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WEDC Regional Workshop

Responding to RFIs



With you today



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► **Our Role:**

- Serve as State of Wisconsin's point of contact on multi-region projects for site selectors and companies until a region or community is chosen
- Promote Wisconsin's advantages: cost-competitive tax climate, workforce, infrastructure, and ready sites.

- **Objective:** Enable State-supported community-driven economic growth that benefits the State's economic health, businesses and the communities they will call home.

Deloitte.



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***CREATING AN
ECONOMY FOR ALL,
WHERE EVERY WISCONSINITE HAS
THE OPPORTUNITY TO THRIVE***



Strategic Focus: Industry Trends & Relationships

- **Industry Trends:** Monitor national and global site selection patterns to anticipate opportunities.
- **Key Relationships:** Engage industrial site selectors and influencers at IAMC, Area Development, and other forums. Cultivate visibility for Wisconsin through sponsorship & speaking opportunities.
- **Lead Cultivation:** Position Wisconsin through marketing and relationship-building



Strategic Focus: Community Readiness & Coordination

► Community Readiness:

- Support long-term plans to attract industrial investment and diversify tax base
- Advance site readiness efforts (Certified Sites Program) to improve Wisconsin's competitiveness

► Regional Coordination:

- Work with partners at all levels of the State to deliver timely, unified RFI responses
- Serve as a resource to communities, providing data, tools and best practices in site selection



RFI Overview

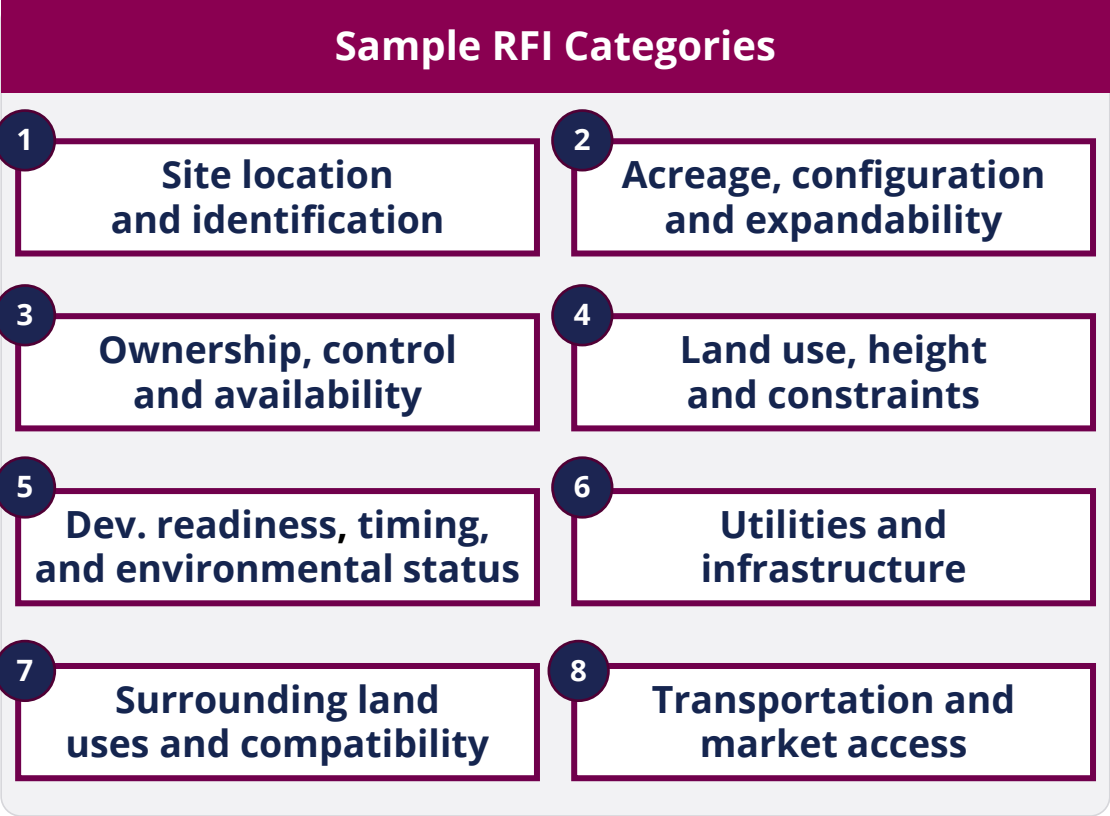


Issue and Complete Request for Information (RFI)

Qualified applicants will be invited to submit detailed site information and documentation through the RFI.

REQUEST FOR INFORMATION:

An RFI is a questionnaire that asks communities to provide information and documentation on a specific site that a site selector needs when deciding where to locate a new project



RFI PURPOSE / OBJECTIVES:

