TO: Chairman and Board Members  
FROM: Office of Tulsa Development Authority  
SUBJECT: Advance Request No. 6 from Hartford Crossing, LLC to TDA from the Downtown Housing Funds – Hartford Crossing Project

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  
Project Manager: Casey Stowe, Project Manager

Other Relevant Info:

This is a request from Hartford Crossing, LLC to the TDA Board of Commissioners authorizing a Resolution issuing the Fifth 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.

The TDA Board previously approved the following Resolutions:

- Resolution No. 6611 – December 5, 2019 - Request No. 1 - $80,867.32- 13% completion.

- Resolution No. 6652 – March 5, 2020 – Request No. 2 - $26,932.68 – 22% completion.

- Resolution No. 6674 – May 7, 2020 – Request No. 3 - $49,000.00 – 32% completion.

- Resolution No. 6706 – July 9, 2020 – Request No. 4 - $44,100.00 – 41% completion.
- Resolution No. 6743 - December 5, 2020 – Request No. 5 - $142,100.00 – 70% completion

This request for $34,300.00 represents an additional 7% completion, for a total of 77%, according to an January 22, 2021 letter from Phillips Slaughter Rose, Architects, certifying percentage of completion. To date, the aggregate Advance Request amount is $377,300.00. According to the April 30, 2018 Agreement between Tulsa Development Authority and Hartford Crossing, LLC, this requires Board action to process any Advance Request.

Attachments:
- January 22, 2021 letter from Phillips Slaughter Rose, Architects, regarding the 111 Greenwood Apartments Project
- January 20, 2021 letter from Neal Bhow, requesting Advance Request No. 6
- Attachment “A”, Advance Request No. 6
- Evidence of Property Insurance (Certificate of Liability Insurance

Recommendation:

The staff recommends that the Board of Commissioners authorize a Resolution issuing the Advance Request No. 6 for the Hartford Crossing Project.

Reviewed By: Casey Stowe, Project Manager

January 20, 2021

Tulsa Development Authority
1216 N. Lansing Avenue, Suite A
Tulsa, Oklahoma 74106

Re: Advance request #6

To the Board of Directors:

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

1. Project Update
2. Advance Request Attachment A, for $34,300
3. Contractor draw requests paid, totaling $385,403.79 with lien release to date
4. Architect’s letter of Project Completion (pending)
5. Certificate of Insurance

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

Respectfully,

Neal Bhow
Manager for Hartford Crossing, LLC
January 20, 2021

To: Tulsa Development Authority
1216 North Lansing Avenue
Tulsa, Oklahoma 74106

RE: Project Update for Hartford Crossing, LLC – dba 111 Greenwood

- HVAC units are in place on the roof and interior components are currently being installed
- Balcony railings are on site and will be installed by the end of the month
- Drywall taping & mudding is 90% finished and painting will begin in February
- Electrical/plumbing rough ins are complete and installation of fixtures has begun
- Gypcrete sub-flooring will be poured next week

We’ve unfortunately been hit with several cases of Covid-19 amongst our contractors, which has delayed some trades by limiting their workforce. Delivery of some materials and FFE has also been delayed by disruptions in the supply chain. We continue to move steadily towards project completion.

Respectfully yours,

Neal Bhow

Hartford Crossing, LLC
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 $34,300 for the account of Developer from the account in the City of Tulsa established for the 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 20 day of January, 2021

Hartford Crossing, LLC

[Signature]
Neal Bhow, Manager

The above Advance Request is hereby approved this __________ day of ________________, 20__.

TULSA DEVELOPMENT AUTHORITY

[Signature]
**CONTRACTOR DRAW REQUEST**

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

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

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**Project Name:** 111 Greenwood Apartments  
**Draw Number:** 9  
**Bill Date:** 1/19/2021  
**Period:** 11/21/2020 - 1/19/2021

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<tr>
<th>DESCRIPTION OF WORK</th>
<th>PERCENT COMPLETED TO DATE</th>
<th>CONTRACT AMOUNT</th>
<th>PRIOR PAYMENTS</th>
<th>CURRENTLY DUE</th>
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<td>- Materials</td>
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<td>527,388.00</td>
<td>315,569.51</td>
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**DESCRIPTION OF WORK**

- Construction Fencing
- Site Survey
- Temporary Electrical Service
- Site Demolition
- Pad Construction and Berm Adjustment
- Building Footings
- Building Slab on Grade
- Underground Plumbing
- Support Steel Beams and Columns
- Elevator
- Framing (Labor - revised)
- Rough carpentry (Materials)
- Millwork - Cabinetry (Materials - revised)
- Flooring - Apartments (Materials - revised)
- Fire Alarm
- Steel stair towers
- Plumbing
- Stucco - Labor
- Fire Protection
- Roofing
- Metal work - Stair rails
- Masonry
- Electrical
- Site Utilities
- Shower Surrounds
- Drywall & Ceilings
- Balconies
- Glass & Glazing
CONTRACTOR DRAW REQUEST

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

Project Name: 111 Greenwood Apartments

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

Bill Date: 1/19/2021

Period: 11/21/2020 - 1/19/2021

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Total $385,403.79

Completed to Date $4,050,396.74
Less Prior Payments $3,664,992.95

Current Draw Amount $385,403.79

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.

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 for all materials, services, and equipment provided through the period above.

Contractor Signature: [Signature]
Date: 1/19/2020
January 22, 2021

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

Re: 111 Greenwood Apartments

Dear Monica,

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 77% complete based on our ongoing site observations.

Respectfully,
Phillips Slaughter Rose, Inc.

Joel Slaughter
Principal
**CERTIFICATE OF LIABILITY INSURANCE**

**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).

**PRODUCER**

INSURICA - Tulsa
406 S. Boulder Ave. Suite # 500
Tulsa, OK 74103

**INSURED**

Common Ground Construction LLC
PO Box 4754
Tulsa, OK 74159

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<td>INSURER B: Mid-Continent Casualty Co.</td>
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<td>INSURER C: American Zurich Insurance Company</td>
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**COMMERICAL GENERAL LIABILITY**

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**AUTOMOBILE LIABILITY**

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<th>HIRED AUTOS ONLY</th>
<th>NON-OWNED AUTOS ONLY</th>
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**UMBRELLA LIABILITY**

| OCCUR CLAIMS-MADE | CLAIMS-MADE | |

**WORKERS COMPENSATION AND EMPLOYERS’ LIABILITY**

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**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES**

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**CERTIFICATE HOLDER**

Tulsa Development Authority
1216 N. Lansing Avenue Suite A
Tulsa, OK 74106

**CANCELLATION**

**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**

[Signature]

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