[MS-0398.039.009.006]

Counts 136,425 Courts
79,280 Court/Admin
215,705 sq/ft.

D.A. 175,000 sq/ft

October 4, 1991

name
company
street
city

The County of San Diego invites your development team to respond to this Request for Proposals (RFP) to provide additional court/office facilities in Downtown San Diego. The County is looking for a development team which would use the design build approach. You are given the option of building the facility on County owned land bounded by Front, First, "B", and "C" in Downtown San Diego or on land that is privately owned. You may also use an existing building to accommodate these space needs. Courts and office space will be collocated in the same facility(s). While the County prefers that the building be within three blocks of the Downtown San Diego Courthouse, proposals beyond three blocks will be considered. The facility must be ready for occupancy on or before June 11, 1994.

250K sq/ft.?

The County is interested in obtaining 355,000 gross square feet of space for the above move-in date and is also interested in obtaining expansion space for future needs to accommodate 450,000 gross square feet of development. The facility will contain 136,425 gross square feet of space for the Superior Court (57,145 Gross Square feet for Courts and 79,280 Gross Square feet for Superior Court Administration). Ten courtrooms and court administration space are planned for the building. The balance of the space in the facility will be occupied by the District Attorney, Adult Probation, the Grand Jury, the Law Enforcement Review Board, and the Marshal. The District Attorney will initially be assigned 175,000 gross square feet with expansion capability up to 250,000 gross square feet. Adult Probation, the Grand Jury and the Law Enforcement Review Board may have to be relocated in the future when necessary to provide expansion space for the District Attorney. Expansion space for courtrooms will be addressed in a separate facility. The County desires to have the ability to expand as soon as possible up to 450,000 gross square feet as funds become available. Thus, Proposers who can initially construct all of the 450,000 gross square feet will be given preference. The majority of space in this facility will ultimately be occupied by the District Attorney as it is a major objective of this project to provide expansion space for the District Attorney's

← 10 Courtrooms

needs through the year 2010.

The County has an estimated budget of $6.65 million annually beginning in FY 94/95 (July 1, 1991) and one time cash contributions of $4.0 million available between 1992-1994. Your proposal should consider this as the County budget for this project recognizing that there is a possibility that additional funds could become available (ie. sales tax revenue) and that all budget decisions are subject to the Board of Supervisors approval. A key element in your response to this RFP is the amount and quality of space you intend to provide given the County's stated budget and program specifications found in Attachment A. If you cannot provide the initial space requirement of 355,000 gross square feet, within the County's budget please indicate the additional amount of funds that would be required to satisfy this space requirement.

It is the intent of the County that the Downtown Court/Office building be a prominent structure that expresses the concept of justice and equality. The architectural design of the facility will reflect dignity and concern for the individual and the importance of the judicial system in our government.

The responses to the Request for Proposals will be evaluated based upon the following criteria which are not necessarily listed in the order of importance:

1. The useability, quality, efficiency and amount of space that is proposed to be provided by the developer within the County's currently identified annual budget of $6.65 million for lease/operating expenses and one time cash contributions of $4.0 million between 1992-1994.

2. Payment and completion bonding capability.

3. Evidence of the capability to finance the project with private funds.

4. Demonstrated ability of the proposed development team to complete the project on time and within budget.

5. Existence of development approvals.

6. The ability to construct 450,000 gross square feet with 355,000 gross square feet of initial occupancy.

7. Commitment to the use of minority and women owned business enterprises or a good faith effort to do so.

8. Proximity to the Downtown Courthouse.

9. Control over the proposed development site.

10. Proximity to public transit.

11. Design capability of the architectural team.

Details on these evaluation criteria are found in Section B. Subsequent to the evaluation of the proposals, the County intends to enter into exclusive negotiations with one development team. If negotiations cannot be satisfactorily completed the County intends to go to the next highest rated firm.

Those who respond to the RFP must submit a $10,000 deposit for each proposal. The deposit will be used to defray staff/consultant expenses related to the evaluation of the proposals. If these expenses are less than the total amount of the deposits then the balance will be refunded pro-rata to the proposers. In the case of respondents who submit dual proposals for development on County land and privately owned land, every effort will be made to not "double count" expenses incurred in the evaluation of the experience of the proposed development team, references checks, etc. There will be a conference held on Thursday October 17, 1991 at 9:00 AM in Room 310 of the County Administration Building, 1600 Pacific Highway, San Diego, CA, to discuss the preparation of responses to this RFP and to give you an opportunity to ask questions of staff. Prior to the conference, it would be appreciated if you could provide all requests for information in writing to Ron Moore, the Department of General Services, 5555 Overland Drive, Building 2, Room 220, San Diego, CA 92123, by Tuesday October 15, 1991.