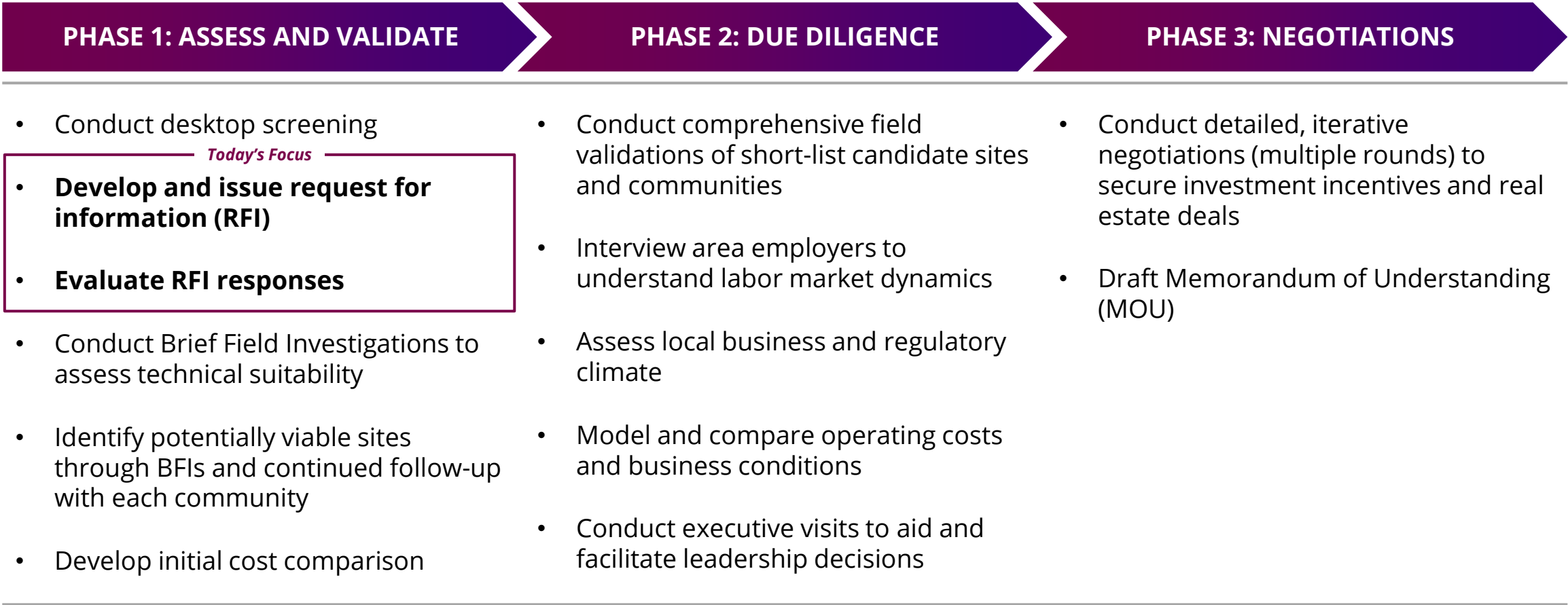
The RFI is the rubric by which a site’s readiness for investment is determined; it provides a practice run for a real project

- 1. Shows what you know about the site
- 2. Finds gaps early and reduces future surprises
- 3. Tests readiness of the site
- 4. Builds confidence in a site
- 5. Makes future RFI’s easier
- 6. Improves response time for future prospects
- 7. Helps communities compete

Where RFIs Fit in the Site Selection Process

Within the broader site selection process, **the RFI is a vital step** in determining which communities receive prospect visits.

KEY ACTIVITIES



By effectively responding to an RFI, communities can demonstrate the necessary factors to compete for new investments

WEDC's State RFI Distribution Process

- 1. RFI Received**
State receives an RFI from a company, consultant, or site selector.
- 2. Distributed to REDOs**
Within 24 hours, WEDC's BIA Team distributes the RFI to REDOs.
- 3. Local Distribution**
REDOs distribute the RFI to local partners and municipalities.
- 4. Municipal Responses**
Municipalities submit completed RFI responses to REDOs.
- 5. Regional Compilation**
REDOs compile responses and submit one regional response to WEDC.
- 6. Review & Clarification**
WEDC reviews submissions and requests clarification as needed.
- 7. Wisconsin Response Submitted**
WEDC submits a unified Wisconsin response to the consultant, company, or site selector

How to Respond to an RFI

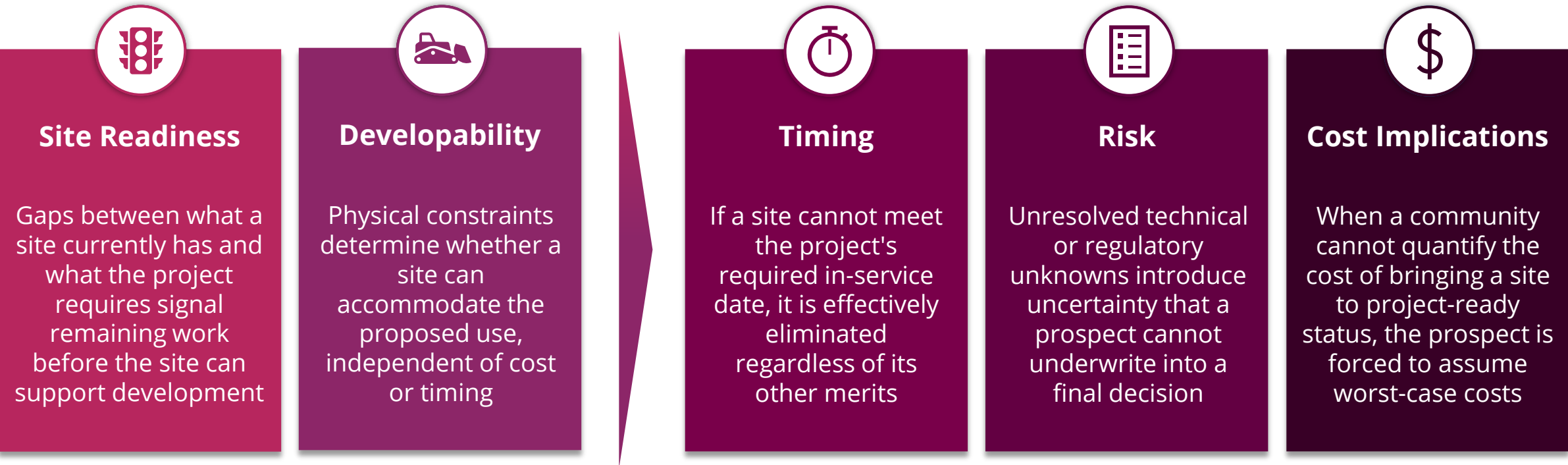


RFIs are an Elimination Tool

Site selectors often act as site eliminators; Communities should assume they will **only get one opportunity** to answer RFI questions correctly.

Evaluating site readiness and developability through the RFI **surfaces critical information...**

...which directly informs timing, risk, and cost implications; these factors will collectively determine whether a site is eliminated



Sites are graded on a curve; an RFI response that sufficiently addresses these components will improve the site's ability to advance

RFI Responses: How We Assess

Deloitte receives approx. **55 completed RFIs per project on average**, which underscores the importance of a clear and comprehensive submission. RFI responses are assessed across dimensions to determine whether the site will advance to the next stage of the process.

