TULSA DEVELOPMENT AUTHORITY WORK STUDY
MEETING OF: November 1, 2018

TO: Chairman and Board Members
FROM: Office of Tulsa Development Authority
SUBJECT: Draw Request No. 3 from 403 Cheyenne, LLC to TDA from the Downtown Housing Funds – Adams Building Project

Background:
- Redeveloper: 403 Cheyenne, LLC
- Owner: 403 Cheyenne, LLC
- Developer: N/A
- Engineer: N/A
- Location: 403 S. Cheyenne Avenue, Tulsa, OK
- Size of Tract: 0.12 acres/5,250 sq. ft.
- Number of Lots: 1
- Development Area: Downtown Sector Plan
- Comp Plan: Downtown Master Plan
- Fair Market Value: $2,471,000.00
- Executive Director: O.C. Walker

Other Relevant Info:

This is a request from 403 Cheyenne, LLC to the TDA Board of Commissioners authorizing a Resolution issuing the Second Draw Request for the Adams Building Project.

The TDA Board of Commissioners previously approved the following Resolution:

- Resolution No. 6480 – September 6, 2018 – Request No. 1 - $29,253.00 – 11.36%
- Resolution No. 6491 – October 4, 2018 – Request No. 2 - $23,667.00 – 10.08%

403 Cheyenne, LLC was a successful respondent to the Downtown Housing fund administrated by TDA to redevelop the Adams Building. 403 Cheyenne, LLC was awarded $490,000.00. This is a request for the Third Advance Request for the Adams Building Project in the amount of $43,904.00, representing an additional 2.99% completion, for a total of 19.76%, according to the Project Architect, Studio 45 Architects. To date, the aggregate Advance Request amount is $96,824.00.

According to the Agreement between Tulsa Development Authority and 403 Cheyenne, LLC, this requires Board action to process any draw request.
Attachments:  
- October 19, 2018 letter from Studio 45 Architects regarding Adams Building Renovation  
- October 23, 2018 letter from Tim Strange, requesting Draw Request No. 3  
- Attachment “A”, Advance Request  

Recommendation:  

The staff recommends that the Board of Commissioners authorize a Resolution issuing the Draw Request No. 3 for the Adams Building Project.  

Reviewed by:  
O.C. Walker II  
Executive Director
Mr. O.C. Walker  
Tulsa Development Authority  
1216 N. Lansing Ave.  
Tulsa, OK 74106  

RE: Adams Building (403 Cheyenne, LLC) Advance Request # 3  

Dear Mr. Walker,  

This letter is to certify that the construction percentage complete represented in Pay Application No. 004 at 19.76% is a true and accurate representation. We ask that you please process our Advance Request in the amount of $43,904.  

At this time we are submitting the following documents as attachments to this cover letter:  

1) Pay Application 004 executed by contractor and architect dated October 15, 2018  
2) Advance Request Form dated October 23, 2018  
3) Construction Site Report prepared by Studio 45 architects dated October 17, 2018  
4) Letter from Studio 45 Architects certifying percentage completed dated October 19, 2018  

Sincerely,  

[Signature]  

Tim Strange  
403 Cheyenne, LLC  
Manager  

403 Cheyenne, LLC  
204 N. Robinson Ave, Ste. 700  
Oklahoma City, OK
MODIFIED G702 - APPLICATION AND CERTIFICATION FOR PAYMENT

TO OWNER: 403 Cheyenne LLC
204 N Robinson Ave, Suite 700
OKC. OK 73102

Adams Building
Tulsa, OK.

APPLICATION NO: #004
APPLICATION DATE: 10/15/2018
PERIOD TO: 10/31/2018
PROJECT NO: AHB 18-110
CONTRACT DATE: 5/22/2018

FROM SUBCONTRACTOR: Arrowhead Builders, LLC
1700 W. Albany
Broken Arrow, OK 74102

VIA Owners Rep:

CONTRACTOR'S APPLICATION FOR PAYMENT
Application is made for payment, as shown below, in connection with the Contract.