I. STEP ONE: REQUEST FOR PROPOSALS SUBMISSION

A. RFP Requirements

All respondents should submit an original and nine (9) copies of their response to this RFP in the format and with the specific information herein requested. Each RFP response should be organized in the following order/sections. Respondents should label and "TAB" each one of the sections for easy reference. In certain cases you may resubmit specific responses/material included in the SOQ.

1. **Title Page.** This will show the respondent's name, the RFP title, and date of submittal of RFP. (It is appropriate to submit the same material as in the SOQ).

2. **Letter of Introduction.** Within four pages, the respondent must include the following in the letter of introduction:

   a. Respondent's Name
   b. Respondent's Address
   c. Statement whether respondent is an individual,

partnership, corporation or joint venture

The letter should provide the name of the person(s) authorized to make representations for the respondent and its address(s) and telephone number(s). The letter must be signed by the person representing the organization. The letter should clearly spell out the roles, responsibilities, and financial commitments provided by each member of the development team. Your development team should have a member or consultant with courts programming experience. You should include an organizational chart as an attachment to this letter.

3. **Development Proposal.** Based upon the assumption that the County will have available $6.65 million annually to pay lease payments/operating expenses and/or retire debt/pay operating expenses and one time cash commitments of $4.0 million, please indicate the amount of space for both courtrooms and offices you propose to provide. Please be advised that you probably will have to pay prevailing wages for construction of this project. The requirements relating to prevailing wages are found on pages 8 and 9 in the June 12, 1991 County Counsel letter (Summary of Alternative Methods for Courthouse Construction) to the Board of Supervisors. This letter was included in Addendum 1 to the RFQ. Ten courtrooms/direct support space must be within the building. The development proposal should include but not be limited to the following information:

- Gross square feet of construction
- Number of parking spaces
- Number of courtrooms and ancillary support space
- Public amenities
- Private uses (e.g. retail)
- Other specialized space (e.g. cafeteria, health club, etc.).
- A detailed project budget (i.e. land costs, land development/site preparation, direct construction costs, indirect construction costs, architect/planning fees, furniture, fixture equipment, engineering/testing, commissions, profit).
- Option to purchase price/option to purchase formula (eg. the consideration of depreciation.)
- Net useable square feet for court, office, and storage space according to Building and Office

Management Association standards.

- o Lease capitalization rate.
- o Operating expenses and expense stops per net useable square foot.
- o Total estimated annual operating expenses.

For purposes of submitting a project budget, please assume that tenant improvements will average $40 per net useable square foot for office space and $100 per net useable square foot for court space. Also assume that furniture, fixtures, and equipment will average $20 per net useable square foot. You should identify the additional amount of funds that would be necessary to construct finished office space beyond the initial 355,000 gross square feet (ie. the cost for providing the 95,000 gross square feet of expansion space and when the space would be available). If you are proposing to convert an existing building please spell out when existing tenants would be relocated and the extent and costs of any asbestos mitigation. The County requires that all buildings be asbestos free. Court space is defined as the courtroom, chambers, research attorney holding areas, judicial secretary/calendar clerk offices, and secure corridors/entrances to and from the courtroom. Office space includes space for the District Attorney, Probation, Law Enforcement Review Board, Grand Jury, Marshal, and support functions (e.g. executive office) of the Superior Court.

The shell building includes public restrooms, stairshafts, elevators, escalators, electrical and mechanical rooms on each floor, central electrical, mechanical, and heating/air conditioning systems sized to accommodate projected uses in the McGraw Baldwin Program Statement. If you plan to build all of the 450,000 gross square feet at once, please indicate the timeframe in which the County could acquire the additional space beyond our initial space requirements.