	Positives	Areas for Improvement
TIMELINESS AND COMPLETENESS OF RESPONSE All required questions were addressed versus left blank, marked TBD, or answered partially		ILLUSTRATIVE
ACCURACY AND QUALITY OF INFORMATION The information provided was correct, internally consistent, clearly presented, sufficiently detailed, and aligned with the project specifications		
STRENGTH OF DATA AND DOCUMENTATION Strength of existing data assets, reflecting baseline preparedness independent of responses		
COMPELLING NARRATIVE AND VALUE PROPOSITION Unresolved questions that required clarification or additional work before or during the site visit		

RFI Responses: Typical Characteristics

The majority of RFI submissions that Deloitte reviews **leave considerable room for improvement**. High-quality submissions stand out for further consideration.

SUBMISSION QUALITY	(%)	TYPICAL CHARACTERISTICS
GOOD	20%	• Complete responses • Include maps and exhibits that have the site delineated • Well organized and professional in appearance • Provide persuasive reason to be “short listed”
MODERATE	45%	• Answer most questions, but leave some sections blank • Provide limited number of requested maps and exhibits • Do not provide a compelling reason to need to visit the site
POOR	35%	• Significant gaps in the responses • Answer by directing reader to an external party • Few if any requested maps and exhibits are included • Lack of effort is evident based on submission

RFI responses tend to vary across 3 areas: Degree of detail, volume and quality of maps / exhibits, and alignment with project specifications

Common Reasons for Site Elimination at RFI Stage (1 of 2)

#	TOPIC	POTENTIAL REASONS FOR ELIMINATION	MITIGATION APPROACH
1	Incomplete or Low-Quality Responses	• Missing data • Vague answers • Unsupported claims that create uncertainty or signal low site readiness	• Answer all questions and ensure RFI response is submitted prior to deadline • Establish an internal RFI review process with a standard checklist before submission • Involve utility providers, engineers, and other stakeholders directly in populating technical sections • Hold working sessions with all contributing entities to align on responses and discuss potential site issues
2	Site Suitability and Potential Development Impediments	• Site configuration / shape; developable acreage not quantified • No indication of where project would go within site • Landlocked and surrounded by incompatible user • Physical impediments (e.g., wetlands, easements, topography, soil conditions, etc.) • Additional environmental constraints (e.g., endangered species, lack of Phase I work, etc.) • Airport proximity	• Communicate usable acreage transparently rather than gross acreage • Prepare a master site plan that identifies buildable pad sites net of constraints (wetlands, buffers, easements, height restrictions)

Common Reasons for Site Elimination at RFI Stage (2 of 2)

#	TOPIC	POTENTIAL REASONS FOR ELIMINATION	MITIGATION APPROACH
3	Insufficient Utility Planning	• Service solutions for utilities not presented or unclear • Service exists but cannot meet the project's load • Provider cannot commit to an in-service date, creating timeline risks • Estimated cost for infrastructure upgrades not provided, or significant	• Engage utility providers early to obtain written capacity confirmations and expansion timelines • Where gaps exist, develop a phased service plan with defined costs and triggers, and secure funding commitments in advance of an RFI • Complete or refresh studies before RFI issuance so findings are current; maintain a standing due-diligence file per site that is updated on a set cycle
4	Access and Transportation Constraints	• Substandard roads (e.g., not truck-rated, curvy, hilly, not wide enough, etc.) with no communicated improvement plan • Unclear whether rail access exists (if required by the project)	• Collaborate with local/state transportation partners to conduct engineering analysis, define practical road improvements, and assess timing and costs • Document alternate access routes

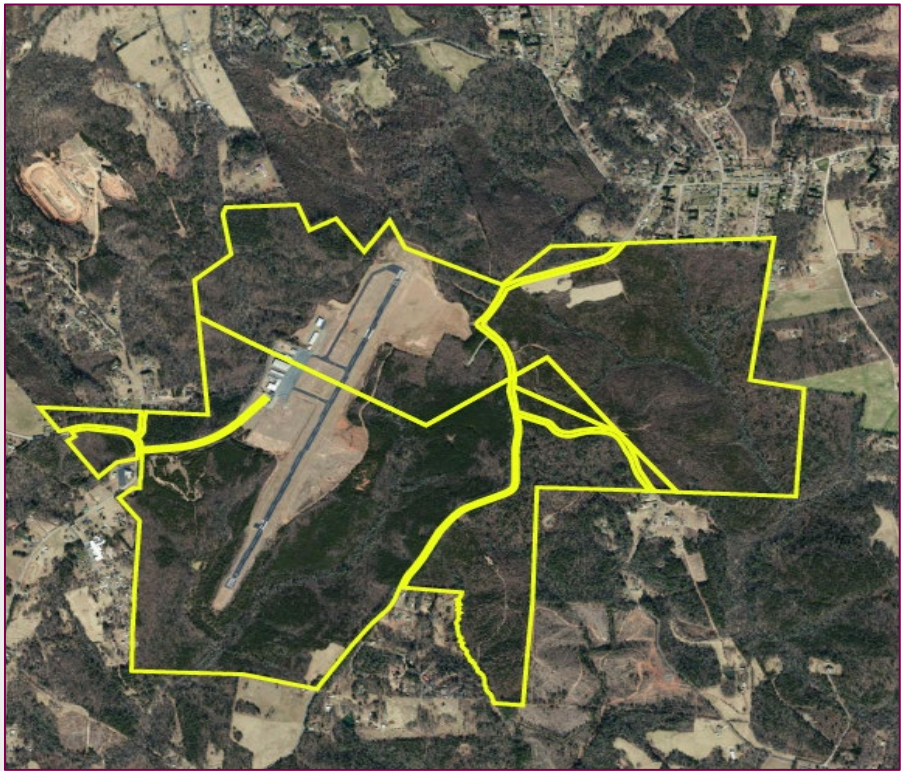
RFI Response Examples: Site Location

The depth and detail of a response to a particular question in an RFI can **make or break a site** during this phase of the site selection process.

