

Request for Proposal

Date of request: _____ Date of next Board Mtg: _____

Project Name _____ City & State _____

Project Address Ranges or Major Intersection _____

Your Name & Title _____ Phone _____ Fax _____

Your Email _____

Management Company _____ Phone _____ Fax _____

Address _____

IF SITE MAP IS AVAILABLE, PLEASE INCLUDE IT WITH THIS RFP.

City, State, Zip _____

How did you hear about RDA? _____

of Units _____ # of Buildings _____ # of Phases _____ Year(s) Built _____ # of Unique Bldg Designs _____

of Stories _____ Entity: Condominium Planned Community Cooperative Timeshare Other _____

Type of units: Apt. Style Building Townhomes High-rise Single Family Detached Other _____

Fiscal Year Ends _____

Prior Reserve Study: No Yes: Year _____ Self-Study Performed by: _____

Does past study include detailed measurements? **YES NO** If yes, do you desire us to use them? **YES NO, REMEASURE!**

Currently Reserved \$ _____ Unit Market Value \$ _____ Full Set of Prints / Dwgs Available? **YES NO**

Board has predetermined elements for which they wish to reserve, nothing else is to be included. List is attached or see below.

Board wishes to include the items marked below. Also, please review our Governing Documents for other possible liabilities.

Check all components you wish to include in your *RDA Report*TM:

Recreation/Office Buildings

- Recreation Bldg Exterior:
 - sm med lrg
- Recreation Bldg Interior:
 - restrooms kitchen Mtg Rms # _____
 - fitness Saunas # _____
- Offices attached detached
 - sm med lrg

Maintenance Building(s) _____

Cabana Building(s) _____

Gazebo(s) _____

Recreation Facilities

- Pool(s) # Indoor: _____ # Outdoor _____
 - furniture fence BBQ
 - solar panels cover
- Spas / waders # _____
- Tennis courts # _____
- Volleyball racquetball basketball
- Baseball diamonds # _____
- Shuffleboard Bleachers
- Play equipment # _____
- Putting greens Par courses
- Shoreline Marina Docks _____
- Beachfront sand
- Waterscapes # _____
- Fountains # _____
- Bridges
 - Pedestrian, # _____ Vehicular, # _____

Streets & Grounds

- Private Streets Alleys Driveways
- Parking Lots # _____
- Street signs Street Lighting
- Bike / walking paths _____
- Equestrian paths _____
- Path lighting: min avg major
- Monument signs # _____
- Directory signs Park benches
- Irrigation system Tree trimming
- Major slopes _____
- Retaining walls _____
 - minimal medium major
- Common area fencing
 - perimeter (#) _____ areas on grounds
- Security gates Phone entry
- Guard houses, # _____

Building Exteriors

- Number of Unique Building Designs: _____**
- Roofing: flat shake shingle
- Siding: stucco wood vinyl
 - brick alum steel
- Paint: _____
- Decks Balconies Patios
- Stoops Sidewalks Railings
- Windows Doors Garage doors
- Storm Doors Gutters & Downspouts

- Lighting awnings shutters
- Garages: attached detached
- Carports subterranean parking
- Patio fencing
- mailboxes: individual clustered

Building Interior Common Areas:

- Lobbies Hallways Furniture
- Carpeting window covers Floor tile
- wallpaper painting lighting wall tile
- cabinets counters appliances doors
- stairwells elevators, # _____ Plbg Fixtrs
- Activity rooms, _____
- Guestrooms # _____ Caretaker Units # _____
- Restrooms, # _____ Laundries, # _____
- washers _____ dryers _____

Unit Interiors:

- # styles _____
- # unique designs _____

Equipment / Other

- Air conditioners heaters furnaces
- Boilers Water heaters Water conditioners
- Cooling towers Chillers Generators
- Alarm / Security panels _____
- Sump pumps Wells vehicles, # _____
- Water Storage Tanks _____
- Subterranean Fuel Tanks
- Subterranean Utilities Infrastructure:
 - Elec. Service Sewer Water

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PLEASE BE SURE TO NOTE THE # OF UNIQUE BUILDING DESIGNS AND INCLUDE A COPY OF THE SITE MAP(S), THANKS!

OTHER NOTES & COMMENTS: _____

More than 15,000 Reserve Plans
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Since 1983



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