

Developer cannot issue the Notice to Proceed, and construction cannot begin until the DPC contract is countersigned by the City Controller or the DPC will be terminated.

1.00 Phase I – Initial submittal

Prior to commencing the construction of the project, the Developer shall deliver to the City for following documents:

- 1.01 Developer Participation Contract (two originals, one copy) containing the following information:
 - The full name and address of the developer (Page #1 - See 4.00 Guidelines for Legal Name of Developer and Execution by Developer)
 - The description of the project (Page #2)
 - The City's contribution amount under this contract (Page #2 & #17 or #14 or #13)
 - Authorized signatures (Page #4)
 - Current City Bond interest rate (Page #6 of 70%DPC)
- 1.02 Certificate of Incorporation, Joint Venture, Partnership, etc.
- 1.03 City's Performance Bond, Payment Bond, One-year Maintenance Bond and One-year Surface Restoration Bond (two originals and one copy)
- 1.03a Certificates of Insurance
- 1.04 Company vendor number. If you are first time to enter an agreement with the City, please register your company at <http://purchasing.houstontx.gov/>. Call the Supplier Assistance Desk at 832-393-8800 for assistance.
- 1.04a Letter from IRS showing tax I.D. Number
- 1.05 00455_Ownership Information Form (one original)
- 1.05a City of Houston Acknowledgement Form (one original)
- 1.06 Water and/or wastewater capacity reservation letters
- 1.07 Proof that the Developer has acquired all lands and right-of-way necessary for construction
- 1.07a Final CPC 101 Form and Preliminary Plat, or Final Plat, no larger than 8 ½ by 11
- 1.07b Vicinity map, no larger than 8 ½ by 11
- 1.08 One-line drawing showing the streets, lots, and utility lines. This drawing must show surrounding streets to identify the subdivision location for 70%DPC
- 1.09 The project drawings approved by the OCE, no larger than 8 ½ by 11
- 1.10 Three (3) informal itemized bidding documents showing the bid cost for the project and the engineering proposal showing the design cost for the project.
- 1.11 Cost Allocation Requested Calculation
- 1.12 Exhibit A – A narrative description for the project includes lines to be built. For 70%DPC includes the legal description for the property.
- 1.13 Exhibit B – Request for Reimbursement of Eligible Storm Sewer Drainage Costs
- 1.14 Application Fee and Administration Fee – See the City Fee Schedule on the web link: http://cohweb.houstontx.gov/FIN_FeeSchedule/default.aspx.

Note – Construction of any item listed in the itemized construction bid proposal without permit(s) & notice to proceed will void the Contract.

- End of Phase I

2.00 Phase II – Construction

Developer shall apply/notify and provide reasonable documents for the Department of Houston Public Works, the Taps and Meters and the Office of City Engineer for the following events:

- 2.01 Obtain Permits required to construct the Project.
- 2.02 Notice to Proceed
- 2.03 Completion of the Project such that it is ready for inspection by the City

- End of Phase II

3.00 Phase III – Reimbursement

After substantial completion of the Project and upon inspection and certification by the Houston Public Works, and within 30 days of the Public Works' final inspection and approval of the Project for 70%, 50%, 30%DPCs, and once at least 25% of the single-family residence homes have been constructed for 70%DPC, Developer shall provide the following:

- 3.01 Invoice from the Developer to the City for payment of amount owed under this Participation Contract (one original)
- 3.02 City of Houston Form – Certificate of Final Completion (one copy)
- 3.03 Acceptance letter (one copy)
- 3.04 City of Houston Form – Certificate of Payment to Subcontractors and Suppliers signed by Developer and notarized (one original)
- 3.05 Provide records and vouchers for allowable cost of water and/or sanitary sewer and/or storm sewer lines and appurtenances (itemized invoices signed by Contractor and/or Engineer, and copies of Owner's payment check(s) to contractor and/or engineer)
- 3.06 If applicable, all documents necessary to vest title to the Project to the City free and clear of any encumbrances as required by the City Legal Department (easement grants, etc.)
- 3.07 If applicable, Recorded Plats of the Project (one copy)
- 3.08 Notice to Proceed (one copy)
- 3.09 Permit to construct the utility lines (one copy)
- 3.10 Final "As-built" plan and profile signed & stamped by contractor
- 3.11 70%DPC: Certification signed by the Developer that it has complied with the requirements of Section II E, Sale of Property (one original)
- 3.12 Reimbursement calculation summary

- End of Phase III

4.00 Guidelines for Legal Name of Developer and Execution by Developer

- 4.01 Developer is a Natural Person:
 - Correct full legal name
 - Do not use assumed names without submitting a copy of the Assumed Name Certificate. When using assumed name, always give real name as well assumed name: Example: John Doe, d.b.a. Home Builder Enterprises
 - Must be signed by the natural person that is a party to the contract. No attestation necessary

- 4.02 Developer is a Corporation:
 - Name should end with Inc., Co., Corp., Corporation, or Company
 - Do not use assumed names without submitting a copy of the Assumed Name Certificate.
 - Generally should be executed by President or Vice-President. If not executed by President or Vice-President there must be a corporate resolution authorizing the agent to sign (submit copy of resolution)
 - Attestation by Corporate Secretary or Assistant Corporate Secretary. Corporate seal (if any) must be impressed on Attestation. Name on corporate seal must match the name of Corporation on the contract.

- 4.03 Developer is a Joint Venture or Partnership:
 - Full name of partnership. Do not use assumed names without submitting a copy of the Assumed Name Certificate.
 - May be signed by any partner. No attestation necessary if partner is a natural person. If partner is a corporation, signature is the same as for a corporation.
 - Copy of Joint Venture Certificate or Partnership Agreement.