SAMPLE RFI RESPONSES

SITE LOCATION Where is the site located with respect to the overall property and surrounding area?	• High-quality map with clear boundary and scale bar, north arrow, legend • Overlays key constraints and assets	BEST-IN-CLASS
	• Clear map with site boundary outlined • Some basic context shown (e.g., adjacent roads, general parcel shape)	GOOD
	• Map provided, but the outline of the parcel is ambiguous	MODERATE
	• "N/A" or left blank, no map submitted • Map provided, but no outline of the site within the overall property	POOR

ACCOMPANYING DOCUMENTATION



DOCUMENTATION WEAKNESSES:

- No conceptual plan identifying where the project would fit within the overall property
- No master plan that outlines potential building sites or proposed road infrastructure

RFI Response Examples: Developable Acreage

The depth and detail of a response to a particular question in an RFI can **make or break a site** during this phase of the site selection process.

SAMPLE RFI RESPONSES

DEVELOPABLE ACREAGE Provide land plot size for both total acreage and developable acreage.	- Provides total and developable acreage - Clear methodology for developable acreage figure	BEST-IN-CLASS
	- Provides total and developable acreage - Methodology for developable acreage figure is not fully detailed	GOOD
	- Provides total acreage - Developable acreage is an estimate or range; further study is needed to confirm	MODERATE
	- Answers "N/A" - Provides total acreage only, with no attempt to quantify developable acreage	POOR

ACCOMPANYING DOCUMENTATION



DOCUMENTATION WEAKNESSES:

- Total acreage provided across sites, but developable acreage not quantified for any one particular site
- Property must be subdivided to meet project needs and ultimately determine developable acres

RFI Response Examples: Zoning

The depth and detail of a response to a particular question in an RFI can **make or break a site** during this phase of the site selection process.

SAMPLE RFI RESPONSES

ZONING What is current zoning? If current zoning is not appropriate, is the site rezoning-eligible?	• Current zoning already supports the prospective user's planned use • Attaches supporting documentation	BEST-IN-CLASS
	• Site not zoned correctly; long-term master plan supports requested zoning • Demonstrated industrial rezoning history	GOOD
	• No zoning currently exists • Community intends future industrial designation and can rezone	MODERATE
	• Answers "N/A," "unknown", or left blank • Site is not properly zoned; ability to secure rezoning approval is uncertain	POOR

ACCOMPANYING DOCUMENTATION



DOCUMENTATION WEAKNESSES:

- Site is not properly zoned industrial and is surrounded by residential
- No documentation on viability to rezone the site

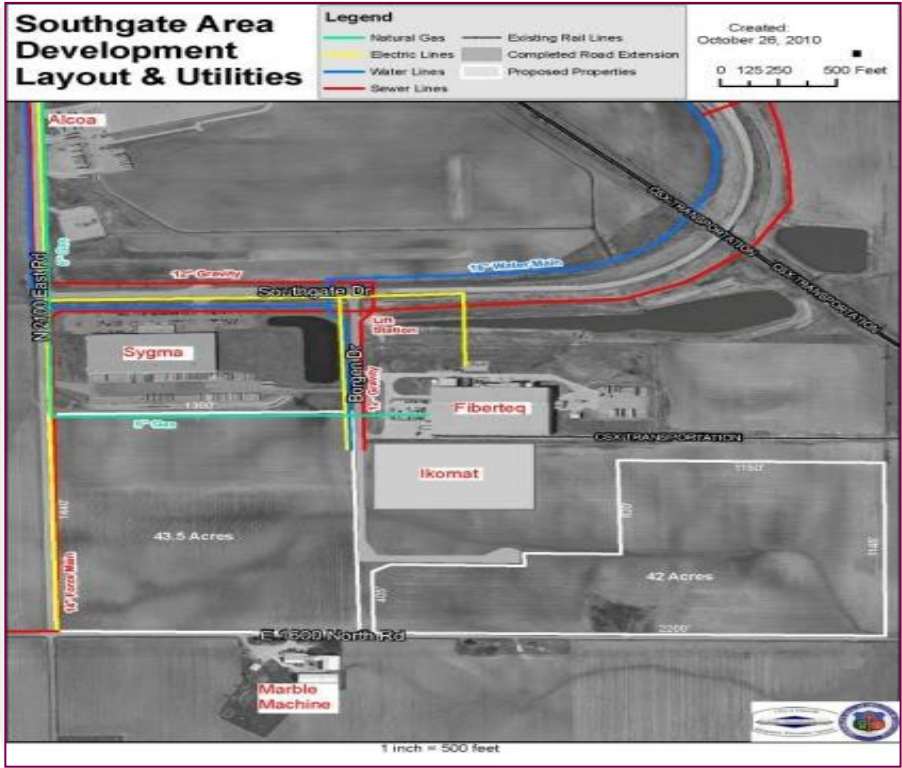
RFI Response Examples: Utility Lines

The depth and detail of a response to a particular question in an RFI can **make or break a site** during this phase of the site selection process.

SAMPLE RFI RESPONSES

UTILITY LINES TBD	• Provider, route, and cost are identified; extension cost is fully funded • Construction timeline meets schedule	BEST-IN-CLASS
	• Provider and general route are identified • Scope of improvements is known but cost/timing not yet finalized	GOOD
	• Provider is known but route, construction method, and cost remain undetermined • Funding responsibility is unresolved	MODERATE
	• No provider identified, or extension feasibility is unknown • Cost, funding responsibility unaddressed	POOR

ACCOMPANYING DOCUMENTATION



DOCUMENTATION STRENGTHS:

- Displays utility type, line size/capacity, and distance to site boundary
- Overlays multiple utility types without visual clutter, enabling quick cross-utility comparison

