



**Thursday, June 23, 2016
CRA Board Meeting**

**CRA Board Meeting
June 23, 2016
9:30AM - 11:30AM
City Hall, 2nd Floor
City Commission Chambers**

1. Call To Order

1.01 This is the portion of the agenda where the Call to Order takes Place. There is no written material.

2. Public Comments on Agenda Items

2.01 This is the portion of the agenda reserved for public comments on agenda items on today's agenda.

3. Information Items

3.01 Project Updates

4. Consent Items

4.01 Approval of Summary Meeting Minutes from the April 28, 2016 CRA Board Meeting -- Roxanne Manning, Tallahassee Community Redevelopment Agency

5. Frenchtown Southside District Policy Formation and Direction

5.01 Accept the Finding of Necessity for the South Monroe Street Study Area and Approve the Expansion of the Greater Frenchtown/Southside Community Redevelopment Area -- Roxanne Manning, Tallahassee Community Redevelopment Agency

6. Downtown District Policy Formation and Direction

6.01 Approval of \$37,500 in Downtown District Grant Funding for the 2016 Florida Jazz and Blues Festival -- Roxanne Manning, Tallahassee Community Redevelopment Agency

6.02 Approval of \$12,500 in Downtown District Grant Funding for the 2016 Florida Tap Invitational -- Roxanne Manning, Tallahassee Community Redevelopment Agency

6.03 Approval of \$250,000 in CRA Funds as a Match to an FY 2017 - 2019 State Historic Preservation Special Category Grant Application for Phase II Renovations to the City's Old Waterworks Building -- Roxanne Manning, Tallahassee Community Redevelopment Agency

6.04 Authorization for CRA to Release a Revised Request for Proposal for the Sale and Redevelopment of the Firestone and Bloxham Properties -- Roxanne Manning, Tallahassee Community Redevelopment Agency

7. Both Districts Policy Formation and Direction

7.01 Authorization to Execute Agreement with GAI Consultants, Inc. -- Roxanne Manning, Tallahassee Community Redevelopment Agency

8. Public Comments

8.01 This is the portion of the agenda reserved for citizen input on agenda items. There is no written material.

9. Unagendaed Items/Discussion

9.01 This is the portion of the agenda reserved for unagendaed speakers. There is no written material.



Agenda Item Details

Meeting	Jun 23, 2016 - CRA Board Meeting
Category	4. Consent Items
Subject	4.01 Approval of Summary Meeting Minutes from the April 28, 2016 CRA Board Meeting -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Type	Action (Consent)
Fiscal Impact	No
Recommended Action	Option 1: Approve the summary minutes from the April 28, 2016 CRA Board meeting.

For more information, please contact: Stacey Peter at 850-891-8356.

Statement of Issue

Attached for review and approval by the CRA Board are the draft summary minutes from the April 28, 2016 CRA Board meeting.

Recommended Action

Option 1: Approve the summary minutes from the April 28, 2016 CRA Board meeting.

Fiscal Impact

None

Supplemental Material/Issue Analysis

History/Facts & Issues

Attached for review and approval by the CRA Board are the draft summary minutes from the April 28, 2016 CRA Board meeting.

Options

1. Approve the summary minutes from the April 28, 2016 CRA Board meeting.
2. Do not approve the summary minutes from the April 28, 2016 CRA Board meeting; provide staff with alternate direction.

Attachments/References

1. Draft Summary Tallahassee Community Redevelopment Agency Board Meeting Minutes, April 28, 2016

Attachment 1.pdf (140 KB)

DRAFT MINUTES

TALLAHASSEE COMMUNITY REDEVELOPMENT AGENCY BOARD MEETING

Tallahassee, Florida
April 28, 2016

The Tallahassee Community Redevelopment Agency (CRA) Board met on April 28, 2016, in the Commission Chambers in City Hall with Mayor Gillum (CRA Chair), City Commissioners S. Maddox, Miller, Richardson and Ziffer and County Commissioners Proctor (Vice-Chair), Dozier, and Lindley present at the start of the meeting. Also present were Assistant City Manager Wayne Tedder, CRA Executive Director Roxanne Manning, CRA Program Director Rick McCraw, CRA Principal Planner Sherri Curtis and CRA Program Planner Sheila Williams. Commissioner N. Maddox was absent.

Mayor Gillum, CRA Chair called the meeting to order at 9:35 a.m.

PUBLIC COMMENTS ON AGENDA ITEMS

Ms. Michelle Gomez, 1110 Domingo Drive, Tallahassee, FL, program director of the Frenchtown Marketplace and Heritage Hub, addressed the Board on agenda **Item 7.02**, in support Promotional/Special Events (PSE) grants program. She commended the CRA for their partnership in the marketplace to promote fresh food access and diversifying the local economy. She noted the Frenchtown Neighborhood Improvement Association (FNIA) contributions to the marketplace with \$250,000 in grant funding received for the marketplace. She gave a brief overview of the benefits of the program and how it was used by the FNIA to assist with the Frenchtown Heritage Fest. She stated programs like this are being used as an economic tool essential to the community and the redevelopment of the area.

Ms. Ellie Rosario, 5433 Calder Drive, Tallahassee, FL, director of the Tallahassee Marathon and Half-Marathon, addressed the Board concerning agenda **Item 7.02**. She stated the Tallahassee Marathon and Half-Marathon has ties to the local community through the Gulf Winds Track Club and Hang Tough Foundation. She expressed support for the PSE grants program and highlighted the benefits of these types of programs by giving a brief overview of the marathon held in February. The marathon was a national recognized event in the Downtown District that contributed to highlighting Tallahassee as a destination city. The Marathon provided an opportunity to showcase, explore and tour over 26 miles of Tallahassee. She indicated next year's event will highlight more of Tallahassee, with an expanded route through the Southside. The Tallahassee Marathon and Half-Marathon will submit a formal request for funding under the FY 2017 Promotional/Special Event grants program.

Mr. Jon Brown, 2623 Centennial Blvd., Suite 204, Tallahassee, FL, addressed the Board on agenda **Item 7.02** in support of the PSE grants program and on behalf of the Florida Jazz and Blues Festival scheduled for September 22nd – 25th. He encouraged support for the PSE grant program to provide diverse funding options. He gave a brief overview of his role in Leadership Tallahassee through Opportunity Tallahassee's tour of the FAMU campus including the Black Archives Museum, Smokey Hollow and the Riley Museum.

Ms. Rosa Morgan, 400 Capital Circle SE, Tallahassee, FL, addressed the Board about agenda **Item 7.02** to support the PSE grants program. She requested the Board adopt Option 4, to increase funding to \$50,000 for the GFS District. She stated a majority of CRA-funded special events in Florida are recognized nationally as means to revitalize local economies and supporting tourism in minority and rural communities. She suggested several units of measure to determine the return on investments of the promotional/special events and claimed it is the only community economic development program that the CRA currently operates. She encouraged support for the PSE program instead of eliminating it.

INFORMATION ITEMS

Project Updates

Roxanne Manning provided the Board with several project and program updates. She noted the Finding of Necessity for the Greater Frenchtown/Southside Community Redevelopment Area (GFS District) expansion to the east side of South Monroe Street will be completed by July. She provided a brief overview on the progress on the GFS Redevelopment Plan update with the consultant Wendy Grey. Staff will hold two community workshops in July and August, with an anticipated completion date in October. She updated the Board on the Request for Qualifications (RFQ) for the comprehensive market evaluation for Tallahassee, including the Shelter site and the GFS and Downtown (DT) districts. The RFQ was issued and four proposals were received; final scoring and oral interviews occurred in March. GAI Consultants was selected as the recommended consultant. A proposed Scope of Work will be presented to the CRA Board at the June meeting. The Request for Proposals (RFP) for the Sale and Redevelopment of the Firestone and Bloxham Annex Properties has been issued, two mandatory pre-bid conferences have been held and responses are due by April 28th. A selection committee comprised of City and County staff, community leaders and other citizens will evaluate RFP responses. Roxanne noted staff is working to ensure the quality of the project is in-line with the Board's recommendations and, should the proposal not fulfill the requirements, staff will get additional direction from the Board. The preliminary committee evaluation is scheduled for May 12th, with oral presentations on May 26th. In closing, Ms. Manning noted the joint city-county workshop on affordable housing will take place on May 26th.

Commissioner Richardson inquired about assessing a fee for use of the data from the market analysis.

In response to Commissioner Richardson's question, Ms. Manning indicated because the results of the analysis would be a public document assessing a fee would be unlikely.

Commissioner Proctor inquired about the life span of the study.

In response to Commissioner Proctor's question, Ms. Manning stated the life span of the study is dependent on the level of economic activity within the district. If there is a lot of activity, the study would be useful for approximately four to five years; however, with less activity the study results could have a useful life of approximately ten years.

Commissioner Miller noted the possible need to reschedule the May 26th joint City/County housing workshop because of conflicts with several city commissioner schedules.

Commissioner Miller advised the City Commission meeting scheduled for May 25th is moving to May 18th to accommodate the commissioners' schedules.

CONSENT ITEM

Commissioner Lindley moved **to approve staff's recommendations presented in Item 4.01 of the Consent Agenda.** Upon second by Commissioner Dozier, **the vote was as follows:**

AYE: Dozier, Gillum, Lindley, S. Maddox, Miller, Proctor, Richardson and Ziffer

NAY: None

ABSENT: N. Maddox

Item 4.01 – Approved December 10, 2015, January 28, 2016 and February 25, 2016
CRA Board Meeting Summary Minutes

Commissioner S. Maddox left at 9:57 a.m.

FRENCHTOWN/SOUTHSIDE DISTRICT POLICY FORMATION AND DIRECTION

Approval of \$16,000 Business Facility Improvement Grant Application for 1812 South Monroe Street

Item 5.01 Introduced by Sheila Williams, CRA Program Planner, was a request for approval of a business facility improvement grant for 1812 South Monroe Street.

Ms. Williams gave an overview of the Business Facility Improvement Grant Program (BFIP). The BFIP combines the former GFS Commercial Façade Improvement Grant and GFS Commercial Painting Grant programs into an expanded single business enhancement program that allows applicants to use the grant funds for additional improvements, such as landscaping, improvements to parking lots and stand-alone signage. The first \$10,000 in grant funding does not require a match. The GFS District Citizens' Advisory Committee requested that \$100,000 of the grant funds be targeted to the area along South Monroe and Adams Streets from Perkins Street south to Orange Avenue until the end of June.

CRA staff received a business facility improvement grant application from Mahan Investment, Inc., owner/applicant, for \$16,000 to cover the cost of resurfacing and restriping of the existing parking lot and exterior painting at 1812 South Monroe Street. The low bid for qualified work items is \$22,000, for which the applicant is seeking a \$10,000 non-matching grant and a \$6,000 matching grant. The property is located within the non-targeted area of the GFS District.

Commissioner Lindley made a motion to approve **Option 1 – approve the application for \$16,000 in Business Facility Improvement Program (BFIP) grant funds for the resurfacing of the parking lot and exterior painting of the commercial building at 1812**

South Monroe Street. Authorize CRA staff to enter into a BFIP grant agreement with the applicant/property owner, upon second by Commissioner Richardson, the vote was as follows:

AYE: Dozier, Gillum, Lindley, Miller, Proctor, Richardson and Ziffer

NAY: None

ABSENT: N. Maddox and S. Maddox

Approval of \$50,000 Business Facility Improvement Grant Application for 645 West Gaines Street

Item 5.02 Introduced by Sheila Williams was a request for approval of a business facility improvement grant for 645 West Gaines Street.

CRA staff received a BFIP grant application from Davenport Family Properties, LLC, owner/applicant, for \$50,000 to cover exterior renovations to the commercial building at 645 West Gaines Street. The low bid for qualified work items is \$93,248, for which the applicant is seeking a \$10,000 non-matching grant and a \$40,000 matching grant. The property is located within the non-targeted area of the GFS District. Ms. Williams noted the funds will be provided as a reimbursement once the work is completed on the project.

Commissioner Proctor inquired about the design standard requirements and their impact on the on the aesthetics of Gaines Street.

In response to Commissioner Proctor's question, Ms. Manning confirmed that design guidelines have been established for Gaines Street. However, older buildings are not required to adhere to the standards unless the renovations exceed 50% of the building value.

Commissioner Dozier stated her excitement for the BFIP. She stated this program provides momentum for small business development on Gaines Street and other parts of the GFS District. She also noted the creativity and uniqueness of Gaines Street is what attracts people to visit the area.

Commissioner Ziffer noted that at the City Commission meeting on the previous night, April 27th, a representative from the All Saints district requested preservation of the older existing buildings in the area. Commissioner Ziffer advised that he would like to ensure new construction needs are being met but projects that help maintain older properties and the "bits and pieces of who we are" are also being considered.

Mayor Gillum requested staff be aware of how rental rates are being impacted by redevelopment in popular areas, such as Gaines Street, to help ensure public tax dollars are not being used to support redevelopment that eventually prices out those businesses that help bring "flavor" to the district..

Commissioner Richardson made a motion to approve **Option 1 – approve the application for \$50,000 in Business Facility Improvement Program (BFIP) grant funds**

façade improvements to the building located at 645 West Gaines Street. Authorize CRA staff to enter into a BFIP grant agreement with the applicant/property owner, upon second by Commissioner Dozier, the vote was as follows:

AYE: Dozier, Gillum, Lindley, Miller, Proctor, Richardson and Ziffer

NAY: None

ABSENT: N. Maddox and S. Maddox

Approval of \$50,000 Business Facility Improvement Grant Application for 1215 South Adams Street

Item 5.03 Introduced by Sheila Williams was a request for approval of a business facility improvement grant for 1215 South Adams Street.

CRA staff received a business facility improvement grant application from 1215 South Adams Street, LLC, owner/applicant, for \$50,000 to cover exterior building, landscaping and painting improvements to the commercial building, a former gas station, at 1215 South Adams Street.

The low bid for qualified work items is \$120,162, for which the applicant is seeking a \$10,000 non-matching grant and a \$40,000 matching grant. The property is located within the non-targeted area of the GFS District.

Commissioner Proctor inquired about the timetable for the redevelopment and the type of project being developed, stating the building has been vacant for a long time and is an eyesore.

In response to Commissioner Proctor's question, Ms. Williams noted the project will include a restaurant and retail sales space. Ms. Manning followed up by noting the CRA is working toward the redevelopment of South Monroe and South Adams Street, and this project is consistent with those efforts. She noted the property was recently purchased by several local entrepreneurs who will to create a restaurant with outdoor activity space. The new owners are interested in moving quickly to get the development completed.

Commissioner Lindley noted this is the first business/event near the new pedestrian bridge over S. Monroe Street and will be an encouraging influence, bringing more enterprise to the area.

Commissioner Richardson expressed his excitement for the new vision for the Southside area. He said creating a business at the site is exciting but it is even more exciting to have a small business incubator with a model similar to the Domi Station located in the building to help businesses in the community grow.

Mr. Kiker gave a brief overview and timeline for the project. He indicated the property had been cleaned for several years - the gas tanks were removed and the environmental clean-up of the site was completed by the previous owner; Lewis and Whitlock Architects have completed the renderings; and two tenants have already been identified to occupy the building/property. The concept is to provide the benefits of a brick and mortar location for food trucks operators to sell their wares, providing ADA compliant restrooms, indoor/outdoor seating and entertainment

options for an eclectic-mixed gathering environment. The anticipated opening is scheduled for September.

Commissioner Richardson made a motion to approve **Option 1 – approve the application for \$50,000 in Business Facility Improvement Program (BFIP) grant funds for exterior building, landscaping and painting improvements to the commercial building at 1215 South Adams Street. Authorize CRA staff to enter into a BFIP grant agreement with the applicant/property owner**, upon second by Commissioner Ziffer, **the vote was as follows:**

AYE: Dozier, Gillum, Lindley, Miller, Proctor, Richardson and Ziffer

NAY: None

ABSENT: N. Maddox and S. Maddox

DOWNTOWN DISTRICT POLICY FORMATION AND DIRECTION

There were no Downtown District Policy Formation and Direction items.

BOTH DISTRICTS POLICY FORMATION AND DIRECTION

Review of City of Tallahassee Community Redevelopment Agency's FY 2015 Annual Report and Performance Measures

Item 7.01 introduced by Rick McCraw was a review of the CRA's FY 2015 annual report and performance measures.

Mr. McCraw gave a brief overview of the annual report and the performance measures. The CRA had total assets of \$4,910,000: \$4,302,000 in the form of cash and cash equivalents/investments and \$608,000 in receivables. The CRA had \$455,000 in liabilities, and no long-term debt. At the end of the fiscal year, the total fund balance was \$4,455,000.

The CRA received \$2,883,000 in income: \$2,655,000 in tax increment and \$228,000 in other fund income and adjustments (parking revenues, interest, fair value of investments, etc.). This includes \$1,514,000 in tax increment income for the Greater Frenchtown/Southside (GFS) District and \$1,369,000 for the Downtown (DT) District. During the fiscal year, the Agency approved, spent and/or committed approximately \$6.4 million in prior, current and future fiscal year funds in support of various programs and projects, including operational expenses. The report also includes a summary of major programs and projects that received funding or were approved for funding in FY 2015.

The report contained the first-year evaluation of the 15 performance measures approved by the CRA Board, with nine performance measures being fully met, two partially met and four not met because a full year of performance data was not available by the end of FY 2015. Mr. McCraw noted the first-year evaluation results of the performance measures support the overall success of the various programs and projects established by the CRA to address the conditions of blight that impact both the GFS District and DT District. He explained that the new Business Facility Improvement Program should help increase the commitment of small business grant funding

within the GFS District overall, as well within the targeted areas. As with all performance measures, both the measures and results are not static and can be expected to change over the years or even from one year to the next. He also noted staff will continue to monitor the various CRA activities using the performance measures and, when appropriate, make recommendations to the CRA Board regarding where and when changes to CRA programs and projects or the evaluation tools might be needed.

Commissioner Lindley inquired about the commercial façade and additional funding for 505 West Georgia Street. She noted the building is unoccupied and requested an update on the project. She also noted although other CRAs have come under fire for their high administrative and operating costs, the Tallahassee CRA's costs were about 19 percent of the overall budget.

In response to Commissioner Lindley's question, Mr. McCraw responded the CRA provided a \$50,000 commercial façade grant to Mr. Bardhi, the owner of the property. Because of additional environmental expenses for the project, Mr. Bardhi requested an additional \$21,000 for paving and stormwater improvements. Mr. Bardhi has received the \$50,000 but the additional \$21,000 is contingent on completing the environmental improvements and finding a tenant for the building. Staff is working with Mr. Bardhi to get a tenant in the building. Mr. McCraw also noted administrative/operating expenses are often less than 20 percent of the budget, with unused operating funds returned to be used for capital projects.

Commissioner Dozier commended staff on the update and summary of the annual report. She noted the report gives a breakdown of the CRA's role in the community and suggested staff look at opportunities to highlight the many successes and program opportunities of the CRA by establishing a social media presence, such as through an enhanced website.

Following the discussion, Commissioner Lindley made a motion **to approve the update on the CRA's FY 2015 annual report and performance measures**, upon second by Commissioner Miller, **the vote was as follows:**

AYE: Dozier, Gillum, Lindley, Miller, Proctor, Richardson and Ziffer

NAY: None

ABSENT: N. Maddox and S. Maddox

Mid-Year Update and Direction for FY 2017 Funding of the Promotional/Special Events Program

Item 7.02 introduced by Sherri Curtis was a review on the FY 2016 CRA Promotional/Special Events Grant Program (PSE) and to request direction for FY 2017 PSE funding.

Mrs. Curtis gave a brief overview of the mid-year FY 2016 CRA PSE. For the FY 2016 PSE cycle, CRA staff administered the GFS District events, while the Tallahassee Downtown Improvement Agency (TDIA) administered the DT District events. The CRA received 17 applications for events in the GFS District, and approved nine (9) for funding. All the GFS District event funds have been committed. Of the eight applications not approved, one was not scored because the application did not include the required signature authority, and there was

not enough funding available for the remaining seven applications. The TDIA received 12 applications for events in the DT District, and approved nine (9) for funding. The TDIA has approximately \$2,500 remaining in grant funds and plans to award those funds to the highest scored applicant or applicants whose events have not occurred yet this year.

Ms. Curtis explained staff was presenting the FY 2017 funding request to the CRA Board now to allow staff time to advertise the program, accept applications and approve applicants for funding prior to the start of the FY 2017. This will allow applicants who have events early in the fiscal year to know if they will receive CRA support prior to the start of the fiscal year.

Ms. Curtis noted that in September 2015 the CRA Board reviewed the proposed GFS Investment Plan, which included year funding for the PSE program. During the GFS Investment Plan presentation, the Board discussed whether or not to continue the PSE program. Following the discussion, the CRA Board decided to include the PSE Grant program as part of the GFS Investment Plan with two caveats: (1) to wean funding for the program over the next few years, eventually eliminating the program; and (2) to establish create policy language which would not allow funding of special events beyond the \$35,000 approved by the Board and direct organizations to other grant programs available through COCA and TDC.

Following the CRA Board's September meeting, CRA staff provided an update to the GFS CAC on the meeting and the Investment Plan. The GFS CAC expressed their strong support for the PSE program, and recommended increasing the GFS program funds from \$25,000 to \$50,000, which would support 10 events if each applicant requested the maximum \$5,000 funding level.

Consistent with the CRA Board direction from September, staff is recommending approval of \$40,000 in FY 2017 PSE grant funds (\$20,000 for each redevelopment district). Staff also recommended the Board authorize the CRA Executive Director to notice the program, accept applications, establish an evaluation committee, make minor changes to the current program guidelines and application if needed, and continue the partnership with the TDIA on the management of downtown events.

Following the presentation, Commissioner Lindley made a motion **to approve Option 1 - reduce the FY 2017 PSE Grant Program to the FY 2012 funding level of \$40,000 (\$20,000 for each district). This is based on the motion made at the September 2, 2015 CRA Board meeting to reduce the funding amount gradually over the next few years, eventually eliminating the program; and Option 2 - authorize the CRA Executive Director to notice the program, accept applications, establish an evaluation committee, make minor changes to the current program guidelines and application if needed, and continue the partnership with the TDIA on the management of downtown events**, upon second by Commissioner Dozier, further discussion ensued.