1. ORIGINAL CONTRACT SUM $5,429,600.00
2. Net change by Change Orders (from below) $0.00
3. CONTRACT SUMMARY TO DATE (Line 1 + 2) $5,429,600.00
4. TOTAL COMPLETED & STORED TO DATE (Column H on G703) $1,072,940.84
5. TOTAL CONTRACTOR COMPLETED & STORED TO DATE (Columns D + E on G703) $1,072,940.84
6. RETAINAGE
   a. 10% of Completed Work (Column D + E on G703, Excluding Design & Fee) $107,294.08
   b. Total Retainage (Line 7a or Total in Column L of G703) $107,294.08
7. TOTAL EARNED LESS RETAINAGE $565,646.76
   (Line 6 Less Line 7 Total)
8. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 8 from prior Certificate) $527,969.82
9. CURRENT PAYMENT DUE $437,676.94
10. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 9 less Line 10) $4,463,393.24

CHANGE ORDER SUMMARY

<table>
<thead>
<tr>
<th>CHANGE ORDER SUMMARY</th>
<th>ADDITIONS</th>
<th>DEDUCTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total changes approved in previous months by Owner</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total approved this Month</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTALS</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>NET CHANGES by Change Order</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Owner's Rep Approval for Payment

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Owner's Rep certifies to the Owner that to the best of the Owner's Rep knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT APPROVED.

AMOUNT APPROVED $437,676.94

(Attach explanation if amount approved differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount approved.)

Owner's Rep:

By: Date: 10-17-18

This Certificate is not negotiable. The AMOUNT APPROVED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Approved For Payment Date