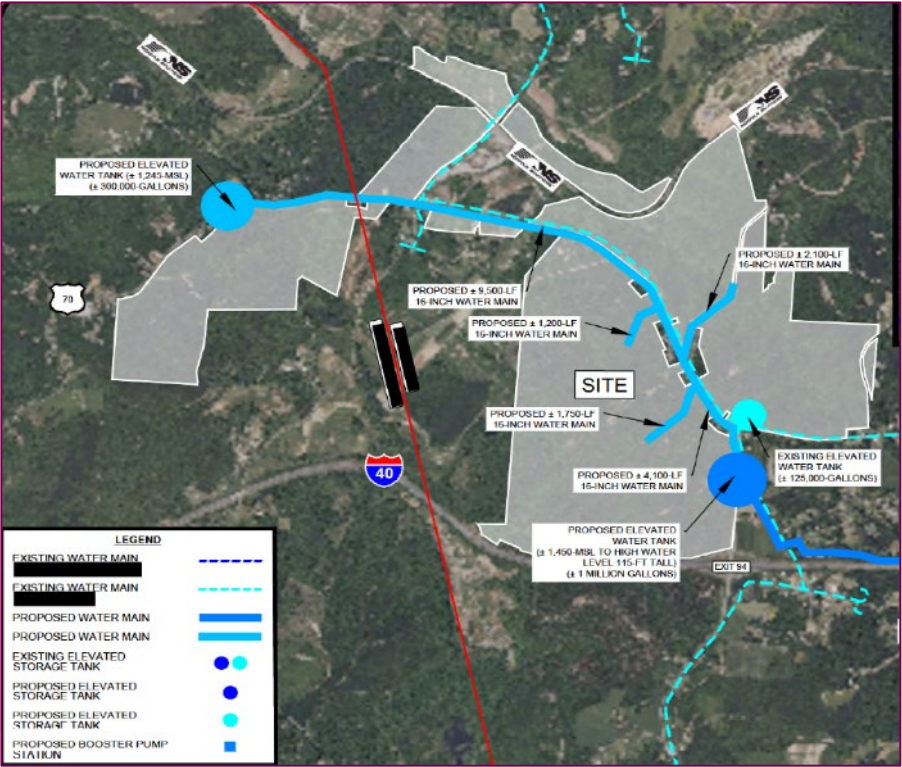
RFI Response Examples: Utility Capacity

The depth and detail of a response to a particular question in an RFI can **make or break a site** during this phase of the site selection process.

SAMPLE RFI RESPONSES

UTILITY CAPACITY Please confirm that the proposed site will meet the minimum utility capacity requirements in the RFI.	- Capacity exists today - Utility can serve project requirements immediately	BEST-IN-CLASS
	- Capacity does not currently exist - Planned improvements will create capacity within project timelines	GOOD
	- Improvements are required - Timing and delivery become more uncertain	MODERATE
	- Provider cannot serve the project - Provider does not know how service would be delivered	POOR

ACCOMPANYING DOCUMENTATION



DOCUMENTATION STRENGTHS:

- Labels available capacity directly at or near the site/substation/line
- Clearly differentiates existing available capacity from capacity contingent on planned upgrades

Workshop Exercise



Instructions: Exercise to Assess Real RFI Response Excerpts



We will review a set of RFI response excerpts from an RFI issued by Deloitte on behalf of a manufacturing client, which was used to collect information on sites from the respective candidate communities.



For each example, **review independently** and consider how you would rate the response (i.e., Best-in-Class, Good, Moderate, Poor) based on the criteria shown for that topic.



Through a **collective group discussion**, we will ask participants to share their ratings and reasoning for each example. We will then reveal Deloitte's assessment of the RFI response before moving to the next example.



Illustrative Example

RFI Response Assessment: Zoning

Project Requirement: Site is zoned or rezoning-eligible for Manufacturing (heavy industrial) to support an advanced manufacturing client.

QUESTION	RESPONSE
Current Zoning <i>Site is zoned or rezoning-eligible for Manufacturing (heavy industrial)</i>	Yes - Parcel 1 is BTD (Business and Technology District)-zoned and permits Industrial Light uses. Proposed operation appears consistent with Industrial Light. Parcel 2 is Unzoned. See attached County Zoning Code and Land Development Regulations. BTD parcel may pursue rezoning through County, subject to approval.
Re-zoning Eligibility <i>If the current zoning is not 'Manufacturing' or equivalent, can the property be rezoned to manufacturing in time for construction?</i>	Yes - BTD-zoned parcel permits Industrial Light uses, incl. large-scale mfg. and processing. Unzoned parcel has no use-based restrictions. Classification is subject to County review.
Potential Rezoning Challenges <i>If applicable, what could cause the zoning change process to fail?</i>	Primary rezoning risk is compatibility with adjacent townhome and single-family residential uses, incl. concerns related to traffic, noise, hours of operation, building height, hazardous material storage, and other industrial impacts.

INSTRUCTIONS

Once you have reviewed the below table, **please select a rating** that best encompasses the responses.

BEST-IN-CLASS

GOOD

MODERATE

POOR

This exercise will reveal insights into how site selectors might evaluate RFI responses when narrowing a shortlist

RFI Response Assessment: Developable Acreage

Project Requirement: Minimum site size: Target 50 acres. Preferred expandable greenfield site (ideally ≥1.5:1 rectangular) with ~40 acres of impervious area (80% of site).

INSTRUCTIONS

Once you have reviewed the below table, **please select a rating** that best encompasses the responses.

RFI QUESTION	RFI RESPONSE
Total Acreage <i>Land plot size (total acres):</i>	116
Developable Acreage <i>Land plot size (developable acres):</i>	100.7
Physical Facility Footprint <i>Based on coverage ratio, site can accommodate at least 40 acres of physical facility footprint, which includes parking?</i>	Yes - Approximately 100.7 developable acres can accommodate ≥40 acres including parking. No maximum lot coverage applies. Development remains subject to applicable setbacks, buffers, riparian, stormwater, access and site standards.

BEST-IN-CLASS

GOOD

MODERATE

POOR

RFI Response Assessment: Utility Lines

Project Requirement: Natural gas service (205,000 MMBTU/month average and 11,250 MMBTU/day peak at ≥60 PSI) available within required timeframe of 3 years.

INSTRUCTIONS

Once you have reviewed the below table, **please select a rating** that best encompasses the responses.

QUESTION	RESPONSE
Project Specifications <i>Can the natural gas requirements for this project be met by the natural gas service provider?</i>	Yes
Proposed Upgrades <i>If add'l gas capacity and pressure are needed to meet min. requirements, what gas infrastructure upgrades are proposed to meet these demands?</i>	31 miles of 12" transmission gas main
Timing for Proposed Upgrades <i>If additional capacity is needed to meet minimum requirements, what is the estimated timing and cost to provide?</i>	4 – 5 years after approval of the project
Natural Gas Cost <i>What is the cost of natural gas?</i>	Rate depends on which of the four rates customer chooses. Two of the rates are Firm 103 (currently \$5.11 mcf plus demand charge) Natural Gas cost and Interruptible 104 (currently \$5.49 mcf with no demand charge) with purchasing gas from provider and with delivery

BEST-IN-CLASS

GOOD

MODERATE

POOR

RFI Response Assessment: Zoning

Project Requirement: Site is zoned or rezoning-eligible for Manufacturing (heavy industrial) to support an advanced manufacturing client.