Commissioner Miller noted that when the PSE grant originally started, most of the \$20,000 in grant funding went unused due to lack of knowledge of the program. However, now the program is gaining attention and the demand for funding is increasing. She stated the program should be used as seed funding to help grow promotional events and bring people to the community. She used the Frenchtown Heritage Festival as a model. She suggested looking at who is receiving funding and how the funds are being used through a review of the program policy but not by reducing the amount of grant funding.

Commissioner Ziffer noted his agreement with Commissioner Miller and his support for Options 2 and 3 from the agenda item, but not Option 1.

Commissioner Dozier supported the motion for Options 1 and 2. She indicated that with additional support for grant funding available through the Tourist Development Council (TDC) and the Council on Culture & Arts (COCA), there is a greater opportunity for these organizations to fund more events, and the County and City could increase the funding support to these organizations if needed. She noted the limited dollars available from the CRA and expressed a need to have a strategic vision when determining the types of projects to focus on. She suggested the possibility of using the forthcoming market feasibility analysis of the GFS District to help determine what types of events will have the greatest impact on the community.

Commissioner Richardson stated he is not in support of the CRA funding event grants. He explained that once the events end people are not encouraged to stay in the district and the quality of life for the people in the community has not improved. He is concerned that the residents from the communities do not attend the events. He noted the role of the CRA is to address blight through capital improvements and was reluctant to support funding for special events when other, more critical needs were not met. He noted his support for Options 1 and 2.

Commissioner Proctor highlighted the speakers this morning as influencing his support of the events funding. He suggested having a jazz festival similar to the Seabreeze Jazz Festival in Panama City would be a great attraction for community. He indicated his support for these types of events suggesting they help promote new ideas for upstart and quality events in the community. He also noted that blight can be viewed both physically and mentally.

Following the Board's initial discussion, Commissioner Proctor made a substitute motion **to approve Option 2 - authorize the CRA Executive Director to notice the program, accept applications, establish an evaluation committee, make minor changes to the current program guidelines and application if needed, and continue the partnership with the TDIA on the management of downtown events; and Option 4 - increase the FY 2017 PSE Grant program to \$85,000 with \$50,000 going towards the GFS district and \$35,000 for the DT district. This would follow the CAC recommendation to increase the GFS PSE funding to \$50,000**, upon second by Commissioner Miller, further discussion ensued.

The Board members discussed the impact of the promotional/special events on the broader economic development of the community, the possibility of requesting additional event funding for Visit Tallahassee and the TDIA as part of the upcoming City and County budget process, the high value the CAC expressed for additional funding, the need for multiple sourced funding through programs with the TDC and COCA and the need for ongoing discussion about the promotional/special events grant program. Several members suggested including the promotional/special events grant program as part of the GFS District market feasibility analysis and noted COCA's assistance with surveys at art events as a way to help determine the need, impact and final outcome of the promotional/special events grant program.

Following the discussion, a vote was taken on the substitute motion by Commissioner Proctor, **to approve Option 2 - authorize the CRA Executive Director to notice the program, accept applications, establish an evaluation committee, make minor changes to the current program guidelines and application if needed, and continue the partnership with the TDIA on the management of downtown events; and Option 4 - increase the FY**

2017 PSE Grant program to \$85,000 with \$50,000 going towards the GFS district and \$35,000 for the DT district. This would follow the CAC recommendation to increase the GFS PSE funding to \$50,000, upon second by Commissioner Miller, the vote was as follows:

AYE: Gillum, Miller, Proctor, and Ziffer

NAY: Dozier, Lindley and Richardson

ABSENT: N. Maddox and S. Maddox

Commissioner Richardson noted the promotional/special events should involve private sector sponsorships and partnerships.

Commissioner Miller suggested volunteer efforts should be recognized as part of the private sector investment. She noted her commitment that the grant funds be used as seed funds to get an event started, with the possibility of making additional demands on organizations that have had three to four years to get firmly established.

UNAGENDAED PUBLIC COMMENT

Mr. Jon Brown, 2623 Centennial Blvd., Suite 204, addressed the Board about the 2016 Florida Jazz and Blues Festival, September 22 – 25th to support the Riley House Center and Museum. He gave a brief overview and encouraged support for the event. He indicated he would request funding from the CRA for his event and asked for an opportunity to present a formal funding request at the next Board meeting.

Following Mr. Brown's comments, Commissioner Proctor made a motion **to request staff bring back an agenda item at the June 23rd meeting on CRA funding for the Florida Jazz and Blues Festival for discussion**, upon second by Commissioner Ziffer, **the vote was as follows:**

AYE: Dozier, Gillum, Lindley, Miller, Proctor, Richardson and Ziffer

NAY: None

ABSENT: N. Maddox and S. Maddox

In response to a question from Commissioner Proctor, Roxanne Manning advised that the anticipated Tallahassee Marathon and Half-Marathon funding request would be addressed as part of the FY 2017 Promotional/Special Events program funding approved by the CRA Board earlier in the meeting.

Ms. Michelle Gomez, 1110 Domingo Drive, Tallahassee, FL, program director of the Frenchtown Marketplace and Heritage Hub, addressed the Board thanking them for their support on the PSE grant program funding, noting the funds are not charity but access. She stated the support from the Frenchtown Heritage Festival helped create the farmer's market. The event promotes local vendors and drives market attendance bringing outside dollars into the community. She noted the COCA and TDC application process is not specific to

Frenchtown/Southside neighborhood projects, and the CRA's promotional/special events program brings equity to the community in terms of access to funding.

Commissioner Dozier requested clarity from Ms. Gomez about her comment regarding the equity aspect of the CRA's promotional/special event funding for Frenchtown/Southside projects.

In response to Commissioner Dozier's question, Ms. Gomez stated that her equity comment was related to the capacity of Frenchtown/Southside organizations to access grant funds from the CRA versus larger organizations such as COCA and the TDC.

CRA BOARD INFORMATION AND SHARING OF IDEAS

Commissioner Dozier inquired about City Commission discussion and action from the night before, April 27th, from a Knight Creative Communities Institute (KCCI) initiative and funding request for the Waterworks building. She was particularly interested in the request for CRA funding for the Waterworks renovations. She expressed a desire for the CRA Board to be kept informed of the planned Waterworks' activities if CRA funds are used to support the renovations.

In response to Commissioner Dozier's question, Mr. Wayne Tedder gave a brief update on the Waterworks building discussion with KCCI. He noted KCCI outlined a plan to determine future uses for the Waterworks building. It was determined the Waterworks building renovations and follow-on uses needed to be sustainable, and KCCI was challenged to incorporate a sustainable model into their final report. The City Commission suggested approaching the CRA to request a matching grant to support restoring the building to a usable condition; however, the building must remain City-owned in order to qualify for the state historic grant funding. Once it is in a usable condition an agenda item will be brought to the City Commission to issue a request for proposal (RFP) to identify best uses for the building and property. The determination of the uses will be developed with recommendations from KCCI, the City and community that align with the area, and limited City and CRA funding.

Mr. Tedder also summarized the request indicating the funding request included City funds of \$10,000 for an analysis on the building condition and stability, a \$50,000 match grant from the state to work on renovating the building. The request for CRA funding would be \$250,000 with a match of \$500,000 from the state making it a 2:1 match ratio.

Several commissioners had questions regarding the process being similar to the Edison building renovations, the role the CRA should take when investing in public buildings and updates on the project.

Commissioner Miller gave an overview of the Waterworks building request that included a review of the immediate deadlines that required the City Commission action. The City Commission working, with KCCI, received a request to approve \$10,000 for a condition assessment on the building, \$50,000 as matching funds for Phase I renovations to the building and continue the next steps to process a state grant application for a \$500,000 State Historic Preservation Special Category Grant with a 50 percent match of \$250,000. The commissioner

provided some comparisons of the proposed Waterworks renovations to the renovations and reuse of the Edison building (the City's Old Electric Building in Cascade Park).

Commissioner Richardson recommended getting feedback to determine how recipients of promotional/special event program funds have been used to benefit their constituents through a formal report or evaluation of all events. He also commented the \$250,000 funding proposal would be in fiscal year 2017 and stated the grant match would be a great opportunity and investment in creating a usable space within a historical building.

Commissioner Lindley requested staff bring back an agenda item to discuss housing the 1,500 piece Vickers Florida art collection from Jacksonville in Tallahassee. She noted FSU has tentatively agreed to provide \$250,000 a year to house and facilitate a program to care for the collection. She indicated partnerships with the local universities and other community organizations are needed to bring this collection to Tallahassee. The partnership might include the CRA. She observed the relocation of the art collection to Tallahassee would have a significant local impact on tourism and art history.

Commissioner Ziffer noted the great opportunity this project presented to put Tallahassee on a different pedestal for art tourism.

Following a brief discussion, Commissioner Lindley made a motion **to request staff bring back an agenda item to discuss the proposal to house the Vickers Florida art collection in Tallahassee**, upon second by Commissioner Ziffer, **the vote was as follows:**

AYE: Dozier, Gillum, Lindley, Miller, Proctor, Richardson and Ziffer

NAY: None

ABSENT: N. Maddox and S. Maddox

Commissioner Ziffer also requested working with Commissioner Lindley and staff to organize a trip to Jacksonville to view the Vickers exhibit in Jacksonville.

Commissioner Proctor made a motion **to direct staff to bring back an agenda item on the creation of a CRA website to provide a social media presence**, upon second by Commissioner Miller, further discussion ensued.

Several commissioners liked the idea of a social media presence as an amazing opportunity to provide information, highlight the accomplishments of the CRA and as a tool to communicate with the community.

Following the brief discussion, a vote was made on the motion by Commissioner Proctor **to direct staff to bring back an agenda item on the creation of a CRA website to provide a social media presence**, upon second by Commissioner Miller, **the vote was as follows:**

AYE: Dozier, Lindley, Miller, Proctor, Richardson and Ziffer

NAY: None

ABSENT: N. Maddox and S. Maddox

Mayor Gillum left at 11:40 am.

Commissioner Proctor inquired about the Piggly Wiggly Supermarket parking lot within the Towne South Shopping Center. He is concerned about landscaping and resurfacing issues.

In response to Commissioner Proctor's question, Ms. Manning informed the Board that staff is working with the owner of the property and NAI Talcor, the landlord's local agent, to address issues at the shopping center. She noted that the CRA has already designated \$200,000 towards improving the parking and landscaping at the Towne South and South City Shopping Centers, with a matching grant required from the landlord.

ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 11:41 a.m.



Agenda Item Details

Meeting	Jun 23, 2016 - CRA Board Meeting
Category	5. Frenchtown Southside District Policy Formation and Direction
Subject	5.01 Accept the Finding of Necessity for the South Monroe Street Study Area and Approve the Expansion of the Greater Frenchtown/Southside Community Redevelopment Area -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Type	Action, Discussion
Fiscal Impact	No
Recommended Action	Approve Option 1: (1) Accept the Finding of Necessity for the South Monroe Street Study Area, (2) approve the expansion of the GFS District to include the study area parcels, and (3) authorize CRA staff to move forward with the activities needed to adopt the Finding of Necessity and increase the boundary of the GFS District in accordance with Chapter 163, Part III, F.S., and the Interlocal Agreement.

For more information, please contact: Sherri Curtis at 850-891-8354.

Statement of Issue;

The CRA Board has directed staff to examine the possibility of expanding the boundaries of the Greater Frenchtown/Southside Community Redevelopment Area (GFS District). This area is the 26 commercial parcels (six blocks) that front the east side of South Monroe Street between Van Buren and Perkins Streets (South Monroe Street Study Area, Attachment 1). Staff advised that the first step towards adding the study area properties to the existing GFS District was to prepare a Finding of Necessity, which would determine if the study area exhibited the required conditions of blight as defined in Chapter 163.340(8), Florida Statutes (F.S.). At the February 27, 2013 CRA Board meeting, staff presented the results of a draft Finding of Necessity that found the aggregate assessed property values in the South Monroe Street Study Area did not show any appreciable increase in the five years prior to 2012. This single condition of blight met the blight determination requirements found in Chapter 163.340(8), F.S., if the use of a single-blight condition was approved by both the City and County. The CRA Board did not object to the use of a single blight condition but questioned whether the "no appreciable change" in the aggregate value of the properties during the previous five years was a suitable measure given the national drop in residential and commercial properties starting in 2008.

Following this initial direction, there have been several discussions regarding additional expansions of the GFS District boundaries beyond the initial study area and/or the creation a new redevelopment district altogether. At the same time, CRA staff was preparing for a comprehensive update of the Frenchtown Southside Redevelopment Plan. To best utilize limited resources and avoid the possibility of multiple revisions to the GFS District Redevelopment Plan and/or area, staff is moving forward with the expansion and Finding of Necessity for the South Monroe Street Study Area as part of the Redevelopment Plan update. At a future date, should the Board decide to move forward with additional revisions to the CRA area, staff will initiate a separate process.

As part of the current GFS Community Redevelopment Plan update, staff updated the draft Finding of Necessity in February/March 2016. Staff determined there was still no appreciable increase in the aggregate assessed property values within the South Monroe Study Area for the previous five years (2011 to 2015), but the analysis also noted three other consistent blighting factors, for a total of four. The four blighting conditions noted in the updated draft Finding of Necessity for the South Monroe Street Study Area are:

- No appreciable increase in the aggregate assessed values of real properties in the study area over the past five years;
- Predominance of defective or inadequate street layout, parking facilities, roadways, bridges or public transportation facilities;
- Unsanitary and unsafe conditions; and
- Deterioration of site and other improvements.

These conditions are further described in the body of the agenda item and in the draft Finding of Necessity for the South Monroe Study Area at Attachment 2. Staff recommends (1) the CRA Board accept these conditions as the legislative finding that blighted conditions exist in the South Monroe Street Study Area as defined in Chapter 163.340 (8), F.S. and (2) approve the expansion of the GFS District to include the South Monroe Street Study Area.

Recommended Action

Option 1: (1) Accept the Finding of Necessity for the South Monroe Street Study Area, (2) approve the expansion of the GFS District to include the study area parcels, and (3) authorize CRA staff to move forward with the activities needed to adopt the Finding of Necessity and increase the boundary of the GFS District in accordance with Chapter 163, Part III, F.S., and the Interlocal Agreement.

Fiscal Impact

The action taken today will not result in a fiscal impact to either the City or County at this time. Based on the current adoption schedule, the CRA will not collect any additional tax increment from the South Monroe Street Study Area parcels until FY 2018, following the release of the 2017 certified values by the Leon County Property Appraiser. The baseline for the calculation of tax increment will be the 2016 certified values. For the properties within the study area, the City and County will make tax increment contributions based on the City's millage rate in effect at the time each tax increment payment is due. There will be no change to the contributions due from the City and County on the existing boundary parcels – the City contribution will be based on the City's millage rate for that year, and the County contribution will be based on the County's millage rate for that year. A more detailed discussion on the additional tax increment payments due from the City and County from the properties in the South Monroe Street Study Area is contained in the body of this agenda item.

Supplemental Material/Issue Analysis

History/Facts & Issues

The GFS District (originally the Tallahassee Community Redevelopment Area) was established in June 2000 when the City Commission adopted the GFS Community Redevelopment Plan and established the GFS Community Redevelopment Trust Fund. The GFS District consists of three distinct geographic sections and is comprised of over 1,450 acres of residential, office, commercial/retail, industrial, and green/open space land uses, all located near downtown Tallahassee. Included within the boundaries of the redevelopment area are thirteen neighborhood communities; seven major commercial/retail areas including sections of Tennessee Street, Tharpe Street, North and South Monroe Streets, Gaines Street, Lake Bradford Road and South Adams Street; and numerous mixed-use areas. In addition, the redevelopment area borders parts of the Florida A & M University and the Florida State University. A map of the GFS District is at Attachment 3.

The original GFS District study area included a number of properties that were not included as part of the adopted boundary of the district. At the time, commission concerns over the size of the study area and the impact it might have on City and County tax revenues resulted in the removal of some areas that might have qualified as blighted. This included some properties on the east side of South Monroe Street, between South Monroe Street and South Meridian Street.

In 2012 the CRA Board directed staff to examine the possibility of expanding the boundaries of both the GFS District and the Downtown District Community Redevelopment Area (DT District). The direction included consideration to include the 26 commercial parcels (six blocks) that comprise the South Monroe Street Study Area. Staff advised that the first step towards adding the study area properties to the existing GFS District was to prepare a Finding of

Necessity, which would determine if the South Monroe Street Study Area exhibited the required conditions of blight as defined in Chapter 163.340(8), F.S. CRA staff provided the results of their preliminary analysis, which indicated the existence of one or more of the fifteen blight conditions listed in Chapter 163.340(8), F.S., within the South Monroe Street Study Area, and other areas identified by the CRA Board. The Board directed staff to move forward preparing a Finding of Necessity for the South Monroe Street Study Area.

At the February 27, 2013 CRA Board meeting, staff presented the draft Finding of Necessity of the South Monroe Street Study Area, which found the aggregate assessed property values in the study area did not show any appreciable increase in the five years prior to 2012. This single condition of blight met the blight determination requirements of Chapter 163.340(8), F.S., for a Finding of Necessity if both the City and County agreed to accept a single blight condition through an interlocal agreement or by resolution. The CRA Board did not object to the use of a single blight condition but questioned whether the “no appreciable change” in the aggregate value of the properties during the previous five years was a suitable measure given the national drop in residential and commercial properties starting in 2008.

Following this initial direction, there have been several CRA Board discussions regarding additional expansions of the GFS District boundaries beyond the initial study area and/or the creation a new redevelopment district altogether. At the same time, CRA staff was preparing for a comprehensive update of the Frenchtown Southside Redevelopment Plan. To best utilize limited resources and avoid the possibility of multiple revisions to the GFS District Redevelopment Plan and/or area, staff is moving forward with the expansion and Finding of Necessity for the South Monroe Street Study Area as part of the Redevelopment Plan update. At a future date, should the Board decide to move forward with additional revisions to the CRA area, staff will initiate a separate process.

As part of the current GFS Community Redevelopment Plan update, staff updated the draft Finding of Necessity in March 2016. There was still no appreciable increase in the aggregate assessed property values within the South Monroe Street Study Area for the previous five years (2010 to 2014), but the analysis also noted three other consistent blighting factors within the study area, for a total of four blighting conditions. The four blight conditions and analysis are described below, and are included in the draft Finding of Necessity at Attachment 2.

1. Aggregate assessed values of real property in the area for ad valorem tax purposes have failed to show any appreciable increase over the five years prior to the finding of such conditions

The aggregate assessed property values in the South Monroe Street Study Area did not show any appreciable increase in the five years prior to 2015. In 2010, the certified taxable value was \$6,399,830 for the study area; by 2015 the value had declined to \$5,639,514. Although there have been some increases in individual property values in the study area in recent years, the aggregate value of the properties today is \$760,316 less than it was in 2010. The 2016 certified values will not be available from the Leon County Property Appraiser until October, but no significant increase in the value of the properties in the South Monroe Street Study Area from 2015 to 2016 is expected.

2. Predominance of defective or inadequate street layout, parking facilities, roadways, bridges or public transportation facilities

Of the six blocks within the South Monroe Street Study Area, all were found to have inadequate street layout or parking facilities. The inadequate street layout and parking facilities makes it hard for pedestrians and bicyclist to safely travel the area. Outdated parking designs places pedestrians and bicyclists between parked vehicles and moving traffic. The area also has inadequate public transportation facilities, primarily in the lack of shelters and seating for public transportation users.

3. Unsanitary and unsafe conditions

There are a number of unsafe conditions identified in the South Monroe Street Study Area, from narrow sidewalks placing pedestrians close to fast moving traffic, to not having guardrails near steep embankments.

The outdated parking design and sidewalk layout also forces pedestrians to walk behind parked cars at the edge of the street, an unsafe condition. The absence of a complete pedestrian sidewalk network, along with insufficient parking designs, leads to unsafe conditions for pedestrians, cyclists and those with special access needs. This condition was found within all six blocks of the study area.

4. Deterioration of site and other improvements

The analysis found minor and major site and structural deterioration within the South Monroe Street Study Area. There were a number of driveways and parking lots with cracked or uneven pavement and potholes. Other properties had damaged signs, broken windows and damaged and collapsed roofs. Deteriorating sites and structures are often indications that re-investment in the area may be risky, which tends to further inhibit improvements in the area. Examples of site deterioration were found within all six blocks of the study area.

Fiscal Impact

Approving the Finding of Necessity for the South Monroe Street Study and adding the properties to the existing GFS District will result in additional tax increment contributions by the City and County to the CRA that can be reinvested in the study area. However, because the expansion of the GFS District will not occur until after June 30, 2016, the baseline value (the value from which future tax increment payments are calculated) for the new parcels will be based on the 2016 certified values. As a result, the CRA will not receive tax increment from the parcels in the study area until October 2017 (FY 2018), when the tax increment can be calculated using the difference in the 2017 certified values and the 2016 baseline values. In addition, due to recent changes in Chapter 163, F.S., because Leon County is a Charter County, their tax increment contribution for the new parcels will be based on the City's millage rate for that year. For example, the City's current millage rate is 4.2 mils, if that is the rate in effect when the CRA begins collecting tax increment on the new parcels, the County's contribution for the 26 parcels in the South Monroe Street Study Area will also be based on 4.2 mils. If the City's millage rate increases or decreases from one year to the next, the County contribution will be based on that revised rate. However, there will be no change to the contributions due from the City and County on the existing boundary parcels – the City contribution will be based on the City millage rate for that year, and the County contribution will be based on the County millage rate for that year.

Because there were no increases in the aggregate property values in the South Monroe Street Study Area from 2010 until 2015, it is not anticipated that the addition of the 26 parcels to the GFS District will result in significant tax increment contributions by the City and County, at least not in the near term. Provided below, using confirmed revenue figures, for illustration purposes only, is the calculation of tax increment that would be due from both the City and County using 2014 as the baseline value, 2015 as the first year to calculate any tax increment due to the CRA and a millage rate of 4.2 for both the City and County. In this scenario, the City and County would each have had to make an additional \$267 tax increment contribution to the GFS District beyond what would be required under the existing district boundaries.

2014 Taxable Value	\$5,606,025
2015 Taxable Value	<u>\$5,639,514</u>
Increase/ (Decrease)	\$ 33,489
FY 2016 TIF Revenue	\$ 267

Although the anticipated tax increment revenue from the South Monroe Street Study Area beginning in FY 2018 may not be substantial in the near term, the addition of the 26 parcels to the GFS District will make them eligible for CRA redevelopment assistance, hopefully providing incentives for additional private investment in the South Monroe corridor, improving the appearance of the district and increasing the value of the properties in the long term.

