

* REQUEST FOR QUALIFICATIONS *

- I. The CITY OF KISSIMMEE is seeking SEALED QUALIFICATIONS on the following:
Request for Qualifications #RFQ2015-002 Acquire and Redevelop City-Owned Property
- II. All qualifications must be submitted in a SEALED envelope and plainly marked with the qualification number on the exterior of the qualification envelope, one (1) original, eight (8) hard copies and one (1) electronic copy on CD.
- III. To be considered qualifications MUST be delivered OR mailed to:

**City of Kissimmee
Finance Department 4th Floor
Attn: Purchasing Division
101 Church Street
Kissimmee, FL 34741**

And time stamped on or before 3:00 pm, April 22 2015.

- IV. All qualifications shall be opened and recorded publicly in the City of Kissimmee Finance Department 4th Floor Attn: Purchasing Division, Allendale Conference Room, 101 Church Street, Kissimmee, Florida at 3:30 pm, April 22, 2015.
- V. All qualifications must be according to specifications and conditions, and on the forms provided herein.
- VI. The Submitter's name and address shall be clearly shown on the exterior of the Sealed Envelope.
- VII. The City of Kissimmee reserves the right to accept and/or reject any or all qualifications, with or without cause, to waive technicalities or to accept the qualification which, in its judgment, best serves the interest of the City of Kissimmee. Persons are advised that, if they decide to appeal any decision made concerning the award of this qualification, they will need a record of the proceedings, and for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be made. Qualification results other than the apparent low offer will not be provided in response to telephone inquiries. Submitters desiring a copy of the Abstract of Offers should include such request with a self addressed stamped envelope in their qualification.

Debbie Luke
Purchasing Coordinator

General Requirements:

1.1 QUALIFICATION PREPARATION

Submission of a qualification in response to this solicitation shall evidence the submitters acknowledgement that he is cognizant of all the conditions and specifications contained herein and that any offer made is in accordance with the contained specifications and conditions unless, specifically identified and explained as exceptions on the qualifications schedule. Each submitter is responsible for the completeness and accuracy of their qualification. Submitters must show manual signatures by an individual authorized to offer such obligations, and shall contain evidence of that person's authority to make such offers. Unsigned qualifications will be rejected. Stamped or otherwise reproduced signatures are not acceptable. Erasures or other changes must be initialed by the person signing the qualification. Submitters should include all descriptive literature specifications, or catalogs or cuts necessary to specifically identify and describe the item(s) being offered. Failure to do so may result in the qualification being declared non-responsive.

1.2 SUBMISSION OF QUALIFICATIONS

All bids shall be submitted in a sealed envelope on the forms included with this solicitation with the bidders name and address and bid number plainly marked on the exterior of the envelope. Timely submission of a bid is important. Official receipt is acknowledged using an atomic date/time stamp interfaced with the U.S. Government's National Institute of Standards and Technology (NIST) which is the official time keeper for the U.S. Facsimile or telegraphed bids will not be accepted.

1.3 PRICING

The unit price for each item being submitted will be shown on the Qualification Schedule and will include all costs for or associated with the item. A total for each line item will be entered on the Qualification Schedule. In case of a discrepancy between unit price and extended price, the unit price shown shall prevail.

1.4 DELIVERY

Exact delivery times frames or dates must be shown on the qualification, such as, "(x) days after receipt of order". Number of days for delivery shall be presumed to include all weekends or holidays in the period. All offers shall be FOB Destination and shall include inside delivery to the delivery point specified.

1.5 DEFAULT

Should the successful submitter for any award made as a result of this solicitation fail to deliver a product in accordance with the specifications contained herein and within the time frame promised, the City of Kissimmee reserves the right to cancel the contract for default and to award this contract to the next most qualified offer. The submitter in default may be held liable for any added cost to the City of Kissimmee incurred as a result of such action.

1.6 LATE QUALIFICATIONS AND WITHDRAWAL OF OFFERS

No qualification will be accepted after the published deadline for accepting qualifications in response to this solicitation. Qualifications may be withdrawn at any time prior to the official time set for the qualification opening. No modification or withdrawal of any offer received will be allowed after the time and date set for the official qualification opening.

