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**TULSA DEVELOPMENT AUTHORITY WORK STUDY  
MEETING OF: December 5, 2019**

**TO:** Chairman and Board Members  
**FROM:** Office of Tulsa Development Authority  
**SUBJECT:** Advance Request No. 1 from Hartford Crossing, LLC to TDA from the Downtown Housing Funds – Hartford Crossing Project

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**Background:**      **Redeveloper:** Hartford Crossing, LLC  
                         **Owner:** Hartford Crossing, LLC  
                         **Developer:** N/A  
                         **Engineer:** N/A  
                         **Location:** 111 S. Greenwood Avenue, Tulsa, OK  
                         **Size of Tract:** 0.84 Acres or 36,609 square feet  
                         **Number of Lots:** 1  
                         **Development Area:** Downtown Sector Plan  
                         **Comp Plan:** Downtown Master Plan  
                         **Fair Market Value:** \$490,000.00  
                         **Executive Director:** O.C. Walker

**Other Relevant Info:**

This is a request from Hartford Crossing, LLC to the TDA Board of Commissioners authorizing a Resolution issuing the First Draw Request for the Hartford Crossing Project (111 Greenwood Apartments). Hartford Crossing, LLC was a successful respondent to the Downtown Housing Fund administrated by TDA to develop the land. Hartford Crossing, LLC was awarded \$490,000.00. This is a request for the first draw payment for 13%, which is \$80,867.32 reimbursement for Draw No. 1. The Architect of Record, Phillips Slaughter Rose, has reviewed and approved the referenced project schedule of values against the work completed and the quantity stored materials at the job site and believes the work is 13% complete, based on their ongoing site observations.

According to the Agreement between Tulsa Development Authority and Hartford Crossing, LLC, and as shown on Attachment “A”, this requires Board action to process any draw request.

**Attachments:**

- November 19, 2019 letter from Phillips Slaughter Rose, Architects, regarding the 111 Greenwood Apartments Project
- November 18, 2019 letter from Neal Bhow, requesting Advance Request No. 1
- Attachment “A”, Advance Request No. 1
- Evidence of property insurance

ACTION: APPROVAL:   X   APPROVAL W/ CONDITION:        DENIAL:        TABLED:        VOTE:

**Recommendation:**

The staff recommends that the Board of Commissioners authorize a Resolution issuing the Advance Request No. 1 for the Hartford Crossing Project.

**Reviewed by: O.C. Walker II  
Executive Director**

ACTION: APPROVAL:  X  APPROVAL W/ CONDITION:      DENIAL:      TABLED:      VOTE:



November 19,2019

Mr. Shaun Bhow  
111 S. Greenwood  
Tulsa, OK. 74120

Re: 111 Greenwood Apartments

Dear Mr. Bhow;

We have reviewed the referenced project schedule of values provided against the work completed and the quantity of stored materials at the job site and believe the Work to be 13% complete based on our ongoing site observations.

Respectfully,  
Phillips Slaughter Rose, Inc.

A handwritten signature in blue ink, appearing to read "Joel Slaughter".

Joel Slaughter  
Principal

**203 East Main Street  
Jenks, OK 74037**

Phone 918-488-9995  
Fax 918-488-9997

November 18, 2019

Tulsa Development Authority  
1216 N. Lansing Avenue, Suite A  
Tulsa, Oklahoma 74106  
O.C. Walker, II Executive Director

Re: Advance request #1

Dear Mr. Walker,

Please find the following attached in support of our first draw request against the \$490,000 TDA loan for the 111 Greenwood Apartments project:

1. Project Update
2. Advance Request Attachment A, for \$80,867.32
3. Contractor draw requests paid, totaling \$685,316.25 with lien release to date
4. Architect's letter of Project Completion at 13% to date
5. Proof of Insurance

If you need any additional information, please let me know.