The County has the following source of funds to assist in the financing of the proposed facility:

<u>One Time Cash Commitments</u>

Year	Amount	Source
FY 92/93	$2.0 Million	SB 668 - Courthouse Construction Fund
FY 93/94	$2.0 Million	SB 668 - Courthouse Construction Fund
	$4.0 Million	

Annual Commitments

Source	Amount
Lease Consolidation Savings [1]	$3.4 Million
SB 668	$2.0 Million
El Cortez Lease	$1.1 million
Federal Reimbursement Family Support Space-District Attorney Savings	$.35 Million
	$6.65 Million

(1) This takes into account cost of living increase between FY 91/92 - and 93/94 (estimated to average 4% annually).

In terms of submitting your proposal please note that it is estimated that if the facility were leased the annual operating cost per net rentable square foot would be $5.50 and that the lease would be full service. Please indicate whether your estimated operating expenses would vary from this estimate and that rationale for such a variation.

The County's specific programmatic space, functional, and physical requirements are found as Attachment A to this RFP. The development proposals must be responsive to these needs. In preparing the development proposal and in consideration of the preparing your financial plan please be advised of the following:

1. The Front/B property would be leased to the developer for a nominal rental rate rather than at market rent. The County would expect that such a ground rent would result in a below market lease rate. Please refer to the June 12, 1991 County Counsel opinion (Summary of Alternative Methods for Courthouse Construction) for specifics on the leasing of land.

2. The County may be willing to pledge the fee interest in the land to the performance of the lease obligations. Specific terms and conditions of this pledge will be discussed during the negotiations with the selected development team.

3. The County may retain a tenant representative and pay them a negotiated rate for services which will be a part of the project cost. At this time do not include these costs in your development proposal.

4. The developer should comply with all Centre City Community Plan development regulations including those that relate to on site parking. Parking shall be provided to the County at 1.0 space per 1,000 gross square feet. Additional parking may be supplied if development approvals have been received from the City of San Diego.

5. The County will actively assist in obtaining commitments for other public agency tenants for the expansion space within the building.

6. The County encourages the inclusion of revenue generating activity (eg. ground floor retail) which is functionally compatible with a building that houses courts and justice functions. This revenue could be used to offset project costs.

The selected developer will be responsible for the following:

- Design of shell building as well as tenant improvements or redesign of tenant improvements in an existing building
- Construction of the shell building and tenant improvements or renovation of an existing building
- Construction management
- Testing, engineering studies etc.
- Obtaining all necessary development approvals and building permits
- Obtaining environmental approvals
- Obtaining financing
- Furniture, fixtures, equipment

The County will assist in the obtaining of development approvals. The development proposal

should present a detailed time table/"pert" chart showing estimated completion by task and key decisions required of the County. Your development proposal should indicate what delay penalties and financial incentives (e.g. completing the project ahead of schedule) you propose.

BY SUBMISSION OF A DEVELOPMENT PROPOSAL THE PROPOSER AGREES TO MEET ALL OF THE DESIGN OBJECTIVES, CIRCULATION AND BUILDING SYSTEMS, SITE REQUIREMENTS, AND ADJACENCY REQUIREMENTS FOUND IN THE MCGRAW BALDWIN PROGRAM STATEMENT FOUND IN ATTACHMENT A. PLEASE PROVIDE IN YOUR DEVELOPMENT PROPOSAL THE PREFERRED/RECOMMENDED METHOD FOR ACCOMMODATING THE 95,000 GROSS SQUARE FEET OF EXPANSION SPACE. THERE IS THE POSSIBILITY THAT THE COUNTY MAY WANT TO ACQUIRE MORE THAN TEN COURTROOMS. SUCH A DECISION WOULD HAVE TO BE MADE BY THE BOARD OF SUPERVISORS. IF THE NUMBER OF COURTROOMS ARE INCREASED THERE WOULD BE AN ADDENDUM TO THE RFP EXTENDING THE DEADLINE FOR SUBMISSION AND/OR THIS WOULD BE DEALT WITH DURING NEGOTIATIONS WITH THE SELECTED DEVELOPMENT TEAM. YOUR PROPOSAL SHOULD BE BASED UPON TEN COURTROOMS.

4. **A completed proposal Questionnaire** by the proposers joint venture, consultants, and Minority and Women owned Business firms. In filling out the questionnaire please do not refer to brochures or other sections of the proposal. (It is appropriate to submit the same material as included in the response to the RFQ.)

5. **A Preliminary Title report** for privately owned property to be developed. (It is appropriate to submit the same material as included in response to the RFQ.)

