



REQUEST FOR PROPOSALS
SALE AND REDEVELOPMENT OF
FIRESTONE AND BLOXHAM ANNEX PROPERTIES

RFP NO. 0079R-16-RWT-RC

August 3, 2016

The City of Tallahassee Community Redevelopment Agency (CRA), in Tallahassee, Florida, requests proposals for the sale and redevelopment of two CRA-controlled properties along the eastern edge of Gaines Street.

SECTION 1.0 GENERAL INFORMATION

On behalf of the CRA, the City of Tallahassee Procurement Services Office is issuing this request for proposals (RFP) for the sale and redevelopment of the Firestone and Bloxham Annex properties located at [401/409 and 309/319 East Gaines Street](#), respectively, in the downtown area (the "Properties", Exhibit A). The location of the Properties adjacent to Cascades Park, a prominent downtown destination, and proximity to Florida State University (FSU), Florida A&M University (FAMU), the Capitol and the downtown, creates a particularly attractive development opportunity. It is the intent of the CRA to develop both properties as a single development proposal through this RFP.

1.1 Offering

The redevelopment of the Properties should be consistent with the goals and objectives of the CRA's [Downtown Community Redevelopment Plan](#) (the "Downtown Plan"). A main goal of the Downtown Plan is to leverage publicly-owned real estate to support the redevelopment of the Downtown district, to increase the retail and residential opportunities in the downtown and to provide a quality destination that enhances the economic and cultural quality of life for residents and visitors alike. The various land uses identified in the plan include hospitality, retail, restaurant, cultural, office and residential. In addition, the redevelopment proposal must reflect a strong urban design. The City of Tallahassee has developed and adopted [Urban Design Guidelines for the Gaines Street Districts](#) (the "Urban Design Guidelines"). Although the Properties are not located in an area of Gaines Street covered by the Urban Design Guidelines, the

concepts should be used to help understand the type of design features desired for the Properties. The focus of the Downtown Plan and Urban Design Guidelines are to promote mixed-use developments with strong pedestrian scale and urban design characteristics that include connectivity to the downtown area, increase pedestrian traffic and activity throughout the day and evenings.

1.2 Concept

The RFP contains both required and desired elements. Respondents to this RFP are not expected to present detailed plans intended for immediate development approval. Instead, they are encouraged to exercise creativity in defining a redevelopment concept which satisfies the vision of an active development that incorporates a mix of uses that may include residential, retail, restaurant and commercial uses; hospitality and entertainment opportunities; and arts and cultural-related uses. These features and uses are listed below. Respondents are not limited to these features/uses only, but must address them in their response to the RFP.

The development team selected through this RFP will work closely with CRA and City staffs to prepare a redevelopment proposal that will be approved by the CRA Board. CRA and City staffs anticipate a series of plan reviews, discussions and collaborations to prepare a design that takes maximum advantage of the redevelopment potential of the Firestone and Bloxham Annex properties. At this point we are looking for a development concept that meets the desired redevelopment features and uses of the properties, and provides a starting point for further redevelopment discussions.

Tier 1: Required Features/Uses

- Mixed-use residential development, options include but are not limited to:
 - Rental and/or owner-occupied market rate housing, including townhomes and/or flats;
 - Entertainment and/or commercial uses that compliment Cascades Park and create a new destination; and
- Civil rights memorial on the Firestone property to recognize the local civil rights protests, arrests and jailing between February and May 1960. The memorial may be a small plaza, a three dimensional sculpture and may incorporate the tower from the Old County Jail or parts of the Old County Jail façade. The proposal may suggest the general location and size of the memorial. Although the civil rights memorial concept will be part of the proposal evaluation by the Selection Committee, the final design of the memorial will be approved by the CRA Board following a process that will involve committee input and review.
- Provide an estimated 5,000 to 7,500 square feet of finished space within the redevelopment along or adjacent to the Meridian Point footprint on the Firestone property for support facilities for the Cascade Park Amphitheater. The support facilities will include a green room, a dressing room, a catering kitchen and small event space for public use. Depending on the proposed design, some of these uses could be combined.
- Provide public parking that, at a minimum, replaces the 145 existing public parking spaces on the Firestone and Bloxham Annex properties. With sufficient

justification, these public parking spaces may be combined with some of the parking spaces the proposed development will need to accommodate the parking needs of residents and commercial or retail users.

- Create a site plan that takes full advantage of the topography of the site and maximizes views both onto and from the site.
- Provide public access and viewpoints across the properties to Cascades Park.
- The proposed development should not encroach into the small portion of the Canopy Protection Zone (Exhibit B) for the single live oak located on Cascade Park, at the northeast boundary of the Firestone property. Any proposal that encroaches on the Canopy Protection Zone will need to include a mitigation plan prepared and approved by a State of Florida licensed arborist as part of the PSA and/or Development Agreement.

Tier 2: Desired Features/Uses But Not Required

- Maintain the trees on the Firestone and Bloxham Annex properties if feasible.
- Include a boutique hotel if feasible.
- Reuse the two Bloxham Annex 1939 art deco buildings or their façades in the redevelopment proposal if feasible.
- Consider physical massing opportunities for the Properties as presented in the Firestone-Bloxham Annex Massing Study (Exhibit C). Staff from the Tallahassee-Leon County Planning Department will provide a review of the massing study as part of the Mandatory Pre-Proposal Conference on September 14, 2016 (please refer to Sections 4.0 (Schedule) and 10.11 (Pre-Proposal Conference), below).

The RFP submission should provide examples of innovative, creative and successful redevelopments projects in which members of the respondent's development team have had a direct and meaningful role.