Recommendation and Next Steps

At this meeting, CRA acceptance of the four conditions of blight and approval of the expansion of the GFS District will complete the first of three steps needed to add the Study Area to the GFS District. Per the Interlocal Agreement that governs the CRA, expansion of either the GFS District or the DT District must be approved by the Leon County

Board of County Commissioners and the City of Tallahassee Commission. The final step will be for the City Commission to adopt the Finding of Necessity for the South Monroe Street Study Area by resolution.

Outlined below are the three steps for the approval and adoption of the Finding of Necessity for the South Monroe Street Study Area, and the approval to expand the GFS District by adding the 26 parcels from the study area that meet the conditions of Chapter 163, Part III, F.S., and the Interlocal Agreement.

- Step 1 – June 23, 2016 CRA Board Meeting:
 1. Accept the Finding of Necessity for the South Monroe Street Study Area; and
 2. Per the Interlocal Agreement, approve the expansion of the boundaries of the GFS District to include the 26 parcels in the study area.
- Step 2 – July 12, 2016 Leon County Commissioners Meeting:
 1. Accept the Finding of Necessity for the South Monroe Street Study Area; and
 2. Per the Interlocal Agreement, approve the expansion the boundaries of the GFS District to include the 26 parcels in the study area.
- Step 3 – July 13, 2016 City of Tallahassee Commission Meeting:
 1. As required by Chapter 163.355, F.S., as the governing authority for the CRA, adopt the Finding of Necessity for the South Monroe Street Study Area by resolution; and
 2. Per the Interlocal Agreement, approve the expansion of the GFS District boundaries to include the 26 parcels in the study area.

Steps 1 – 3 will conclude the actions required to adopt the Finding of Necessity, and the County and City approvals per the Interlocal Agreement for adding the South Monroe Street Study Area to the GFS District. The next steps will be to formally expand the boundaries of the GFS District in accordance with Chapter 163, F.S., and the timelines outlined in Chapter 163.361, F.S. This will include notice to the local taxing authorities regarding the proposed expansion of the GFS District boundaries. At this time, staff anticipates presenting the proposed expansion at the September 28, 2016 City Commission meeting for adoption by ordinance at a Public Hearing on the same date. Following the City Commission's adoption of the ordinance expanding the GFS District by the 26 parcels in the South Monroe Street Study Area, the property owners and/or tenants will be eligible to apply for CRA grant assistance.

Options

1. (1) Accept the Finding of Necessity for the South Monroe Street Study Area, (2) approve the expansion of the GFS District to include the study area parcels, and (3) authorize CRA staff to move forward with the activities needed to adopt the Finding of Necessity and increase the boundary of the GFS District in accordance with Chapter 163, Part III, F.S., and the Interlocal Agreement.
2. Do not accept the Finding of Necessity for the study area parcels, do not approve the expansion of the GFS District to include the study area parcels, and do not authorize CRA staff to move forward with the activities needed to adopt the Finding of Necessity and increase the boundary of the GFS District in accordance with Chapter 163, Part III, F.S., and the Interlocal Agreement; provide staff with alternate direction.

Attachments/References

1. Map of South Monroe Street Study Area
2. Draft Finding of Necessity, February 2016
3. Map of Existing GFS District Boundaries

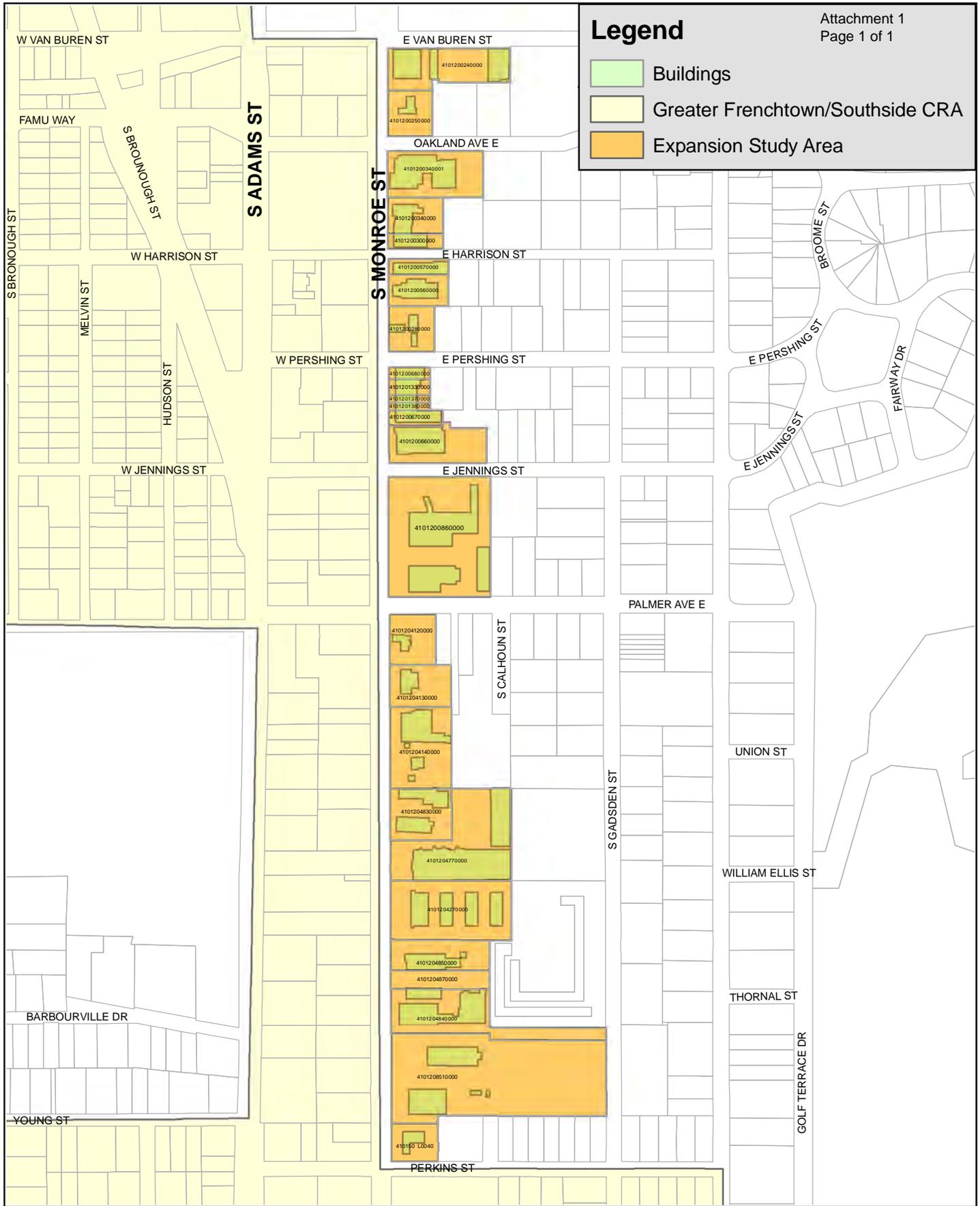
[Attachment 1.pdf \(87 KB\)](#)

[Attachment 2.pdf \(1,124 KB\)](#)

[Attachment 3.pdf \(146 KB\)](#)

Legend

-  Buildings
-  Greater Frenchtown/Southside CRA
-  Expansion Study Area



Proposed Greater Frenchtown/Southside Community Redevelopment Area Expansion Study Area



This product has been compiled from the most accurate source data from Leon County and the City of Tallahassee. However, this product is for reference purposes only and is not to be constructed as a legal document or survey instrument. Any reliance on the information contained herein is at the user's own risk. Leon County and the City of Tallahassee assume no responsibility for any use of the information contained herein or any loss resulting therefrom.
Map Created: February 11, 2013



City of Tallahassee Community Redevelopment Agency
Greater Frenchtown/Southside
Community Redevelopment Area

**Finding of Necessity for Redevelopment:
South Monroe Street Study Area**

Prepared March 2016

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Executive Summary

The Greater Frenchtown/Southside Community Redevelopment Area (GFS District), originally the Tallahassee Community Redevelopment Area, was established in June 2000 when the City Commission adopted the Greater Frenchtown/Southside Community Redevelopment Plan and established the Greater Frenchtown/Southside Community Redevelopment Trust Fund.

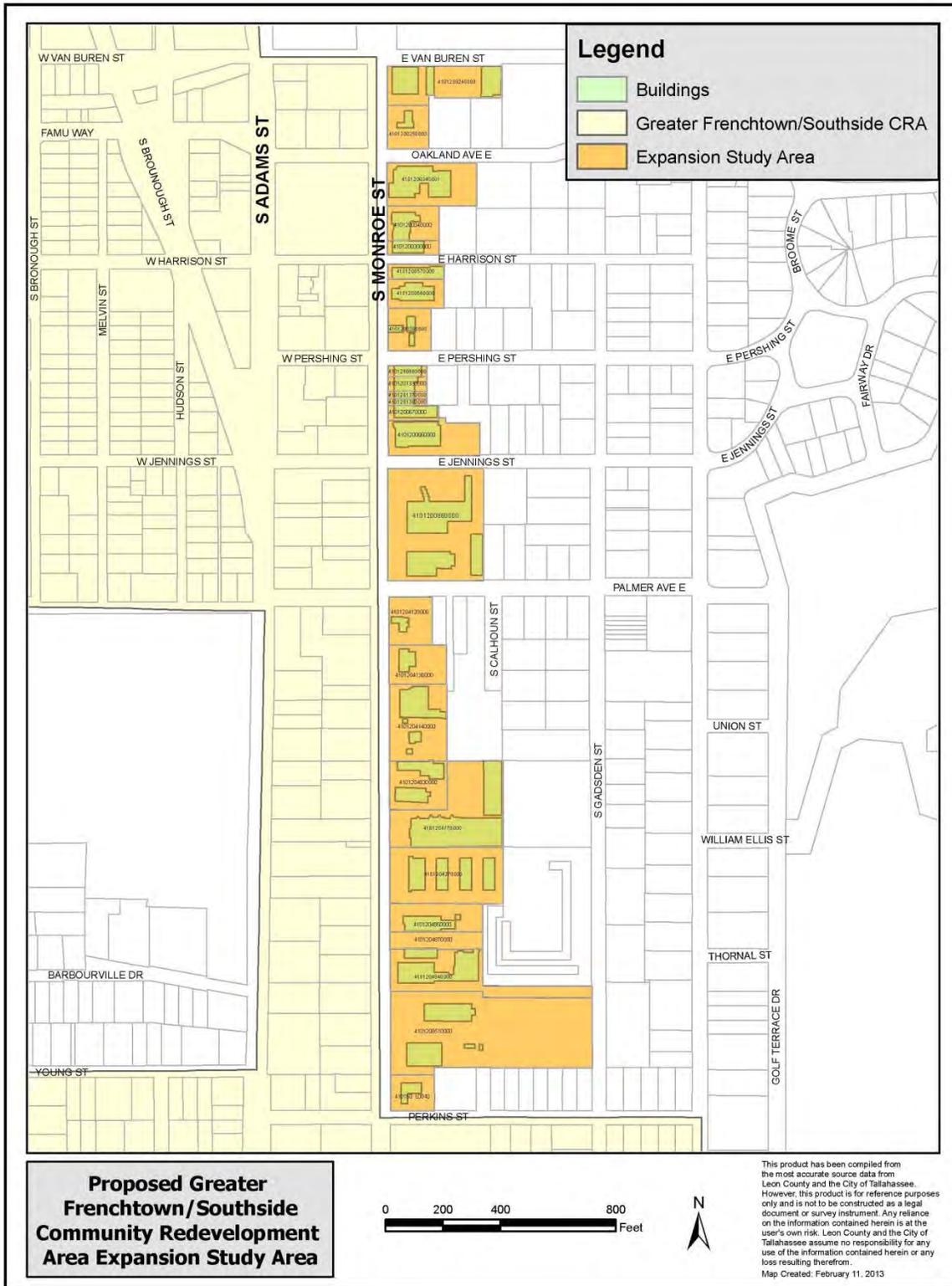
The original GFS District study area included a number of properties that were not part of the adopted boundaries of the district. City Commission concerns over the size of the study area and the impact it might have on City and County tax revenues resulted in the removal of some areas sections of the original study that might have qualified as blighted from the recommended district boundaries. This included some properties on the east side of South Monroe Street, between Van Buren Street and Perkins Street.

The City of Tallahassee Community Redevelopment Agency (CRA) Board directed staff to examine the possibility of expanding the boundaries of the GFS District to include the commercial properties fronting the east side of South Monroe Street between Van Buren and Perkins Streets (the South Monroe Street Study Area, see Map 1). To determine if the South Monroe Street Study area properties meet the definition of blight as defined in Section 163.340(8), Florida Statutes (F.S.), CRA and City staff conducted an analysis of the 26-parcel, six-block South Monroe Street Study Area. The result of that analysis, presented in this Finding of Necessity: South Monroe Street Study Area determined that at least four of the blighting conditions listed in Section 163.340(8), Florida Statutes (F.S.) were evident in the study area. The four blighting conditions are:

- Predominance of defective or inadequate street layout, parking facilities, roadways, bridges or public transportation facilities.
- Aggregate assessed values of real property in the area for ad valorem tax purposes have failed to show any appreciable increase over the 5 years prior to the finding of such conditions.
- Unsanitary or unsafe conditions.
- Deterioration of site or other improvements

The facts presented in this report are the basis for an officially adopted finding of necessity for redevelopment within the South Monroe Street Study Area. A need for redevelopment has been found within the study area and it is recommended that the GFS District boundaries be expanded to include the 26 parcels and six blocks shown on the study area map at page 3.

Map 1
Proposed Greater Frenchtown Southside Community Redevelopment Area Expansion Study Area



Methods

The creation or expansion of a redevelopment area requires an official Finding of Necessity declaring that redevelopment is necessary in the public interest. The purpose of this report is to present the facts relating to a Finding of Necessity for redevelopment within the South Monroe Street Study Area, to evaluate the facts and determine if conditions of blight as defined in Section 163.340(8), F.S., exist within the South Monroe Street Study Area, and to provide recommendations regarding the expansion of the existing GFS District boundary to include the South Monroe Street Study Area.

The methodology for preparing this report included an examination of the physical attributes of the properties in the South Monroe Street Study Area (from the public right-of-way) by CRA staff in January and February 2016, as well through the research of existing public data and reports on conditions in the area. The results of the staff analysis are summarized in this report. To qualify as blighted, the properties had to demonstrate one or more of the 15 definitions of blight listed below from 163.340(8), F.S.

Definition of blight from Section 163.340(8), F.S.: “Blighted area” means an area in which there are a substantial number of deteriorated or deteriorating structures; in which conditions, as indicated by government-maintained statistics or other studies, endanger life or property or are leading to economic distress; and in which two or more of the following factors are present:

- (a) Predominance of defective or inadequate street layout, parking facilities, roadways, bridges, or public transportation facilities.
- (b) Aggregate assessed values of real property in the area for ad valorem tax purposes have failed to show any appreciable increase over the 5 years prior to the finding of such conditions.
- (c) Faulty lot layout in relation to size, adequacy, accessibility, or usefulness.
- (d) Unsanitary or unsafe conditions.
- (e) Deterioration of site or other improvements.
- (f) Inadequate and outdated building density patterns.
- (g) Falling lease rates per square foot of office, commercial, or industrial space compared to the remainder of the county or municipality.
- (h) Tax or special assessment delinquency exceeding the fair value of the land.
- (i) Residential and commercial vacancy rates higher in the area than in the remainder of the county or municipality.
- (j) Incidence of crime in the area higher than in the remainder of the county or municipality.
- (k) Fire and emergency medical service calls to the area proportionately higher than in the remainder of the county or municipality.
- (l) A greater number of violations of the Florida Building Code in the area than the number of violations recorded in the remainder of the county or municipality.
- (m) Diversity of ownership or defective or unusual conditions of title which prevent the free alienability of land within the deteriorated or hazardous area.
- (n) Governmentally owned property with adverse environmental conditions caused by a public or private entity.
- (o) A substantial number or percentage of properties damaged by sinkhole activity which have not been adequately repaired or stabilized.

Results of the Analysis

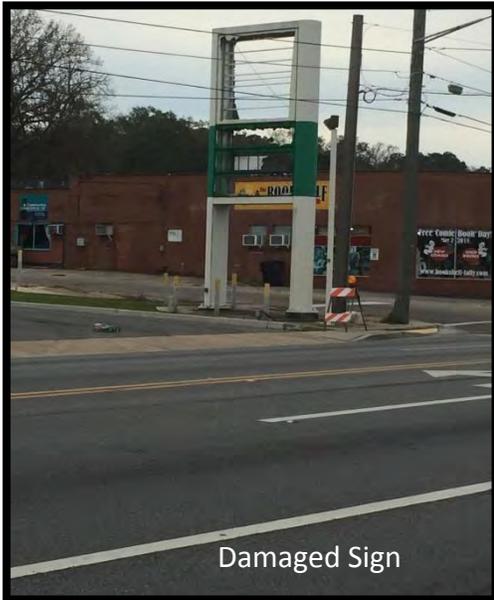
During the analysis of the South Monroe Street Study Area conducted by CRA staff, a number of blight conditions from Section 163.340(8), F.S. were noted on various properties and within the blocks in the study area. However, the four conditions described below were the most prominent and were noted throughout the study area. The existence of four blight conditions within the individual blocks of the study area is sufficient to recommend the official adoption of a finding of necessity for the South Monroe Street Study Area, and to include the study area within the boundary of the existing GFS District.

Deterioration of Site and Other Improvements

Conditions that may lead to deterioration of buildings and site includes broken paving and sidewalks, deficient parking lots, missing curbs, impaired or missing walkways and damaged signage. When a building or site was found to be in exhibiting deteriorating conditions, staff further defined the level of deterioration using the three measures listed below. The level of deterioration is included as part of the block analysis summaries at Appendix A.

- Minor deterioration - defects in the roof, walls, chimney, doors, or windows, such as worn material, cracks and broken glass.
- Major deterioration - defects over a larger area or a combination of defects.
- Dilapidated - major elements are giving way, or virtually no doors and windows, or a combination of major defects.

Deterioration varying from minor to dilapidated was found throughout the area; however, most deterioration appeared to be minor. Deteriorating properties are often indicative of insufficient property income or revenue and, for that reason, tend to become progressively worse. A small number of deteriorating structures are a signal to owners of nearby properties or interested investors, that reinvestment into the properties may be risky, which tends to inhibit private investment in the surrounding area. Deteriorating buildings are often vacant or neglected which makes them vulnerable to misuse, fire hazards, or occupation for criminal purposes. Finally, deteriorating buildings are vulnerable to invasion by vermin and rodents that pose a health danger to the occupants and to nearby residents. For all these reasons, deteriorating buildings and structures contribute to blighting conditions.



Damaged Sign



Building Deterioration



Broken Driveway



Deteriorated Parking Lot

No Appreciable Increase in Aggregate Assessed Values

Section 163.340(8)(b), F.S., states a blighting factors exists when “[a]ggregate assessed values in the area for ad valorem tax purposes have failed to show any appreciable increase over the 5 years prior to the finding of such conditions.” In its analysis of the study area, CRA staff found that the aggregate assessed property values in the study area did not show any appreciable increase in the five years prior to 2015. In fact, as shown in Table 1, below, the aggregated property values in the study area decreased \$760,316 over the five year period, from a value of \$6,339,830 in 2010 to \$5,639,514 in 2015.

Table 1 Taxable Value of Study Area		
Year	Certified Taxable Value	Annual Change
2010	\$6,399,830	N/A
2011	\$6,064,829	-8.15%
2012	\$5,653,068	-6.79%
2013	\$5,613,696	-0.70%
2014	\$5,606,025	-0.14%
2015	\$5,639,514	0.59%
Average Annual Change		-2.92%

Unsanitary or Unsafe Conditions

The existence of unsafe conditions in the study area included the lack of sidewalks, narrow sidewalks, the lack of guardrails near steep embankments and inadequate parking designs. There are a number of uncomfortably narrow sidewalks close to high volumes of moving traffic along the study area. In addition, many of the side streets in and adjacent near the study area do not have sidewalks, forcing pedestrians and others to travel along the streets. Outdated parking designs along many of the blocks in the area forces pedestrians, cyclists and others to travel behind parked cars where they are susceptible to street traffic and vehicles backing out of their parking spaces. The lack of a complete pedestrian sidewalk network, mixed with substandard parking designs leads to unsafe conditions for persons with special access needs, pedestrians and cyclists.



Steep Embankment



Narrow Sidewalk



Inadequate Parking Design



No Sidewalk Connectivity

Inadequate Street Layout, Parking and Public Transportation Facilities

Along the study area there are a number of areas missing curb and sidewalks. Most of the missing curb is due to excessive curb cuts in the study area designed to provide customers to the businesses in the area access to parking. This type of off-street parking is an outdated parking design that affects the safety of pedestrians and others, and can limit private investment and improvement. The area is also has inadequate bus shelters for public transportation patrons. There are no shelters and or seating available

for public transportation users and the bus stops are particularly close to moving traffic. The inadequate street layout and parking design makes it difficult for businesses to attract customers who need parking spaces. The inadequate street layout also makes it difficult for those traveling other than by a private vehicle to both safely travel the area and frequent commercial and retail establishments in the area.