1.7 DISCOUNTS

Submitters may offer cash discounts for prompt payment, however, any such discount offered will not be considered as a factor in determining the lowest submittal offered. Any other discounts should be reflected in the unit price qualification.

1.8 QUALIFICATIONS EVALUATION AND AWARD

All qualifications received will be evaluated based on one or more of the following factor: price; quality of product offered; compliance with specifications; delivery; reputation of the submitter; previous contract' proximity of parts and service; compatibility with similar, existing products; and any other factors detailed in the specifications. Award will be made to the lowest responsive and responsible submitter complying with the provisions of the invitation to Qualification, provided that such award is in the best interests of the City of Kissimmee.

The City of Kissimmee reserves the right to accept and /or reject any or all qualifications in whole or in part with or without cause; to waive technicalities; to make multiple awards on a line item basis; and accept the qualification which in its judgment, best services the interest of the City of Kissimmee. Submitters are cautioned that no communication with any City of Kissimmee employees involved in the evaluation process is authorized during the qualification evaluation process unless such communication is originated by the City of Kissimmee for the purpose of clarifying the qualification or proposal. Questions regarding the status of any qualification or should be directed to the Purchasing Agent. Qualification awards will be posted in the Purchasing Office after Commission Approval. Vendors are responsible for following up on the status of any qualification. The City of Kissimmee will only notify successful vendor(s).

1.9 BILLING AND PAYMENT

The City of Kissimmee will pay all proper invoices submitted for supplies and/or services within 30 calendar days. To be considered a proper invoice it must be submitted in 2 copies to the City of Kissimmee Accounting Department, 101 Church Street Kissimmee, FL 34741, show the Vendor FEID Number, the purchase order number and be based on proper delivery installation or provision of goods or services to and accepted by The City of Kissimmee. The payment cycle will not start until all the above requirements are met.

1.10 SAMPLES

The City of Kissimmee may, at its discretion, require submission of samples for inspection and testing. When specifications require such submissions, all costs for such samples, including postage, will be the responsibility of the submitter. Samples that are not consumed in the evaluation process or determined necessary for comparison with future deliveries may be returned at the submitters request and at the submitter's expense. The City of Kissimmee will not be held liable for any sample provided.

1.11 SILENCE OF SPECIFICATIONS

The silence of these specifications regarding exact details of any product or service required shall be regarded as meaning that only the best commercial practices will prevail and that only materials of first quality and correct type, size, or design are to

be used. All workmanship will be first quality. Unless otherwise specified all products provided as a result of this solicitation will be new, unused, the latest model in production, and in compliance with the enclosed specifications.

1.12 USE OF BRAND NAMES

Unless otherwise stated, the use of brand names in specifications is not intended to restrict any offer. Brand names are only used to illustrate the type and quality of product acceptable for this solicitation and to provide a simplified specification. Vendors should feel free to propose any equal item provided that all exceptions to these specifications are clearly identified and explained and definitive specifications for the item being proposed including product literature, cuts or samples are included with the qualification. The City of Kissimmee reserves the sole right of final determination of product equivalency.

1.13 WARRANTY

All warranties for products or services provided under any contract resulting from this solicitation will meet or exceed that warranty offered the providers most favored customer and in no instance will be less than unlimited twelve month non-prorated warranty. If individual specifications contained herein require a warranty in conflict with this provision, the warranty provisions of the individual specification shall prevail.

1.14 ADDENDUMS

In the event modifying addenda to the basic solicitation are issued the City of Kissimmee will attempt to provide such addenda to all vendors who have been furnished qualification packages. However it shall be the submitter's responsibility to verify with the Purchasing Office before the qualification is submitted whether or not addenda have been issued and to obtain such addenda for submission with the qualification. Receipt of any addenda issued must be acknowledged on the qualification schedule.

