliances (specifically list all appliances)		Each		
Exterior Painting		Each		
Utility and Structural Systems		Each		
Landscaping		Each		
Roads		LF		
Recreational Areas		Each		
Interior Lighting Fixtures		Each		
Exterior Lighting Fixtures		Each		
Other (Please list)				