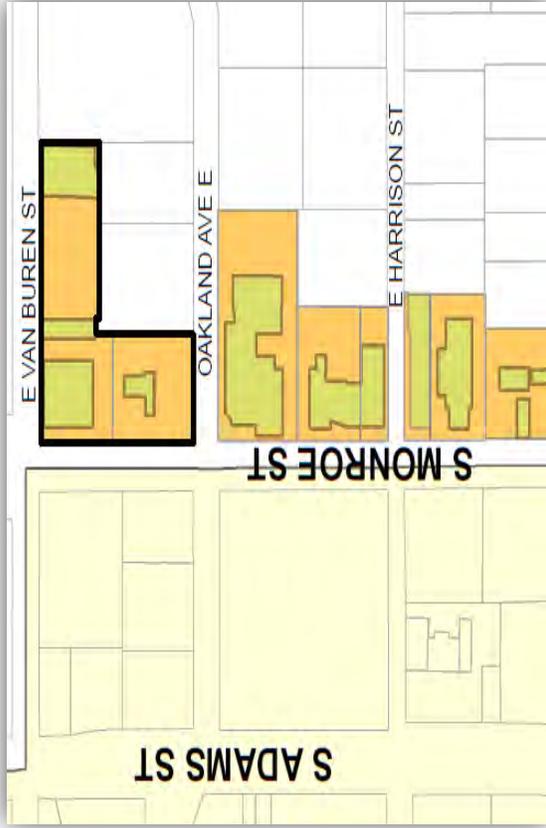


Recommendation

It is recommended that the CRA Board accept this Finding of Necessity for the South Monroe Street Study Area, and that the City of Tallahassee Commission adopt the Finding of Necessity. Further, it is recommended that the CRA Board, Leon County Board of Commissioners and City of Tallahassee Commission, in accordance with the interlocal agreement, approve the expansion of the existing Greater Frenchtown/Southside Community Redevelopment to include the 26 parcels and six blocks contained in the South Monroe Street Study Area.

Appendix A: Block Summaries

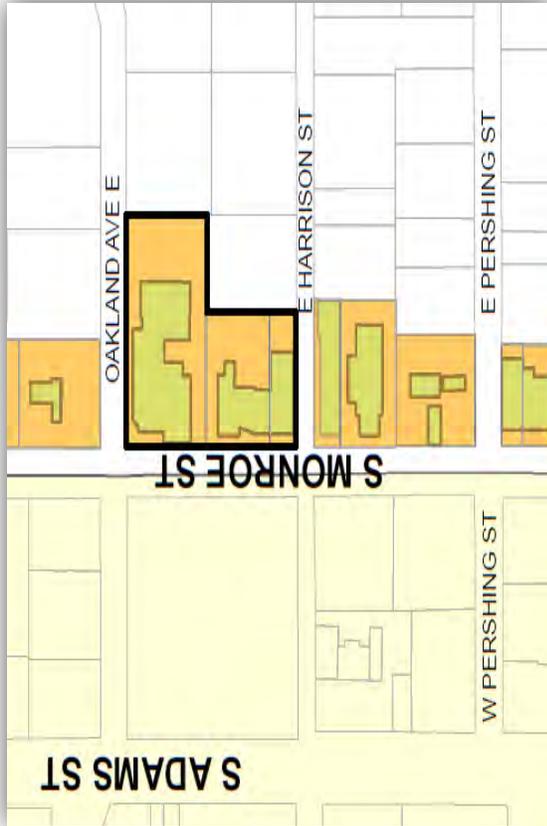
Greater Frenchtown Southside Expansion Survey - Block Summary - Block 1



Notes

- No sidewalks: Van Buren, Oakland
- Inadequate sidewalks and multiple curb cuts along Monroe and Oakland
- Deteriorated former BP Gas Station sign

Date January 14, 2016	Block 1	Buildings 4	Sidewalk missing / inadequate X
Minor deterioration	Major deterioration X	Dilapidated	Vacant Building / storefront Vacant Lot
Functionally obsolete: Underutilized parcels in relation to building; Overhead Utilities; Outdated buildings; Outdated building density patterns			
Unsafe Conditions – Narrow sidewalks near high volumes of traffic			
Site Deterioration: Ground Surface ___ Parking lot ___ Signage <u>X</u> Walkway ___			
Unsanitary/unsafe conditions: Junk car ___ Debris ___ Glass ___ Trash ___ Junk, not cars ___ Other ___			

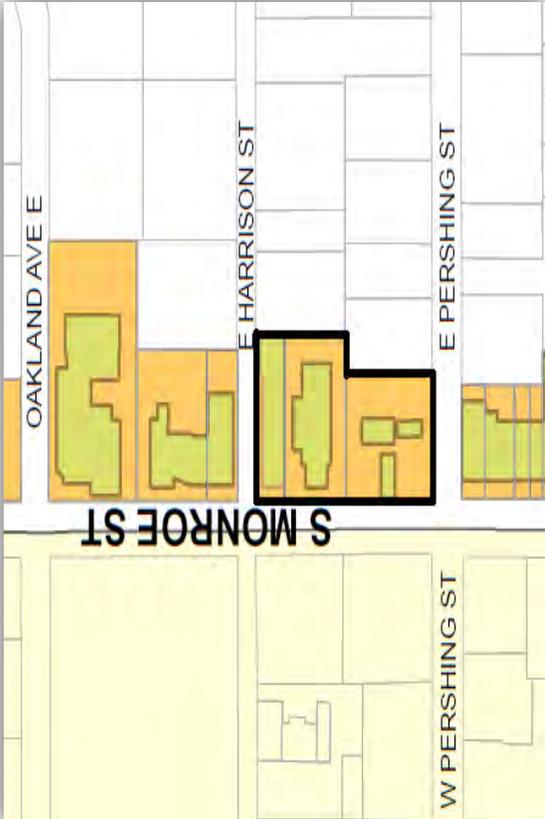


Notes

- No Sidewalk: Oakland, Harrison
- Inadequate sidewalks and multiple curb cuts along Monroe
- Parking in front of businesses, direct pull off from Monroe
- Vacant building/suite

Date January 14, 2016	Block 2	Buildings 2	Sidewalk missing / inadequate X
Minor deterioration	Major deterioration	Dilapidated	Vacant Building / storefront X
Functionally obsolete: Underutilized parcels in relation to building; Overhead Utilities; Outdated buildings; Outdated building density patterns		Inadequate street layout, parking facilities, roadways, bridges, or public transportation facilities - <u>X</u>	
Unsafe Conditions – Parking between R.O.W. and building; Pedestrians walking behind parked cars on narrow sidewalks.		<u>X</u> – Public facilities – no bus shelter	
Site Deterioration: Ground Surface ___ Parking lot <u>X</u> Signage ___ Walkway ___			
Unsanitary/unsafe conditions: Junk car ___ Debris ___ Glass ___ Trash ___ Junk, not cars ___ Other ___			

Greater Frenchtown/Southside Expansion Survey - Block Summary - Block 3

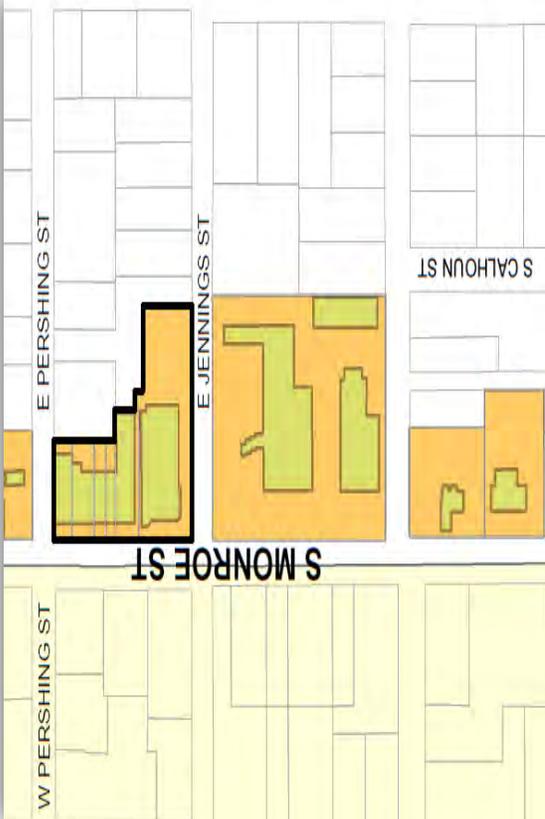


Notes

- No sidewalks: Harrison, Pershing
- Inadequate sidewalks and multiple curb cuts along Monroe
- Underutilized parking area/parking lot

Date January 14, 2016	Block 3	Buildings 5	Sidewalk missing / inadequate X
Minor deterioration	Major deterioration X	Dilapidated	Vacant Building / storefront Vacant Lot
Functionally obsolete: Underutilized parcels in relation to building; Overhead Utilities; Outdated buildings			
Unsafe Conditions – Parking between R.O.W. and building; Narrow sidewalks near high volumes of traffic			
Site Deterioration: Ground Surface ___ Parking lot ___ Signage ___ Walkway ___			
Unsanitary/unsafe conditions: Junk car ___ Debris ___ Glass ___ Trash ___ Junk, not cars ___ Other ___			

Greater Frenchtown/Southside Expansion Survey - Block Summary - Block 4

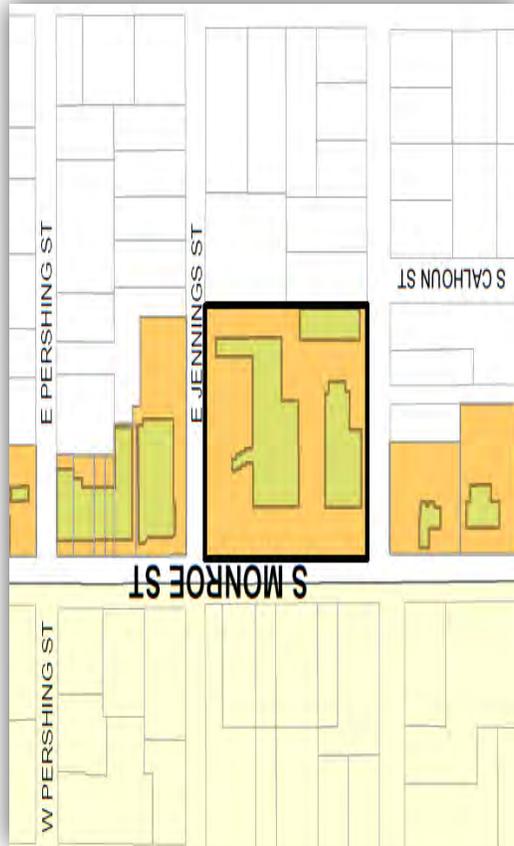


Notes

- Sidewalk missing: Pershing and Jennings
- Inadequate sidewalks and multiple curb cuts on Monroe
- Broken windows
- Junk vehicles and other trash, miscellaneous items
- Deteriorated vehicular use area

Date	January 14, 2016	Block	4	Buildings	2	Sidewalk missing / inadequate	X
Minor deterioration	X	Major deterioration		Dilapidated		Vacant Building / storefront	Vacant Lot
Functionally obsolete: Outdated building density; Overhead Utilities; Outdated buildings				Inadequate street layout, parking facilities, roadways, bridges, or public transportation facilities - <u>X</u>			
Unsafe Conditions: Parking between R.O.W. and building; Pedestrians walking behind parked cars on narrow sidewalks				___ - Public facilities - no bus shelter			
Site Deterioration: Ground Surface <u>X</u> Parking lot <u>X</u> Signage ___ Walkway <u>X</u>							
Unsanitary/unsafe conditions: Junk car <u>X</u> Debris ___ Glass ___ Trash ___				Junk, not cars <u>X</u> Other ___			

Greater Frenchtown/Southside Expansion Survey - Block Summary - Block 5



Notes

Sidewalk missing on East Jennings Street and Palmer Avenue

Inadequate sidewalk and multiple curb cuts on Monroe

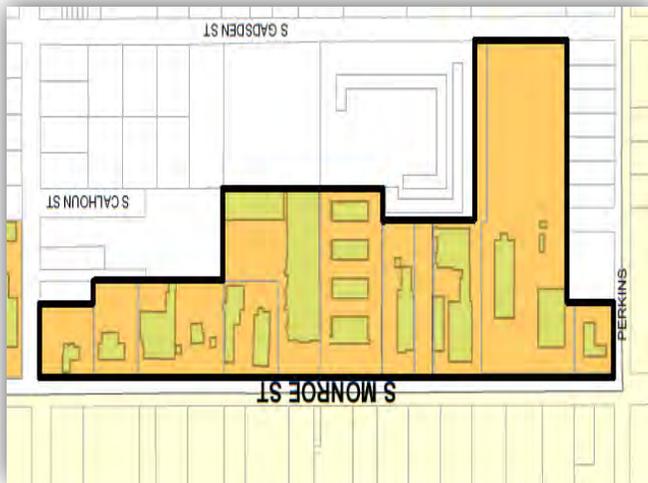
Boarded windows and dilapidated roof

Deteriorated and underutilized parking/vehicular use area

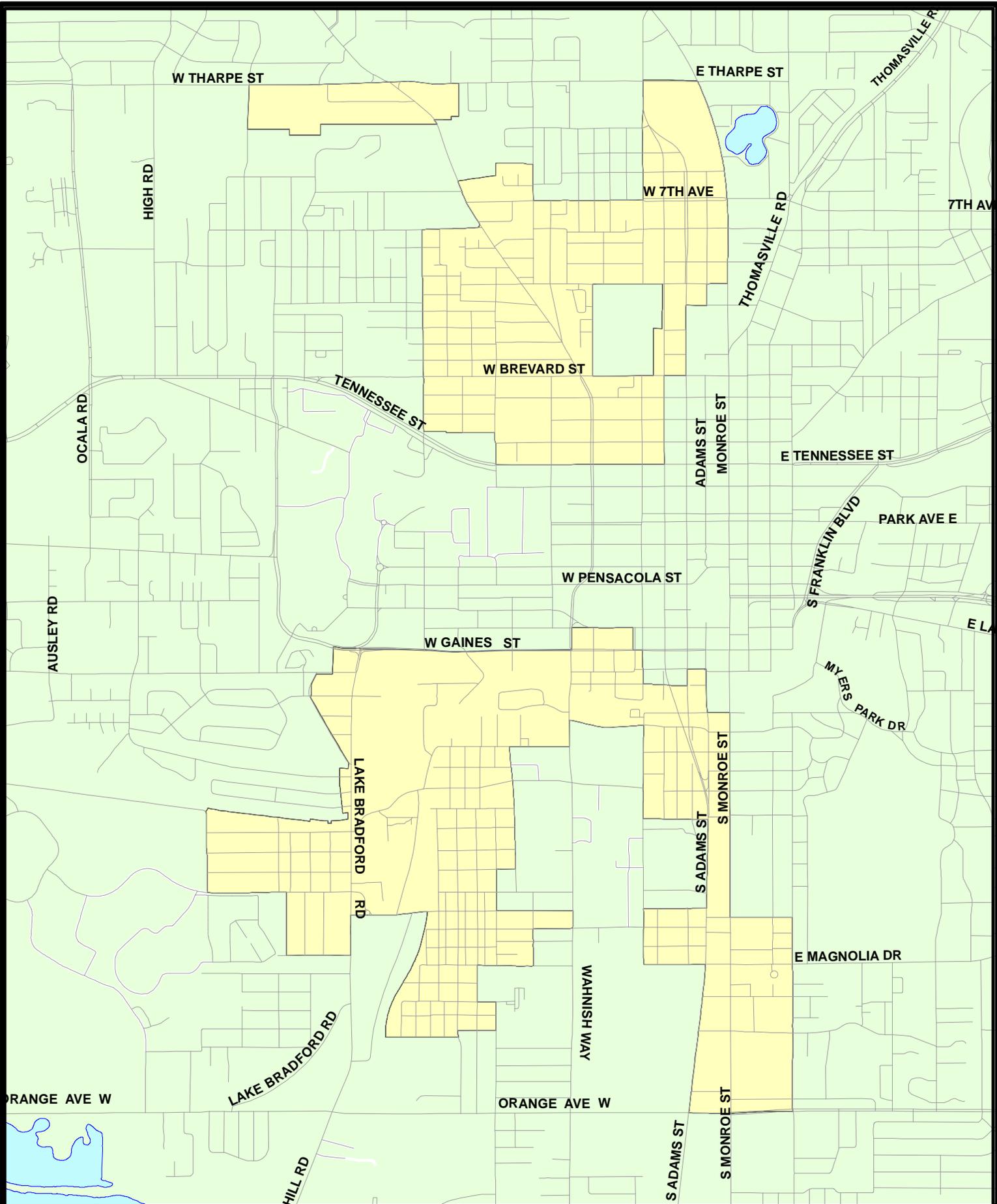
Date January 14, 2016	Block 5	Buildings 2	Sidewalk missing / inadequate X
Minor deterioration X	Major deterioration	Dilapidated X	Vacant Building / storefront Vacant Lot
Functionally obsolete: Outdated building density			
Unsafe Conditions: Narrow sidewalks near high volumes of traffic			
Site Deterioration: Ground Surface ___X___ Parking lot ___X___ Signage ___Walkway ___X___		Inadequate street layout, parking facilities, roadways, bridges, or public transportation facilities - ___X___ X - Public facilities - no bus shelter	
Unsanitary/unsafe conditions: Junk car ___Debris ___Glass ___Trash ___Junk, not cars ___Other ___			

Notes

- Inadequate sidewalk and multiple curb cuts on Monroe
- Deteriorated and underutilized parking/vehicular use area
- Unsafe conditions – steep embankment with no guard rails
- Underutilized parcel
- Mold and mildew
- One collapsed roof



Date	Block	Buildings	Sidewalk missing / inadequate
January 14, 2016	6	16	X
Minor deterioration	Major deterioration	Dilapidated	Vacant Building / storefront
X		X	X
Functionally obsolete: Underutilized parcels in relation to building; Overhead Utilities; Outdated buildings			
Unsafe Conditions: Narrow sidewalks near high volumes of traffic			
Site Deterioration: Ground Surface ___ Parking lot ___ Signage ___ Walkway ___			
Unsanitary/unsafe conditions: Junk car ___ Debris ___ Glass ___ Trash ___ Junk, not cars ___ Other ___			



**Greater Frenchtown/Southside
Community Redevelopment Area**



Agenda Item Details

Meeting	Jun 23, 2016 - CRA Board Meeting
Category	6. Downtown District Policy Formation and Direction
Subject	6.01 Approval of \$37,500 in Downtown District Grant Funding for the 2016 Florida Jazz and Blues Festival -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Type	Action, Discussion
Fiscal Impact	Yes
Dollar Amount	37,500.00
Budgeted	No
Budget Source	FY 2016 Downtown Master Project Fund
Recommended Action	Option 1: Approve grant funding in the amount of \$37,500 in support of the 2016 Florida Jazz and Blues Festival; authorize staff to enter into a funding agreement with the applicant outlining the terms of the funding.

For more information, please contact: Sherri Curtis at 850-891-8354.

Statement of Issue

On May 17, 2016, the Florida Jazz and Blues Festival, Inc. (Applicant) submitted a request for \$75,000 in City of Tallahassee Community Redevelopment Agency (CRA) grant funds for the 2016 Florida Jazz and Blues Festival (Festival). The Festival will be held September 22-25, 2016 at the Smokey Hollow Commemoration site and the Capital City Amphitheater in Cascades Park (Attachment 1), in the Downtown District Community Redevelopment Area (DT District). The CRA funds will be used to secure artists and other talent for the Festival. This will be the inaugural event with a goal of making it an annual event that attracts regional and national music lovers to the community.

In an effort to make the inaugural event a success, the Applicant has teamed up with two-time Grammy winner and jazz trumpeter Scotty Barnhart. Mr. Barnhart is currently the director of the Count Basie Orchestra and has ties to many world renowned jazz and blues artists. He also has ties to the local community as a professor at the FSU School of Music and a FAMU alumnus. Mr. Barnhart has received commitments from such artists as Keb Mo, Earl Klugh, Dirty Dozen Brass Band, Marcus Roberts and many more to perform at the Festival. However, none have formally entered into agreements to perform at the Festival at this time. The CRA funds will be used to help secure select performers.

The total cost of the Festival is estimated at \$343,500. To date the Applicant has received commitments of \$42,500 in Signature Event Funding from the Leon County Tourist Development Council (TDC, Attachment 2) and \$40,000 in Marquee Concert Funding from the Leon County Board of County Commissioners. The TDC funding will be provided after the Festival when the Applicant demonstrates the TDC-required performance measures have been met. As outlined in the Applicant's proposal, the remaining \$261,000 in Festival revenues is being requested from the CRA, City of Tallahassee as in-kind services (\$55,000), private contributions/sponsorships (\$50,000), vendors (\$6,000), ticket sales (\$70,000) and concession sales (\$5,000). Any profits from the Festival will support the John G. Riley House and Museum.

CRA staff recommends the CRA Board approve \$37,500 in grant funds for the 2016 Florida Jazz and Blues Festival. This is less than the \$75,000 requested in the Applicant's May 17, 2016 submission to the CRA but it is the amount

the Applicant included in their application to the TDC that was approved on January 7, 2016. The only event to receive \$75,000 in CRA grant funds was the inaugural Word of South Festival held in April 2015, which was distributed as single \$37,500 payments in both FY 2014 and 2015.

If approved, CRA funding for the Festival will come from the FY 2016 Downtown District Master Project (# 1600410) which has a balance of approximately \$83,000 in uncommitted funds. Approval of staff's recommendation of \$37,500 in grant funds would leave a balance of approximately \$45,500 in uncommitted funds for other unanticipated Downtown projects through the end of the fiscal year.

The \$37,500 in grant funding recommended in this agenda item is in addition to the \$72,500 in the FY 2016 budget for DT District events including \$35,000 in FY 2016 CRA Promotional/Special Events grant funds and \$37,500 for the 2016 Word of South Festival. Funding this request the CRA Board will have committed \$110,000 in FY 2016 DT District funds for promotional events. The CRA Board has also approved \$35,000 in FY 2016 funds for Greater Frenchtown/Southside Promotional/Special Events, all which have been committed.

Recommended Action

Option 1: Approve grant funding in the amount of \$37,500 in support of the 2016 Florida Jazz and Blues Festival; authorize staff to enter into a funding agreement with the Applicant outlining the terms of the funding.

Fiscal Impact

If approved, the grant funds will come from the FY 2016 Downtown District Master Project (860-480101-1600410), which has a balance of approximately \$83,000 in uncommitted funds. Funding staff's recommendation of \$37,500 in grant funds would leave a balance of approximately \$45,500.

Supplemental Material/Issue Analysis

History/Facts & Issues

The Florida Jazz and Blues Festival, Inc. (Applicant) is in the final stages of planning for the 2016 Florida Jazz and Blues Festival (Festival), scheduled from Thursday, September 22, through Sunday, September 25, 2016 at the Smokey Hollow Commemoration site and the Capital City Amphitheater in Cascades Park. The Applicant's hope is this will be the inaugural event of what will become an annual festival, attracting world-renowned jazz and blues performers and music lovers from the region and country to the Capital City. The Festival will also provide local performers the unique opportunity to collaborate with jazz and blues performers rarely seen in the Capital City.