1.15 QUALIFICATION'S CERTIFICATION

By signature on this qualification, submitter certifies or in the case of a joint qualification each party certifies that:

- A. He has not given, offered nor intends to give at any time economic opportunity, future employment, favor or gratuity in any kind to any employee of the City of Kissimmee in connection with this qualification.
- B. That the submitter has not divulged or discussed his offer with other submitters.
- C. Prices offered have been determined independently without collusion with other submitters for the purpose of restricting competition.
- D. No attempt has been made to induce any potential submitter to submit or decline to submit an offer in response to this solicitation.

1.16 "NO QUALIFICATION" RESPONSE

Vendors electing to not submit qualifications in response to this solicitation should complete the attached "Notice to Submitters" form. Failure to return the form may

result in your omission from future qualification lists.

1.17 CFPC

The City of Kissimmee participates in a Central Florida Purchasing Cooperative (CFPC). All bidders awarded contracts from this bid are encouraged to permit other active members of CFPC to participate in the contract under the same prices, terms, and conditions except that allowances may be made for differences in delivery costs.

1.18 COMPLIANCE WITH THE JESSICA LUNSFORD ACT

If applicable, compliance with the Jessica Lunsford Act will be required by Contractor.

1.19 PROTEST

Any protest must be made within three (3) days following posting of the qualification award. Protest procedures are available from the City of Kissimmee Finance Department 4th Floor Attn: Purchasing Division, 101 Church Street, Kissimmee, FL 34741.

Notice of decision or intended decision concerning a bid solicitation or award may be given by posting the bid tabulation or recommended award at the location where the bids were opened or posted electronically on the City's website www.kissimmee.org. Failure to file a protest within the deadlines prescribed shall constitute a waiver of protest proceedings.

2.0 SPECIAL PROVISIONS:

2.1 PUBLIC ENTITY CRIMES: "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a qualification on a contract to provide any goods or services to a public entity, may not submit a qualification on a contract with a public entity for the construction or repair of a public building or public work, may not submit qualifications on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list".

2.2 CLARIFICATION OF REQUIREMENTS: Questions regarding clarification or interpretation of the technical specifications and/or non-technical nature regarding this solicitation must be addressed **IN WRITING OR BY EMAIL** to Cholland@kissimmee.org not less than seven (7) days to Craig Holland, Development Services Director at 101 Church Street, Kissimmee, Florida 34741. Phone inquiries will not be responded to.

However, unless modified by a written addendum issued by the Purchasing Agent, the specifications and conditions contained herein stand as stated. Verbal communications are neither authoritative or binding. Any verbal interpretation in conflict with these specifications as written should immediately

be directed in writing to the Purchasing Agent for the City of Kissimmee. Any interpretation provided to any vendor in response to inquiries regarding this solicitation which may affect the outcome of this qualification will be furnished in writing to all vendors who have received qualification packages.

2.3 No minor children are permitted to accompany submitters during pre-qualification conferences, qualification opening or site tour.

2.4 The City of Kissimmee has a Local Vendor Preference Policy.

2.5 **INDEMNITY:** The Contractor will indemnify and hold harmless the City of Kissimmee from and against all claims, damage loss, and expenses arising out of, or resulting from, the performance of their operations under this contract.

The Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the service.

The Contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to:

- All employees on the job and all other persons who may be affected thereby.
- All the work, materials, and equipment, whether in storage on or off the site, under the care, custody, or control of the Contractor; and
- Other property at the site including trees, shrubs, lawns, walks, pavements, and roadways.

The Contractor shall comply with all applicable laws, ordinances, rules, regulations, and lawful order of any public authority bearing on the safety of persons or property or their protection from damage, injury, or loss.

In any emergency affecting the safety of persons or property, the Contractor shall act, at his discretion, to prevent threatened damage, injury or loss.

2.6 A link to this website is available through the City's Web Page <http://www.kissimmee.org>, under the Finance Department, Purchasing. Notice of Award, Qualifications currently available, and Tabulation sheets are available Online. Submitters, who do not have Internet access, may request a copy of the tabulation by enclosing a stamped, self-addressed envelope with the Qualification response.

