

## **REQUEST FOR QUALIFICATIONS FOR DEVELOPMENT SERVICES**

Notice is hereby given that the Santa Rosa County Board of County Commissioners is calling for and requesting qualifications for development services for the proposed East Milton Commons to be developed on County owned property at the northeast intersection of Hwy 90 and Hwy 87 South.

All submittals must be in writing and delivered by hand, Fed Ex, or mail to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida 32570, and must be received by 10:00 a.m., April 10, 2007. The submittals will be publicly opened at this time.

Specifications may be secured from Santa Rosa County Website ([www.santarosa.fl.gov/bids](http://www.santarosa.fl.gov/bids)) or at the Santa Rosa County Procurement Department at the above address. Telephone (850) 983-1833. Only submittals received by the aforesaid time and date will be considered. Submittals received after the time set for the submittal opening will be rejected and returned unopened to the submitter. All submittals shall be sealed and clearly labeled, “**RFQ - DEVELOPMENT SERVICES FOR THE EAST MILTON COMMONS.**” Please provide one original and 11 copies of the bound submittal in an 8.5” x 11” format and, if applicable, one set of board mounted illustrations not to exceed 30” x 40” and one set of the same illustrations at a reduced scale not to exceed 11” x 17”.

Questions concerning this request should be directed to Ms. Cindy Anderson, Executive Director of TEAM Santa Rosa EDC, Inc., at (850) 623-0174.

The Board of County Commissioners reserves the right to accept or reject any and all submittals in whole or in part, and to waive all informalities.

By order of the Board of County Commissioners of Santa Rosa County, Florida.

### **Legal Notice**

One Issue – Pensacola News Journal - March 11, 2007,– Navarre Press - March 15, 2007, Gulf Breeze News – March 15, 2007

Bill and Proof to Santa Rosa County Procurement Department, Attention: Orrin L. Smith, 6495 Caroline Street, Suite G, Milton, Florida 32570

**Request for QUALIFICATIONS  
Development Services  
East Milton Commons**

In accordance with Florida Statutes and with all other applicable laws, Santa Rosa County (“County”) hereby formally requests submittals from qualified and experienced developers for the development of the East Milton Commons to be located at the northeast corner of the intersection of Hwy 90 and Hwy 87 South. Said development to offer services to the residents and workforce of the area and the Santa Rosa Industrial Park.

Note: This request for qualifications is intended to encourage creativity. Nothing in this RFQ is intended to restrict or limit ideas or concepts with respect to the development or management of the East Milton Commons. Once RFQ have been received and evaluated, a short list will be developed allowing those on said shortlist to make formal and detailed proposals to the Board of County Commission for their final selection.

**Introduction**

**Project overview**

Santa Rosa County owns a 19 acre parcel located at the northeast corner of the intersection of Hwy 90 and Hwy 87 South. See Exhibit “A” – Aerial View and Exhibit B - Boundary Survey.

The County realizes the need for certain amenities in the East Milton area, specifically as voiced by tenants/owners within the Santa Rosa Industrial Park and prospective industries desiring to reside in the Park. To meet these needs of the Park, the Board of County Commissioners have approved advertising for an RFQ to solicit proposals from the development community to partner with the County to provide such amenities.

Recommended amenities:

- Multiple food vendors
- Walk-in clinic
- Daycare open during normal working hours and or 24/7
- ATM
- Laundry/Dry Cleaners
- Gym/Spa
- Convenience store with no fuel dispensing

Also available for your use is the East Milton Commons Feasibility Study, available online at <http://www.teamsantarosa.com/EastMiltonCommons.pdf> performed by the University of West Florida Haas Center for Business Research and Economic Development.

### **Existing Conditions**

The site currently has no structure, but does have a roadway (Bobby Brown Road) which may be relocated off this parcel. Also shown on the survey is a holding pond which will retain the runoff from this proposed development.

The site is currently zoned Industrial and is commonly included in the boundaries of the Santa Rosa Industrial Park.

