

Sample Investor RFI

Request For Information/Proposal (RFI/RFP)

SAMPLE RFI



Location Candidate:

City/County/Province

Primary Contacts:

(Relative to RFI Submittal)

PROVINCE

NAME

TITLE

ORGANIZATION NAME

ADDRESS

CITY, PROVINCE, POSTAL CODE

PHONE

FAX

CELL PHONE

E-MAIL

Regional (If Applicable)

NAME

TITLE

ORGANIZATION NAME

ADDRESS

CITY, PROVINCE, POSTAL CODE

PHONE

FAX

CELL PHONE

E-MAIL

LOCAL

NAME

TITLE

ORGANIZATION NAME

ADDRESS

CITY, PROVINCE, POSTAL CODE

PHONE

FAX

CELL PHONE

E-MAIL

I. Existing Facility Data

A. Facility Name and Location

1). Facility name

2). Facility location
(Street intersection; and address)

4). City, Province, Postal Code

5). School District (if applicable)

6). Facility within City's corporate limits
If no, is it subject to annexation

B. Facility Owner

Name

Address

City, Province, Postal Code

Telephone(s)

e-mail address

C. Facility Description

1). Total square footage

2). Manufacturing area

3). Warehouse

4). Office area

5). Other areas

6). Column spacings

7). Overall facility dimensions

- 8). Date of Construction _____
- 9). Condition of Property _____
- 10). Previous use of the Facility _____
 Products manufactured _____

D. Site

- 1). Total acres _____
- 2). General site topography _____

I. Existing Facility Data (continued)

E. Wall Types

F. Roof Types

G. Clear Ceiling Heights (Mfg Area)

H. Floor Thickness

I. HVAC Systems

J. Loading/Unloading Doors

- | | <u>Ground Level</u> | <u>Dock Level With Seals & Levelers</u> | <u>Dock Level Without Seals & Levelers</u> |
|-------------------|---------------------|---|--|
| 1). Truck | | | |
| a. Number | | | |
| b. Sizes | | | |
| 2). Rail (Number) | | | |

K. Sprinkler Systems (type, density)

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L. Utility Services

- 1). Electric
- a. Local supplier _____
- b. Existing transformers _____ KVA
- c. Service to the transformers _____ volts

- 2) Water
 - a. Local supplier _____
 - b. Existing service (size line in inches)
 - _____ (domestic)
 - _____ (fire protection)
 - c. On-site storage system
 - _____ gallons
 - _____ elevated or _____ ground level
- 3) Sewer
 - a. Local supplier _____
 - b. Size and location of line _____
- 4). Natural gas
 - a. Size of main service line _____ inches at _____ psi
 - b. Location of main service line _____
 - c. In-plant line size _____ inches at _____ psi
- 5). Other on-site fuel systems _____

I. Existing Facility Data (continued)

M. Lighting

- 1). Internal lighting
- 2). Outside lighting

N. Paved Parking

_____ vehicles

O. Zoning Status

- 1). Type _____
- 2). Zoning change to be required (yes/no) _____

P. Other Services

- 1). Telephone (name) _____
- 2). Fire Protection _____ (city, county, private?)
- Fire insurance class rating at the facility _____

Q. Pricing

1). Asking sale price

R. Applicable Effective Real And Personal Property Tax Rate

 /\$100 or \$1,000 value

S. Completed Environmental Audit of Site and Facility

- 1). Yes/No
- 2). If yes, identify the appropriate company, and contact information.