6. **Proof of control or exclusive right to represent the property and information on the development capability of the proposed site** (eg. floor area ratios, building height, utilities) (maximum 3 pages). You must include an opinion from your counsel as to what if any restrictions there would be to develop the property pursuant to your development proposal.

7. **A complete financial report** (include one copy with each of the nine submittals) prepared in accordance with generally accepted accounting practices, accurately reflecting the current financial condition of each respondent, individual, firm,

joint venture participant, appropriate associations, architectural firms who would be a member of the development team, court programmer, other consultants and contractor. The report must include a current balance sheet and profit/loss statements for the last three years. Please be advised that the County intends to conduct an extensive investigation of your development team's financial condition. The financial report should indicate cash resources not subject to claims and pending and threatened lawsuits against any members of the development team. All financial statements must be audited and completed by a certified public accountant. Failure to disclose any of this information (e.g. pending lawsuits) will be cause for rejection of your proposal. This financial data is a matter of great interest to the County and each proposers financial condition will be extensively investigated.

8. **A statement/letter from your source of financing** regarding the specific terms and conditions that would be required of your development team to receive construction and permanent financing. The development proposal must state the amount of equity commitment of each member of the development team. An equity commitment includes cash on hand, liquidation of assets, and cash borrowed. Please indicate how this equity is being raised by referring to specific line item entries on your balance sheet(s). If any of the equity will be borrowed, you must provide a letter from your lender indicating their willingness to provide the loan. No conditions of financing shall inhibit the ability of the County to purchase the building during or after completion of construction. The County intends to sign a twenty year lease prior to commencement of any work performed by the developer (e.g. design) and may exercise an option to purchase upon completion of construction. The standard lease terms required by the County are found as Attachment E to this RFP. The County has the right to modify this lease at its discretion. (Maximum ten pages).

9. **Evidence that your firm/development team can be bonded for performance** including all construction for at least a $75 million project. Payment and completion Bonds will be required of the construction firm. The County requires some type of assurance that the development team has the resources and financial commitment to complete this

project by June 1994. Accordingly you must indicate what the source of security would be for the difference between project costs and construction costs. This security may consist of equity contributions, a letter of credit from your lender, or a substantial non-refundable penalty payment(s).

10. **Block Diagram**. Please show in a rough diagrammatic form how the structure relates to your proposed site. Samples of past experience in design and building of structures of the size and scope of this Court/Office building should be submitted in this section. The proposal shall include block diagram layouts in order to indicate that the project can accommodate the County's general space, circulation, and adjacency requirements outlined in the McGraw Baldwin program statement. The block diagrams shall include the number of proposed courtrooms per floor, a diagrammatic building section indicating required clearances to accommodate court functions and the District Attorney, proposed location for the Marshal, Superior Court Administration, Adult Probation, Law Enforcement Review Board and the District Attorney. The District Attorney will occupy the upper floors of this structure. The space should be serviced by elevators that are separate from those used to move juries etc. between court floors. With respect to courtrooms/direct support space (ie. the courtroom module) please attempt to meet the overall desired space requirements outlined in the McGraw Baldwin program statement. For example it is the desire of the Superior Court to have 14 standard trial courtrooms that are 1530 square feet (34x45). The block diagram shall also include a diagrammatic footprint on the proposed site with indication of vehicular and pedestrian accesses. Please do not submit layouts, building sections showing floor to floor heights, and building elevation with a description of exterior wall system and materials, as the County does not expect a schematic or preliminary design at this time. However your proposal must give the County sufficient information to assure that the site and proposed structure will solve our functional needs.
Please rely on information in the McGraw Baldwin report.

11. **Existence of Development Approvals**. Please indicate what development approvals have been received for your project/site and the additional

development approvals that would be required.

Please be advised that you may have to pay prevailing wages for construction of this project. The requirements relating to prevailing wages are found on pages 8 and 9 in the June 12, 1991 County Counsel letter (Summary of Alternative Methods for Courthouse Construction) to the Board of Supervisors. This letter was included in Addendum 1 to the RFQ. Do not submit architectural renderings. The submission of renderings will automatically disqualify your proposal from further consideration.