1.3 Property

The Properties consist of the Firestone and Bloxham Annex sites (each site is approximately 2.654 acres (mol)) on East Gaines Street, adjacent to Cascades Park (Exhibit A and Table 1). The Firestone parcel consists of the Firestone Building (which includes the Old County Jail), the Chapman Building and the Meridian Point Building. The Bloxham Annex parcel consists of three vacant buildings, including two 1939 art deco buildings (one of which is the Old Leon County Health Department). The Properties are located on the northwest edge of Cascades Park. They are also located near the State of Florida Capitol complex, numerous State office buildings, FAMU and within walking distance of Tallahassee's central business district and various residential neighborhoods. The Properties are currently owned by the State of Florida, but are under contract to be conveyed to the CRA. Appraisals for the Properties were prepared in March 2014 and are available upon request.

Table 1

Map Number	Parcel ID	Owner	Site Address
1	2136250301170	State of Florida	391 E. Gaines St.
2	2136250311180	State of Florida	409 E. Gaines St.

1.4 Financial and Other Support

No financial assistance from the CRA will be offered toward the purchase of the properties. However, assistance from the CRA may be available to offset the costs of required and/or desired redevelopment features/uses identified in Subsections 1.2 (Concept) and 3.0 (Proposal Response Requirements) for proposals that demonstrate financial incentives are necessary to achieve these objectives.

1.5 Zoning, Stormwater and Environmental Considerations

The Properties are currently zoned as Central Core, which is intended as an 18-hour urban activity center with a mix of uses and higher densities and intensities. One of the goals of the Central Core is shifting from personal cars to promoting multiple modes of transportation, including pedestrian, bike and transit. A complete description of Central Core is provided in the [Tallahassee-Leon County Comprehensive Plan, Land Use Policy 2.2.10](#). Based on the approved development program, the City may consider modifying the zoning of the Properties to accommodate new land uses if required, or the developer may be able to enter into an Urban Planned Unit Development Agreement with the City. Both the CRA and City will be cooperative partners in the redevelopment process, including assistance in pursuing permits or approvals that may be required to expedite the selected development plan.

Although the Properties are located adjacent to Cascades Park, which also provides stormwater detention, there is no additional stormwater capacity within the park at this time. The Firestone site has approximately 80,416 square feet of vested impervious surface; the Bloxham Annex site has approximately 52,443 square feet of vested impervious surface. An increase in the impervious surface in either or both sites may require the development of a stormwater management plan for the Properties. However, a stormwater management plan is not required as part of the RFP response. Any stormwater management plan, as well as other required development features and elements, will be addressed during development proposal discussions between the selected respondent, the CRA and the City.

A Phase I Environmental Site Assessment (ESA) was completed on the Properties on June 18, 2014 by AMEC Environmental & Infrastructure, Inc. No evidence of current recognized environmental conditions were noted. Additional environmental assessments of the Properties were not recommended. A copy of the Phase I ESA for both properties is available upon request.

SECTION 2.0 STATEMENT OF WORK

2.1 General Process for Respondents

The response to this RFP will have two elements. The first element will address design and program issues. The second element will be a purchase offer for the Properties. Both elements are to be submitted with the proposal, as described in Section 3.0.

The respondent is expected to prepare a plan for the project that includes, at a minimum, includes the following:

- A conceptual master plan, describing and discussing the uses planned for the Properties. Suitable renderings are also required. The conceptual plan must address the features/uses described in Subsections 1.2 (Concept) and 3.0, Tabs 3 (Project Design) and 4 (Preferred Uses and Design Criteria);
- A timetable for implementation of the project, including a phasing plan if appropriate;
- A description of the development approach and structure;
- A basic development budget with assumptions and justifications;
- An outline of the financial plan for the development that demonstrates a firm understanding of financial markets for projects of this size and complexity, as well as access to capital; and
- A description of the respondent's team, including a list of partners to be assigned to the project and their respective roles and responsibilities;

A detailed listing of the items that should be included in the project proposal(s) is provided in Section 3.0 "Proposal Response Requirements".

2.2 Preliminary Review and Oral Presentations

A Selection Committee will conduct a preliminary review and scoring of all responses to this RFP. Following the preliminary review and scoring of submissions, the top-ranked respondents (not to exceed five (5)) may be asked to make oral presentations of their proposal.

2.3 Review of Proposals

A selection committee will review and rank the submissions received by the deadline. No further information shall be accepted after the deadline except that which may be provided or requested by the City of Tallahassee Procurement Services Office, or required as part of an oral presentation. 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's purchasing policies prohibit communication to or with any department, bureau or employee during the submission process other than as provided in section 9.0 below. In addition, no communications may be initiated by a respondent to any CRA or 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 here may cause an individual or firm to be disqualified immediately from participating in the development solicitation.

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 submission requirements.

2.4 Requests for Proposal Process

Responses to the RFP will require precise descriptions of the proposed concept as noted in Subsections 1.2 (Concept); and 3.3, Tabs 3 (Project Design), 4 (Preferred Uses and Design) and 5 (Project Schedule and Financial Terms).

The purchase offer will be the amount the Development Team offers to pay the CRA for the purchase of the Properties, as submitted in Binder 2. Binder 2 will be opened and considered only after the oral presentations are completed.

Development Team proposals that are selected for follow-on Oral Presentations must submit a deposit of \$50,000 before the oral presentations. The deposit must be a cashier's check payable to the City of Tallahassee Community Redevelopment Agency. The deposit will be refunded to any respondent not chosen or to a selected Development Team with whom the CRA does not execute a PSA and/or Development Agreement. The deposit shall be held by the City Treasurer-Clerk; no interest will be paid on the deposit funds while held by the City.