T. Attachments Needed

- 1). Facility floor plan; and a site plan (preferred 11" x 17" sheets)
- 2). Location map
- 3). Photographs (internal and external)
- 4). Completed environmental audit summary
- 5). Applicable covenants or zoning regulations

II. Site Data

A. Site Name and Location

- 1). Site name
- 2). Site location
(Street intersection; and address)

- 4). City, Province, Province, Postal Code
- 5). School District (if applicable)
- 6). Site within City's corporate limits
If no, is it subject to annexation

B. Property Owner

- Name
- Address
- City, Province, Postal Code
- Telephone(s)

e-mail address

C. Asking price per acre

D. Recommended Site Description

- 1). Site size
- 2). Site dimensions
- 3). Site overall configuration

- 4). Previous and current use
- 5). Contiguous areas
 - East
 - West
 - North
 - South

- 6). Existing easements and/or right-of-ways

	Type	Location and Specifics
a.	Utility	
b.	Road	
c.	Railroad	
d.	Other (Explanation)	

- 7). Provide site boundary and topo plans (preferred 11" x 17" sheets)

II. Site Data (continued)

D. Site Description (continued)

- 8). Existing structures which would have to be removed (provide details)

- 9). Archeological Studies Available

Level (Phase 1A, Phase I, etc.)	Date	Contact (Company, Phone)

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10). Environmental Studies Available

Level (Phase I, Phase II, etc.)	Date	Contact (Company, Phone)

E. Zoning

- 1). Present zoning _____
- 2). Timing and procedure for rezoning process, if necessary (ex. - Special Use Industrial) _____

F. Zoning Regulations

- 1). Facility maximum height restrictions _____
- 2). Variances available for maximum height restrictions (y/n). *If yes, provide timing for variance procedures* _____
- 3). Protective covenants in place _____
- 4). Maximum allowable site coverage (%)

Facilities	Impervious surface
- 5). Provide a copy of the applicable zoning regulations

II. Site Data (continued)

G. Utilities Available

- 1). Electric
 - a. Service provider _____
 - b. Contact (name, title, address, phone, fax, e-mail)

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 - c. Specifications of power available _____
 - d. Transmission/Distribution _____

- e. Location of line _____
- f. Name, Capacity & Location of Servicing Substation _____
- g. Estimated rates per kWh for a load of 1,000 kW demand; and a 75.0% load factor. _____
- h. Details for any applicable incentive rate structure _____
- i. Attach the applicable rate structure; and billing method _____
- j. Does the utility require any possible power factor correction? _____
- k. Address redundancy capabilities _____

2). Natural Gas

- a. Service provider _____
- b. Contact (name, title, address, phone, fax, e-mail)
- c. Line size/pressure _____
- d. Location of line _____
- e. Attach the applicable rate structures for "transport/LDC" and "general use" _____

3). Water

- a. Service provider _____
- b. Contact (name, title, address, phone, fax, e-mail)
- c. Line size _____
- d. Location of line _____
- e. Current pressure and flow test at site

	psi static	
	psi residual	
	gpm flow	
- f. Plant capacity daily treatment vs: the current daily usage; and location relative to subject site. Existing storage tank(s) on-site
- g. (Yes/No)
- Size(s) (million gallons)

- h. Applicable connection/impact fees _____
 Details on any applicable "water rights" _____
- i. _____
- j. Attach applicable rate structure _____

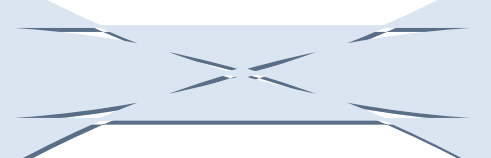
G. Utilities Available (continued)

- 4). Wastewater
 - a. Service provider _____
 - b. Contact (name, title, address, phone, fax, e-mail)
 - c. Line size _____
 - d. Location of line _____
 - e. Limitations on use _____
 Service type (Gravity or Force)
 - f. Main) _____
 - g. Applicable connection/impact fees _____
 - h. Attach applicable rate structure _____
 Wastewater usage rate(s)/1,000
 - i. gallons _____
 - j. Plant daily treatment capacity vs:
 current daily usage; and location relative to subject site
 - k. Attach a copy of any pre-treatment standards _____

- 5). Telecommunications
 - a. Explanation of the existing network _____
 Ability to expand the existing
 - b. network _____
 - c. Service provider _____
 - d. Contact (name, title, address, phone, fax, e-mail)