INSTRUCTIONS

Once you have reviewed the below table, **please select a rating** that best encompasses the responses.

QUESTION	RESPONSE
Current Zoning <i>Site is zoned or rezoning-eligible for Manufacturing (heavy industrial)</i>	Yes - Parcel 1 is BTD (Business and Technology District)-zoned and permits Industrial Light uses. Proposed operation appears consistent with Industrial Light. Parcel 2 is Unzoned. See attached County Zoning Code and Land Development Regulations. BTD parcel may pursue rezoning through County, subject to approval.
Re-zoning Eligibility <i>If the current zoning is not 'Manufacturing' or equivalent, can the property be rezoned to manufacturing in time for construction?</i>	Yes - BTD-zoned parcel permits Industrial Light uses, incl. large-scale mfg. and processing. Unzoned parcel has no use-based restrictions. Classification is subject to County review.
Potential Rezoning Challenges <i>If applicable, what could cause the zoning change process to fail?:</i>	Primary rezoning risk is compatibility with adjacent townhome and single-family residential uses, incl. concerns related to traffic, noise, hours of operation, building height, hazardous material storage, and other industrial impacts.

BEST-IN-CLASS

GOOD

MODERATE

POOR

RFI Response Assessment: Wetlands Presence

Project Requirement: Site with relatively flat topography that is free of development obstacles / impediments.

INSTRUCTIONS

Once you have reviewed the below table, **please select a rating** that best encompasses the responses.

QUESTION	RESPONSE
Wetlands Presence <i>Are there any wetlands on the site?</i>	Yes
Description of Wetlands <i>If yes, please describe (including if identified as jurisdictional, non-jurisdictional, or TBD)</i>	N/A
Date of Delineation <i>If yes, please identify date of delineation</i>	2015

BEST-IN-CLASS

GOOD

MODERATE

POOR

Key Takeaways



Economic Development is a Team Sport

It is **incumbent upon the EDO** to coordinate with stakeholder groups to orchestrate a successful RFI response.

EDO

LOCAL EDO OWNS THE RESPONSE PROCESS END-TO-END, DRIVING DATA COLLECTION, INCENTIVE SIGN-OFF, AND FINAL PACKAGE ASSEMBLY

UTILITY PROVIDERS

- Electric Provider**
Provides distance, size capacity, timeline, cost
- Natural Gas Provider**
Provides distance, size, pressure, capacity
- Water Provider**
Provides distance, size, pressure, capacity
- Wastewater Provider**
Provides distance, size, capacity, WWTP headroom
- Fiber Provider**
Provides fiber route and bandwidth

SITE ACCESS AND REAL ESTATE

- Rail Provider**
Confirms spur feasibility and transload access
- Property Owner(s)**
Consulted to confirm title, control, sale vs. lease
- Site Broker/RE Rep**
Consulted on pricing, mkt. terms for cost comparison
- Surveyor/Engr. Consult.**
Produces topography, wetlands, geotech. data
- Title/Legal Counsel**
Consulted on easements, ownership structure

GOVERNMENT AND REGULATORY BODIES

- County/City Gov't**
Confirms zoning, incentive programs, permitting auth
- State Econ. Dev. Agency**
Consulted on incentive programs, site cert. data
- Environ. Reg. Agencies**
Provide wetlands delineation, attain. data
- Transportation Dept.**
Supplies road access and hwy. improvement data
- Bldg./Fire/Life-Safety**
Consulted on code compliance, entitlement

WORKFORCE AND COMMUNITY PARTNERS

- Workforce Dev. Board**
Supplies labor pipeline and training program data
- Comm. College System**
Provides custom training capability details
- Chamber of Commerce**
Consulted on business climate messaging
- Education Partners**
Consulted on long-term talent pipeline messaging

EDOs must also be prepared to work with site selection consultants, who serve as the intermediary between the EDO and the prospect. Site selection consultants set RFI requirements, evaluate RFI responses, and represent the client throughout the process.