The Development Team selected for the project shall submit a \$150,000 earnest money deposit in the form of a cashier's check at the time of execution of a development agreement. The \$150,000 earnest money deposit shall be in addition to the \$50,000 RFP submittal deposit. At the time the Development Team selected for the project enters into the development agreement, the \$150,000 earnest deposit and the \$50,000 RFP submittal deposit shall be non-refundable. The \$150,000 earnest money deposit and the \$50,000 RFP submittal deposit will be credited towards the purchase price.

2.5 Development Agreement and Real Estate Contracts

Subsequent to the selection of the Development Team, a PSA and Development Agreement for the properties will be negotiated and finalized. The terms of the PSA and Development Agreement must be approved by the CRA Board.

SECTION 3.0 PROPOSAL RESPONSE REQUIREMENTS

- 3.1 A prospective Development Team's proposal to this RFP should include the following information at a minimum. Please note that the proposal should address the requirements in a clear and concise manner in the order stated herein.

Proposals must be tabbed as follows and must include the information/documents specified in the applicable tab. Proposals that do not adhere to the following format or include the requested information/documents may be considered incomplete and therefore unresponsive by the CRA.

- 3.2 The CRA reserves the right to seek additional/supplemental representation on specific issues as needed.
- 3.3 Respondent's shall construct their proposal in the following format and a tab must separate each section. **Do not submit BINDERS 1 and BINDERS 2 together. Place in separate sealed envelopes.**

BINDER 1 - (NO-COST) PROPOSAL

In a separate, sealed envelope (or other packaging), provide **ONE (1) ORIGINAL (SO IDENTIFIED) and TWELVE (12) COMPLETE COPIES of your technical proposal** for the design and program issues described in Tabs 1 to 6, below. Also, provide **ONE (1)** copy on a CD Disc of the Original Proposal. **Do not include any pricing in any part of BINDER 1.**

TRANSMITTAL LETTER

A transmittal letter must accompany the submittal signed by a principal of the proposed Development Team. The letter should provide a statement attesting that the respondent has read and understands all procedures and submission requirements.

TAB 1 - EXECUTIVE SUMMARY (0 points)

Present in brief, concise terms, a summary level description of the contents of the proposal and your company and its capabilities. Give the names of the person(s) who will be authorized to make representations for the proposer, their title(s), address(es), and telephone and fax number(s). The summary is limited to a maximum of two pages and the signer of the proposal must declare that the proposal is in all respects fair and in good faith without collusion or fraud and that the signer of the proposal has the authority to bind the principal proponent.

TAB 2 – DEVELOPMENT TEAM EXPERIENCE and PAST PERFORMANCE (Up to 10 points)

Development Team Information and Experience

- Primary contact name and contact information for all correspondence and notifications, including email address of primary contact.
- List principal officers authorized to negotiate with the CRA and City.
- Resumes for the project manager, senior executives and other key personnel, listing of major projects under development and pending projects awaiting approval, and a minimum of three references from governmental officials in communities with completed or ongoing

projects similar to that proposed in the RFP response.

- Information on proposed design firm(s) (architect, landscape architect, urban design professional, etc.), including resumes of key personnel, and examples of work both written and graphic.
- Information on other prospective team members including proposed role in project and resumes of key personnel.
- Team organizational structure chart.
- Description of proposed structure of the development team (i.e. joint venture, partnership, etc.).

Development Team Experience

- Describe the firm(s) development experience with comparable public/private downtown developments. Descriptions of former projects should include dates, nature of involvement both from a financial standpoint and from a management and implementation standpoint, implemented developments, size and uses, dates for completion, project cost, project architect, location and references.
- Financial information that shows the relative financial strength of the development entity, its connections to equity markets, ability to finance complicated mixed-use projects, and success in the implementation of public/private partnerships.

TAB 3 – PROJECT DESIGN (Up to 30 points)

The proposed project design will be a significant factor in evaluating Development Team proposals.

Project Description

- A written description of the proposed development project, noting the overall concept and its relationship to CRA goals as stated in the Downtown Community Redevelopment Plan and consistency with the design concepts outlined in the City's Urban Design Guidelines.
- Identify proposed uses, square feet of each use and number of units of residential.
- For residential portions of the development specify whether the units will be for sale or rent (and the mix for for-sale and rental units, if appropriate), and the mix of different residential types (including bedrooms), and estimated rent and/or sales price targets.
- For retail, commercial or entertainment portions of the development specify potential retail types and conceptual footprints for each type of use.
- Identify any proposed parking facilities to be included in the project including the location and the number of parking spaces provided to accommodate the parking needs of residents and commercial or retail users. With appropriate justification, these may include a portion of the 145 public parking spaces requirement noted in Tab 4 (Preferred Uses

and Design Criteria), below.

- Provide at least two examples of other existing and successful projects that are comparable to the quality and market target of the proposed development project. The Development Team should have some direct participation in the development and/or operation of those projects.

Project Conceptual Plans

- Describe the development concept plan proposed for the Properties. This concept plan should be of sufficient detail to discern the mass, scale, quality of materials, mix of uses, signing, and overall architectural quality as well as the treatment/interface with the urban realm based on the Urban Design Guidelines for the Gaines Street Design Review Districts and related urban design principles
- The format for the concept plan can be photographic examples of projects previously developed by the proposing team, sketch illustrations or computer renderings. The intent is to provide the reviewers with a solid understanding of the proposer's commitment to the City's urban design principles as well as the ability to provide a quality infill development that establishes the standard for subsequent development and redevelopment projects in the area.