Page 1 of 1
## MODIFIED G703 - CONTINUATION SHEET

**APPLICATION AND CERTIFICATION FOR PAYMENT**, containing Contractor’s signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
<th>J</th>
<th>K</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITEM NO.</td>
<td>DESCRIPTION OF WORK</td>
<td>ORIGINAL SCHEDULED VALUE</td>
<td>SOV REVISIONS OR CONTINGENCY TRANSFERS</td>
<td>REVISED SCHEDULED VALUE</td>
<td>WORK COMPLETED</td>
<td>PREVIOUS APPLICATION</td>
<td>THIS PERIOD</td>
<td>TOTAL COMPLETED AND STORED TO DATE</td>
<td>(F + G)</td>
<td>PERCENT COMPLETE</td>
</tr>
<tr>
<td>2</td>
<td>Community Room Allowance</td>
<td>$50,000.00</td>
<td></td>
<td>$50,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Interior Demolition</td>
<td>$190,000.00</td>
<td></td>
<td>$190,000.00</td>
<td></td>
<td>$169,734.00</td>
<td></td>
<td>$10,000.00</td>
<td></td>
<td>$179,734.00</td>
</tr>
<tr>
<td>5</td>
<td>Asbestos Remediation</td>
<td>$10,000.00</td>
<td></td>
<td>$10,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Structural Concrete</td>
<td>$30,000.00</td>
<td></td>
<td>$30,000.00</td>
<td></td>
<td>$8,000.00</td>
<td></td>
<td>$15,000.00</td>
<td></td>
<td>$23,000.00</td>
</tr>
<tr>
<td>8</td>
<td>Concrete Coring</td>
<td>$30,000.00</td>
<td></td>
<td>$30,000.00</td>
<td></td>
<td>$6,000.00</td>
<td></td>
<td>$6,500.00</td>
<td></td>
<td>$12,500.00</td>
</tr>
<tr>
<td>10</td>
<td>Masonry Restoration</td>
<td>$75,000.00</td>
<td></td>
<td>$75,000.00</td>
<td></td>
<td>$30,000.00</td>
<td></td>
<td>$3,000.00</td>
<td></td>
<td>$33,000.00</td>
</tr>
<tr>
<td>12</td>
<td>Misc Metals</td>
<td>$25,000.00</td>
<td></td>
<td>$25,000.00</td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Fire Escape Repairs</td>
<td>$26,000.00</td>
<td></td>
<td>$26,000.00</td>
<td></td>
<td>$1,500.00</td>
<td></td>
<td></td>
<td></td>
<td>$1,500.00</td>
</tr>
<tr>
<td>15</td>
<td>Rough Carpentry</td>
<td>$5,000.00</td>
<td></td>
<td>$5,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2,250.00</td>
</tr>
<tr>
<td>16</td>
<td>Kitchen Cabinets w/ Tops</td>
<td>$160,000.00</td>
<td></td>
<td>$15,000.00</td>
<td></td>
<td>$156,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Bathroom Vanities</td>
<td>$38,500.00</td>
<td></td>
<td>$3,500.00</td>
<td></td>
<td>$32,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18</td>
<td>Wood Trim</td>
<td>$45,810.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>Thermoplastic Roofing</td>
<td>$22,322.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21</td>
<td>Firestopping</td>
<td>$5,000.00</td>
<td></td>
<td>$5,000.00</td>
<td></td>
<td>$5,000.00</td>
<td></td>
<td></td>
<td></td>
<td>$5,000.00</td>
</tr>
<tr>
<td>23</td>
<td>Dstv Install</td>
<td>$53,860.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>Exterior Doors</td>
<td>$3,603.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Entry/Entry Doors</td>
<td>$29,632.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Interior Doors, Prehung</td>
<td>$55,000.00</td>
<td></td>
<td>$15,226.00</td>
<td></td>
<td>$70,226.00</td>
<td></td>
<td>$1,000.00</td>
<td></td>
<td>$69,225.00</td>
</tr>
<tr>
<td>27</td>
<td>Sliding Closet Doors</td>
<td>$47,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28</td>
<td>Windows</td>
<td>$5,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>Door Hardware</td>
<td>$17,960.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Mirrors</td>
<td>$5,726.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>Rated Walls/Beams</td>
<td>$255,063.00</td>
<td></td>
<td>$4,550.00</td>
<td></td>
<td>$250,503.00</td>
<td></td>
<td>$20,000.00</td>
<td></td>
<td>$270,503.00</td>
</tr>
<tr>
<td>33</td>
<td>Partitions</td>
<td>$124,802.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Single Side (Furcoat)</td>
<td>$44,055.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Gypsum Ceilings</td>
<td>$138,275.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>LVT Flooring</td>
<td>$213,121.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>37</td>
<td>Tile Flooring</td>
<td>$35,550.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>38</td>
<td>Tile Tub Surround</td>
<td>$70,200.00</td>
<td></td>
<td>$8,400.00</td>
<td></td>
<td>$61,800.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>39</td>
<td>Painting</td>
<td>$128,424.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>41</td>
<td>Toilet Accessories</td>
<td>$8,038.00</td>
<td></td>
<td>$1,050.00</td>
<td></td>
<td>$9,088.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>42</td>
<td>Postale Specialties</td>
<td>$5,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>44</td>
<td>Residential Appliances</td>
<td>$180,000.00</td>
<td></td>
<td>$15,000.00</td>
<td></td>
<td>$165,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46</td>
<td>Roller shades</td>
<td>$15,960.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48</td>
<td>Elevators</td>
<td>$44,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Wet-Pipe Sprinkler System</td>
<td>$197,403.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>52</td>
<td>Plumbing &amp; Piping</td>
<td>$430,000.00</td>
<td></td>
<td>$20,000.00</td>
<td></td>
<td>$410,000.00</td>
<td></td>
<td>$30,000.00</td>
<td></td>
<td>$340,000.00</td>
</tr>
<tr>
<td>54</td>
<td>HVAC - Split Systems</td>
<td>$570,000.00</td>
<td></td>
<td>$15,000.00</td>
<td></td>
<td>$585,000.00</td>
<td></td>
<td>$103,625.00</td>
<td></td>
<td>$103,625.00</td>
</tr>
<tr>
<td>56</td>
<td>Medium-Voltage Electrical</td>
<td>$873,080.00</td>
<td></td>
<td>$24,476.00</td>
<td></td>
<td>$897,556.00</td>
<td></td>
<td>$134,630.40</td>
<td></td>
<td>$134,630.40</td>
</tr>
</tbody>
</table>
## MODIFIED G703 - CONTINUATION SHEET