To help make the inaugural event a success, the Applicant has teamed up with Scotty Barnhart, a two-time Grammy winner and jazz trumpeter. Mr. Barnhart is currently the director of the Count Basie Orchestra; he also has local ties to the community as a professor at the FSU School of Music and a FAMU alumnus. Building on the national and international relationships Mr. Barnhart has with jazz and blues artists, the Applicant has been able to receive verbal commitments (as of March 1, 2016) from such artists as Keb Mo, Earl Klugh, the Dirty Dozen Brass Band, and Marcus Roberts to perform at the Festival if they are available when official booking begins. If some of the major artists cannot be booked, the Applicant has indicated other jazz and blues artists are available.

To help promote the Festival, the Applicant has partnered with BowStern, the branding and communications firm which assisted the Florida LitFest in successfully marketing the Word of South Festivals. The Applicant will also use the experience and expertise of the Leon County Tourism staff and the Zimmerman Agency, which is Visit Tallahassee's agency of record, to promote the Festival. The Applicant is also exploring a number of potential, local collaborative public and private partnerships, including Leon County Government, the City of Tallahassee, the Bradfordville Blues Club, Doubletree by Hilton, the Edison and the Council on Cultural and Arts. A full listing of the potential partnerships is on page 2 of the application at Attachment 1.

The total cost of the Festival is estimated at \$343,500. Any profits from the Festival will be donated to the John G. Riley House and Museum. To date the Applicant has received commitments of \$42,500 in Signature Event Funding from the TDC (Attachment 2) and \$40,000 in Marquee Concert Funding from the Leon County Board of County Commissioners. The TDC funding will be provided after the Festival when the Applicant demonstrates the TDC-

required performance measures have been met. The applicant has projected that the remaining \$261,000 in revenues will be derived from the following sources:

- CRA - \$75,000*,
- City of Tallahassee In-Kind Services - \$55,000,
- Private Contributions and Sponsorships -\$50,000,
- Vendor Space Rental Fees -\$6,000,
- Ticket Sales - \$70,000, and
- Concession Sales - \$5,000

*Unlike the TDC grant funds that are provided after the Festival, the Applicant has indicated they plan to request at least a portion of the CRA grant funds be provided in advance of the Festival to help secure select performers.

Recognizing the potential for the Festival to become an annual event that attracts world-renowned performers, as well as jazz and blues music lovers from across the region and county, to the Capital City and specifically the DT District, CRA staff recommends the CRA Board approve \$37,500 in grant funds for the 2016 Florida Jazz and Blues Festival. This is less than the \$75,000 requested by the Applicant, but reflects the amount of CRA funds the Applicant indicated they would be requesting from the CRA in their application to the TDC (Attachment 2). This level of funding would also leave the CRA with a balance of approximately \$45,500 in uncommitted FY 2016 Downtown Master Project funds to support other unanticipated funding requests through the end of the fiscal year.

The only event to receive \$75,000 in CRA grant funds was the inaugural Word of South Festival held in April 2015. The inaugural Word of South Festival was approved for \$75,000 in grant funding in November 2013 for an event scheduled in April 2015. The CRA grant funds were distributed as single \$37,500 payments in FY 2014 and 2015. The FY 2016 CRA budget includes \$37,500 in support of the 2nd Annual Word of South Festival held in April.

It should be noted that there is no policy guidance to staff regarding funding approaches for these large events. In order to be consistent with the funding of the Word of the South Festival, the Board could approve fully funding (\$75,000) the applicant's request and spreading the distributed funds between the current fiscal year (\$37,500) and the 2017 fiscal year (\$37,500). This approach would mean that no additional funding would be available in FY 2017 for this event if the Board maintains consistency between the Word of the South and the Florida Jazz and Blues festivals. Staff has asked the applicant if the funding split over the two years would be an appropriate approach for this year's event only. The applicant has indicated that such an approach would be acceptable given that the event occurs the week before the FY 2017 budget begins. However, the applicant also indicated that an additional funding request is anticipated for the event during FY 2017 regardless of the amount approved by the Board as part of this agenda item. Regardless of the Board's action on this item, staff will develop formal guidelines and funding maximums for large events as part of the FY 2017 budget process.

If the CRA staff recommendation is approved, the grant funds will come from the FY 2016 Downtown District Master Project which has a balance of approximately \$83,000 in uncommitted funds. Funding staff's recommendation of \$37,500 would leave a balance of approximately \$45,500 to support other unanticipated projects through the end of the fiscal year.

Options

1. Approve grant funding in the amount of \$37,500 in support of the 2016 Florida Jazz and Blues Festival; authorize staff to enter into a funding agreement with the applicant outlining the terms of the funding.
2. Approve grant funding in the amount of \$42,500 (to match the TDC approved grant funds) in support of the 2016 Florida Jazz and Blues Festival, leaving an uncommitted fund balance of \$40,500; authorize staff to enter into a funding agreement with the applicant outlining the terms of the funding.
3. Approve grant funding in the amount of \$75,000 (\$37,500 distributed in the current fiscal year and \$37,500 distributed in FY 2017) in support of the 2016 Florida Jazz and Blues Festival; authorize staff to enter into a funding agreement with the applicant outlining the terms of the funding.

4. Provide staff with alternate direction.

Attachments/References

1. Florida Jazz and Blues Festival Proposal, May 17, 2016
2. Florida Jazz and Blues Festival Funding Application to the Leon County Tourist Development Council

Attachment 1.pdf (316 KB)

Attachment 2.pdf (241 KB)

Event: Florida Jazz and Blues Festival 2016

Event Dates: September 22-25, 2016

Funding Request: \$75,000

Funding Focus: Talent (Artists and Groups) and Production Support

Date: May 17, 2016

Nothing will ever be the same.

The Florida Jazz and Blues Festival is what this community has been waiting for Cascades Park was rebirthed. The planning team, which includes two-time Grammy winner and jazz trumpeter Scotty Barnhart, is poised to leverage creative marketing, targeted outreach, global contacts, and local legendary historical context to "make this one of the premiere festivals in the world," as Barnhart, the current director of the Count Basie Orchestra, noted recently. He went on to note, "Seriously. I'm looking forward to making that happen and using every resource at my disposal." Using Tallahassee and Leon County as a central point and capital to the great state of Florida, the team plans to reach far and wide inviting those to come visit our community, stay with us a couple of days, and witness some experiences through jazz and blues what some might never witness again. As Scotty reminds us in his words, actions, and travels, the success of this festival has nothing to do with geography and everything to do with the potential talent that will collide during this special time that we have planned.

The Florida Jazz and Blues Festival will implement a strategic communications and integrated marketing plan that leverages paid media and unpaid media, including Google AdWords, YouTube ads, Pandora, radio, newspaper, magazine, television, and physical and digital outdoor; word-of-mouth; social networking including Facebook, Twitter, Instagram, and e-blasts; the distribution of brochures, flyers, posters, and other promotional materials; student street teams; dj contests and promotional give-a-ways; and in-kind partnerships to spread the word not only throughout the southeast of the United States, but worldwide.

Because of one of our headliner's reach, the legendary Count Basie Orchestra, we can leverage their contacts and existing global and state-side promotional machine to spread the word about our inaugural festival.

The Count Basie Orchestra, currently traveling the world celebrating its 80th Anniversary and continuing the excellent standards in swinging and shouting the blues with precision, is directly off of their holiday season tour in Japan, Hawaii, Arizona, and California, where they performed to sold out audiences in all locations. Also, their new and first Christmas recording, "A Very Swingin' Basie Christmas" featuring special

guests Johnny Mathis, Ledisi, Ellis Marsalis and Carmen Bradford, has become a hit, garnering national news and even selling out the warehouse before the holiday!

Additionally, potential collaborative partnerships with Leon County Government, the City of Tallahassee, the Community Redevelopment Agency, the Council on Cultural & Arts, Leon County Schools, Florida A&M University, Florida State University, Tallahassee Community College, the Tallahassee Democrat / Gannett, Rowland Publishing, Tri-Eagle Sales, DoubleTree by Hilton, Ajax Building Corporation, The Edison, the Bradfordville Blues Club, Opening Nights, the local chapter of the Florida Public Relations Association, the local chapter of the American Advertising Federation, and a local banking partner will allow our marketing and outreach message to saturate the community and region.

We have the partnership commitment of marketing and communications firm BowStern, which successfully assisted and is continually assisting Word of South; to that point, they are very familiar with what is needed to hit our marks locally, regionally, and nationally.

Additionally, as noted in previous TDC meetings, our planning team fully expects to use the experience and expertise of the Leon County Tourism staff and Visit Tallahassee's agency of record, the Zimmerman Agency, to help us successfully promote and execute a well-planned and strategic marketing approach for this new, innovative, and exciting signature event for Leon County and Tallahassee, Florida.

Future Website: www.FLJazzAndBlues.com

Future Facebook Presence / Page: Florida Jazz and Blues Festival,
www.facebook.com/FLJazzAndBlues

Future Twitter Handle: @FLJazzAndBlues

Future Instagram Handle: @FLJazzAndBlues

Budget:	Florida Jazz and Blues Festival 2016; September 22-25, 2016			
Status:	Working Budget			
Date:	17-May-16			
Revenues				
TDC Signature Event Funding			42,500	
Potential STAGE Committee / Marquee Concerts Funding			40,000	
Potential CRA Funding			75,000	
Potential COT In-Kind			55,000	
Private Contributions			15,000	
Sponsorship			35,000	
Vendors			6,000	
Anticipated Ticket Revenue			70,000	
	500 count @ \$50 weekend pass	25000		
	1,500 count @ \$30 day pass	45000		
Anticipated Concessions Revenue			5,000	
Revenues Total			\$343,500	
Expenses				
Talent / Artists and Groups			150,000	
Travel, Accomodations & Hospitality			47,500	
	Travel	30,000		
	Accomodations	7,500		
	Hospitality	10,000		
Contract Labor and Consultants			15,000	
Production Support			50,000	
Marketing / Publicity - Media			40,000	
Marketing / Publicity - Services			15,000	
Tables, Tents, and Chairs			3,000	
Portalets			2,000	
Cascades Rental			7,500	
Security			3,500	
Waste Mangement			1,250	
Weather Insurance			3,500	
Office Expenses / Misc.			1,500	
Contingency (1% of expenses)			3,398	
Expenses Total			\$343,148	
Profit Total			\$353	

2016 Florida Jazz and Blues Festival

September 22 - 25, 2016

**Capital City Amphitheater at Cascades Park,
and various locations throughout the community**

Leon County, Tallahassee, FL

Scotty Barnhart – Artistic Director

Gary Anton, BBC – Blues Advisor

Jon D. Brown – Interim Event Director

Master Schedule – Tentative

Tier Description Code:

International Artist - (IA)

National Artist - (NA)

Regional Artist - (RA)

Local Artist - (LA)

*All artists and/or their agents listed below have been contacted by Scotty Barnhart. As of March 1, 2016, they are available the weekend of September 23, 24, 25, 2016 to play in the inaugural Florida Jazz and Blues Festival in Leon County, Tallahassee, FL. Additionally, there are other artists available to replace those that may have a schedule conflict at the time of the official booking.

Thursday, September 22, 6 – 9 p.m.:

6:00-9:00 – A Tribute to Smokey Hollow; Reception, Program, and Mini-Concert with local artists

Friday, September 23, 5 – 11 p.m.:

5:00 – Introduction/Welcome (Barnhart, County Chairman, Mayor, Local Master of Ceremonies (ex. Joe Bullard), etc.)

5:10-5:55 – Longineu Parsons Group-jazz, RA,
www.tribaldisorder.com

6:10-6:55 – Johnny Marshall-blues, RA

7:10-7:55 – Mack Arnold-blues, IA, www.macarnold.com

8:10-8:55 – The Dirty Dozen Brass Band-jazz, IA,
www.dirtydozenbrass.com

9:10-9:55 – Cannonball & Nat Adderley Tribute Band:
Scotty Barnhart-trumpet, Roy McCurdy-drums,
Brannen Pfister-sax, Lindsey Sarjeant-piano,
Rodney Jordan-bass-jazz-IA

10:10-11:00 – Ronny Baker Brooks-blues, IA,
www.ronniebakerbrooks.com

Saturday, September 24, 12 – 10:45 p.m.:

12:00 – Introduction/Welcome Local MC (ex. Joe Bullard)

12:10-12:55 – Jazz Copeland-jazz, LA, www.jazzcopeland.com

1:10-1:55 – FSU Jazz Orchestra 1-jazz, LA, www.music.fsu.edu

2:10-2:55 – Heather Gillis-blues, NA,
www.heathergillisband.com

3:10-3:55 – Guitar Shorty-blues, RA, www.guitarshorty.com

4:10-4:55 – Mr. Sipp "The Mississippi Blues Child"-blues, IA,
www.mrsippthemississippiblueschild.com

5:10-5:55 – Bryan Lynch Latin Jazz-jazz, NA,
www.bryanlynchjazz.com

6:10-6:55 – Marcus Roberts & The Modern Jazz
Generations-jazz, IA, www.marcusroberts.com

7:10-7:55 – Lil' Ed & The Blues Imperials-blues, NA

8:10-9:10 – Keb Mo-blues, IA, www.kebmo.com

9:25-10:45 – The Count Basie Orchestra-jazz, IA,
www.thecountbasieorchestra.com

Sunday, September 25, 1 – 9:10 p.m.:

1:00 – Introduction/Welcome Local MC (ex. Joe Bullard)

1:10-1:55 – FAMU/FSU Student Jazz Orchestra-jazz, LA

2:10-2:55 – Bobby Floyd Organ Trio-jazz, NA

3:10-3:55 – Janiva Magness-blues, NA,

www.janivamagness.com

4:10-4:55 – Rick Estrin & the Nightcats-blues, NA,

www.rickestrin.com

5:10-5:55 – Nneena Freelon-vocal jazz, IA, www.nnenna.com

6:10-6:55 – Earl Klugh Trio-jazz, IA, www.earlklugh.com

7:10-7:55 – Selwyn Birchwood-blues, NA,

www.selwynbirchwood.com

8:10-9:10 – Tallahassee Symphony Orchestra Jazz-jazz, LA,

www.tallahasseesymphony.org/tsojazz/

Form Status: **submitted**

Page 1 - Contact Information

First Name	Jon
Last Name	Brown
Email	jond5572@gmail.com
Contact Phone	(850) 694-1405
Grant Type	Signature
Agreed to Terms	Yes

Page 2 - Organization Information

Organization Name	John G. Riley Center/Museum
Organization Contact	Marion Missy McGee
Contact Title	Executive Director
Address	419 E. Jefferson Street
City	Tallahassee
State	FL
Zip	32301
Non-Profit	Yes
Tax ID	593518113
Insurance Provider	Earl Bacon Insurance Agency
Insurance Document	(/media/)

Page 3 - Event Information

Event Name	Florida Jazz and Blues Festival
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Event Director	Jon D. Brown (tentative)
Event Email	info@FLJazzAndBlues.com
Event Phone	(850) 681-7881
Event Start Date	09/22/2016
Event End Date	09/25/2016
First Hotel Date	09/23/2016
Last Hotel Date	09/24/2016
Number of Rooms Per Night	1500
Event Website	www.FLJazzAndBlues.com
Event Organization Facebook	Florida Jazz and Blues Festival
Event Organization Twitter	@FLJazzAndBlues
Event Spectator Admission Cost	Varies

Schedule of Events

The schedule of events are still being developed. Tentatively scheduled: a Thursday evening event at Smokey Holley, in conjunction with the Riley Museum, to kick off the festival; Friday morning/afternoon music and history educational jam sessions in partnership with Leon County Schools, Florida A&M University, and Florida State University; a Friday evening ticketed show at the Capital City Amphitheater at Cascades Park; Saturday late morning and early afternoon community events and concerts at Cascades Park; a Saturday evening ticketed show at the Capital City Amphitheater at Cascades Park; a Sunday late morning and early afternoon community jazz brunch at Cascades Park; and many elements sprinkled throughout the city, per Scotty Barnhart's request, including jam sessions in hotel lobbies and an evening at the Bradfordville Blues Club.

Event Description

Nothing will ever be the same. The Florida Jazz and Blues Festival is what this community has been waiting for Cascades Park was rebirthed. The planning team, which includes two-time Grammy winner and jazz trumpeter Scotty Barnhart, is poised to leverage creative marketing, targeted outreach, global contacts, and local legendary historical context to "make this one of the premiere festivals in the world," as Barnhart, the current director of the Count Basie Orchestra, noted recently. He went on to note, "Seriously. I'm looking forward to making that happen and using every resource at my disposal." Using Tallahassee and Leon County as a central point and capital to the great state of Florida, the team plans to reach far and wide inviting those to come visit our community, stay with us a couple of days, and witness some experiences through jazz and blues what some might never witness again. Already, the team has discussed adding R&B singer Ledisi to the mix to pair her with the Count Basie Orchestra, further diversifying our reach into what audiences want. We are even exploring an invite to young prodigy Joey Alexander, recently featured on 60 Minutes, to join the stage with our local great and international known talent in Marcus Roberts. As Scotty reminds us in his words, actions, and travels, the success of this festival has nothing to do with geography and everything to do with the potential talent that will collide during this special time that we have planned.

Page 4 - Facility Information

Venue Facility Secured?	Yes
Within Leon County?	Yes
Venue Name	Cascades Park
Venue Address	Cascades Park

Venue City	Tallahassee
Venue State	FL
Venue Zip Code	32301
Venue Contact	Previously reserved by Charla Lucas; defer to Ashley Edwards
Venue Contact Email	Ashley.Edwards@talgov.com
Venue Phone	(850) 891-3816

Page 5 - Hotel Information

Hotel Secured?	Yes
Can Hotels Contact?	Yes
Hotel Name #1	DoubleTree by Hilton Downtown
Hotel Contact Name #1	Pam Bauer
Hotel Contact Phone #1	
Hotel Name #2	
Hotel Contact Name #2	
Hotel Contact Phone #2	
Hotel Name #3	
Hotel Contact Name #3	
Hotel Contact Phone #3	

Page 6 - Event Details

Estimated Total Participants	150
Estimated Total Number of Teams (Sports Only)	
Estimated Total Overnight Visitors	6000
Estimated Total Room Nights	4000

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Amount Requested	\$50,000
Budget Documentation	uploads/Book1.xlsx (/media/uploads/Book1.xlsx)
Grant Purpose	Forthcoming.
Receiving Funding	No
Funding Provider(s)	
Marketing Plan	Forthcoming.
Marketing Expenses Outside of Leon County	15,000
Certified True	True

Marketing Plan: Florida Jazz and Blues Festival 2016; September 2016

Status: Tentative

Date: 4-Jan-16

Nothing will ever be the same.

The Florida Jazz and Blues Festival will implement a strategic communications and integrated marketing plan that leverages paid media and unpaid media, including Google AdWords, YouTube ads, Pandora, radio, newspaper, magazine, television, and physical and digital outdoor; word-of-mouth; social networking including Facebook, Twitter, Instagram, and e-blasts; the distribution of brochures, flyers, posters, and other promotional materials; student street teams; dj contests and promotional give-a-ways; and in-kind partnerships to spread the word not only throughout the southeast of the United States, but worldwide.

Because of one of our headliner's reach, the legendary Count Basie Orchestra, we can leverage their contacts and existing global and state-side promotional machine to spread the word about our inaugural festival.

The Count Basie Orchestra, currently traveling the world celebrating its 80th Anniversary and continuing the excellent standards in swinging and shouting the blues with precision, is directly off of their holiday season tour in Japan, Hawaii, Arizona, and California, where they performed to sold out audiences in all locations. Also, their new and first Christmas recording, "A Very Swingin' Basie Christmas" featuring special guests Johnny Mathis, Ledisi, Ellis Marsalis and Carmen Bradford, has become a hit, garnering national news and even selling out the warehouse before the holiday!

Again, the planning team, which includes two-time Grammy winner and jazz trumpeter Scotty Barnhart, is poised to leverage creative marketing, targeted outreach, global contacts, and local legendary historical context to "make this one of the premiere festivals in the world."

Additionally, potential collaborative partnerships with Leon County Government, the City of Tallahassee, the Community Redevelopment Agency, the Council on Cultural & Arts, Leon County Schools, Florida A&M University, Florida State University, Tallahassee Community College, the Tallahassee Democrat / Gannett, Rowland Publishing, Tri-Eagle Sales, DoubleTree by Hilton, Ajax Building Corporation, The Edison, the Bradfordville Blues Club, Opening Nights, the local chapter of the Florida Public Relations Association, the local chapter of the American Advertising Federation, and a local banking partner will allow our marketing and outreach message to saturate the community and region.

We have the partnership commitment of marketing and communications firm BowStern, which successfully assisted and is continually assisting Word of South; to that point, they are very familiar with what is needed to hit our marks locally, regionally, and nationally.

Additionally, as noted in the previous TDC meeting, our planning team fully expects to use the experience and expertise of the Leon County Tourism staff and Visit Tallahassee's agency of record, the Zimmerman Agency, to help us successfully promote and execute a well-planned and strategic marketing approach for this new, innovative, and exciting signature event for Leon County and Tallahassee, Florida.

Future Website: www.FLJazzAndBlues.com

Future Facebook Presence / Page: Florida Jazz and Blues Festival,
www.facebook.com/FLJazzAndBlues

Future Twitter Handle: @FLJazzAndBlues

Future Instagram Handle: @FLJazzAndBlues

Budget: Florida Jazz and Blues Festival 2016; September 2016
 Status: Tentative
 Date: 4-Jan-16

Revenues

Potential TDC Signature Event Funding	50,000
Potential CRA Funding	37,500
Potential COT In-Kind	55,000
Private Contributions	15,000
Sponsorship	35,000
Vendors	3,500
*Ticketed Events	0
*Concessions	0

(*Ticketed Events + Concessions are pure profit in this model.)

