

**2019 REQUEST OF QUALIFICATIONS (RFQ)
PURCHASE, REDEVELOPMENT AND OPERATION OF PROPERTY IN GLOBEVILLE
NEIGHBORHOOD
LOCATED AT 4400 LINCOLN STREET
APPLICATION CHECKLIST**

The following checklist of attachments is provided as a tool to assist you in ensuring that adequate information is available as you begin the application submission process. The online proposal application includes requests for attachments that must be uploaded to the *Wizehive* system to complete your proposal.

Uploading Attachments in the Wizehive System

The attachments below are itemized according to the Section names at the top of each part of the application. Multiple pages must be uploaded as a single attachment in .pdf format. Be careful when uploading an attachment, as the *Wizehive* system will only accept one attachment per individual response. *If a document is uploaded incorrectly, press the “Select a File” button to replace the incorrect document.* You may then browse the documents on your computer to select and upload the correct document (the system will only retain the last attachment uploaded per response).

Section I: Lead Respondent Information

- D. Attach Federal Tax Exemption Determination Letter
 - The lead respondent entity is required to have legal status as a 501(c)(3) non-profit organization, therefore this document is mandatory.
- K. Attach Certificate of Good Standing with the Secretary of State
- L. Attach IRS W9 Form
- M. Attach Authority to Submit Application

Section VII: Qualifications

- A. Attach narrative response [see instructions in RFQ Guidelines and Wizehive application]
- B. Attach audited or auditable financial statements for the lead respondent for the three most recent years
- C. Attach project timeline and approach to key milestones
- D. Attach architectural work [optional]
- E. Attach pro forma financial projections [optional]

Section VIII: Required Certifications

- Submit Diversity & Inclusiveness confirmation form to:
OED_Neighborhoods.Proposals@denvergov.org