TAB 4 – PREFERRED USES AND DESIGN CRITERIA (Up to 35 points)

The CRA Board wishes to encourage certain features and uses on the Properties, including opportunities for arts, culture and heritage uses that will further promote the “18 hour downtown” objectives of the CRA and City of Tallahassee. These features and uses were first described in Section 1.2 (Concepts) and are provided below.

Tier 1: Required Features/Uses

- Mixed-use residential development, options include:
 - Rental and/or owner-occupied market rate housing, including townhomes and/or flats;
 - Entertainment and commercial uses that compliment Cascades Park and create a new downtown destination; and
- Civil rights memorial on the Firestone property to recognize the local civil rights protests, arrests and jailing between February and May 1960. The memorial may be a small plaza, a three dimensional sculpture and may incorporate the tower from the Old County Jail or parts of the Old County Jail façade. The proposal may suggest the general location and size of the memorial.
- Provide an estimated 5,000 to 7,500 square feet of finished space within the redevelopment along or adjacent to the Meridian Point footprint on the Firestone property for support facilities for the Cascade Park Amphitheater. The support facilities will include a green room, a dressing

room, a catering kitchen and small event space for public use. Depending on the proposed design, some of these uses could be combined.

- Provide public parking that, at a minimum, replaces the 145 existing public parking spaces on the Firestone and Bloxham Annex properties. With sufficient justification, these public parking spaces may be combined with the parking spaces the proposed development will need to accommodate the parking needs of residents and commercial or retail users.
- Create a site plan that takes full advantage of the topography of the site and maximizes views both onto and from the site.
- Provide public access and viewpoints across the properties to Cascades Park.
- The proposed development should not encroach into the Canopy Protection Zone (Exhibit B) for the single live oak located on Cascade Park, at the Northeast boundary of the Firestone property. Any proposal that includes an encroachment will need to include a mitigation plan prepared and approved by a State of Florida licensed arborist.

Tier 2: Desired Features/Uses But Not Required

- Maintain the trees on the Firestone and Bloxham Annex properties if feasible.
- A boutique hotel or inn, if feasible.
- Reuse the two Bloxham Annex 1939 art deco buildings or their façades in the redevelopment proposal if feasible.
- Consider development options as presented in the Firestone-Bloxham Annex Massing Study (Exhibit C). Staff from the Tallahassee-Leon County Planning Department will provide a review of the massing study as part of the **Mandatory Pre-Application Meeting on September 7, 2016** (please refer to Section 4.0, Schedule and Subsection 10.11, Pre-Proposal Conference, below).

The plans and project descriptions submitted as part of the proposal must provide sufficient detail to identify and describe the uses outlined above. A selected Development Team that qualifies for these evaluation points may be eligible to negotiate financial support from the CRA and/or City of Tallahassee to support these desired elements.

TAB 5 – PROJECT SCHEDULE AND FINANCIAL TERMS (Up to 20 points)

Significant consideration will be given to the projected project/redevelopment schedule, the financial strength of the development team and/or financial partners, projected project costs and related financial information, and any anticipated financial assistance request from the CRA and/or City of Tallahassee. The following information will be used as part of the response evaluation.

- Identify the projected project schedule, including key development and financial milestones, construction commencement, completion and opening.

- An estimate of the total project cost (hard and soft costs and an estimate of the taxable value of the completed project.
- An outline of the financial plan for the development that demonstrates a firm understanding of financial markets for projects of this size and complexity, as well as access to capital.
- If financial incentives are anticipated from the CRA or City of Tallahassee provide information to demonstrate why such incentives are necessary. Demonstration may be in the form of desired Internal Rate of Return (IRR), or evidence of excessive development costs related to meeting CRA and/or City design or use objectives. The request for financial assistance must clearly demonstrate a gap between available funding sources and estimated project costs. No financial assistance will be provided towards the purchase of the Properties.

TAB 6 – LOCAL BUSINESS INCENTIVE (5 points)

The City has established a Local Business Incentive Program whereby a Local Business may qualify for a local business preference. To qualify, the prime bidder must have maintained a permanent place of business with one or more full-time employees within Leon, Wakulla, Gadsden, or Jefferson County, Florida for a minimum of six (6) months prior to the date proposals are scheduled to be received by the City of Tallahassee. To be eligible, the prime bidder must complete, sign, and submit attached Local Business Certification Application. If prime bidder is already certified as a Local Business, submit a copy of your Local Business Certificate with your response to this solicitation. In addition, the local business or firm must perform at least 60% of the scope of work using employees in its local place of business.

- Effective May 9, 2012, Local Business Certified Firms located within Leon, Gadsden, Wakulla, or Jefferson Counties receive the maximum points referenced in Section 5 of this solicitation.
- Firms located outside of the above referenced counties receive “0” Points.

NOTE: Local Business Preference shall not apply to procurements or contracts which are funded, in whole or in part, by a Federal governmental entity and the laws, regulations, or policies governing such funding prohibit application of this preference.

TAB 7 CITY OF TALLAHASSEE DOCUMENTS

Complete and attach the forms contained in the attachments:

- Attachment A – Representations/Certifications
- Attachment B – Local Vendor Affidavit
- Federal IRS Form W-9

BINDER 2 - FEE PROPOSAL (Up to 30 Points)

In a separate, sealed envelope, provide an ORIGINAL, so identified and TWELVE (12) complete copies of the detailed purchase offer for the Properties. The offer for the purchase of the Properties must be signed by a principal of the proposed Development Team who is authorized to enter into agreements on behalf of the entire Development Team. The purchase offer will be the amount the respondent agrees to pay the CRA for the purchase of the Properties.

Binder 2 will be opened only after the oral presentations are completed.