Invitation to Submit Statements of Qualifications

to Acquire and Redevelop City-owned Property

Kissimmee, Florida

RFQ 2015-002

Developer qualifications and a general or conceptual proposal for the development of the Hansell Plant and Toho Square sites will be received by the City of Kissimmee and the City of the Kissimmee Downtown Community Redevelopment Agency (DCRA), 101 Church Street, Kissimmee, Florida 34741 until 3:00 p.m. (EDT) April 22, 2015. Those submitting their qualifications are required to furnish the information as described in Section N of this Request for Qualifications (RFQ).

A. Offering

The City of Kissimmee (the City) and its Downtown CRA (DCRA) is offering a well located site in the City's downtown for development. This site is available for development by firms or individuals who will be invited to submit more detailed proposals following this initial RFQ. Only those firms responding to this RFQ will be asked to participate further. Specific design solutions for the property, content to be included in the development agreement, as well as price and terms for implementation will be requested of short-listed proposers as part of the Phase 2 Request for Proposals.

It is the desire of the City and the DCRA that any development proposed for this site will be consistent with the Downtown *CRA Master Redevelopment Plan*. The various land uses identified for the site include, retail, restaurant, office, hotel, residential and community space. A mixed use residential development with strong pedestrian scale and urban design characteristics has been identified as a preferred goal. Additional goals include revitalization within the downtown area, promotion of pedestrian traffic and activity use throughout the day and evenings, as well as enhanced linkages to and compatible development with adjacent and newly renovated Lakefront Park. Further goals include development projects that respect Kissimmee's historic designation and projects that provide market rate housing in the Central Business District (CBD). The City also encourages focus on green building and sustainable high density, market rate development and integrated public parking.

Public support and ownership of the site will allow the opportunity for substantial creativity and expedited implementation.

B. Concept

Only a general or conceptual proposal for development is required with the RFQ. Respondents invited to move to Phase Two of the selection process (the RFP) will ultimately be encouraged to exercise creativity in defining a concept that satisfies the vision of the CRA Master Redevelopment Plan, applicable zoning or entitlements, and sound real estate development practices. This vision anticipates a mix of uses that includes retail, restaurant, office, hotel, residential (both renter and owner options) and community space, as well as hospitality and entertainment opportunities. **The RFQ**

should include a general or conceptual development proposal and should provide examples of innovative and creative developments which the members of the team have personally advised/designed/developed.

C. Ownership of Property

The property associated with this offering is owned by the City of Kissimmee. There may be other adjacent property, privately owned and controlled, that could be considered as part of development options. The City cannot commit such private property but would be supportive to the extent appropriate to facilitate further public-private partnering.

D. Financial and Other Support

In order to achieve its stated goals for the development of the subject property, the City may consider offering bidders incentives such as tax increment rebates, impact fee credits, parking, and stormwater credits, regulatory approvals, the creation of a Community Development District, etc., for development of the subject property. These potential incentives will be addressed in the **RFP** part of the process.

E. Zoning and Future Land Use

The current zoning classification(s) are for the previous uses and will be changed to match the development that is proposed and ultimately approved. The Future Land Use is Mixed Use-Downtown which promotes a wide range of uses and a high intensity of development. **The City will be a cooperative partner in pursuing any permits or approvals that may be required to expedite the selected development plan.**

F. General Process

This is a two-phase selection process. Phase one begins with the receipt of developer qualifications. These qualifications shall consist of a description of the Development Team including a list of professionals to be assigned to the project, their academic/professional background and experience with similar projects. In addition, a list of similar projects completed by the Development Team within the last ten years, including references with current addresses and phone numbers, must be provided. Project descriptions must include details addressing the square footage, number of units, parking, year of construction, methods of financing, current status, and the specific roles of the proposed team members as principal, consultant, general partner, designer, or other. Finally, the submission should include a general or conceptual proposal of the development, with the understanding that the proposal submitted may change as the process moves forward.