Respectfully,



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Neal Bhow  
Manager for Hartford Crossing, LLC

November 19, 2019

## Redevelopment Project Update

### Blue Dome Anchor, LLC – dba Hartford Building

Improvements are about 30% complete for our third tenant (Merrick).

Leasing efforts continue for the remaining vacant space, with an increase in interest over the past month.

### Hartford Crossing, LLC – dba 111 Greenwood

Structural steel has been completed and first floor framing is nearly complete, keeping us on schedule to complete framing by February of next year.

Project is 13% completed.

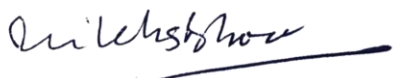
**ADVANCE REQUEST NO. 1**

Pursuant to the Redevelopment Agreement dated April 30, 2018 (the "Redevelopment Agreement"), by The Tulsa Development Authority ("TDA") and Hartford Crossing, LLC ("Developer"), Developer hereby requests an Advance in the amount of \$80,867.32 for the account of Developer from the account in the City of Tulsa established for the 111 Greenwood Redevelopment Agreement.

Developer does hereby certify to the TDA that, as of the date hereof: (i) the representations in the Redevelopment Agreement are hereby ratified and confirmed, (ii) the requested Advance herein is for the Expenditures Eligible for Reimbursement of Development Costs (as defined in the Redevelopment Agreement), (iii) there exists no default in or breach of the terms and provisions of the Redevelopment Agreement by Developer, (iv) the Redevelopment Agreement is in full force and effect, and (v) all conditions precedent to payment of the requested Advance herein have been met and payment of the Advance requested herein is proper pursuant to the terms of the Redevelopment Agreement, (vi) attached hereto are copies of the AIA form (when applicable), invoices, cancelled checks, and other documentation required to be received by TDA under the Redevelopment Agreement in connection with such Expenditures Eligible for Reimbursement, all of which invoices and other documents have been approved by TDA, (vi) there has not been filed with or served upon TDA notice of any lien, right to lien, or attachment upon or claim affecting the right to receive payment of, any of the monies payable to any of the persons, firms, or corporations named in such invoices, which have not been released or will not be released simultaneously with the payment of such obligation, and (vii) TDA has received from Developer all documents required by the Redevelopment Agreement, including, but not limited to the statutory payment bond, the certificate evidencing all-risk builders risk insurance.

Dated this 19 day of November, 2019.

Hartford Crossing, LLC

By:   
Neal Bhow, Manager

Dated this 19 day of November, 2019.

The above Advance Request is hereby approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

TULSA DEVELOPMENT AUTHORITY

By: \_\_\_\_\_

## CONTRACTOR DRAW REQUEST

**Contractor:** Common Ground Construction  
PO BOX 4754  
Tulsa, OK 74159

**Project Name:** 111 Greenwood Apartments

**Draw Number:** 1

**Owner:** Hartford Crossing, LLC  
111 S Greenwood Ave  
Tulsa, OK 74120

**Bill Date:** 10/1/2019

**Period To:** 10/31/2019

DESCRIPTION OF WORK	PERCENT COMPLETED TO DATE	CONTRACT AMOUNT	PRIOR PAYMENTS	CURRENTLY DUE
<u>Original Contract</u>	9.50%	5,250,000.00		
1 Construction Fencing	100.00%	7,000.00		7,000.00
2 Site Survey	100.00%	8,100.00		8,100.00
3 Temporary Electrical Service	100.00%	4,800.00		4,800.00
4 Site Demolition	100.00%	30,000.00		30,000.00
5 Pad Construction and Berm Adjustment	100.00%	26,200.00		26,200.00
6 Building Footings	100.00%	41,800.00		41,800.00
7 Building Slab on Grade	100.00%	140,000.00		140,000.00
8 Underground Plumbing	100.00%	85,500.00		85,500.00
9 Support Steel Beams and Columns	80.00%	123,000.00		98,400.00
10 Elevator (deposit)	50.00%	104,000.00		52,000.00
<b>SUBTOTAL</b>				<b>493,800.00</b>

**PARTIAL LIEN RELEASE**

The undersigned certifies that the work covered by this Application for Payment has been completed in accordance with Contract Documents. The undersigned also represents that all those furnishing labor, materials, services or equipment in connection with the project on behalf of the undersign have been paid and have no claims whatsoever on the project through the last payment received.