H. Transportation Accessibility

- 1). Highway
 - a. Main road accessing site _____
 - b. Distance to nearest highways _____
 (miles and numbers)



- c. Distance to other roadways/80,000 lb weight limits (*miles and names*) _____
- d. Describe route from site to nearest highways (*route, road type, road improvements required, other comments*)

2). Nearest Commercial Airport

- a. Airport Name _____
- b. Distance _____
- c. Domestic and International Carriers (Names) Serving Airport

3). Nearest general aviation airport

- a. Airport Name _____
- b. Location _____
- c. Runway length (ft.) _____

4). Access to commuter train station

- a. Name _____
- b. Location _____
- c. Service providers _____

5). Access to commercial bus station

- a. Name _____
- b. Location _____
- c. Carriers _____

I. Topographies and Soils

- 1). Site Subject To Flooding (Y/N) _____
- 2). Elevation Range of Site (MSL)

Low	High

- 3). Identify On-site wetlands and/or stream(s)

4). Base Flood Elevation (MSL)	
5). Completed Wetlands Delineation Report on the site - (Y/N) <i>If yes, identify Company, contact, and contact phone number, which did the work</i>	
6). Sub-surface characteristics	
Soil Type	_____
Soil Bearing Pressure	_____
Water Table	_____
Rock Elevation	_____
Other Comments	_____
7). Completed Geotechnical Report <i>If yes, identify Company, contact, and contact phone number, which did the work</i>	_____

II. Climatic Conditions

A. Climatic Conditions

	High	Low	Average
1). Average Daily Temperature			
	July		
	January		
2). Annual Average Temperature			
3). Annual Average Rainfall (inches)			
4). Annual Average Snowfall (inches)			
5). Prevailing winds - direction; average miles/hour			

B. Natural Disaster Risk (Source: NOAA)

1). Tornado frequency rating	
2). Hurricane frequency rating	
3). Flood frequency	
4). Earthquake zone/seismic rating	
5). Hail storm frequency	

III. Permitting (Provincial and Local)

A
. Environmental

	Permit(s)	Agency	Process & Timing
1).	Air		
2).	Wastewater		
3).	Hazardous materials		
4).	Ground- water		
5).	Any other special permits (names) -		

III. Permitting (continued) (Local)

B. Buildings

- 1). Applicable building code name _____
 a. Are there local amendments/additions? _____
 b. If yes, provide copies of amendments/additions
- 2). Ownership/transferability of mineral rights
Explanation
- 3). Construction documents review

	Review	Federal	State	Local
Site plan				

Grading and drainage			
Wetlands mitigation			
Erosion control			
Building			

4). Landscape ordinance (Y/N) _____
 (If yes, provide copy)

5). Grading / Site Plan Review and Permit -

Local Reviewer (<i>contact name, phone</i>)	
State Reviewer (<i>contact name, phone</i>)	
Site Permit / Review Fee(s)	

6). Building Plan Review and Permit -

Fast track permitting (Y/N)	
Plans Reviewer (<i>contact name, phone</i>)	
Construction Inspector (<i>contact name, phone</i>)	
Building permit fee(s)	

7). *Other questions*

a. Once the application is submitted, what is the mandated time for a formal response

b. Timing and procedure to deal with any objections to the applications

IV. Labor

A. *List of Major Service Related Operations in Area (City, Region, Schools, Hospitals, Utilities, Other large non-manufacturing employers, etc.) (Local)*

	Name	City	Service	Emp	Union Name
1).					
2).					
3).					
4).					
5).					
6).					
7).					
8).					

9).				
10).				

B. List of Major Manufacturing and/or Distribution Operations in Area (25-mile radius) (Local)

	Name	City	Product	Emp	Union Name
1).					
2).					
3).					
4).					
5).					
6).					
7).					
8).					
9).					
10).					
11).					
12).					

