



The following procedures apply when the Tucson IDA considers selling or ground-leasing its real property.

No formal RFP is necessary, however an RFP may be issued if approved by the Board. The Tucson IDA may utilize the services of a broker, or may seek partners on its own. The Tucson IDA may entertain unsolicited proposals and is not required to, but may, seek multiple applicants in order to create a competitive bidding process.

Applicants to buy or ground-lease land shall provide the following information to the Tucson IDA, including but not limited to:

- Project narrative/description
- Concept site plan sketch
- Concept pro forma
- Operational plan, if applicable
- Proposed project schedule
- Proof of financial stability
- Biographical information, resumes, licenses, certifications, etc.
- References

Proposals shall be reviewed by the Property Development Committee (PDC), which may request additional information, conduct additional due diligence, and meet with the applicant at its discretion. The PDC shall be the Tucson IDA's primary contact with applicants for the sale or ground-leasing of its real property. If a proposal is satisfactory, the PDC shall recommend the Board enter into an Exclusive Negotiating Agreement (ENA) with the applicant if a ground lease is preferred, or a Purchase and Sale Agreement (PSA) if a sale is preferred. An ENA will serve as partial site control for the applicant, will provide them a period of time in which to conduct their necessary due diligence, and a period of time in which to negotiate a ground lease with the Tucson IDA.

The relationship between the Tucson IDA and the applicant will be controlled by the ENA or PSA, as the case may be, and any additional agreements, for example a ground lease or amendments to any agreement, will be negotiated during the relevant time period and presented to the Board for consideration and approval as recommended by the PDC.

**Contact:**

Dre Thompson, CEO  
[dre@tucsonida.org](mailto:dre@tucsonida.org)

**Property Development Chair**  
Tim Kinny