Revenues Total	\$196,000
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Expenses

Talent / Artists and Groups	65,000
Travel, Accomodations & Hospitality	20,000
Production Support	50,000
Marketing / Publicity - Media	35,000
Marketing / Publicity - Services	15,000
Tables, Tents, and Chairs	2,000
Portalets	2,000
Security	
Weather Insurance	3,500
Office Expenses / Misc.	1,500
Contingency (1% of expenses)	1,940

Expenses Total	\$195,940
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Profit

Seed for 2017 Event (30% of Profit)	18
John G. Riley Museum (70% of Profit)	42

Profit Total	\$60
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Agenda Item Details

Meeting	Jun 23, 2016 - CRA Board Meeting
Category	6. Downtown District Policy Formation and Direction
Subject	6.02 Approval of \$12,500 in Downtown District Grant Funding for the 2016 Florida Tap Invitational -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Type	Action, Discussion
Fiscal Impact	Yes
Dollar Amount	12,500.00
Budgeted	No
Budget Source	FY 2016 Downtown Master Project Funds
Recommended Action	Option 1: Approve grant funding in the amount of \$12,500 in support of the 2016 Florida Tap Invitational; authorize staff to enter into a funding agreement with the applicant outlining the terms of the funding.

For more information, please contact: Sherri Curtis at 850-891-8354.

Statement of Issue

On May 18, 2016, the Tallahassee Brew District requested \$12,500 in CRA grant funds for the 2016 Florida Tap Invitational (Invitational, Attachment 1), which will be held on September 16 and 17, 2016. This event has been held since 2013 but has outgrown its previous location at Proof Brewery in Railroad Square and is being relocated to the College Town District, which is located in the Downtown Community Redevelopment Area (DT District).

The Invitational will host a Friday night kick-off concert at the corner of Woodward and Madison Streets with the Brew Fest being held on Saturday on Madison Street. The Invitational will consist of over 50 statewide brew companies.

In April 2016, the Tallahassee Brew District requested \$25,000 in funding from the Leon County Tourist Development Council (TDC) to support the Invitational. On May 5, 2016, the TDC awarded \$12,500 to the Tallahassee Brew District in support of the event with a stipulation that the Brew District request a grant from the City of Tallahassee Community Redevelopment Agency (CRA) for an equal amount (Attachment 2).

CRA staff recommends approval of the grant request. The CRA grant funds are being requested to support the kick-off concert being held Friday night. With the recent growth of local breweries, this event has the potential to spur economic development through the success and expansion of Tallahassee breweries, attract visitors to the area and promote Tallahassee, the only city in the state with an event that celebrates Florida breweries.

The grant funds will come from uncommitted funds within the FY 2016 Downtown Master Project Fund. Assuming the earlier Florida Jazz and Blues Festival 2016 grant funding recommendation of \$37,500 is approved by the CRA Board, there will be a remaining balance of approximately \$45,400 in uncommitted funds in the FY 2016 Downtown Master Project, which is sufficient to fund the request. Funding this request will leave a balance of approximately \$33,000 in uncommitted funds for the remainder of the fiscal year.

The \$12,500 in grant funding recommended in this agenda item is in addition to the \$72,500 in the FY 2016 budget for DT District events, including \$35,000 in FY 2016 CRA Promotional/Special Events grant funds and \$37,500 for

the 2016 Word of South Festival. Funding this request, the CRA Board will have committed \$122,500 in FY 2016 DT District funds (including the \$37,500 for the Florida Jazz and Blues Festival 2016) for promotional events. The CRA Board has also approved \$35,000 in FY 2016 funds for Greater Frenchtown/Southside Promotional/Special Events, all which have been committed

Recommended Action

Option 1: Approve grant funding in the amount of \$12,500 in support of the 2016 Florida Tap Invitational; authorize staff to enter into a funding agreement with the applicant outlining the terms of the funding.

Fiscal Impact

If approved, the grant funds will come from the FY 2016 Downtown Master Project Fund, which has approximately \$45,400 in uncommitted funds. This will leave a balance of approximately \$33,000 in the FY 2016 Downtown Master Project. Financial Management has reviewed this agenda item and concurs that it meets budget guidelines.

Supplemental Material/Issue Analysis

History/Facts & Issues

Since 2013, the Invitational has been held annually at Proof Brewery in Railroad Square. The Invitational is a locally established event designed to recognize select, Florida-only craft breweries; it is the only event in the State that is limited to Florida-only craft breweries. Last year, the event attracted nearly 2,000 visitors and over 50 statewide breweries.

In 2015, Madison Social collaborated with three other local establishments within a one mile radius of its location to create the Tallahassee Brew District. The Tallahassee Brew District consists of Madison Social, The Brass Tap, Grasslands Brewery and Proof Brewing Company. Since its creation, the Tallahassee Brew District has held several events in Tallahassee such as Taptoberfest, Holiday Hop and the Four Legged Dog Crawl.

The Tallahassee Brew District is sponsoring the 2016 Florida Invitational Tap, which will be held on September 16 and 17, 2016 in the College Town District and will consist of a concert on Friday, September 16, 2016 and a Brew Fest with the Florida breweries on Saturday, September 17, 2016. Fifty Florida breweries have been invited for the 2016 event and attendance is expected to exceed 3,000 visitors, including many out-of-town visitors. The Tallahassee Brew District is requesting \$12,500 in CRA grant funds for the 2016 Florida Tap Invitational. If approved, the CRA grant funds would match the \$12,500 provided by the TDC for the event. The CRA and TDC funds will be used to host a Friday night kick-off concert at the corner of Woodward and Madison Streets. The Invitational is a ticketed event with any realized profit going towards next year's event.

CRA staff recommends approval of the grant request. Given the attractiveness of locally brewed beers, this event has the potential to spur economic development through the success and expansion of Tallahassee breweries, attract visitors to the Capital city and promote Tallahassee as the only city in the State that celebrates Florida breweries.

Options

1. Approve grant funding in the amount of \$12,500 in support of the 2016 Florida Tap Invitational; authorize staff to enter into a funding agreement with the applicant outlining the terms of the funding.
2. Do not approve grant funding in the amount of \$12,500 in support of the 2016 Florida Tap Invitational; provide staff with alternate direction.

Attachments/References

1. Tallahassee Brew District Funding Request, May 18, 2016
2. Leon County Tourist Development Council Memorandum on Florida Tap Invitational Funding Request



May 18, 2016

RE: Proposal for Funding to Program Events in Tallahassee's College Town Entertainment District

In 2015, Madison Social collaborated with four establishments within a one mile radius of our front to create the Tallahassee Brew District. The Tallahassee Brew District consists of Madison Social, The BrassTap, Grasslands Brewery and Proof Brewing Company.

Since its creation, The Tallahassee Brew District has created several events for Tallahassee and are prepared to leverage numerous relationships throughout the state to make Tallahassee a premier destination for the craft beer community. By leveraging an existing event that has grown to 2,000 participants in three years, Tallahassee can become the only event statewide that celebrates Florida breweries.

Thank you for your time and consideration and we look forward to adding to Tallahassee's event scene.

Sincerely,
Matt Thompson
Managing Partner, Madison Social and founder of the Tallahassee Brew District

The Tallahassee Brew District wishes to apply for \$12,500 in funding to help plan, promote, and execute the following event to be held in the Tallahassee Brew District. The event date chosen reflect weekend dates that have historically presented attendance challenges to the Tallahassee area.

Florida Tap Invitational 2016

September 16th and 17th

Since 2013, the Florida Tap Invitational has been held at Proof Brewery and has out grown its current location and sponsorship. Byron Burroughs, Proof Brewery owner and executive member of the Florida Brewers Guild, has entrusted the event to the Tallahassee Brew District to ensure the event's continued popularity and growth. Last year Tap Fest attracted over 50 statewide breweries. The 2016 Florida Tap Invitational is planned to be a block party in the College Town District featuring live music, fine dining, and premier entertainment. This event is highlighted by a Friday Night Kick-off Concert on the Woodward and Madison intersection. On Saturday, the Tap Fest will be held either on Madison St, at Railroad Square, or a combination of both locations. Saturday will consist of over 50 statewide local brew companies. Madison Street will be blocked off for Friday evening and possibly Saturday day, and the event will include live entertainment throughout the festival. The Saturday events are currently scheduled to last from 11am-8pm, but these plans are subject to change.

This event provides a great opportunity to introduce the new and improved District and the impact that Phase II will have on the overall energy of College Town. This is also prime opportunity to educate our visitors on the new 600 car parking garage that plans to open in August '16.

Event Sponsors

Currently the event is sponsored by Madison Social and Proof Brewing Co. Additional sponsors in discussion are Opening Nights and the CRA.

Budget

The total event budget is currently estimated at \$47,175. A \$12,500 TDC grant has already been awarded. Both the \$12,500 requested from the CRA and the \$12,500 already awarded from the TDC will be used for the Friday night kickoff concert.

EXPENSES

TOTAL

Police and road closures \$4,000

Port-a-Potty \$1,000

Fees/Permits \$175

Band and Production- \$25,000

Beer Costs- \$10,000

Advertising- \$7,000

Total: \$47,175

MEMORANDUM

TO: Leon County Tourist Development Council

FROM: Lee Daniel, Division of Tourism Development

SUBJECT: Beer Tap Invitational Special Event Grant Funding

DATE: May 5, 2016

Background:

The Tourist Development Council has received a request from The Tallahassee Brew District to provide \$25,000 in funding to support The Florida Tap Invitational, September 16 and 17, 2016. This event has been held since 2013, but has outgrown its previous location at Proof Brewery and is being relocated to the College Town District. The schedule of activities is described in the attached proposal.

Analysis:

The event has a history of attracting statewide breweries and participants. The programming provides opportunities for continued growth and the potential to attract overnight visitation to area commercial lodging establishments. The budgeted band expense of \$20,000 would be suitable to attracting an artist with a statewide and regional following. The Beer Mile Race also has the potential to grow and draw outside participants.

In FY 2016, the TDC did not award all the funds available in the Special Event Grants line item. The account was budgeted at \$100,000, but only \$86,022 was actually awarded leaving a contingency balance of \$13,978. The TDC Special Event Grants Committee envisioned that by not awarding the full \$100,000 budgeted in this line item, contingency funds would be available for possible for out-of-cycle funding for another worthwhile event or festival.

Tourism Development would assist in promoting the event through our website, public relations efforts, social media and possible paid advertising. TDC member Matt Thompson will be available to answer any questions.

Recommendation:

Staff recommends funding the 2016 event at a level of \$12,500 from remaining Special Event Grant funds with the stipulation that The Tallahassee Brew District request a grant from the Community Redevelopment Agency for an equal amount.



Agenda Item Details

Meeting	Jun 23, 2016 - CRA Board Meeting
Category	6. Downtown District Policy Formation and Direction
Subject	6.03 Approval of \$250,000 in CRA Funds as a Match to an FY 2017 – 2019 State Historic Preservation Special Category Grant Application for Phase II Renovations to the City's Old Waterworks Building -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Type	Action, Discussion
Fiscal Impact	Yes
Dollar Amount	250,000.00
Budgeted	No
Budget Source	To be determined
Recommended Action	Option 1: Approve the use of \$250,000 in CRA funds as a match to a \$500,000 FY 2017 – 2019 Special Category Historic Preservation Grant application for Phase II renovations to the City's Old Waterworks building.

For more information, please contact: Rick McCraw at 850-891-8352.

Statement of Issue

In September 2015, the Knight Creative Communities Institute (KCCI) began exploring options for creating a sense of place project at the City's Old Waterworks Building and property (Waterworks) at the northeast corner of East Gaines and South Gadsden Streets, within the Downtown District Community Redevelopment Area (DT District). In March 2016, KCCI provided a draft proposal for the phased renovation of the building. The KCCI proposal contained four phases for the renovation of the Waterworks, which are listed below.

- Building Assessment – A general condition assessment of the building by a qualified architectural firm.
- Phase I Renovations – The repair/replacement of doors and windows, and enclosing the building envelope. These improvements are proposed to be funded by a \$50,000 FY 2017 – 2018 Small Matching Historic Preservation Grant (Small Matching Grant) from the Florida Department of State, which would require a \$50,000 match.
- Phase II Renovations - White box improvements, including the addition of interior systems to ready the building for build-out by a possible tenant. These improvements are proposed to be funded by a \$500,000 FY 2017 – 2019 Special Category Historic Preservation Grant (Special Category Grant) from the Florida Department of State, which would require a \$250,000 match.
- Phase III Renovations - Final improvements and build-out of the building for occupancy by a tenant. These improvements are proposed to be funded by a separate \$500,000 Special Category Grant, which would require a \$250,000 match.

The vision of the KCCI initiative is to use the renovations and improvements to the Waterworks to create a destination location that will enable residents and visitors alike to interact and celebrate culture; however, no specific/final uses have been identified at this time. It is anticipated that Phase II and III renovations would only commence once a user has been identified through an appropriate process.

At the April 27, 2016 City Commission meeting, the Commission approved \$10,000 in grant funds to hire an architectural firm to prepare a pre-renovation condition assessment of the Waterworks, and \$50,000 in grant funds to be used as a match for a \$50,000 FY 2017 – 2018 Small Matching Grant application for the Phase I renovations. During the agenda discussion, the City Commission requested an agenda item to use \$250,000 in CRA-managed Tourist Development Tax Funds (Bed Tax Funds) as a match to a \$500,000 FY 2017 – 2019 Special Category Grant application be placed on the next CRA Board meeting.

At the April 28, 2016 CRA Board meeting there was a general discussion among commissioners about the planned improvements and renovation of the Waterworks and the possible use of CRA funds to assist with the renovation efforts. However, no action was taken by the Board.

The Waterworks FY 2017 – 2019 Special Category Grant application is being prepared by KCCI on behalf of the City; the application and all supporting materials, including the commitment of matching funds, must be submitted to the Florida Department of State by July 1, 2016. If the application is approved, \$750,000 in grant funds would be available beginning on July 1, 2017 (the start of the State's fiscal year) for the Phase II renovations of the Waterworks.

Staff believes the renovation of the historic Waterworks into a build-out ready shell for a use that compliments Cascade Park will further help solidify the park as the premier Downtown destination location, and increase visitor and tourist traffic to the area. However, in order to use the CRA-managed Bed Tax Funds in support of the Waterworks renovations, the predominant use of the building will have to meet the cultural and/or tourism requirements of Chapter 125.0104, F.S., which governs the use of Bed Tax Funds.

Because the end use of the Waterworks is not known at this time, staff recommends the CRA Board approve providing the \$250,000 match to the FY 2017 - 2019 Special Category Grant application with capital funds from the 2017 and 2018 CRA budget (\$125,000 from each year). CRA staff has verified with staff from Florida Department of State, Division of Historical Resources, Historic Preservation Grants Program that the matching funds may be provided over a two-year period.

If an end use of the Waterworks that meets the requirements of Chapter 125.0104, F.S., is decided prior to the availability of the Special Category Grant funds on July 1, 2017, the CRA would supplement the Bed Tax Funds (with County and City approval) for the CRA capital budget funds. If the end use of the Waterworks is determined to meet the requirements of Chapter 125.0104, F.S., after the Phase II renovations have begun or have been completed, the CRA will have the ability (with County and City approval) to request the reimbursement of the capital fund expenditures from the Bed Tax Funds.

Recommended Action

Option 1: Approve the use of \$250,000 in CRA funds as a match to a \$500,000 FY 2017 – 2019 Special Category Historic Preservation Grant application for white box improvements to the City's Old Waterworks building.

Fiscal Impact

If approved, the grant funds will be provided from the FY 2017 and 2018 CRA DT District capital budget (\$125,000 each year). Funding the match through the FY 2017 and 2018 CRA DT District capital budget will reduce funds available for other programs and projects within the district during those years.

Supplemental Material/Issue Analysis

History/Facts & Issues

At the April 27, 2016 City Commission meeting, in response to a request from KCCI, the Commission approved \$10,000 in funds to hire an architectural firm to prepare a pre-renovation condition assessment of the Waterworks and \$50,000 in funds as a match for a \$50,000 FY 2017 – 2018 Small Matching Grant application for Phase I Renovations (Attachment 1). During the funding discussion, the City Commission requested an agenda item seeking \$250,000 in CRA-managed Bed Tax Funds as a match to a \$500,000 FY 2017 – 2019 Special Category Grant application be placed on the next CRA Board meeting.

The FY 2017 Special Category Grant and CRA match (\$750,000 in total funds) are proposed to be used for white box and support system improvements to the Waterworks as part of Phase II renovations to the building. Proposed renovations and improvements include insulating the building; repair and improvements to the roof decking; replacement of the metal roof shingles; repair and installation of concrete flooring, construction of an addition to accommodate restrooms, the installation of facility support systems (plumbing, electric, HVAC and fire sprinkler), and the installation of a retaining wall on the property to accommodate three ADA parking spaces. The planned renovations also include two options for reconfiguring the interior space. A detailed description and cost estimates for the Phase II renovations is at Attachment 2.

Availability and Use of Bed Tax Funds

The Waterworks is located in the DT District, which is governed by an interlocal agreement between Leon County, the City of Tallahassee and the CRA. As part of the original interlocal agreement, the CRA received one-cent in Bed Tax Funds in support of the planned Downtown Performing Arts Center, collecting \$5,042,522 in Bed Tax Funds from June 2004 through December 2014. On December 11, 2014, the interlocal agreement was amended, eliminating the receipt of the Bed Tax Funds by the CRA. However, the CRA was allowed to retain access to the \$5,042,522 collected as of the date of the amendment. These funds may be used for projects, programs and expenses related to culture, visual arts, and heritage programs; performing arts space as part of the convention center project; or other performing arts projects. Per the amendment to the interlocal agreement, the use of the funds must be approved by both the City and County Commissions. In addition, the use of the Bed Tax Funds must also meet the requirements of Chapter 125.0104, F.S., which emphasizes support of cultural and tourism related activities.

The vision of the KCCI initiative is to use the renovations of the Waterworks to create a destination location that will enable residents and visitors alike to interact and celebrate culture; however, no specific/final uses have been identified at this time. The rendering on the last page of the April 27, 2016 City Commission agenda item (Attachment 1) lists several possible uses at the Waterworks, including performance space, an office for tourism/ticket sales and gallery space. There are also spaces designated for retail sales. At this point, because of the uncertainty in the end use or uses at the Waterworks, it cannot be determined if the renovations and improvements planned for Phase II qualify to use Bed Tax Funds.

Recommendation

Because of the uncertainty regarding the eligibility of the Bed Tax Funds as a grant match, staff recommends the CRA Board approve providing the \$250,000 match to the FY 2017 - 2019 Special Category Grant application with capital project funds from the CRA's FY 2017 and 2018 budget (\$125,000 from each year). CRA staff has verified with staff from Florida Department of State, Division of Historical Resources, Historic Preservation Grants Program that the match funds may be provided over a two-year period.

This approach will allow the CRA to provide a match commitment that meets the application requirement but also provides the opportunity to request the use of the Bed Tax Funds under the following situations.

1. If an end use of the Waterworks that meets the requirements of Chapter 125.0104, F.S., is decided prior to the availability of the Special Category Grant funds on July 1, 2017, the CRA would supplement the Bed Tax Funds for the CRA capital budget funds.
2. If the end use of the Waterworks is determined to meet the requirements of Chapter 125.0104, F.S., after the Phase II renovations have begun or have been completed, the CRA will have the ability to request the reimbursement of the capital fund expenditures from the Bed Tax Funds.

Both of the above funding approaches would require approval of the County and City after the CRA has made the commitment to provide the matching funds.

Staff's recommendation reduces CRA DT District capital project funding in FY 2017 and 2018 but would allow the CRA to commit \$250,000 in matching funds for the \$500,000 FY 2017 - 2019 Special Category Grant application,

which is due no later than July 1st. The CRA matching grant funds will only be provided if the Special Category Grant application is approved by the Florida Department of State. If the application is not approved, the use of any CRA grant funds for Phase II renovations to the Waterworks would require a separate approval by the CRA Board.

Options

1. Approve the use of \$250,000 in CRA funds as a match to a \$500,000 FY 2017 – 2019 Special Category Historic Preservation Grant application for Phase II renovations to the City's Old Waterworks building.
2. Do not approve the use of \$250,00 in CRA funds as a match to a \$500,000 FY 2017 – 2019 Special Category Historic Preservation Grant application for the City's Old Waterworks building; provide further direction to staff.

Attachments/References

1. April 27, 2016 City Commission Agenda Item 13.03 – Discussion of Restoration of the Water Works Building and a Funding Request for an Architectural Assessment and Matching Historic Preservation Grant
2. Description of Proposed Phase II Renovations

[Attachment 1.pdf \(510 KB\)](#)

[Attachment 2.pdf \(196 KB\)](#)



Agenda Item Details

Meeting	Apr 27, 2016 - City Commission Meeting & Summary
Category	13. POLICY FORMATION AND DIRECTION
Subject	13.03 Discussion of restoration of the Water Works Building and a funding request for an architectural assessment and matching historic preservation grant -- Judy Donahoe, Real Estate Management
Access	Public
Type	Action, Discussion
Fiscal Impact	Yes
Dollar Amount	60,000.00
Budgeted	No
Budget Source	The funding for the proposed architectural assessment (\$10,000) and matching historic preservation grant (\$50,000) will come from the Special Appropriations account.
Recommended Action	Option 1: Provide a designated funding source to staff and authorization to expend \$10,000 for a Water Works Building condition assessment and \$50,000 for matching grant funds towards Phase I renovations of the Water Works Building as outlined by KCCI's draft proposal for phased restoration. Provide direction and feedback to staff for Phase II of the restoration plan outlined by KCCI.

Public Content

For more information, please contact: Judy Donahoe at 850-891-8524.

Statement of Issue

This item requests City Commission consideration of a proposed phased restoration of the Water Works Building, which includes a funding request for an architectural assessment and matching historic preservation grant for Phase I of the restoration proposal.

Funding in the amount of \$10,000 is requested for a Water Works Building condition assessment to be performed by a professional architectural firm. In addition, this item requests funding in the amount of \$50,000 to be used as an equal match in applying for a \$50,000 State Historic Preservation Small Matching Grant for Phase I renovations of the Water Works Building as outlined by KCCI's draft proposal for phased restoration.

Staff recommends approval of the \$10,000 request for a condition assessment and \$50,000 request for matching grant funds. Further, staff seeks feedback and direction from the Commission for Phase II of the restoration plan outlined by KCCI.

Recommended Action

Option 1: Provide a designated funding source to staff and authorization to expend \$10,000 for a Water Works Building condition assessment and \$50,000 for matching grant funds towards Phase I renovations of the Water Works Building as outlined by KCCI's draft proposal for phased restoration. Provide direction and feedback to staff for Phase II of the restoration plan outlined by KCCI.