Less Retainage	0%	0.00
Less Previous Pay Applications		0.00

<b>Current Payment Amount</b>	<b>\$493,800.00</b>
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Upon receipt of the payment referenced above, the undersigned waives all lien rights including Stop Notice rights and all claims against bonds and/or retainage



Contractor Signature

10/31/19

Date

## CONTRACTOR DRAW REQUEST

**Contractor:** Common Ground Construction  
 PO BOX 4754  
 Tulsa, OK 74159

**Project Name:** 111 Greenwood Apartments

**Draw Number:** 2

**Owner:** Hartford Crossing, LLC  
 111 S Greenwood Ave  
 Tulsa, OK 74120

**Bill Date:** 11/18/2019

**Period To:** 11/18/2019

DESCRIPTION OF WORK	PERCENT COMPLETED TO DATE	CONTRACT AMOUNT	PRIOR PAYMENTS	CURRENTLY DUE
<u>Original Contract</u>	13.00%	5,250,000.00		
1 Support Steel Beams and Columns	100.00%	123,000.00	98,400.00	24,600.00
2 Rough Carpentry (Materials)	25.00%	415,665.00	-	103,916.25
3 Framing	25.00%	252,000.00	-	63,000.00
<b><i>SUBTOTAL</i></b>				<b>191,516.25</b>

**PARTIAL LIEN RELEASE**

The undersigned certifies that the work covered by this Application for Payment has been completed in accordance with Contract Documents. The undersigned also represents that all those furnishing labor, materials, services or equipment in connection with the project on behalf of the undersigned have been paid and have no claims whatsoever on the project through the last payment received.

Less Retainage	0%	0.00
Less Previous Pay Applications		0.00

<b>Current Payment Amount</b>	<b>191,516.25</b>
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Upon receipt of the payment referenced above, the undersigned waives all lien rights including Stop Notice rights and all claims against bonds and/or retainage



Contractor Signature

11/18/19

Date





COMMGR003C

SGRODEN

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/19/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>INSURICA - Tulsa</b> 406 S. Boulder Ave. Suite # 500 Tulsa, OK 74103	<b>CONTACT NAME:</b> Susan Groden, CISR, AU, AIS, AAI, CPIW <b>PHONE (A/C, No, Ext):</b> (918) 346-6970 <b>FAX (A/C, No):</b> (918) 660-0836 <b>E-MAIL ADDRESS:</b> Susan.Groden@INSURICA.com
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>	<b>NAIC #</b>
<b>Common Ground Construction LLC</b> PO Box 4754 Tulsa, OK 74159	<b>INSURER A : Tokio Marine America Insurance Co.      10945</b> <b>INSURER B : Mid-Continent Casualty Co.                      23418</b> <b>INSURER C : American Zurich Insurance Company            40142</b> <b>INSURER D :</b> <b>INSURER E :</b> <b>INSURER F :</b>

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>A</b>	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			<b>PPK1971605</b>	<b>4/12/2019</b>	<b>4/12/2020</b>	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>5,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>2,000,000</b> PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b> \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below <input type="checkbox"/> N / A						PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
<b>B</b>	<b>Inland Marine</b>			<b>04-CIM-005000547</b>	<b>10/8/2019</b>	<b>10/8/2020</b>	<b>Leased and rented</b> <b>150,000</b>
<b>C</b>	<b>Builders Risk</b>			<b>BR14147575</b>	<b>9/17/2019</b>	<b>9/17/2020</b>	<b>Property</b> <b>4,500,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

For Information only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