3.4 Interviews.

After the submissions have been evaluated, the Selection Committee may shortlist the submissions from the top Development Teams (not to exceed five (5)) to make oral presentations to, and be interviewed by (questions and answers), the Selection Committee. At a minimum, the top Development Teams will be expected to address the following:

- Understanding of project and project requirements.
- The relevance of Development Team's previous redevelopment and infill projects (completed or under construction) to the proposed redevelopment of the Properties.
- How well the proposed design incorporates architectural and site development standards that enhance the eastern edge of the Gaines Street corridor, Cascade Park and adjacent neighborhoods.
- The approach to be used through the various development phases.
- The potential impact from other actual, planned and proposed redevelopment projects of a similar scope, both in the downtown and other sections of the community.
- How well the proposed project reflects urban design principles as expressed in the City's Urban Design Guidelines and Firestone-Bloxham Massing Study.

Nothing in this RFP shall preclude the CRA from selecting more or less than five (5) firms/proposals for oral presentations or to select none of the proposals for further consideration following the oral presentations.

3.5 Proposals shall be submitted as follows.

3.5.1 All proposals must be delivered to the City of Tallahassee at the address below no later than **4:30 P.M. ET on November 3, 2016**. Late proposals will be rejected. Failure to comply with this, or any other paragraph of the Request for Proposals, shall be sufficient reason for rejection of the proposal.

Please mark an original and twelve (12) copies of the written proposal envelope(s) as follows:

Sale and Redevelopment of Firestone and Bloxham Annex Properties
Written Proposal
Do Not open Until 4:30 P.M. ET, November 3, 2016
Request for Proposal No. 0079R-16-RWT-RC

Please mark an original and twelve (12) copies of the cost proposal envelope(s) as follows:

Sale and Redevelopment of Firestone and Bloxham Annex Properties
Cost Proposal
Do not open Until Qualified.
Request for Proposal No. 0079R-16-RWT-RC

Please address the mailing envelope(s) as follows:

City of Tallahassee
Procurement Services Division
300 South Adams Street, A-28
Tallahassee, FL 32301

3.5.2 The front of each proposal envelope/container shall contain the following information for proper identification:

- the name and address of the Respondent
- the word "Proposal" and the RFP number
- the time/date specified for receipt of proposals
- the number of each envelope/container submitted (i.e. "1 of 3", "2 of 3", "3 of 3")

3.5.3 ALL PROPOSALS MUST BE RECORDED (CLOCKED-IN) IN THE PURCHASING DIVISION ON OR BEFORE THE TIME AND DATE INDICATED ON THE RFP DOCUMENT. The responsibility for submitting the proposal to the Procurement Services Division on or before the above stated time and date is solely that of the Respondent. The City of Tallahassee will in no way be responsible for delays in mail delivery or delays caused by any other occurrence. **LATE PROPOSALS WILL NOT BE ACCEPTED.**

3.5.4 All proposals must be in writing. Non-responsive proposals may not be considered. The signer of the proposal must declare that the proposal is in all respects fair and in good faith without collusion or fraud and that the signer of the proposal has the authority to bind the principal Respondent/Development Team.

3.5.5 Neither the CRA nor the City shall be liable for any costs incurred by a Respondent prior to entering into a contract. Therefore, all Respondents are encouraged to provide a simple, straightforward, and concise description of their ability to meet the project requirements.

SECTION 4.0 SCHEDULE

The proposed time schedule as related to this procurement is as follows:

EVENT	DATE/TIME
Release of RFP	August 3, 2016
Mandatory pre-proposal conference	September 14, 2016
Deadlines for requests for clarification, questions, etc. (Responded to by City as an addendum if necessary)	October 13, 2016
Deadline for submission of proposal	November 3, 2016 by 4:30 PM
Preliminary scoring and ranking of proposals, identification of short-listed firms	Week of 14 November, 2016
Oral presentations and interviews by/of short-listed firms*	Week of 12 December, 2016
Anticipated final scoring and selection of recommended firm	Week of 12 December, 2016
Anticipated contract award	January 2017

**Shortlisted firms may be required to make oral presentations to the Selection Committee.*

SECTION 5.0 EVALUATION OF PROPOSALS

Evaluation of proposals will be performed consistent with the City's Procedures Manual, Section 6.0, using the following criteria and weighted values:

Preliminary Evaluation Criteria	Rating Points
Development Team Experience	10
Project Design	30
Preferred Uses and Design Criteria	35
Project Schedule and Financial Terms	20
Local Business Incentive	5
SOQ Criteria Subtotal	100
Interview Criteria	Rating Points
Understanding of project and project requirements	10
How the team's previous experience relates to the proposed project and how is that experience relevant in a city like Tallahassee	15
How the proposed design enhances the Gaines Street	20

corridor, Cascade Park and adjacent neighborhoods	
Approach to be used through the development phases	15
Potential impact from other actual, planned and proposed projects of a similar scope, both in the downtown and other sections of the community	15
Use of urban design principles from the City's Urban Design Guidelines and Firestone-Bloxham Massing Study	15
Interview Criteria Subtotal	90
Purchase Offer	30
Maximum Points Allowed	220

SECTION 6.0 MINORITY BUSINESS PARTICIPATION

6.1 Minority/Women Business Enterprise (MWBE) participation shall **NOT** be a selection criterion in the RFP evaluation/scoring process if the respondent is **not requesting any financial assistance from either the CRA or City** for the development of the proposed project.