C. List of Major New and Expanding Industries (last 5 years) (State and Local)

	Yr	Name (Indicate New/Exp)	City	Product	Emp	Union Name
1).						
2).						
3).						
4).						
5).						
6).						
7).						
8).						
9).						
10).						
11).						
12).						

D. List of Major Industry Closings or Layoffs (last 5 years) (Provincial and Local)

	Yr	Name (If not Closure, indicate Layoff)	City	Product	Emp	Reason
1).						
2).						
3).						
4).						
5).						
6).						
7).						

E.

Labour Force

	City and Region	Labor Force	Employed	Un-Emp	UE Rate
1).					
2).					
3).					
4).					
5).					
6).					
	Total				

F. Historical Unemployment Rates (last 5 years)

(Contiguous Cities or Regions)

Year	[City]	[City]	[Reg ion]	[Region]
2007				
2008				
2009				
2010				
2011				
(Most recent month) 2012				

G. Total Manufacturing Employment

County (and contiguous counties)	Total Labor Force	Mfg	% of Total

Total			

**H. Graduates Entering Workforce (within 25-mile radius)
(Colleges/Universities/Vo-Techs)**

- 1). High School Graduates _____
- 2). Vo-tech, Community Colleges _____
- 3). Colleges & Universities - Undergraduates _____
- 4). Other _____

**I. Student Enrollments (within 25-mile radius)
(Colleges/Universities/Vo-Tech)**

- 1). Primary and Secondary Education _____
- 2). Vo-tech, Community Colleges _____
- 3). Colleges & Universities _____

J. Local Contact For Employment Commission (or similar name organization) (local office of Department of Workforce Services)

- 1). Name, Title _____
- 2). Organization Name _____
- 3). Telephone Number _____
- 4). E-mail address _____

K. Unemployment Insurance

- 1). Taxable Base _____
- 2). Average Rate - Existing Employers _____
- 3). Entry Rate - New Employers _____
- 4). Maximum Weekly Benefit _____

L. Wage Rates (Excluding Benefits)

Production Related Job Titles	Starting Hourly Rate	Median Hourly Rate
Machine Operator		
Material Handler		
Forklift Operator		

Maintenance Mechanic		

IV. Labor (continued) (Local Industries/Unions)

M. History of any union elections, work stoppages, decertification's (within the last 5 years)

- 1). Approximated number of private industries (100+ employees)
- 2). Approximated total number of private industries (100+ employees) with union affiliation
- 3). Most active unions in the area in the last 5 years
- 4). Approximated union elections/work stoppages in the last 5 years

	Number	Union Names	Industry Names
Union wins			
Union losses			
Work stoppages			

- 5). Details/comments regarding the level of unionized industries locally, regionally and Statewide
- 6). Details on the construction industry unionized trades and activities

N. Health and safety issues

Explanation of any such issues requirements

V. Education

A. Primary and Secondary Schools

1).	Number of School Districts/Systems			
2).	Selected Larger Districts/Systems	[Name]	[Name]	[Name]
3).	Enrollment			
4).	Graduates			
5).	Spending per student			
	Total			
	Instructional			
6).	Student-Teacher Ratios			
	Elementary			
	Secondary			
7).	ACT			
	% of students taking the test			
	Average score			
8).	SAT			
	% of students taking the test			
	Average score			
9).	Number of Merit Scholarships			
	Semifinalists			
	Finalists			
10).	% of High School Seniors			
	Attending College			
	Entering the Labor Market			

**B. Post-Secondary Education (Colleges & Universities Within a 25-Mile Radius)
(College/University)**

	Name/Location	Distance	Type	Enr*	Grads
1).					
2).					
3).					
4).					
5).					
6).					
7).					

* enrollment

C. Vocational Technical Schools And/Or Community Colleges (Within a 25-Mile Radius) (School/College)

	Name/Location	Distance	Type	Enr	Grads
1).					
2).					
3).					
4).					
5).					