The area around the site:

- East is Gulf Power property
- North is Hope Lumber Truss manufacturing and distribution center
- West is East Milton Road
- South is CSX railway which is north of and adjacent to Hwy 90

The site is located in a State designated Brownfield Area and is considered rural by USDA.

Negotiations, if any, for the sale of the property will be the responsibility of the respondent to the RFQ.

### **Development Agreement**

The County will enter into an agreement with the selected developer to establish the relationship between the public and the private sector concerning the ownership, development use, maintenance, management and acceptance of liability for the project.

### **RFQ Submittal requirements**

Proposals submitted in responses to this RFQ are required to include the following information:

#### Credentials

- a. Identity of Proposer, including the development team's organizational structure, presented in graphic form, and the names, affiliation and addresses of principals (including any and all general partners, stockholders holding more than 50% of the stock) the president, vice-president, etc.)
- b. Development team's professional qualifications and experience in the design, construction and management of residential, office or commercial infill project and other types of uses proposed.
- c. Make available for inspection financial statements or other evidence of the financial condition of the proposer, owner-corporations of the proposer and any person or business entity, who is a principal as defined herein, guaranteeing the performance of the proposer, and a list of proposed professionals (i.e., engineers, architects, planners, etc.)

### **Shortlist Submittal requirements**

**Once Santa Rosa County has developed the shortlist of those deemed qualified,** the following will be required. Short listed proposers will be notified and allowed approximately 30 additional days to develop the below project proposal:

#### Project Proposal

- a. Development Plan
  - i. Describe all aspects of the plan
  - ii. Overall site development and use, square footage, height, etc.
  - iii. Design features of the development
  - iv. General methods and schedule of construction
  - v. Listing and description of project amenities
- b. Illustrative site plan
  - i. Conceptual Site Plan and Elevation (south and west views only
  - ii. Description of building materials, landscaping and any major site lighting
- c. Project financing strategy detailing the source and structure, including the percentage of debt and equity
- d. Project development schedule including all steps of planning and design, construction period and commencement of operations
- e. Total project cost estimate including “soft costs” (i.e., permitting, architectural and engineering fees, financing) and a detailed construction cost estimate by use, including all site improvements
- f. Offered purchase price, if applicable
- g. Project management plan
- h. Incentives
  - i. Identify any specific requirements for the sale of the subject land
  - ii. Identify any proposed tax abatement or other financial incentive required
- i. Additional Requirements
  - i. Completed and substantiated evidence of proposer’s financial capacity to undertake all aspects of the project proposed
  - ii. Letters from reputable financial institutions documenting the proposer’s ability to finance all aspects of the proposed development
  - iii. Pro-forma statement of anticipated project income and expenses projected over the proposed lease term, if applicable, and by use, including lease payment to the County, if any

Material other than those specified herein shall not be considered and shall not be submitted. No material or substantial additions, modifications or substitutions shall be made to the proposals subsequent to the submission deadlines.

## **Proposal Submission Schedule and Procedure**

October 26, 2006	Board of County Commission conceptually approved Project
March 11, 2007	Advertise RFQ
April 10, 2007	RFQ Opening 10:00 AM
April 12, 2007	Shortlist developed – Notifications sent to those short-listed and date set for Workshop to hear proposals
May, 2007	Board of County Commissioner Workshop to hear top ranked proposal presentations and make selection of the finalist

## **Basis of Selection**

Depending on the number of submittals, the Board of County Commissioners, in a public meeting will hear presentations from either all or the top ranked (by staff) proposals and will grade the proposals by the following criteria:

- A. The extent by which the proposal fulfills the objectives and requirements contained herein, particularly items and concepts noted in the Project overview above.
- B. The experience and qualifications of the development team
- C. The financial viability of the development, including;
  - The nature of private financing interest or commitment
  - Demonstrated ability of Proposer to commence construction as scheduled
  - The schedule of commencement and completion of development, including completion and execution of a development order within 90 days of entering into a contractual agreement with the County
  - The security to be provided to assure the successful completion of the development

Exhibit “A” - Aerial View

Exhibit “B” - Boundary Survey

Exhibit "A"  
Aerial View



Exhibit "B"  
Boundary Survey