Following a review of the submissions, a shortlist of Development Teams will be invited to submit more detailed proposals under the conditions described in a subsequent **Phase Two Request for Proposal (RFP)**. **Based on the detailed proposals received through the Phase 2 process, a Development Team will be selected and will be extended exclusive rights to develop the property for a specific period of time. A Developer's Agreement will be negotiated, executed between the City, the DCRA and the selected Development Team, and used as the instrument to define**

the roles and responsibilities of the parties. The City and the DCRA reserves the right to forgo Phase Two if there is only a single qualified respondent applies and may pursue contract negotiation with said respondent.

G. Terms and Conditions of the RFQ

A Selection Committee appointed by the City of Kissimmee and the Downtown CRA will screen the submissions. It is expected there will be no communication with parties other than those specifically noted herein and such communication will be exclusively for clarification regarding procedures and objectives. The City prohibits communication to or with any department, bureau, or employee during the submission process. In addition, no communications may be initiated by a proposer (also referred to as respondent) to any City Official or persons involved in evaluating or considering the proposals prior to the time an award decision has been made. Communication with any parties for any purposes other than those expressly described herein may cause an individual firm, or team to be disqualified immediately from participating in the development solicitation.

It is extremely important all potential respondents are given clear and consistent information. Therefore, all respondents are required to submit any questions related to this project or selection process in writing so answers can be distributed to all registered respondents. Questions about the interpretation of specifications or the RFQ process should be directed in writing to Craig Holland, Development Services Director, City of Kissimmee, at **Cholland@kissimmee.org**. Questions must be received in ample time before the period set for the receipt of qualifications submittals. No inquiries received within ten (10) days of the receipt of qualifications submittals deadline will be given any consideration. Any interpretation will be available to prospective proposers in the form of an addendum to the specifications which, if issued, will be available no later than five (5) days prior to the RFQ deadline.

We strongly encourage those parties wishing to submit qualifications to register with the Downtown Community Redevelopment Agency (CRA) at **cholland@kissimmee.org** or by calling (407) 518-2148. It is the responsibility of all parties planning to submit qualifications to contact the Kissimmee Downtown CRA prior to submitting qualifications to ascertain if any addenda have been issued, to obtain such addenda, and to return executed addenda with the proposal.

The City of Kissimmee reserves the right to accept or reject any or all Statement(s) of Qualifications, with or without cause, or to accept Statement(s) of Qualifications and begin direct negotiation, which, in its sole judgment, best serves the interest of the City. The City Commission will make the final decision as it relates to this RFQ and subsequent RFP and will make final selection of Development Team.

The Downtown CRA reserves the right to request clarification of information submitted and to request additional information of one or more respondents.

Costs for preparing the Statement of Qualification in response to this request are solely the responsibility of the respondent.

It will be necessary for responding parties to comply fully with the general terms and conditions outlined in this document if they are to be considered. A letter attesting that the respondent has read and understands all procedures is a part of the initial submission requirements (Use Attachment A).

H. Anticipated Schedule and Sequence of Events

The City of Kissimmee and the Downtown CRA will be establishing a progressive schedule for submitting qualifications and for completing selection of the preferred Development Team. It will be incumbent on each respondent to understand the importance of adhering to this published schedule, once it is published. Respondents shall assume full responsibility for the timely delivery of the qualifications. Qualifications received after the deadline stated will not be considered.

I. Project Description

The Downtown CRA District consists of the traditional commercial downtown business and supporting residential district of Kissimmee and consists of approximately 750 acres.

Downtown is a historic part of Kissimmee that includes governmental functions, retail and service activities. The Downtown CRA district also includes a regional hospital and supporting medical services, lakefront property on Lake Tohopekaliga and the recreational activities on the lakefront. Older residential neighborhoods surround the commercial area of the Downtown CRA district.

Downtown Kissimmee is the county seat and urban center of Osceola County, one of the fastest growing counties in the country. Therefore, it is essential that redevelopment of the subject sites leverage both the inherent land value as well as the economic potential of the site within this CBD. Present land uses in Kissimmee's downtown range from commercial office, retail, restaurant, residential uses of varying densities, and concentrations of institutional and government operations. Respondents should become familiar with recent revitalization efforts and the history of downtown Kissimmee.