6.2 However, MWBE participation **WILL BE** a factor during the Purchase and Sale Agreement and/or Development Agreement negotiations if the respondent **is requesting financial assistance from either the CRA or City**. If the respondent is requesting financial assistance, the resultant PSA and/or Development Agreement will include the City of Tallahassee's goal to have a minimum of 12.5% MWBE participation based on the total amount of CRA and/or City financial assistance provided by the CRA and/or City. In addition, the required MWBE Participation Plan will be incorporated as part of the PSA and/or Development Agreement, as appropriate. The MWBE Participation Plan will be developed in coordination with the Minority, Women and Small Business Enterprise Division of the Tallahassee/Leon County Office of Economic Vitality.

6.3 An MBE directory is available from the City of Tallahassee website at <https://www.talgov.com/pubworks/mbeDirectory.aspx> or Leon County's website at <http://www.leoncountyfl.gov/mbe>. Information found at these websites may not be up-to-date.

6.4 Should you have any MBE related questions, including Good Faith Efforts criteria, please the Minority, Women and Small Business Enterprise Division of the Tallahassee/Leon County Office of Economic Vitality at (850) 219-1060.

SECTION 7.0 CONTRACT AWARD

7.1 The CRA reserves the right to incorporate the successful firm's proposal into a PSA and Development Agreement. Failure of a firm to accept this obligation may result in the cancellation of any award.

7.2 The selected firm will be required to assume responsibility for all services offered in the proposal and negotiated with CRA and City staff. The CRA will consider the selected firm to be the sole point of contact with regard to contractual

matters, including payment of any or all charges.

7.3 A copy of the recommended ranking and award will be available for review in the Purchasing Division upon completion of the evaluation by the committee. Vendors may obtain a copy of the final ranking from the City's web site at <http://talgov.com/citytlh/service.html>. Select Business Services, Bid Information.

SECTION 8.0 RIGHT OF REJECTION

The CRA and City of Tallahassee reserve the right to waive any informality in any proposal, to reject any or all proposals in whole or in part, with or without cause, and/or to accept the proposal that in its judgment will be in the best interest of the CRA, the City of Tallahassee and its citizens.

SECTION 9.0 REQUESTS FOR CLARIFICATIONS, INTERPRETATIONS & ASSISTANCE (DUE BY October 13, 2016 by 4:30PM)

All questions concerning this Request for Proposals must be directed through:

Robert Threewitts, Purchasing Agent
TELEPHONE: (850) 891-8025 OR (850) 891-8280 (Central Desk)
E-MAIL: Robert.Threewitts@talgov.com
FACSIMILE: (850) 891-0807
PROCUREMENT SERVICES DIVISION, CITY HALL
300 SOUTH ADAMS STREET, TALLAHASSEE, FL 32301-1731

All telephone conversations are to be considered unofficial responses and will not be binding. Questions, verifying the Request for Proposals' content, if appropriate, will be responded to in writing. The written response will be the CRA and/or City's official response and will be mailed to all Respondents that requested the Request for Proposals.

SECTION 10.0 GENERAL TERMS AND CONDITIONS

10.1 EQUAL OPPORTUNITY AGREEMENT

10.1.1 In connection with work performed under a CRA contract, the Respondent agrees, upon receipt of a written award or acceptance of a contract, to support and abide by the City's Equal Opportunity Pledge.

10.1.2 By submitting a proposal in response to this solicitation, the Respondent agrees to:

- (a) Not discriminate against any employee or job applicant because of their race, creed, color, sex, sexual orientation, marital status or national origin;
- (b) Post a copy of this pledge in a conspicuous place, available to all employees and job applicants.

10.1.3 Place or cause to be placed a statement in all solicitations or advertisement for job applicants, including subcontracts, that the respondent is an "Equal Opportunity Employer".

10.2 PUBLIC ENTITY CRIMES

As required by Florida State Statute 287.133, (2 (a), 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 proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or a public work, may not submit proposals 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 s.287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. Any person must notify the City within 30 days after a conviction of a public entity crime applicable to that person or to an affiliate of that person.

10.3 INDEMNIFICATION

The Respondent shall indemnify and save harmless the CRA, City, its officials and employees, from all losses, damages, costs, expenses, liability, claims, actions, and judgments of any kind whatsoever brought or asserted against, or incurred by, the CRA and/or City, including without limitation attorney's fees and costs of litigation, to the extent that the same arise out of or are caused by any act or omission of the consultant, its sub-consultants or subcontractors, or by the employees, officers, directors, or agents of the consultant, or its subcontractors.

10.4 ISSUANCE OF ADDENDA

10.4.1 If this solicitation is amended, the CRA, through the City's Procurement Services Division will issue an appropriate addendum to the solicitation. If an addendum is issued, all terms and conditions that are not specifically modified shall remain unchanged.

10.4.2 Respondents shall acknowledge receipt of each addendum to this solicitation using one of the following methods:

- By signing and returning the addendum;
- By signed letter; or
- By signed facsimile (subject to the conditions specified in the provision entitled "FACSIMILE DOCUMENTS".)

10.4.3 The CRA, through the City's Procurement Services Division must receive the acknowledgment by the time and date, and at the location specified for receipt of proposals.

10.5 NOT USED

10.6 INSURANCE REQUIREMENTS

Respondents will not be required to provide insurance coverages as part of this RFP if the respondent is **NOT** requesting any financial assistance from either the CRA of City for the development of the proposed project (no CRA or City financial assistance will be provided for the purchase of the Properties). However, if the respondent is requesting financial assistance for the redevelopment of the Properties, insurance coverages for the CRA and/or City may be required. If insurance coverage is required it will be incorporated as part of the PSA and/or Development Agreement, as appropriate.

10.7 ACCESS TO MEETINGS

Persons with disabilities requiring reasonable accommodations to attend meetings, please call Robert Threewitts, **CITY OF TALLAHASSEE PROCUREMENT SERVICES DIVISION, PHONE: (850) 891-8025, or through FRS TDD at 771** at least forty-eight (48) hours in advance (excluding weekends and holidays). Public notice of all Selection Committee meetings will be posted in the Procurement Services Division, City Hall, 300 S. Adams Street, Tallahassee, Florida as far in advance of the meeting as possible.