Key Themes and Takeaways

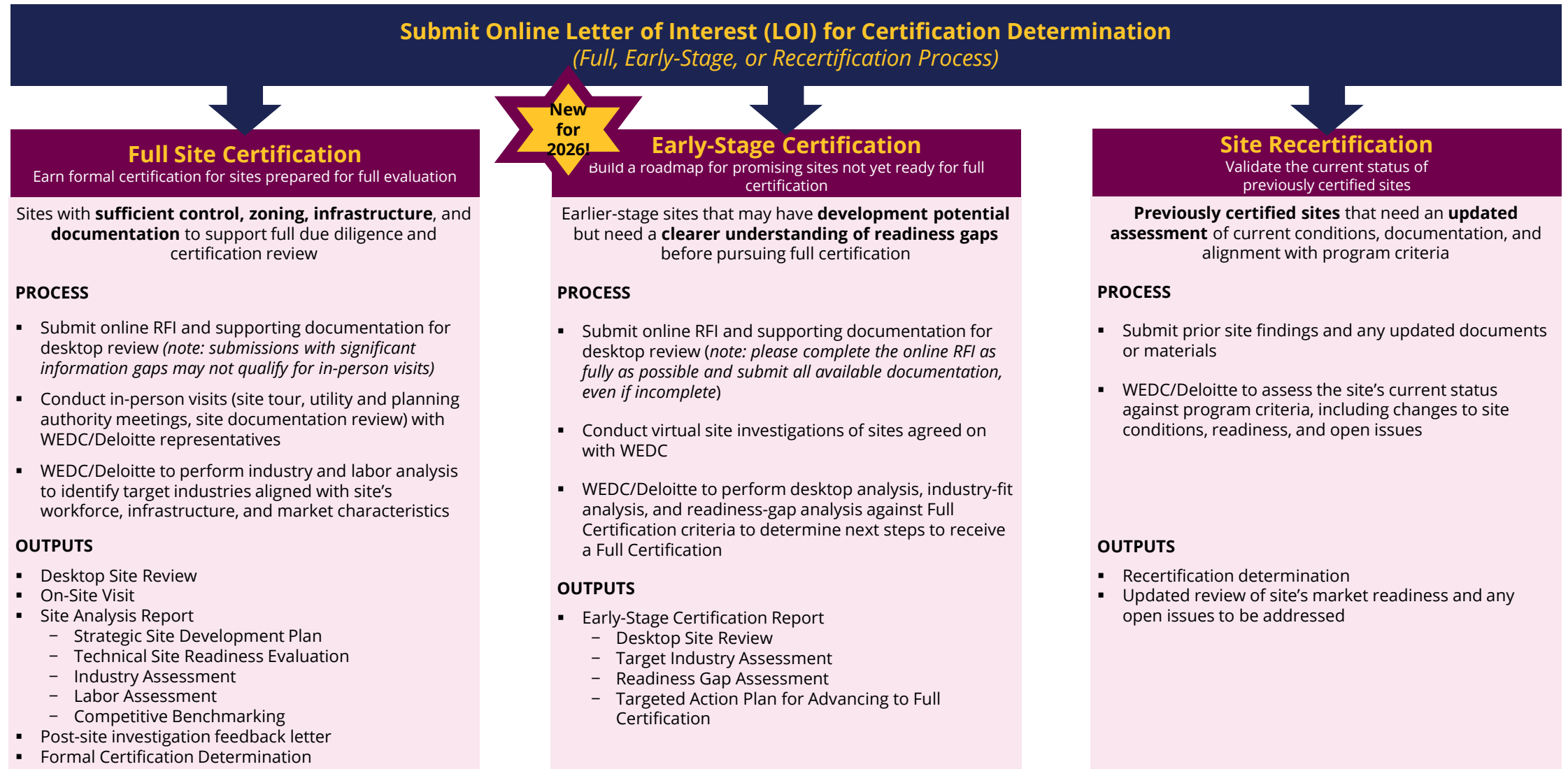
1 The goal is to survive to the next round; do not make it easy to be eliminated

2 The responding EDO should know what the most important fields are in the RFI for that type of project. Feel free to ask the site consultant to validate the project's "hot buttons". For example:

- a. Is rail access on-site a requirement or a nice-to-have?
- b. Is the site located in an area designated as non-attainment for any pollutants relevant to the proposed facility's air emissions?
- c. Does local zoning allow for height requirements to be accommodated?
- d. Can the minimum site size (developable acres) and necessary site shape be accommodated?
- e. Is the site suitable for project requirements (e.g., zoning, surrounding uses), and can favorable site studies (topo, wetlands, floodplains, etc.) be provided?
- f. Are there existing access roads to the property suitable for industrial traffic?
- g. Can all utility demands (capacity and line access) be met within the development timeline of the project?

3 Best practice is to fill out a representative RFI for your top sites ahead of time to help ensure an efficient and accurate response, which should include a "t-shirt sizing" (S, M, L, XL) exercise to confirm utility solutions can serve the site at various levels of demand

Wisconsin Certified Sites Program Overview



Questions?



Appendix



Evaluation Guidelines

The Wisconsin Certified Sites Program evaluates properties across **a range of development stages**, including raw land, established industrial parks, and brownfield sites. The guidelines below represent **ideal conditions commonly considered in corporate site selection**; sites may **already meet these standards** or be **actively working toward them**

Property Availability

The property should be available for sale or lease with documented pricing and terms. The community should own or control the property through an exclusive option, and lease-only sites should offer a minimum 25-year term.

Property Developability

Developable acreage should be clearly defined and generally:

- Outside the 100- and 500-year floodplains
- Free of material environmental constraints
- Free of wetlands, protected species, or archaeological and historic resources, unless impacts can be mitigated within 90 days
- Have soils suitable for industrial development

Zoning

The property should be zoned for industrial use or capable of being rezoned within 90 days, with surrounding land uses compatible with industrial development.

Transportation

The site should have, or be capable of obtaining, roadway access suitable for tractor-trailers. Sites marketed as rail-served should have existing rail access or the ability to secure service within 12 months.

Utility Adequacy

The site should have, or be capable of obtaining, sufficient electric, natural gas, water, wastewater, and fiber telecommunications infrastructure. Where upgrades are required, estimated costs and timelines should be documented.

Documentation

Please note that all due diligence documentation must cover the entirety of the acreage evaluated during the certification process. For instance, if property is 100 total acres, but due diligence documentation only covers 50 acres, only 50 acres will be eligible for certification.

Submission Requirements

Requirement	Submission Guidance	Status
RFI Questionnaire	Complete all applicable tabs and submit as one Excel workbook. Coordinate with electric, natural gas, water, wastewater, and telecommunications providers to ensure utility information is accurate and complete.	Required
General Location Map	Show the site's location within the community and region, with the site boundary clearly identified.	Required
KML/KMZ Site Boundary File	Provide a Google Earth-compatible KML or KMZ file showing the precise boundary of the site proposed for evaluation.	Required
Aerial Photograph	Clearly identify the site boundary on a current aerial image.	Required
Regional Transportation Map	Show highways, rail lines, ports, and commercial-service airports within approximately 45 miles of the site.	Required
Nearby Businesses/Land Uses Map	Identify adjoining and nearby businesses, industrial users, residential areas, and other relevant land uses.	If Applicable
Topographic Map	Show the site boundary and contour intervals of two feet or less.	Required
Property Availability Documentation	Provide one of the following: a real estate agreement, an exclusive option to purchase, or a signed owner letter confirming the intent to sell or lease for industrial use.	Required
Owner Letter with Price and Terms	Provide a signed letter from the owner or controlling entity stating the asking price and conditions of sale or lease. This may be combined with Attachment 8.	Required
Current Deed or Deeds	Submit documentation identifying the current owner or owners of the property.	Required
County Tax Parcel Map	Show parcel identification numbers and the full boundary of the proposed site.	Required
FEMA Flood Map	Include the applicable panel number and clearly identify the site boundary.	Required
National Wetlands Inventory Map	Show mapped wetlands and the site boundary.	Required
County Soil Survey	Show soil classifications across the site and clearly identify the site boundary.	Required
Site Access Map	Show the route from the site to the nearest interstate or major highway and identify existing or proposed site access points.	Required
Rail Service Documentation	Provide a map of existing or proposed rail infrastructure, a letter of support from the rail provider, and available cost and schedule estimates for any required extension.	If Applicable
Zoning Map	Show the current zoning of the site and surrounding properties. If the jurisdiction does not have zoning, provide the applicable comprehensive or long-range plan	Required
Zoning Description	Describe the site's current zoning, permitted industrial uses, and relevant requirements. Include surrounding zoning descriptions where adjacent classifications differ.	Required
Codes, Covenants, and Restrictions	Submit current or draft CCRs governing development within the site or industrial park. CCRs are recommended but are not required for program participation.	Recommended
Utility Infrastructure Map	Show the site boundary and the location of the nearest electric, natural gas, water, wastewater, and telecommunications infrastructure	Required