SunRail, a regional commuter rail service, will begin Phase 2, service in Downtown Kissimmee in early 2017. SunRail runs along a 60 plus mile corridor serving the area between Deland, FL and Poinciana, FL. Kissimmee is one of three stations that will be located in an established downtown, with the one of the highest predicted ridership in the SunRail System.

The City of Kissimmee recently completed a \$33 million renovation of the City's Lakefront Park located on the northern shore of Lake Tohopekaliga or as the locals call it, Lake Toho. The 25 acres park was transformed into regional park and event space and services to connect Downtown Kissimmee and Lake Toho, one of the foremost bass fishing lake in the United States.

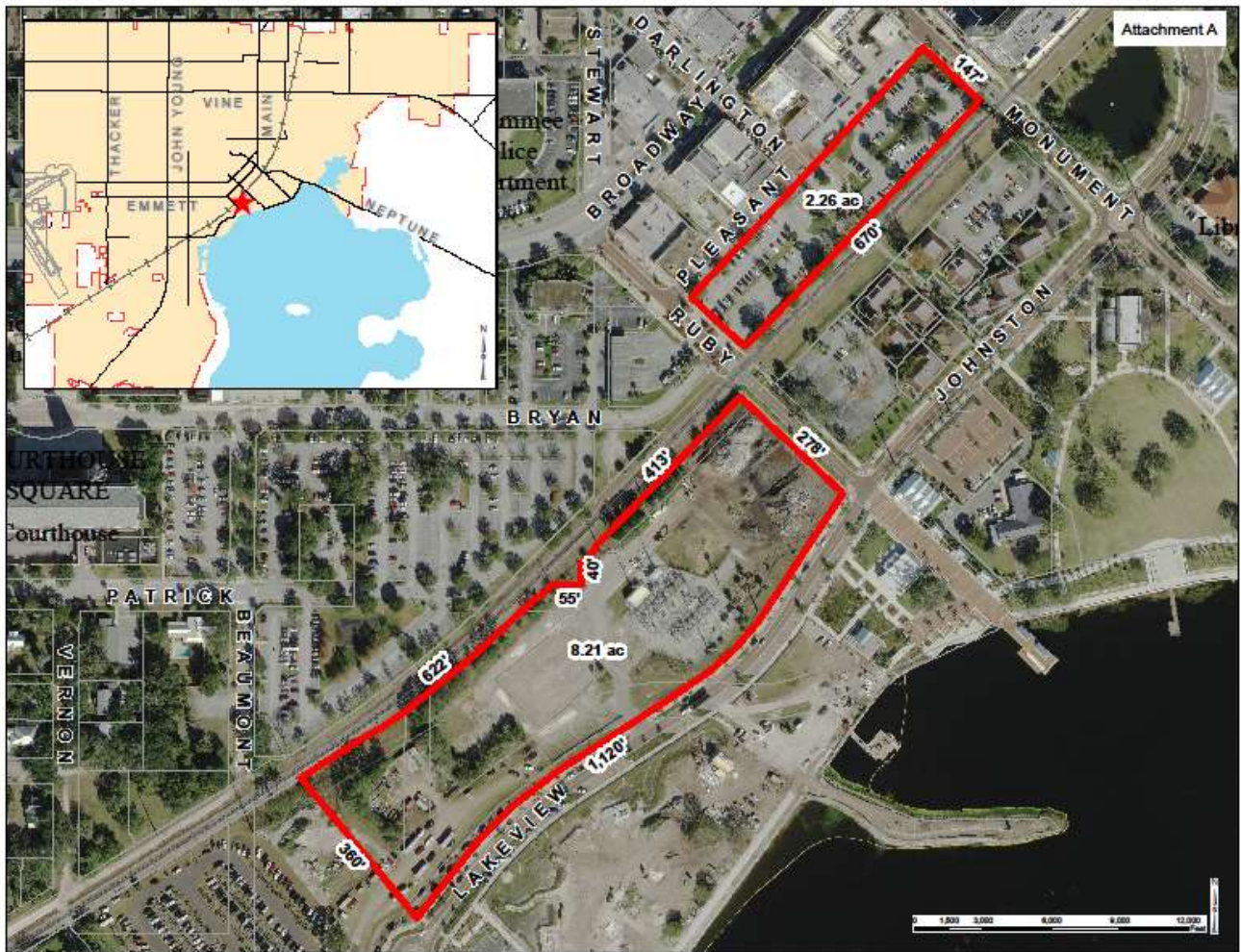
Sites and Planning Considerations

The site consists of two parcels, the first being the **Toho Square Site**: This site is currently a public parking surface lot one block east of Broadway. It is bound on the south by Ruby Avenue, the west by Pleasant Street, the north by Monument Avenue and the east by the SunRail rail road tracks. The site runs approximately 670.5' feet north to south and 147 feet east to west, or approximately 2.26 acres. The site is also one block east of Lakefront Park. The site is zoned B-1 (Central Business District) which has a floor area ratio limit of 5.0, a height limit of 100 feet and allows for a wide range of commercial, office, residential, hospitality accommodations and other uses.

The second site is the **Hansell Plant Site**: This site was formally the location of the now demolished Hansell Power Plant. The majority of the site is vacant. The remaining portion is the site of an electrical substation that is being relocated and condensed to a smaller footprint to allow the site to have more development potential. A full environmental review and cleanup was done on the site, currently there are monitoring wells to insure that there was no ground water contamination. The City does not anticipate there to be any issues. And the local utility has pledge to clean up any environmental issues that may arise.

The Hansell Plant Site is bound on the north by Ruby Avenue, the south by the Future Beaumont Avenue, Lakeview Drive on the east and the SunRail rail road tracks on the west. The site abuts Lakefront Park, directly across Lakeview Drive. The property varies in length from 1,120 to 1,235 feet from east to west and in depth between 278 and 360 feet. The site consists of approximately 9.21 acres. The site is currently zoned UT (Utility) and OS (Open Space), but will be rezoned to an appropriate zoning classification once uses and standards have been established for the future development. The future land use, MU-D (Mixed Use Downtown, allows for a wide range of uses and intensities to accommodate most development plans.