Fiscal Impact

The funding for the proposed architectural assessment (\$10,000) and matching historic preservation grant (\$50,000) will come from the Special Appropriations account. The Office of Financial Management and the City Attorney's Office have reviewed this agenda item and concur that it meets City guidelines.

Supplemental Material/Issue Analysis

History/Facts & Issues

The City's Water Works Building is located at the intersection of East Gaines Street and South Gadsden Street and consists of the main pump/well building, concrete cistern and three ancillary buildings.

Knight Creative Communities Institute (KCCI) approached the City in September of 2015 with an interest in implementing a sense of place project involving the Water Works Building. KCCI proposes to re-imagine the historic Water Works Building by developing a restoration plan for the property that complements the overall development plans for the district. Per the KCCI website, "Since 2007 the Knight Creative Communities Institute (KCCI) has been making positive change in the Tallahassee community. KCCI brings together a diverse group of community 'Catalysts' who implement 'sense of place' projects that help retain, attract and harness talent, increase entrepreneurship and enhance Tallahassee's economic mobility."

In March of 2016, KCCI provided a draft proposal for a phased restoration of the City's Water Works Building, which includes four steps.

- **Condition Assessment:** Request that the City contract with a professional architectural firm to perform a condition assessment of the main building. This assessment will provide the information necessary to determine what work needs to be completed and the approximate cost in advance of the restoration project.
- **Phase I - Windows & Doors:** To preserve the historic feel of the site, any windows that can be restored should be repaired. New windows should be wood and look like the original windows. Rolling doors and smaller double doors and hardware can and should be repaired. Eaves should be enclosed to completely secure the envelope of the building. KCCI and its partners will write a grant on behalf of the City for a \$50,000 State Historic Preservation Small Matching Grant (Application deadline is April 29, 2016).
- **Phase II - White Box Main Building & Add Systems:** Insulate the building, level the floor and construct a retaining wall, which will allow for the construction of three ADA-compliant parking spaces. A restroom addition can be placed on the southeast side of the building. Systems (fire sprinkler, HVAC, plumbing and electrical) are to be installed. KCCI and its partners would write a grant on behalf of the City for a \$500,000 State Historic Preservation Special Category Grant with a 50 percent match of \$250,000 (Application period is May 1 – June 30, 2016). Staff cannot determine the total expenditures necessary to complete Phase II without additional professional architectural and cost assessments. However, KCCI believes the budgeted amount will result in a space that will be marketable to a potential end-user tenant and/or developer.
- **Phase III – Site Work, Patio, Cistern and Outbuildings:** The City could stop after the completion of Phase II and turn the building over to a tenant or developer, or the City could proceed to Phase III and build out the interior of the main building, complete site work and construct a patio between the main building and cistern. Phase III also includes renovating and restoring the cistern and outbuildings for a complementary use. KCCI and its partners would write a grant on behalf of the City for another \$500,000 State Historic Preservation Special Category Grant with a 50 percent match of \$250,000 (Application period is May 1 – June 30, 2017). The total expenditures necessary to complete Phase III cannot be determined without additional professional architectural and cost assessments, which will need to be addressed following the completion of Phase II.

As this parcel is under-utilized and the City has no present or contemplated future use for this parcel, staff recommends approval of the \$10,000 request for a condition assessment and \$50,000 request for matching grant funds. Further, staff seeks feedback and direction from the Commission for Phase II of the restoration plan outlined by KCCI.

Options

1. Provide a designated funding source to staff and authorization to expend \$10,000 for a Water Works Building condition assessment and \$50,000 for matching grant funds towards Phase I renovations of the Water Works Building as outlined by KCCI's draft proposal for phased restoration. Provide direction and feedback to staff for Phase II of the restoration plan outlined by KCCI.

Pros:

BoardDocs® Agenda Item: Authorization to Execute Agreement with G... <https://www.boarddocs.com/fla/talgov/Board.nsf/goto?open&login&id...>

- Facilitates development and encourages the economic vitality of the area.
- Promotes the use of a currently under-utilized parcel.

Con:

- Potential of high restoration and renovation costs.

2. Do not authorize funding requests in the amount of \$10,000 for a Water Works Building condition assessment and \$50,000 for matching grant funds towards Phase I renovations of the Water Works Building as outlined by KCCI's draft proposal for phased restoration and provide alternative direction to staff.

Pro:

- No expenditures on potentially high restoration and renovation costs.

Cons:

- Does not facilitate development or encourage the economic vitality of the area.
- Does not promote the use of a currently under-utilized parcel.

Attachments/References

1. Location Map
2. KCCI's Presentation of Materials

[Map_Water Works.pdf \(320 KB\)](#)

[Waterworks Presentation_KCCI.pdf \(7,179 KB\)](#)

Location Map



Property Tax ID#: 21-36-25-027-1167

Property Location: northeast corner of E. Gaines Street & S. Gadsden Street

Property Size: 150' x 170' (0.59 acres +/-)

Property Zoning: CC: Central Core

Future Land Use: Recreation/Open Space (proposed to be changed to Central Core)



The Historic Waterworks

An Opportunity to Preserve History, Celebrate Culture & Activate Downtown

Presentation by KCCI's Waterworks Team to the City of Tallahassee Commission

April 27, 2016

I. Introduction

Since 2007 the Knight Creative Communities Institute (KCCI) has been making positive change in the Tallahassee community. KCCI brings together a diverse group of community "Catalysts" who implement "sense of place" projects that help retain, attract and harness talent, increase entrepreneurship and enhance Tallahassee's economic mobility. This year's 2016 team of KCCI Catalysts is focused on coming up with a proposal for redeveloping the Historic Waterworks building into a visual reminder of Tallahassee's past where community and culture converge in a vibrant urban space.

II. Efforts to Preserve the Historic Waterworks Building to Date

In 2007 a group of interested citizens and local community leaders, including current City Commissioner Gil Ziffer, then State Representative Loranne Ausley and local attorney Jon Moyle, collaborated to promote downtown restoration rather than destruction of historic properties. Working closely with the City of Tallahassee staff, the group secured City funding to complete Phase 1 of the restoration of the Old City Waterworks building. In 2008 and 2009, numerous attempts were made to secure additional legislative funding via the Florida Department of State Special Category Grants. MLD Architects created building designs sensitive to historical preservation standards and the group created marketing plans for the renovated property. These funds were used to replace the roof and implement minimal stabilization repairs. Since these initial efforts, the property remains secure under the City's watchful eye.

III. Overview of Community Outreach and Vision for Space

In order to develop a vision for the Waterworks building that is representative of Tallahassee's diverse community, KCCI has engaged in extensive community outreach, meeting one-to-one with over 50 residents and stakeholders, as well as conducting a community-wide survey with over 600 responses. Very quickly, a common theme emerged: **the community is looking for a flexible, multi-use space that can accommodate a plethora of activities and events such as: park-related**

The Historic Waterworks

An Opportunity to Preserve History, Celebrate Culture & Activate Downtown

III. Overview of Community Outreach and Vision for Space (continued)

retail (ice cream, kites, etc.), cultural programming and exhibits, small performances, grab-and-go food and drink, tourist information, historical markers, private event rental space and even a small bookstore space with a café/bar. Such a space would fill an important community need and function to increase connectivity between Tallahassee's diverse communities by providing a destination location for residents and visitors to interact and celebrate culture 7 days a week.

IV. Funding Opportunities from Florida Department of State

Currently, the Florida Department of State is offering two funding opportunities that could offset the expense of preserving the historic Waterworks building and preparing it for community/commercial use. The first opportunity is a 1:1 matching grant that would provide up to \$50,000 for building rehab and restoration, including architectural planning. The application is due on April 29, 2016 and, if awarded, the funding would be available on July 1, 2017.

The second opportunity is a 2:1 matching grant that would provide up to \$500,000 for major restoration and rehabilitation, including architectural planning. The application is due on June 30, 2016 and, if awarded, the funding would be available on July 1, 2017.

V. Timeline of Key Dates

April 29, 2016: Historic Preservation Small Matching Grants (up to \$50,000) application due.

June 30, 2016: Historic Preservation Special Category Grants (up to \$500,000) application due.

July 1, 2016 - June 30, 2017: City of Tallahassee has option to withdraw its application(s) if it decides not to move forward.

July 1, 2017: Grant award(s) dispensed; project begins.

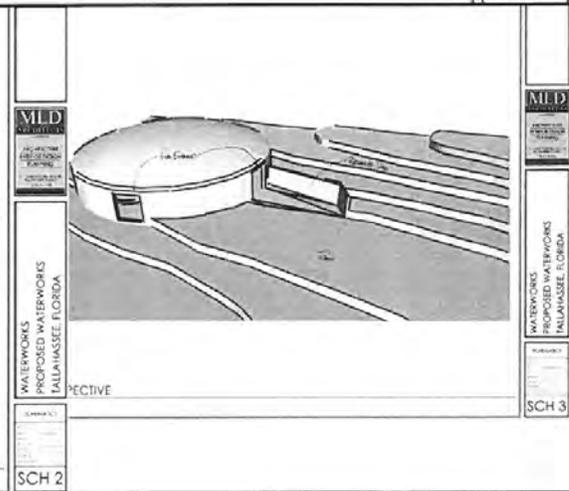
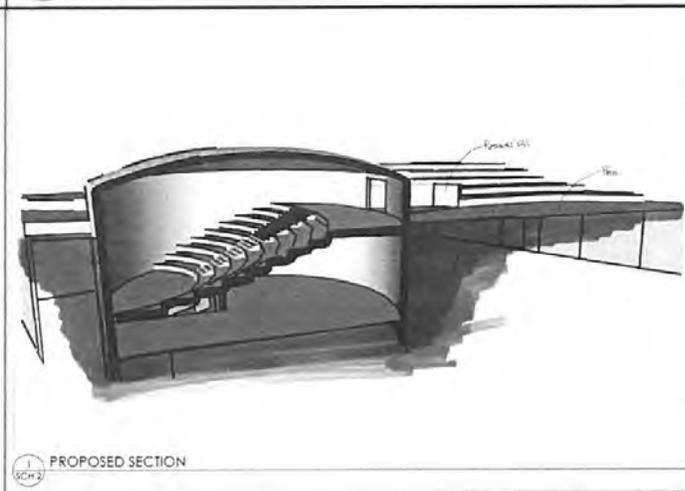
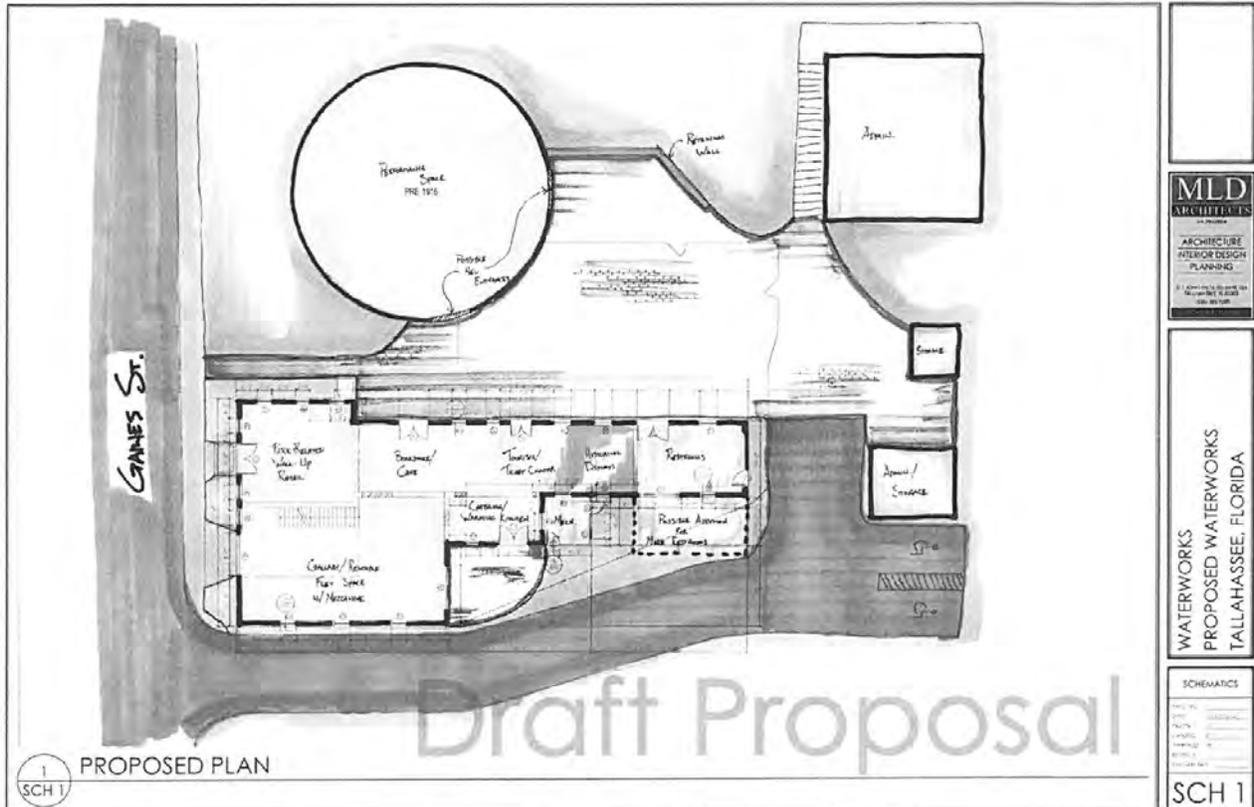
VI. Conclusion

The KCCI Waterworks team urges the City of Tallahassee to preserve this unique historic landmark for community use. We support the staff recommendation to conduct a condition assessment of the building as well as pursue the small matching grant (up to \$50,000) available through the Florida Department of State. Additionally, we are prepared to provide technical assistance and grantwriting support to the City in order to facilitate its application(s).

The KCCI Waterworks Community Catalysts involved in this project are: Althemese Barnes, Amy Bradbury, Melissa Franklin, Kevin Graham, Bob Howard, Alissa Lotane, Jessica Lowe-Minor, Serena Moyle, Andrea Nelson, Carlos Rey, Rob Rushin, Dorsey Spencer, Wayne Spinks, Matt Tharpe, Melissa VanSickle and Alex Workman.

The Historic Waterworks

An Opportunity to Preserve History, Celebrate Culture & Activate Downtown



Courtesy of MLD Architects

Phase II – White Box Main Building & Add Systems

- In order to minimally White Box the building, the building will need to be insulated. In order to preserve the look of the wood decking on the interior ceiling, the metal shingles will need to be pulled off the exterior, insulation put on top of the roof decking, and the metal shingles replaced. In this phase, the concrete floor pads will be drilled out and the entire floor leveled, a retaining wall will be placed on the south property line, so that approximately 3 ADA spaces can be paved and striped. A restroom addition will be placed on the south east (back right) side of the building and roughed in, still allowing for the back right rolling door to open for event load-in. The addition on the back, least visible side of the building would not affect the eligibility of the building for the National Register. Systems (fire sprinkler, HVAC, plumbing, electrical) are installed.
- **OPTION #1** – the middle brick wall is removed with the proper engineering, but will need columns. This opens up the space to more uses. This interior change would not affect the eligibility of the building for the National Register.
- **OPTION #2** – leave in the main center wall and use the second floor in the south portion for office space for less than 5 people.
- Architectural & Engineering Services are needed at approximately 10-15% of the total construction cost, since more detailed documents will be needed.
- The City could apply for a \$500,000 state Historic Preservation Special Category grant with 50% match of \$250,000 from the City, for a TOTAL \$750,000 phase of the project (grant period 2 years July 1, 2017 – June 30, 2019). Application Period: May 1 – June 30, 2016.

Budget Item	Description	Total	Funding Option	Timeframe
Phase II – White Box & Systems	Complete interior to make ready for tenant buildout	\$750,000	\$500,000 State Special Category Grant + \$250,000 Match (City)	Grant Deadline June 30, 2016 for possible grant funding July 1, 2017 – June 30, 2019
• Insulation of Roof	Remove roof tiles, place insulation on top of decking, replace roof tiles	\$250,000		
• Foundation/Floor Leveling		\$30,000		
• Retaining Wall on South Property Line (to allow ADA parking)		\$70,000		
• ADA Parking Spaces	Approx. 3 Spaces, Paving and Striping	\$15,000		
• Restroom Addition Rough-In	Build Addition on Southeast side	\$50,000		
• OPTIONAL – Remove Center Brick Wall to Open Space	Ballpark figure, includes engineering, will need some columns	\$75,000		
• Fire Sprinklers	Main Building, \$10 x ____ sq. ft.	\$75,000		
• HVAC	Main Building	\$100,000		
• Plumbing	Main Building	\$25,000		
• Electrical	Main Building	\$50,000		
• Brick - Repointing & Cleaning	Interior Surfaces	\$10,000		
• Architectural Services		\$100,000		



Agenda Item Details

Meeting	Jun 23, 2016 - CRA Board Meeting
Category	6. Downtown District Policy Formation and Direction
Subject	6.04 Authorization for CRA to Release a Revised Request for Proposal for the Sale and Redevelopment of the Firestone and Bloxham Properties -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Type	Action, Discussion
Fiscal Impact	No
Recommended Action	Option 1: Authorize CRA staff to release a revised Request for Proposal (RFP) for the sale and redevelopment of the Firestone and Bloxham Annex properties consistent with this agenda item and additional direction provided by the CRA Board.

For more information, please contact: Rick McCraw at 850-891-8352.

Statement of Issue

On February 24, 2016, the City of Tallahassee Community Redevelopment Agency (CRA) released a Request for Proposals for the Sale and Redevelopment of the Firestone and Bloxham Annex Properties, RFP No. 0079-16-RWT-RC (the Firestone-Bloxham Annex RFP, Attachment 1). Responses to the Firestone-Bloxham Annex RFP were due on April 28, 2016, 60 days after the release of the RFP. Two mandatory pre-submittal meetings were held by CRA and City staff prior to the submission date to review the requirements of the RFP with interested parties. At least one developer attended the meetings and indicated an interest in purchasing and redeveloping the property. However, the CRA received no proposals in response to the RFQ by the April 28, 2016 submission date.

Staff discussed the RFP with several area developers and others who have experience in urban redevelopment projects for possible reasons why no proposals were submitted. From those conversations, staff identified the four broad issues listed below as to why responses to the RFP may not have been submitted.

- The response period should be at least 90 days.
- The cost to prepare a proposal that met all the conditions of the RFP would be very expensive for a proposal that may not be selected.
- The the complexity and challenges of the site created a complex design challenge.
- The providing of applicant financial information and project pro forma is more appropriate once the applicant has been selected and development negotiations with the CRA are underway.

Based on a review of the RFP issues and next-step options outlined in the main body of this agenda item, CRA staff believes the most appropriate option is to (1) update the Firestone-Bloxham Annex RFP to reflect the concerns identified by staff and (2) release the updated RFP with at least a 90-day submission period and (3) if only one proposal is submitted in response to the updated Firestone-Bloxham Annex RFP, approve the City Manager authorizing CRA staff to negotiate a development agreement with that responder if the proposal is deemed to meet the overall requirements of the RFP. Any agreement developed by staff will have to be approved by the CRA Board.

Recommended Action

Option 1: Authorize CRA staff to release a revised Request for Proposal (RFP) for the sale and redevelopment of the Firestone and Bloxham Annex properties consistent with this agenda item and additional direction provided by the CRA Board.

Fiscal Impact

Not at this time.

Supplemental Material/Issue Analysis***History/Facts & Issues***

On February 24, 2016, the CRA released the Firestone-Bloxham Annex RFP (Attachment 1). Responses to the Firestone-Bloxham Annex RFP were due on April 28th, 60 days after the release of the RFP. The CRA received no proposals in response to the RFQ by the April 28, 2016 submission date.

To assist the CRA Board in developing direction for CRA staff, this agenda item (1) reviews CRA and City procedures for the sale and redevelopment of CRA-owned property, (2) reviews the four broad issues as to why responses to the RFP may not have been submitted and (3) provides a recommendation regarding the next step in the RFP.

CRA and City Procedures for the Sale of CRA-Owned Property

As part of the approved Exchange Agreement between the CRA and State for the sale of the O'Connell property, the CRA will receive title to the Firestone and Bloxham Annex properties. The sale of the O'Connell property has been delayed while the State addresses a title defect with the Bloxham Annex parcel. The title defect is expected to be corrected by the end of the year, at which time the CRA and State will close on the sale of the O'Connell property.

The sale, lease or transfer of CRA-owned property is governed by Section 163.380, F.S., which among other things, requires the CRA to notice the sale of property by publication in a newspaper having a general circulation in the community at least 30 days prior to the execution of any contract to sell the property, and invite proposals from interested parties. The CRA will address this requirement once a developer has been selected through an updated RFP process or as otherwise directed by the CRA Board.

In addition to the procedures outlined in Section 163.380, F.S., the CRA also follows City Commission Policy 136, Real Estate Policy, when disposing of CRA-owned real property. The Real Estate Policy requires a competitive bid solicitation for the sale of any real property with a value greater than \$100,000. Section 136.13 of the Real Estate Policy provides four options if no bids are found to be acceptable or in the best interest of the City (or the CRA in this instance). However, none of these options apply in this instance because the CRA received no responses to the Firestone-Bloxham Annex RFP.

Section 136.13 of the Real Estate Policy also identifies five circumstances in which surplus property may be offered for sale without going through a competitive bid solicitation if one or more of the circumstance is applicable. These circumstances are listed below.

- The market value of the property is less than \$25,000.
- The property is being sold to a specific party for economic development purposes.
- The property is being sold to another governmental unit.
- The property is being sold to a specific party that intends to use the property to foster a City [CRA]-sponsored or supported program/endeavor.
- There is only one adjacent property landowner and an offer is received from that landowner, and the property is determined to be of no significant value to any other party.
- Any other unique circumstances where the use of the competitive bid process is determined not to be appropriate and in the best interest of the City [CRA] as approved by the City Manager.

In addition to the above circumstances, any property with a value in excess of \$25,000 being considered for sale without going through a competitive bid process would have to be approved by the City Commission (or CRA Board in this instance). The Policy also lists adjacent property notice requirements and local newspaper notice requirements.

Under the above options, the CRA Board could authorize staff to offer the Firestone and Bloxham Annex properties for sale by negotiating with one or more developers identified by the CRA. At least one of the challenges with this approach is whether or not the developer or developers identified by the CRA would provide the best redevelopment proposal and terms for the properties.

