

# **United States Department of the Air Force**

**Air Force Materiel  
Command (AFMC)  
Air Force Center for  
Environmental Excellence  
(AFCEE)**



## **Privatization of Military Family Housing Robins AFB**

Solicitation No. AFCEE-06-0003

## **APPENDIX K Mandatory Forms**

**PROPOSAL IS DUE NO LATER THAN  
5:00 P.M. EST 15 August 2006 AT:**

PSC MILITARY HOUSING COMPANY  
132 South 600 East  
Salt Lake City UT 84102  
Voice 801-363-2277 Fax 801-363-1912  
Email [bfranklin@psc-evg.com](mailto:bfranklin@psc-evg.com)  
Web site [www.pscmhc.com](http://www.pscmhc.com)

**APPENDIX K. MANDATORY FORMS**

**VOLUME I: FINANCIAL**

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

<b>STATEMENT OF OPERATING REVENUES AND EXPENDITURES</b>	
<b>GENERAL DATA</b>	
Total Number of Units in Inventory (Phase I /Phase II)	
Total Number of Units Online/Active (Phase I /Phase II)	
BAH Inflator	
Expense Inflator	
Property Tax Inflator	
<b>RENTAL REVENUE (Provide Detailed Calculations)</b>	
Gross Potential Rent – Active Existing Units (Net of Utility Allowance)	
Gross Potential Rent – Active New Units (Net of Utility Allowance)	
Vacancy Allowance	
<b>Total Rental Revenue</b>	
<b>PROPERTY OPERATING EXPENDITURES</b>	
<b>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.</b>	
<b>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.</b>	

<b>Professional Fees (in addition to providing amounts, please specify what portion of fees are incentive-based)</b>	
Property Management Fees	
Legal Fees	
Accounting, Audit, and Tax Services	
Other Professional Fees	
<b>Utilities</b>	
Electricity (office and common)	
Water (landscape and common)	
<b>Personnel Costs</b>	
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	
<b>Air Force-Provided Police and Fire Services</b>	
Police Services	
Fire Protection	
<b>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.)</b>	
<b>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.</b>	
<b>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.</b>	

<b>Taxes and Insurance (see Appendix Q for required coverages)</b>	
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	
<b>Total Operating Expenditures</b>	

<b>EXCESS OF OPERATING REVENUES OVER EXPENDITURES</b>	
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)	
<b>DEBT SERVICE COVERAGE</b>	
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)	
<b>REMAINING BALANCE AFTER DEBT SERVICE AND THE ABOVE ITEMS</b>	
Deposits into the Reinvestment Account	
Distributions to Successful Offeror	
Provision for Income Taxes	
Cash balance, end of year	
<b>ACCOUNT ACTIVITY</b>	
<b>Replacement Reserve Account</b>	
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)	
<b>Reinvestment Account</b>	
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
<b>Hard Costs</b> (Identify phase, site, number of units, year executed, etc.)			
Infrastructure			
Construction			
Demolition			
Landscaping			
Contingency *			
<b>Total</b>			
<b>TOTAL HARD COSTS</b>			
<b>Soft Cost</b> (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			
<b>TOTAL SOFT COSTS</b>			
<b>TOTAL PROJECT COSTS</b>			

**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**

<b>SOURCES:</b>	
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	
<b>TOTAL SOURCES</b>	
<b>USES: <i>Note - Proposal Costs are not a Permitted Use.</i></b>	
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)	
<b>TOTAL USES</b>	
<b>TOTAL SOURCES IN EXCESS OF USES</b>	
<b>RECONCILIATION TO PROJECT COSTS</b>	
Total Project Costs (From Page K-7)	
Debt Service	

Other Uses (Identify)	
Total Uses	

**VOLUME I: PROPERTY MANAGEMENT**

<b>Building Component</b>	<b>Component Life</b>	<b>Unit of Measure</b>	<b>Unit Cost (Current Year \$)</b>
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)			