See location and general map below.



The following general assets, issues and opportunities have been identified with regard to the subject sites:

Assets

- Proximity to renovated Lakefront Park and commuter rail SunRail station
- Character of the Central Business District in attracting vibrant commercial and residential developments
- Available City-owned land with potentially attractive terms
- Parking and traffic concurrency exemptions
- Public-private partnering opportunities
- Supportable housing demand

Issues

- Structured parking is required for replacement of existing public spaces
- Need for maintaining and enhancing pedestrian connectivity
- Design standards compatible with scale of adjacent structures
- Relocation of public uses may be required
- Timing and intensity of anticipated redevelopment of subject sites
- Community's desire for mixed use developments
- Integration of opportunities for primary resident housing

Opportunities

- Flexible zoning and cooperative support for changes, if necessary, to provide opportunities for a variety of development options and intensities
- Ability to master plan a site to integrate appropriate land uses and create positive synergies between activity anchors
- Creation of high quality cornerstone project in the downtown core
- Streetscape improvements
- Redevelopment opportunity on underutilized land

J. Project Goals

The City of Kissimmee has identified goals it is targeting through the redevelopment process for the subject property. These goals will provide a general framework for evaluating developer qualifications and subsequent developer proposals.

The following are expressed goals of the City (presented in no particular order):

- Enhance tax base
- Pursue smart growth development pattern
- Pursue development consistent with realistic market opportunities
- Create development opportunities that are attractive to conventional and/or innovative developers
- Support a reasonable and identifiable path to redevelopment of subject site in the next 2 to 4 years
- Support the opportunity for an integrated mobility system with the future SunRail station (commuter rail)
- Focus City efforts to be results-oriented
- Keep process transparent to avoid the appearance of special interest conflicts
- Seek high standards and best utilization of public assets
- Pursue economically and environmentally sound, sustainable developments
- Respect and involve local stakeholder interests in design, construction, investing and utilization of site
- Promote a live, work and play environment in the downtown
- Build a relationship with the City, including its two CRAs, which will extend beyond the current proposed project.