10.8 CONFIDENTIALITY

10.8.1 By submitting a proposal in response to this solicitation, a Respondent acknowledges that CRA and/or City are governmental entities subject to the Florida Public Records Law (Chapter 119, Florida Statutes). The Respondent further acknowledges that any materials or documents provided to CRA and/or City may be "public records" and, as such, may be subject to disclosure to, and copying by, the public unless otherwise specifically exempt by statute. Should a Respondent provide the CRA and/or City with any materials which it believes, in good faith, contain information which would be exempt from disclosure or copying under Florida law; the Respondent shall indicate that belief by typing or printing, in bold letters, the phrase "Proprietary Information" on the face of each affected page of such material. The Respondent shall submit to CRA and/or City both a complete copy of such material and a redacted copy in which the exempt information on each affected page, and only such exempt information, has been rendered unreadable. In the event a Respondent fails to submit both copies of such material, the copy submitted will be deemed a public record subject to disclosure and copying regardless of any annotations to the contrary on the face of such document or any page(s) thereof.

10.8.2 Should any person request to examine or copy any material so designated, and provided the affected Respondent has otherwise fully complied with this provision, CRA and/or City, in reliance on the representations of the Respondent, will produce for that person only the redacted version of the affected material. If the person requests to examine or copy the complete version of the affected material, CRA and/or City shall notify the Respondent of that request, and the Respondent shall reply to such notification, in a writing that must be received by City no later than 4:00 p.m., ET, of the second City business day following Respondent's receipt of such notification, either permitting or refusing to permit such disclosure or copying. Failure to provide a timely written reply shall be deemed consent to disclosure and copying of the complete copy of such material. If the Respondent refuses to permit disclosure or copying, the Respondent agrees to, and shall, hold harmless and indemnify CRA and/or City for all expenses, costs, damages, and penalties of any kind whatsoever which may be incurred by CRA and/or City, or assessed or awarded against CRA and/or City, in regard to CRA's and/or City's refusal to permit disclosure or copying of such material. If litigation is filed in relation to such request and the Respondent is not initially named as a party, the Respondent shall promptly seek to intervene as a defendant in such litigation to defend its claim regarding the confidentiality of such material. This provision shall take precedence over any provisions or conditions of any proposal submitted by a Respondent in response to the RFP and shall constitute CRA and/or City's sole obligation with regard to maintaining confidentiality of any document, material, or information submitted to the CRA and/or City.

10.9 GRIEVANCE PROCEDURE

(a) **Right to Protest.** Any prospective bidder or respondent may protest the provisions of a Request for Bids (IFB) or Request for Proposals (RFP).

i **Protest of Specifications or Proceedings Prior to Bid Opening**

Any actual or prospective bidder, or contractor, who is aggrieved in connection with the solicitation of a contract or bid, may protest on the grounds or irregularities in specifications or bid procedure.

ii **Protest of Recommended Award**

Any actual bidder or respondent, who is aggrieved in connection with the evaluation of bids, the evaluation of proposals, or the staff recommendation regarding award of a contract, provided that such bidder or respondent would have been awarded the contract but for the aggrieved action, may protest such evaluation or award recommendation.

(b) **Filing a Protest.** A written protest shall be considered filed, for purposes of this procedure when all related items are actually

delivered to and received by the Procurement Services Division, as the purchasing agent for the CRA. All protest shall be directed to the attention of the Manager for Procurement Services.

i For protest related to the specifications or proceeding of an IFB or RFP, a formal written protest must be filed no later than 72 hours (excluding weekends and holidays) prior to the scheduled bid opening date. Failure to timely file the written protest including the required protest bond/cashier's check, shall constitute a waiver of such protest.

ii For protest related to the evaluation of bids, evaluation of proposals, or staff recommendation regarding award of a contract, a written notice of intent to protest must be filed with Procurement Services within 72 hours (excludes weekends and holidays) after posting of the intended recommendation regarding award, and a written protest, must be filed with the Procurement Services Division no later than 5:00 p.m., ET, on the seventh (7th) calendar day following the date on which the written notice of intent to protest was filed. A weekend commences at 12:00 a.m., ET, on Saturday and ends at the same time on the following Monday. A holiday begins at 12:00 a.m., ET, on the observed holiday and ends at the same time on the following day. Such written protest shall state, with particularity the facts and grounds upon which the protest is based, and shall include references to applicable laws, statutes, ordinances, policies, or other authority on which the protest is based. Failure to timely file either the notice of intent or the written protest including the protest bond/cashier's check, shall constitute a waiver of such protest.

- (c) **Protest Bond.** Any person who files a formal written protest shall post with the Procurement Services Division, at the time of filing the formal written protest, a cashier's check or bond payable to the City of Tallahassee in an amount equal to 1 percent of the City's estimate of the total volume of the contract or \$5,000, whichever is less.
- (d) **Final Decision.** The City Attorney or designee shall consider each protest and shall render a final determination. If the decision of the City Attorney or designee upholds the action taken by the City, then the City shall retain the amount in payment of a portion of the cost and expense, including but not limited to, time spent by City staff in responding to the protest and in conducting the evaluation of the protest. If the decision of the City Attorney or designee does not uphold the action taken by the City, then the City shall return that amount, without deduction, to the person or entity filing the protest.
- (e) **Stay of Procurement During Bid Protest.** In the event protest is filed in accordance with the bid protest procedures herein, Procurement Services shall not proceed further with the solicitation or award of the contract until the City Attorney or designee has rendered a written

decision regarding the protest or until the CRA Chair, City Manager or designee makes a written determination that continuation of the process and award of a contract without delay is necessary to protect the substantial interest of the CRA and/or City.