**APPLICATION AND CERTIFICATION FOR PAYMENT**, containing Contractor's signed certification is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION OF WORK</th>
<th>ORIGINAL SCHEDULED VALUE</th>
<th>SOV REVISIONS OR CONTINGENCY TRANSFERS</th>
<th>REvised SCHEDULED VALUE</th>
<th>(C + D)</th>
<th>WORK COMPLETED</th>
<th>TOTAL COMPLETED AND STORED TO DATE (F + G)</th>
<th>PERCENT COMPLETE</th>
<th>BALANCE TO FINISH (E - H)</th>
<th>RETAINAGE (IF VARIABLE RATE) 10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>57</td>
<td>Exterior Lighting</td>
<td>$19,276.00</td>
<td></td>
<td>$19,276.00</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$19,276.00</td>
<td>0.00%</td>
<td>$19,276.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>63</td>
<td>Contingency</td>
<td>$162,900.00 ($137,443.00)</td>
<td></td>
<td>$25,457.00</td>
<td>$0.00</td>
<td>0.00%</td>
<td>$25,457.00</td>
<td>0.00%</td>
<td>$25,457.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>66</td>
<td>Bond</td>
<td>$413,740.00</td>
<td></td>
<td>$413,740.00</td>
<td>$413,740.00</td>
<td>100.00%</td>
<td>$413,740.00</td>
<td>100.00%</td>
<td>$0.00</td>
<td>$4,374.00</td>
</tr>
<tr>
<td>67</td>
<td>Fee</td>
<td>$329,800.00</td>
<td></td>
<td>$333,112.00</td>
<td>$333,112.00</td>
<td>100.00%</td>
<td>$333,112.00</td>
<td>100.00%</td>
<td>$0.00</td>
<td>$4,374.00</td>
</tr>
<tr>
<td>Totals</td>
<td></td>
<td>$5,429,600.00</td>
<td></td>
<td>$5,429,600.00</td>
<td>$5,429,600.00</td>
<td>19.76%</td>
<td>$1,072,940.84</td>
<td>19.76%</td>
<td>$4,356,659.16</td>
<td>$107,294.08</td>
</tr>
</tbody>
</table>
ATTACHMENT “A”

ADVANCE REQUEST

Pursuant to the Redevelopment Agreement dated October 23, 2018 (the “Redevelopment Agreement”), by The Tulsa Development Authority (“TDA”) and 403 Cheyenne, LLC (“Developer”), Developer hereby requests an Advance in the amount of $43,904.00 for the account of Developer from the account in the City of Tulsa established for the 403 Cheyenne, LLC 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, checks to be issued by Developer, 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 23 day of October, 2018.

403 CHEYENNE, LLC

By:______________________________
Tim Strange, Manager

Dated this 23 day of October, 2018.

The above Advance Request is hereby approved this _______ day of ________, 20__.

TULSA DEVELOPMENT AUTHORITY

By:______________________________
Site Visit Report # 004

Date: October 17th, 2018
To: Steven Watts – 403 Cheyenne, LLC
From: Marcus Fairless
Project: Adams Building

Attendees: Zac Summers – S45 Architects – zac@s45architects.com
Rylan Hicks – Arrowhead Builders – rhicks@arrowheadbuilders.com
Jake Nolan – Arrowhead Builders – jnolan@arrowheadbuilders.com

Contractor on site: Arrowhead Builders
Weather: Partly Cloudy, 70 degrees

Observations:

1. Overall construction estimated completion is conducive to Arrowhead Builders Payment Application NO: 004 dated 10-15-18

2. Ongoing construction activities in place on site are as follows:
   A. Basement: Demolition 90% complete. Abandoned plumbing, hydronic pipe, and electrical equipment remaining.
   B. 1st Floor: Structural Concrete at steel door threshold at office.
   C. 2nd Floor: Demolition has begun.
   D. 3rd-13th Floors: light gage framing 95% complete. (walls and soffits).
   E. 3rd Floors: MEP work has begun.
   F. 9th Floor: Mock Up Room Begun: mechanical equipment & ductwork
   G. Exterior Plaster Restoration: continues Terra Cotta re-pointing.
   H. Stair Pressurization cut tomorrow..
   I. Firestop caulk installed at 13th Floor.
   J. Possible Egress “bottleneck” issue on 2nd Floor at downward corridor between concrete column and CMU block upward stair.

3. Attached: Construction site visit photos
October 19, 2018

403 Cheyenne LLC
204 N Robinson Ave, Suite 700
OKC, OK 73102

Project Name: Adams Building

Steven Watts,

Studio 45 Architects has reviewed the most recent pay application with the associated schedule of values, and has determined that the work completed and the quantity of stored materials matches or exceeds the amounts requested. The pay application and certification for payment dated 10-15-2018 for 19.76% was approved and signed 10-19-18

Thank you.

Marcus Fairless, AIA
Principal Architect
C 918-520-5699
O 918-392-4958