BY SUBMISSION OF A RESPONSE TO THIS RFP THE SUCCESSFUL PROPOSER AGREES TO FULFILL ALL STATED OBLIGATIONS IN YOUR PROPOSAL INCLUDING COMPLYING WITH REQUIREMENTS/SPECIFICATIONS IN ATTACHMENT A AND C. THE COUNTY WILL HAVE THE RIGHT TO APPROVE ALL DESIGN DOCUMENTS. IN ADDITION, THE COUNTY MAY CHOOSE TO ENTER INTO NEGOTIATIONS WITH MORE THAN ONE OF THE PROPOSERS FOR THE CONSTRUCTION OF A CRIMINAL COURTS ANNEX TO THE DOWNTOWN SAN DIEGO COURTHOUSE. CONSTRUCTION OF THE ANNEX WILL DEPEND UPON THE AVAILABILITY OF PROPOSITION A SALES TAX REVENUE.

B. EVALUATIONS

The evaluation of the response to the RFP does not constitute any form of commitment by the County. The terms "Response to the RFP" refers to all documents submitted that provide information relative to items 1-10 discussed in the previous RFP requirements Section A. Upon receipt, all RFPs will be evaluated to determine acceptability for further negotiation and award of a contract.

The County reserves the right to request clarification or additional information from a respondent, if necessary.

It is anticipated that each response to an RFP will be evaluated based on the information submitted in the proposal, plus any other additional information developed by the County. Evaluation criteria will include the following:

1. The Useability, Quality, Efficiency and Amount of Space that is Proposed to be Provided by the Developer within the County's identified Budget of $6.65 million annually for this Project and one time cash contributions of $4.0 million between

1992 and 1994. The proposers will be ranked by the useability, quality, and amount of space provided. The quality of space is particularly important to the County as substandard construction and the added operational/maintenance costs can more than offset construction cost savings. In the consideration of proposals on County owned land, it would be recognized that County is contributing to the project value (estimated $6.5 million land value). The benefit of this will be taken into account in the evaluation of proposals. Proposals which provide revenue potential to offset project costs (e.g. retail, lease of excess office space to non-County tenants) are encouraged and will be viewed favorably. Preference would be given to a developer who would acquire the County owned site.

2. Bonding Capability. The developer shall have the demonstrated ability to post payment and completion bonds to complete the development proposal. The construction contractor must be bondable for the amount of proposed construction.

3. Evidence of Capability to Finance the Project with Private Funds. The proposer should be able to demonstrate through their past experience the ability to successfully finance a project of this size and complexity.

4. Demonstrated Ability of the Proposed Development Team to Complete the Project on time and within Budget. This would consider such factors as:

   - Record for completing projects of this size/scale on schedule and within budget.

   - Record for controlling costs/quality.

   - Experience in working with the public sector and/or justice agencies.

   The proposer must demonstrate that they have the quantity and quality of resources, management capability, and consultants who have clearly demonstrated through past experience the ability to complete a project of this magnitude on or before June 11, 1994.

5. Existence of Development Approvals. Preference will be given to those proposers who have

development approvals for their project/site. It is recognized that additional environmental analyses and permits may be required due to the unique nature of the Court/Office building.

6. Ability to Construct 450,000 Gross Square Feet. While the County wishes to acquire an estimated 355,000 gross square feet, the County desires to have the ability and flexibility to expand to 450,000 gross square feet as additional funds are available). Therefore proposers who plan to construct all of this space at once will be given preference.

7. Commitment to the Use of Minority and Women Owned Business Enterprise or Good Faith Effort to do so. Proposers who show a commitment to comply with County Equality Opportunity Regulations and the County's Women Owned Business Enterprise Program (Board Policy B-39) will be viewed favorably.

8. Proximity to Existing Courthouse. Due to the significant additional operational costs which result from being too far from the existing courthouse, the County/courts would prefer that new space be near the existing courthouse. Preference will be given to projects within three blocks of the courthouse. The courthouse boundary is defined as A Street (North), Broadway South, Front Street (East), and Union Street (West). The potential impact on operational costs associated with the location of the facility will be considered in the evaluation of the efficiency of the space.

9. Control Over Proposed Development Site. In the case of land which is privately owned it will be very important that the County have the assurance that the facility can be built on the site within a three year period.

10. Proximity to Public Transit. Convenience to public transit (e.g. trolley, bus, and shuttle bus to Courthouse) will be viewed positively.

11. Design Capabilities of Architect. Past experience of design team to produce an aesthetically pleasing structure of this type and scope.