K. Architectural and Urban Design Considerations

The project should include quality architectural and urban design standards that enhance the city center and connectivity to adjacent Lakefront Park. Project designs must respect the attractive and historic character of downtown Kissimmee and its significant buildings. Design and construction techniques should be environmentally sensitive.

L. Commitments to This Project

The City of Kissimmee fully supports this project, recognizing its value to the economic vitality of the community. By enhancing the subject property with new amenities, neighboring residents and visitors to the area will benefit. The *CRA Master Redevelopment Plan* was developed as a guide for future investment to ensure that elements are consistent with the overriding goal to make the area a viable community

center, to be a catalyst for additional reinvestment, to stimulate a well-designed mix of commercial and civic activities, and to strengthen Downtown as the economic center of the county.

M. Documents Available For Review to Assist with Due Diligence

To better understand the City's objectives, as well as the opportunities and constraints for redeveloping the site(s), the following documents are available in electronic format and may be obtained from the City of Kissimmee's web site at **www.kissimmee.org**

- CRA Master Redevelopment Plan
- Boundary survey
- Relevant maps and zoning information
- Details of the Lakefront Park Redevelopment

N. Submission Requirements

At a minimum, the following must be submitted with your qualifications **one (1) original, one (1) electronic version on CD and eight (8) copies of all documents:**

1. Cover letter describing the composition of the development team, each member's relevant experience, and the key personnel involved. Clearly identify probable role(s) as principal, consultant, general partner, designer, or other. Please clearly identify any team members having permanent local offices in the Kissimmee area and address the familiarity of the team or individuals with downtown Kissimmee. Also, please address whether or not the members of the team have previous experience working together or in Kissimmee.
2. A signed letter attesting that the respondent has read and understands all procedures outlined in this RFQ (**Use Attachment A**).
3. Provide a description of at least three (3) examples of development projects completed within the last ten years that the respondent determines most relevant to the City's proposed programmatic concept. The focus should be on the relevant issues, problems, obstacles overcome and opportunities realized as a result of the respective team member's involvement. Specify previous role(s) as principal, consultant, general partner, designer, or other, as applicable. In particular, identify any projects that were public-private partnerships and explain the level and nature of that experience and the roles of the team members. Project descriptions must include details addressing the square footage, number of units, parking, year of construction, methods of financing and current project status.

Please demonstrate the teams and principals' financial capacity and capability to successfully finance new projects of this scope and scale.

In addition to the example projects above, identify any development experience with projects completed, underway or planned in the Kissimmee area.

4. References from three (3) projects (with names, addresses, phone numbers and email addresses), the respondent deems relevant to the proposed development objective. If there is more than one member of the proposal team, provide three (3) references for each.
5. Executed Addenda if any addenda were issued following the release of the RFQ.
6. A general or conceptual proposal for the development of the Hansell Plant and Toho Square sites, consisting of a minimum of a bubble plan or site sketch. The selection committee should be able to determine the development team's overall concept for the site, understanding that if chosen, the details will change as the development process unfolds.

The submissions must be received by 3:00 p.m. (EDT), April 22, 2015 and should be addressed as follows:

City of Kissimmee
Finance Department 4th Floor
Attn: Purchasing Division
101 Church Street
Kissimmee, Florida 34741

Attachment A:

Understanding of RFQ Procedures, Terms and Conditions

(To be returned with qualifications submission)

**Invitation to Submit Qualifications
City of Kissimmee, Florida
RFQ # CRA-2012-2**

I acknowledge I have read and understand all procedures and requirements of the above referenced RFQ and have complied fully with the general terms and conditions outlined in the RFQ.

Development Team: _____

Representative's Signature: _____

Representative's Printed Name: _____

Date: _____