10.10 NOT USED

10.11 PRE-PROPOSAL CONFERENCE

10.11.1. A Mandatory Pre-Proposal Conference will be held:

September 14, 2016

9:30 am, EST

Tallahassee Room

City Hall, 300 S. Adams Street, TALLAHASSEE, FLORIDA

10.11.2 This is a mandatory meeting. Therefore, prospective respondents MUST attend this conference in order to qualify as a respondent.

10.11.3 The purpose of the pre-proposal conference is to provide respondents with detailed information concerning this solicitation and to address questions and concerns. Representatives from the Procurement Services Division, Growth Management Division, the Tallahassee-Leon County Planning Department, City of Tallahassee Community Redevelopment Agency, and others will be present to address questions concerning proposal submittal requirements, design issues and related topics.

10.11.4 Respondents are cautioned that in no event shall failure to familiarize themselves with the requirements of this solicitation, or to resolve ambiguous or inconsistent terms or conditions of this solicitation or the proposed contract, constitute grounds for a claim of any kind after contract award.

10.11.5 Public parking is available in the Kleman Plaza parking garage, directly behind City Hall. Parking tickets will be validated for visitors who park in the Kleman Plaza parking garage and present their tickets to CRA staff. Because of building security, all visitors conducting business at City Hall must utilize the main entrance on Adams Street. All visitors to this conference will be required to pass through security check. Before proceeding to the scheduled conference location, you will be required to obtain a VISITOR pass. Be prepared to present valid identification and sign-in at the security desk. The security measures will take few minutes. Please plan accordingly to arrive on time.

10.12 PROHIBITED COMMUNICATIONS

As provided for in the City of Tallahassee Code of Ordinances, Number 11-O-03AA, subsection 2-357, any form of communication, other than

written correspondence, shall be prohibited between any person or representative of any firm seeking an award of this solicitation and any CRA Commissioner or Commissioners staff, City Commissioner or Commissioners staff, or any CRA or city employee authorized to act on behalf of the CRA Board and/or City Commission. Prohibited communications shall be in effect from the date/time submittals are due for this solicitation until the CRA Board, or authorized designee, awards or approves a contract, rejects all responses, or otherwise takes action which ends the solicitation process.

**ATTACHMENT A
REPRESENTATIONS/CERTIFICATIONS**

TAXPAYER IDENTIFICATION

Bidder must complete Federal Form W-9 and submit it with their bid. The form may be downloaded from the Internal Revenue web site at www.irs.gov.

OFFICIAL COMPANY INFORMATION AS REGISTERED (Type/Print)

COMPANY NAME: _____
MAIL ADDRESS: _____

(City) (State) (Zip Code+4)
TELEPHONE NO: VOICE: (____) _____, EXTENSION: _____
(Toll-Free Preferred) OTHER: (____) _____; FAX: (____) _____
EMAIL ADDRESS: _____
WEBSITE URL: _____

COMPANY CONTACT FOR CONTRACT MANAGEMENT (Type/Print)

PERSON NAME: _____
TELEPHONE NO: VOICE: (____) _____, EXTENSION: _____
(Toll-Free Preferred) OTHER: (____) _____; FAX: (____) _____
EMAIL ADDRESS: _____

PAYMENT REMITTANCE ADDRESS (Type/Print) (if same as 2.8, enter "SAME 2.8")

NAME: _____
MAIL ADDRESS: _____

(City) (State) (Zip Code+4)
TELEPHONE NO: VOICE: (____) _____, EXTENSION: _____
(Toll-Free Preferred) OTHER: (____) _____; FAX: (____) _____
EMAIL ADDRESS: _____

CONTACT FOR INVOICE INQUIRIES

NAME: _____
TELEPHONE NO: VOICE: (____) _____, EXTENSION: _____
(Toll-Free Preferred) OTHER: (____) _____; FAX: (____) _____
EMAIL ADDRESS: _____

WHERE TO SEND PURCHASE ORDER (IF APPLICABLE)

COMPANY NAME: _____
MAIL ADDRESS: _____

(City) (State) (Zip Code+4)



ATTACHMENT B Local Vendor Affidavit

To qualify for Location points, a vendor must maintain a permanent place of business with full-time employees within Leon, Wakulla, Gadsden or Jefferson County, Florida, for a minimum of six (6) months prior to the date quotes are received. Local vendor must submit this Local Vendor Affidavit with their proposal for the preference.

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which meets ALL below requirements:

- a) Has had a fixed office or distribution point located in and having a street address within the four county area of Leon, Wakulla, Gadsden and Jefferson for at least six (6) months immediately prior to the submission of bids/quotes, to the City of Tallahassee, and
- b) Holds any business license required by the four county area of Leon, Wakulla, Gadsden, and Jefferson (please attach copies); and
- c) Employs at least one (1) full time employee, or two (2) part time employees whose primary residence is in the four county area of Leon, Wakulla, Gadsden, and Jefferson, or, if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence is in the four county area of Leon, Wakulla, Gadsden, and Jefferson.

Please complete the following in support of the self-certification and submit copies of your County and/or City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business/Company Name:	
Current Local Address:	Phone: () Fax: ()
If the above address has been for less than six months, please provide the prior local address: Length of time at this address:	
Home Office Address:	Phone: () Fax: ()

NOTE: The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a bidder meets the definition of a "local business."

Signature of Authorized Representative

Print Name of Authorized Representative

Date Signed