D. Education Attainment (25-mile radius)

V. Education (continued)

		Number	%
1).	Population Age 25 ⁺		
2).	<High School		
3).	High School		
4).	Some College/No Degree		
5).	Associate Degree		
6).	College Graduate		
7).	Post Graduate		

VI. Taxes

A. Corporate income

- 1). Rate structure _____
- 2). Apportionment formula _____
- 3). Weightings for such factor _____
- 4). Is Worldwide unitary taxation applicable? _____

B. Franchise

- 1). Rate structure _____
- 2). Application _____

C. Ad Valorem

Ratio of Assessment (%) Rate/\$100 Value

- 1). Real property
- 2). Personal tangible property
- 3). Inventories
 - a. Components
 - b. Work in process
 - c. Finished products
- 4). Pollution abatement equipment

D. Sales/Use (Provincial and Local)

- 1). Facility construction materials
- 2). Equipment
- 3). Pollution abatement equipment
- 4). Major Exemptions

E. Personal Income Tax

Rate Range	Schedule

F. Local Occupational Tax (Paid by Employee And/Or Employer)

- 1). City Residents
- 2). Non-City Residents

Rate Range	Basis

VII. Location Candidate General Data (Historical - Current Year and Projections)

A. Demographics

- 1). Population
 - a. 2001
 - b. 2006
 - c. 2011
 - d. 2012 Projected
 - e. 2001 - 2006 % Growth
 - f. 2006 - 2011 % Growth
 - g. 2011 - 2016 % Growth
- 2). Racial Breakdown (% of Total)
 - a. White
 - b. African American
 - c. Aboriginal

City	Region	25-Mile Radius

City	Region	25-Mile Radius

- d. Asian/Pacific Islander
 - e. Other
 - f. Multiple Races
- 3). Hispanic Origin

B. Quality of Life

- 1). ACCRA - Composite Index (U.S. = 100) _____ Quarter, 2011
- Grocery Items _____
 - Housing _____
 - Utilities _____
 - Transportation _____
 - Health Care _____
 - Misc. Goods and Services _____
- 2). Housing Availability
- a. Residential building permit activity for City or Region (indicate City or Region)

Year			
	2007		
	2009		
	2010		
	2011		
	2012 (to date)		

VII. Location Candidate General Data (Local/Crime Rate)

B. Quality of Life (continued) (Local)

- 3). Housing Availability (continued)
- b. Availability of homes for purchase - all income levels

Comments (Cost and Availability)

- c. Availability of homes for short-term rentals

Comments (Rental Rate and Availability)

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	Number	Comments
4). Hospitals		
a. Number of Hospitals		
b. Number of Beds		
5). Police protection (Personnel per 1,000 population)		
6). Fire protection (Personnel per 1,000 population)		
Fire rating classification; response time		
7). Crime Rate per 100,000 Inhabitants		
8). Churches (Total Number, Denominations available)		
9). Number of Enclosed Regional Malls		
10). Golf Courses	Public	Private
11). Other Recreational Amenities (Explanation)		

VIII. Business Climate

A. Bond Rating

1). State	
2). City	
3). County	

B. Outline any State level legislation (within the last 5 years)- tax, labor, transportation, etc. which has positively or negatively affected existing and/or new business

1).	
2).	

3).

IX. Incentive Opportunities

A. Preferred low cost lease/option to purchase on the facility; with all infrastructure improvements in place.

B. Tax reductions/abatements/credits of all types (income, franchise, property, sales/use, payroll, etc.)

C. Employee training - facilities, programs, level of funding

D. Financing -

1).	Bonds
2).	Grants (based on investment, employee level and type, annual payroll).
3).	Low interest loans.
4).	Federal Stimulus Funds

E. Accelerated permitting - environmental and physical project development related

1).	Accelerated permitting (Province and local level) for all project related construction renovation activities.
2).	Waiver or rebates for permit fees.

F. Grants (jobs, investment, etc.)

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G. Incentives for the use of Renewable Energy sources

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H. Incentives for LEED certified facilities

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I. Other programs and opportunities (explanation)

1).	
2).	
3).	