Due Diligence Documents (1 of 2)

Documentation	Program Requirement
Documentation of Control/Ownership	Documentation that ensures that the property is available. This should be one of the following: • An appropriate real estate listing agreement authorizing an agent to offer the property for sale; • An exclusive option to purchase; -or- • If the property owner is also the applicant, a letter from the owner (or its authorized representative) indicating the intent to sell or lease the property for industrial uses.
Title Search	Title attorney opinion or title insurance must be submitted that shows clear title to the property (the title search must encompass at least the prior 50-year history). Documentation must indicate: i. The owner has a saleable interest in the property. ii. Any restrictions on the use of the property covenants or easements; and iii. Any liens that may exist against the property
Phase I Environmental Site Assessment	A Phase 1 Environmental Site Assessment report by a qualified professional that meets all U.S. Environmental Protection Agency standards in effect at the time the assessment was conducted, specifies if “Recognized Environmental Conditions” (RECs) were found, and definitively recommends no further action. If any environmental conditions or concerns were identified by the Phase 1 ESA or other studies, the actions conducted as follow-up and results must be specified. For instance, a Limited Phase II ESA may be recommended and need to be completed prior to certification. Deloitte will discuss with community as issues arise on a case-by-case basis. Such a report requires a field survey. Report should have been completed within the past five (5) years and cover the entirety of the acreage evaluated during the certification process.
Wetlands Delineation	Report by a qualified professional which delineates all streams, bodies of water, wetlands, floodplains, and other features of the site that may be covered by the “Waters of the United States” Rule. Please note that such features are defined not by just permanent or periodic flowing or standing water, but also by the presence/absence of certain vegetation, soil types, and physical or hydrological conditions. If such water features are present on or close to the site, the report must provide preliminary indication of their impact on future development. Such a report requires a field survey. Report should have been completed within the past five (5) years and cover the entirety of the acreage evaluated during the certification process.
Jurisdictional Determination letter from the U.S. Army Corps of Engineers	Desirable but not essential for delineation to have been approved by the U.S. Army Corps of Engineers; in any case, proof that request for a Jurisdictional Determination (JD) letter has been submitted must be provided. Proof of submittal to the Corps will be sufficient for certification, and once the JD letter is received, please send to Deloitte. The expiration of certification will be determined upon the JD request documentation. Once/If a JD letter is received, Deloitte can extend the expiration of certification to match the date of that JD letter.
Threatened and Endangered Species Survey	Endangered Resources Review (ERR) by DNR or a Certified Reviewer. If any concerns are identified by the ERR, follow-up studies may be recommended. Deloitte will discuss with community as issues arise on a case-by-case basis.
Archaeological and Historical Investigation	A report by a qualified professional documenting appropriate study of the site to determine presence of cultural resources, historic significance of the site, and other similar findings in accord with all current U.S. and state laws, regulations, and standards. Such a report requires a field survey. Report should have been completed within the past five (5) years and cover the entirety of the acreage evaluated during the certification process.

Due Diligence Documents (2 of 2)

Documentation	Program Requirement
Geotechnical Assessment	Geotechnical Exploration should include one boring or sounding per 50 developable acres, but no less than five borings or soundings on total acreage. Borings must be at least 25 feet in depth. The study should also indicate the Seismic Site Class per the current International Building Code (IBC). Such a report requires a field survey. Report should have been completed within the past 15 years and cover the entirety of the acreage evaluated during the certification process.
Master Site Plan	Master Site Plan that illustrates the location of park access roads, rail, easements, utilities (existing and proposed), and proposed lot locations and sizes (total and developable acreage). The Master Site Plan should take into consideration and illustrate the location of development limitations, such as wetlands, floodplains, and permanent easements.
ALTA Survey	Boundary survey covering the entire acreage of the property that adheres to standards developed by the American Land Title Association (ALTA) and the National Society of Professional Surveyors (NSPS).
Fire Insurance Classification Rating	Fire Insurance Classification Rating Letter
FAA Flight Plan	FAA produced flight path map or letter from FAA indicating maximum building height on site (if site is less than two (2) miles from airport.)
Height Restrictions	Local zoning ordinances may impose height restrictions; the developer must understand allowable structure height and any airspace restrictions affecting the site, and the process to address restrictions, incl. approvals, variances, or zoning changes
Zoning Ordinance / Zoning Verification Letter	A copy of the governing municipal or county zoning ordinance (or a formal zoning verification letter) confirming the site's zoning classification permits the client's intended use
Flood Plain Map	An official FEMA map showing whether any portion of the site lies within a 100-year (or other) flood zone
Declaration of Covenants, Conditions, and Restrictions (CCRs)	The recorded private land-use restrictions (e.g., park or subdivision covenants) that may prohibit or limit uses such as outdoor storage
Topographic Survey	Survey depicting site elevations, contours, and physical features
Utility Availability Maps	Maps or letters from the respective utility providers (electric, natural gas, water, wastewater) showing existing infrastructure location, capacity, and proximity to the site
Access / Transportation Maps	Maps and supporting documentation that identify the roadways, highways, rail lines, and other transportation infrastructure serving the site