C. GENERAL CONDITIONS

1. General Guidelines for Content

The RFP response shall be clear and concise enough to enable "reviewers" or "evaluation team" to make a thorough evaluation and arrive at a sound determination as to whether the proposal meets the requirements of the County. To this end, the RFP response should be so specific, detailed and complete as to clearly and fully demonstrate that the respondent has a thorough understanding and demonstrated knowledge of the County's requirements.

2. Explanation to Respondents

An explanation desired by a respondent regarding the meaning or interpretation of the solicitation must be requested in writing with sufficient time allowed for a reply to reach all respondents before the submission of their RFP responses. Oral explanations or instructions will not be binding. Any information provided to a prospective respondent will be furnished to all respondents as an addendum to the solicitation.

3. Disclaimers

This solicitation does not commit the County of San Diego to award a contract, to pay costs incurred in the preparation of a response or to procure or contract for any services. The County of San Diego reserves the right to accept or reject any or all RFP response received as a result of this solicitation, or to cancel in part or in its entirety this solicitation if it is in the best interest of the County. The County budget outlined in this RFP is presented as the basis for proposers to submit development proposals. It is not a final commitment by the County to the selected development team. The final budget will be subject to negotiation and Board of Supervisors approval.

The County reserves the right to interpret or change any provision of this RFP at any time prior to the RFP response submission date. Such interpretations or changes shall be in the form of addenda to this RFQ. Such addenda shall be made available to each person or organization which has received an RFP. Should such addenda require additional information not previously requested, a respondent's failure to address the requirements of such addenda may result in the RFP response not

being considered.

The County, in its sole discretion, may determine that a time extension is required for submission of RFP response. In such case an addendum shall indicate a new RFP response submission deadline.

4. Failure to Conform/Proof of Representations

Any RFP response which modifies or fails to conform to the essential requirements or specifications of the RFP shall be considered non-responsive and categorized as unacceptable.

The County of San Diego may require whatever evidence is deemed necessary relative to the respondent's financial stability.

The County of San Diego reserves the right to request further information from the authorized representative of the respondent, either in writing or orally. Such requests will be addressed to the authorized representative of the respondent.

The County of San Diego reserves the right to solely judge the respondent's representations, written or oral.

5. Rights to RFP Response Information

Information disclosed in the RFP responses and the attendant submissions will become the property of the County.

6. Protest Procedures

Any protest or appeal resulting from this request shall be submitted in writing to the Director, Department of General Services within five (5) working days of notification of rejection for participation in further negotiations shall be processed as prescribed in the Board of Supervisors Policy A-97.

7. Knowledge of Conditions

Before submitting an RFP response, respondents will carefully read all sections of this RFP and will fully inform themselves as to all existing conditions and limitations.

8. Duty to Inquire

Should a respondent find discrepancies in or omissions from the RFP documents, or should the respondent be in doubt as to their meaning, the respondent shall at once notify the County in writing.

9. Truth and Accuracy of Representations

False, incomplete, or non-responsive statements shall be cause for rejection of the RFP response. The evaluation and determination of the fulfillment of the above requirements will be the County's responsibility and its judgement shall be final.

One original and nine (9) copies of the completed SOQ shall be delivered to:

Ron Moore, Chief Capital Facilities Planning
COUNTY OF SAN DIEGO
Department of General Services
Architecture & engineering Division
5555 Overland Avenue
Building 2, Room 220, Mail Stop 0368
San Diego, CA 92123
Attn: RFP - Downtown Court and Office Building

Please post in the upper right hand corner your number (list of proposals).

Proposals are due no later than 12:00 PM Tuesday November 27, 1991. RFP responses received after the 12:00 PM deadline regardless of reason will be considered late; and therefore not responsive to this solicitation. Your proposal must be accompanied by a $10,000 cashier's check made out to the County of San Diego.

Please direct any inquires for this project to Richard Greene, Project Manager, at (619)-495-5742 or Nick Marinovich at (619) 531-5275.

JANE F. HUSTON, Director
Department of General Services

ATTACHMENTS:

A - McGraw Baldwin Program Summary
B - Minority Women Owned Business Program Summary
C - Three block preference map

D - Questionnaire
E - Standard lease
F - Option to Purchase Agreement
~~G- Courtroom Module~~

RFPDCOB-