Developer Concerns and CRA Response

Based on casual conversations and inquiries from developers before the release of the Firestone-Bloxham Annex RFP, CRA staff expected the RFP to generate several proposals. After the RFP was released and no proposals were submitted, staff discussed the RFP with several area developers and others who have experience in urban redevelopment projects for their thoughts on possible reasons why no proposals were submitted. From those conversations, staff identified four broad issues that may have affected developer interest in the RFP. The four issues are listed below followed by a staff response.

1. **Concern:** The 60-day response period was too short; the response period should be at least 90 days.

CRA Response: Staff agrees and recommends a response date of 90 days in the revised RFP. Some potential respondents have suggested a 120-day submission period. However, because the RFP has already been released once before and the time it will take to prepare and release the updated RFP, staff believes a 90-day submission period will be acceptable. If acceptable to the CRA Board, the CRA Executive Director could extend the RFP submission period by up to 30 days after it has been released if deemed appropriate and in the best interests of the CRA. This extension of the submission period would be in addition to any required by CRA and/or City staff to address any procurement-related issues.

2. **Concern:** The cost to prepare a proposal that met all the conditions of the RFP would be very expensive for a proposal that may not be selected.

CRA Response: Staff agrees and believes the recommended changes to the RFP outlined in this agenda item will reduce the time and upfront expenses required to prepare a submission.

3. **Concern:** The requirements of the proposed development design were too detailed for an initial proposal given the complexity and challenges of the sites.

CRA Response: Staff generally agrees but wants to clarify that it was not the intent of the RFP language to require proposals to completely address the design, site and program issues described in the document. Staff anticipated the final design, site and program issues would be part of an iterative process involving the proposed developer, the CRA and City. For example, staff included a short description of the stormwater challenges associated with developing the site to make sure developers were aware of the issue as they considered their design. Staff did not expect a proposal submitted by a developer to completely address the stormwater design; that level of design would come from discussions with CRA and City staff. We will clarify the iterative nature of the development process in the revised RFP and during the mandatory pre-submittal conference that will be held prior to the proposal submission date.

4. **Concern:** The providing of applicant financial information and project pro forma is more appropriate once the applicant has been selected and development negotiations with the CRA are underway.

CRA Response: Staff agrees and recommends the removal of the following review elements from the Statement of Work and the Proposal Response Requirements:

- An outline of the financing plan for the project, including debt-to-equity ratios, the types of debt to be utilized and a breakdown of the sources and uses of construction funding.
- A five-year pro forma analysis with assumptions, projections and justifications; and economic modeling projections.

- A description of assurances and guarantees offered to the CRA and City that the responding team can and will complete the project as proposed in a timely manner.
- The identification of financial partners, equity partners and financial institutions with which developer will create a relationship in this project.

These issues will be addressed during development negotiations with the selected respondent. To help offset the reduction in financial information that would have enabled staff to conduct a more comprehensive evaluation in the earliest stages of the RFP review, the deposit required by respondents selected for oral presentations will increase from \$25,000 to \$50,000; and the earnest money deposit required from a developer at the time of execution of a development agreement will increase from \$75,000 to \$150,000. This may help reduce responses from developers who do not have the long-term financial commitment to this project. At the time the developer selected for the project enters into the development agreement, the \$50,000 RFP submittal deposit and the \$150,000 earnest deposit will be non-refundable but may be credited towards the purchase price. RFP respondents will still be required to include financial information in the RFP submission 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.

Recommendation Regarding the Next Step in the RFP

Despite the option in Section 136.13 of the City's Real Estate Policy to negotiate directly with a potential developer on the sale and redevelopment of the Firestone and Bloxham Annex properties, staff recommends the CRA Board authorize (1) the update the Firestone-Bloxham Annex RFP with updated requirements (2) the release of the updated RFP with at least a 90-day submission period and (3) if only one proposal is submitted in response to the updated Firestone-Bloxham Annex RFP, approve the City Manager authorizing CRA staff to negotiate a development agreement with that responder if the proposal is deemed to meet the overall requirements of the RFP. Any agreement developed by staff will have to be approved by the CRA Board. This will provide the best opportunity for the CRA to receive multiple proposals and enter into discussions with the proposal that best fits with the CRA Board's vision for the Firestone and Bloxham Annex properties.

The update to the RFP will not change the Tier 1 and 2 redevelopment features and uses, listed below, of the Firestone and Bloxham Annex properties that were approved by the CRA Board in December. Staff believes these provide appropriate direction to potential developers/respondents regarding the Board's vision for the redevelopment of the properties. They are also components of the project that will be addressed during discussions with the developer and CRA and City staff as part of the development negotiation process.

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 commercial uses that compliment Cascades Park and create a new downtown destination; and
 - Possible boutique hotel or inn.
- 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 plaza, a three dimensional sculpture, the tower from the Old County Jail or may incorporate part of the Old County Jail façade. The RFP will identify the general design, location, size and estimated cost 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 event space for public use. Depending on the proposed design, some of these uses could be incorporated into the same space.

- Provide public parking that, at a minimum, replaces the 145 existing public parking spaces on the Firestone and Bloxham Annex properties. These public parking spaces will be in addition to 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, including local landmarks.
- 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 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.

Tier 2: Desired Features/Uses but Not Required

- Maintain the trees on the Firestone and Bloxham Annex properties if feasible.
- Reuse the two Bloxham Annex 1939 art deco buildings or their façades in the redevelopment proposal if feasible.
- Consider development options for the properties as presented in the Firestone-Bloxham Annex Massing Study prepared by the Leon County Planning Department's DesignWorks.

Other Considerations

There is considerable community interest in uncovering and reconstructing the old jail building. Please note that the preservation and reuse of the jail can be included in any proposal submitted in response to the RFP. Additionally, local preservation groups are welcome to submit proposals in response to the RFP. To address the desire to commemorate the historic events that occurred on the subject site, the CRA has included, in the RFP, information about preservation and reuse of the remaining jail tower and wing walls, plus installation of a memorial that will coordinate with existing the lunch counter Jail/No Bail memorial on Jefferson Street. Staff has met with and continues to communicate with the jail advocates to ensure they are aware of the parameters that the CRA has address on this project. In order to unwrap and reconstruct the old jail, the following issues will need to be addressed:

- Repayment of approximately \$4 million, or a portion thereof, to the Frenchtown Southside District from the sale of the Firestone Bloxham property,
- Jail unwrapping and reconstruction costs estimated to be in excess of \$6 million dollars,
- Ongoing costs for operations and maintenance of the Jail if the City retains ownership.

Options

1. Authorize CRA staff to release a revised Request for Proposal (RFP) for the sale and redevelopment of the Firestone and Bloxham Annex properties consistent with this agenda item and additional direction provided by the CRA Board.
2. Do not authorize staff to release a revised Request for Proposal (RFP) for the sale and redevelopment of the Firestone and Bloxham Annex properties; provide staff with other direction.

Attachments/References

1. Request for Proposals for the Sale and Redevelopment of the Firestone and Bloxham Annex Properties, RFP No. 0079-16-RWT-RC, February 24, 2016

Attachment 1.pdf (7,876 KB)



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

RFP NO. 0079-16-RWT-RC

February 24, 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 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 must be consistent with goals and objectives of the CRA's Downtown Community Redevelopment Plan (the "Downtown Plan"), which is available online at: <http://www.talgov.com/uploads/public/documents/cra/pdf/dcrp.pdf>. 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 expected in an urban design for the Properties. The Urban Design Guidelines are available online at: <http://www.talgov.com/Uploads/Public/Documents/gaines/pdf/guidelines.pdf>. 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, office and residential. 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 in pedestrian traffic and activity throughout the day and evenings, and support the creation of an “18-hour downtown”.

1.2 Concept

Respondents are encouraged to exercise creativity in defining a redevelopment concept that satisfies the vision of an active urban corridor that incorporates a mix of uses that include residential, retail, restaurant and commercial uses; hospitality and entertainment opportunities; and arts and cultural-related uses. Although respondents are asked to exercise creativity in their proposals, there are some features/uses that are required and others that are desired but not required. These features/uses are listed below. Respondents are not limited to these features/uses only, but must address them in their response to the RFP.

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 commercial uses that compliment Cascades Park and create a new downtown destination; and
 - Possible boutique hotel or inn.
- 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 plaza, a three dimensional sculpture, the tower from the Old County Jail or may incorporate part of the Old County Jail façade. The RFP will identify the general design, location, size and estimated cost 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 community input and review. This will likely occur after the CRA Board has selected a developer through this RFP.
- 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 event space for public use. Depending on the proposed design, some of these uses could be incorporated into the same space.
- Provide public parking that, at a minimum, replaces the 145 existing public parking spaces on the Firestone and Bloxham Annex properties. These public parking spaces will be in addition to 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, including local landmarks.
- 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 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.

Tier 2: Desired Features/Uses but Not Required

- Maintain the trees on the Firestone and Bloxham Annex properties if feasible.
- Reuse the two Bloxham Annex 1939 art deco buildings or their façades in the redevelopment proposal if feasible.
- Consider development options 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 March 25, 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 northwestern 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. Self-contained appraisals for the Properties were prepared in March 2014. Copies of the appraisals 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, some 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 allows for a variety of uses with very specific criteria. Based on the approved development program, the City may consider modifying the zoning to accommodate the new land uses if required, or the developer may be able to enter into a Planned Urban Development Agreement with the City. Both the CRA and City will be cooperative partners in pursuing any 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. Each site is approximately 2.654 acres. The Firestone site has approximately 80,416 square feet of impervious surface; the Bloxham Annex site has approximately 52,443 square feet of impervious surface. An increase in the impervious surface in either or both sites may require the development of a stormwater management plan.

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 on the Properties. 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 detailed 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, 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);

- The identification of any land use or zoning changes that may be required to support the conceptual master plan;
- A timetable for implementation of the project, including a phasing plan if appropriate;
- A description of the development approach and structure;
- An outline of a financing plan for the project;
- A basic development budget with assumptions and justifications;
- A five-year pro forma analysis with assumptions and justifications;
- A description of the respondent's team, including a list of partners to be assigned to the project and their respective roles and responsibilities; and
- A description of assurances and guarantees offered to the CRA and City of Tallahassee that the responding team can and will complete the project as proposed and in a timely manner. The assurances and guarantees may include, but are not limited to, rights of reverter, restrictive covenants, mortgages, and financial provisions.

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 three (3) to four (4) top-ranked respondents 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.

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 \$25,000 before the oral presentations. The deposit must be a cashier's check payable to the City of Tallahassee Community Redevelopment Agency. These funds will immediately be deposited into an interest-bearing escrow account. The deposit, with accrued interest, will be refunded to any respondent not chosen or to any selected Development Team with whom the CRA does not execute a Development Agreement.

The Development Team selected for the project shall submit a \$75,000 earnest money deposit at the time of execution of a development agreement. The \$75,000 earnest money deposit shall be in addition to the \$25,000 RFP submittal deposit. At the time the Development Team selected for the project enters into the development agreement, the \$75,000 earnest deposit and the \$25,000 RFP submittal deposit shall be non-refundable. The \$75,000 earnest money deposit and the \$25,000 RFP submittal deposit may be credited towards the purchase price.

2.5 Development Agreement and Real Estate Contracts

Subsequent to the selection of the Development Team, a development agreement and a purchase and sale agreement for the property will be negotiated and finalized. The terms of the development agreement and the purchase and sale agreement must be approved by the CRA Board.

2.6 NOT USED

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 **SEALED ENVELOPE** (or other packaging), provide **ONE ORIGINAL (SO IDENTIFIED)** and **Eleven (11) COMPLETE COPIES** of your technical proposal for services defined herein for the term of the contract. Also one (1) copy on 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 must be 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.

No (0) points will be awarded for the Executive Summary.

TAB 2 – DEVELOPMENT TEAM EXPERIENCE and PAST PERFORMANCE (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.

A total of **up to 10 points** will be awarded for this level of experience.

TAB 3 – PROJECT DESIGN (25 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, its relationship to CRA goals as stated in the Downtown Community Redevelopment Plan.
- 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 retail types and 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. These will be in addition to 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.

A total of **up to 25 points** will be awarded for this section.

TAB 4 – PREFERRED USES AND DESIGN CRITERIA (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
 - Possible boutique hotel or inn.
- 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 plaza, a three dimensional sculpture, the tower from the Old County Jail or may incorporate part of the Old County Jail façade. The RFP will identify the general location general size and estimated cost of the memorial. Final design of the memorial will require community and/or committee input.
- 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 event space for public use. Depending on the proposed design, some of these uses could be incorporated into the same space.

- Provide public parking that, at a minimum, replaces the 145 existing public parking spaces on the Firestone and Bloxham Annex properties. These public parking spaces will be in addition to 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, including local landmarks.
- 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 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.
- 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-Proposal Meeting on March 25, 2016 (please refer to Section 4.0, Schedule and Subsection 10.11, Pre-Proposal Conference, below).

A total of **up to 35 points** will be awarded for this level of section. To be considered for these evaluation points 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 (25 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.

- Describe the assurances and guarantees offered to the CRA and City of Tallahassee that the responding team can and will complete the project as proposed and in a timely manner.
- An estimate of the total project cost (hard and soft costs), including a breakdown of the sources and uses of funds for construction and an estimate of the taxable value of the completed project.
- Identify proposed financing method, debt-to-equity ratios, and types of debt to be utilized.
- Identify financial partners, equity partners, financial institutions with which developer will create a relationship in this project and provide statements by these parties indicating their interest to participate in the project.
- Copies of economic modeling such as financial projections, pro forma income/expense schedule. Include detailed assumptions utilized in creating pro forma.
- 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 City design or use objectives. The request for financial assistance must clearly demonstrate a gap between available funding sources and estimated project costs.

A total of **up to 25 points** will be awarded for this level of experience.

TAB 6 – LOCAL BUSINESS AFFIDAVIT (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 Business Affidavit
- Federal IRS Form W-9

BINDER 2 - FEE PROPOSAL (0-40 Points)

In a **separate**, sealed envelope, provide an **ORIGINAL, so identified and four (4) 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 an estimated three (3) submissions as the top Development Teams. The top Development Teams may be required to make oral presentations to, and be interviewed by (questions and answers) by, 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.
- How well the proposed project reflects urban design principles as expressed in the City's Urban Design Guidelines and Firestone-Bloxham Massing Study.

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 April 28, 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 one (1) original **and eleven (11) total number of** copies of the written proposal envelope(s) as follows:

(Name of Project) FIRESTONE AND BLOXHAM ANNEX PROPERTIES
Written Proposal
Do Not open Until 4:30 P.M. ET, April 28, 2016
Request for Proposal No. 0079-16-RWT-RC

Please mark **one (1) original and four (4)** copies of the cost proposal envelope(s) as follows:

(Name of Project) FIRESTONE AND BLOXHAM ANNEX PROPERTIES
Cost Proposal
Do not open Until Qualified.
Request for Proposal No. 0079-16-RWT-RC

Please address the mailing envelope(s) as follows:

City of Tallahassee
Procurement Services Division, Box A-28
City Hall, 300 South Adams Street
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	February 24, 2016
Mandatory pre-proposal conference	March 25, 2016
Deadlines for requests for clarification, questions, etc. (Responded to by City as an addendum if necessary) by 4:30PM	April 14, 2016
Deadline for submission of proposal	April 28, 2016 by 4:30 PM
Preliminary scoring and ranking of proposals, identification of short-listed firms	Week of 9 May, 2016
Oral presentations and interviews by/of short-listed firms*	Week of 23 May, 2016
Anticipated final scoring and selection of recommended firm	Week of 23 May, 2016
Anticipated contract award	June 2016

*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, using the following criteria and weighted values:

Initial Evaluation Criteria	Rating Points
Development Team Experience	10
Project Design	25
Preferred Uses and Design Criteria	35
Project Schedule and Financial Terms	25
Local Business Incentive	5
SOQ Criteria Subtotal	100
Interview Criteria	Rating Points
Understanding of project and project requirements	10
Relevance of previous redevelopment and infill projects	10

How the proposed design enhances the Gaines Street corridor, Cascade Park and adjacent neighborhoods	20
Use of urban design principles from the City's Urban Design Guidelines and Firestone-Bloxham Massing Study	20
Interview Criteria Subtotal	60
Purchase Offer	10
Maximum Points Allowed	170

SECTION 6.0 MINORITY BUSINESS PARTICIPATION

6.1 Minority Business Enterprise (MBE) 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, MBE 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 Purchase and Sale Agreement and/or Development Agreement will include the goal to have a minimum of 12.5% MBE participation based on the total amount of CRA and/or City financial assistance provided by the CRA and/or City. In addition, the required MBE Participation Plan will be incorporated as part of the Purchase and Sale Agreement and/or Development Agreement, as appropriate. The MBE Participation Plan will be developed in coordination with the City of Tallahassee's MBE Office.

6.3 An MBE directory is available from the City of Tallahassee website at <http://www.talgov.com/economic/pdfs/directory.pdf> 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 contact LaTanya Raffington of the City of Tallahassee's Minority Business Enterprise Office at (850) 891-6500.

SECTION 7.0 CONTRACT AWARD

7.1 The CRA reserves the right to incorporate the successful firm's proposal into a contract. 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. 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

All questions concerning this Request for Proposals must be RECEIVED BY April 14, 2016, by 4:30PM and 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 consultant 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 PAYMENT:

10.5.1. Prompt Pay Policy

It is the policy of the CRA and City of Tallahassee to fully implement the provisions of the State of Florida Prompt Payment Act. For more information, please refer to Florida State Statute 218.7.

10.5.2. Withholding Payment

In the event a contract is canceled under any provision herein, the CRA and/or City of Tallahassee may withhold from the Contractor any monies owed on that or any contract, an amount sufficient to compensate for damages suffered because of the violation resulting in cancellation.

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 or 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 Purchase and Sale Agreement 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:

March 25, 2016

9:30 am, LOCAL TIME

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. A sign-in sheet will be provided.

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 garage, directly behind City Hall. 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.

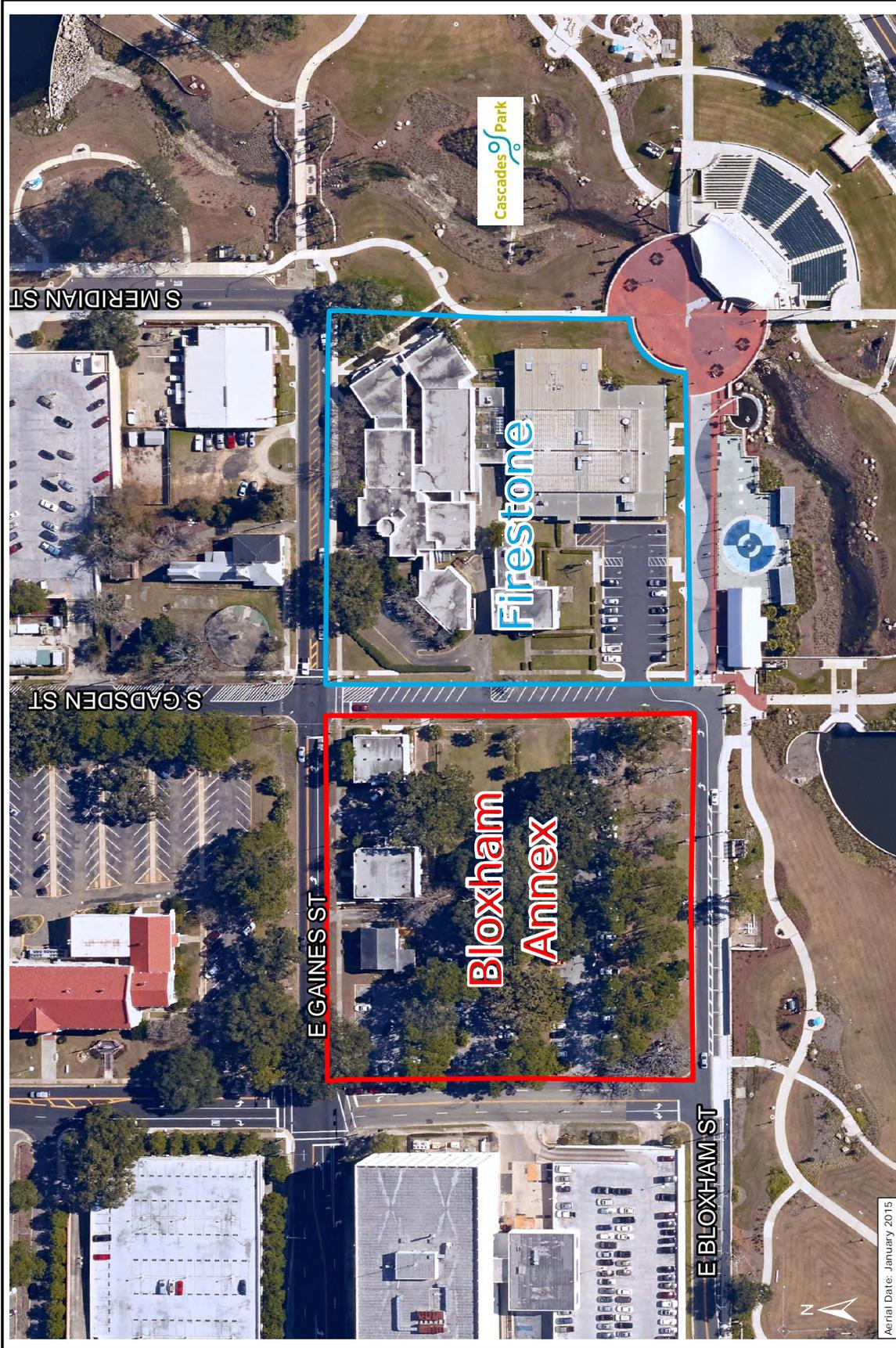
Business/Company Name:	
Current Local Address:	Phone: () Fax: ()
If the above address has been for less than six months, please provide the prior local address: Length of time at this address:	
Home Office Address:	Phone: () Fax: ()

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



This product has been compiled from Leon County and the City of Tallahassee. However, this product is for reference purposes only and should not be used as a substitute for a professional survey or other document of survey information. Any reliance on the information contained herein is at the user's risk. Tallahassee assumes no responsibility for any use of the information contained herein or any loss resulting therefrom.

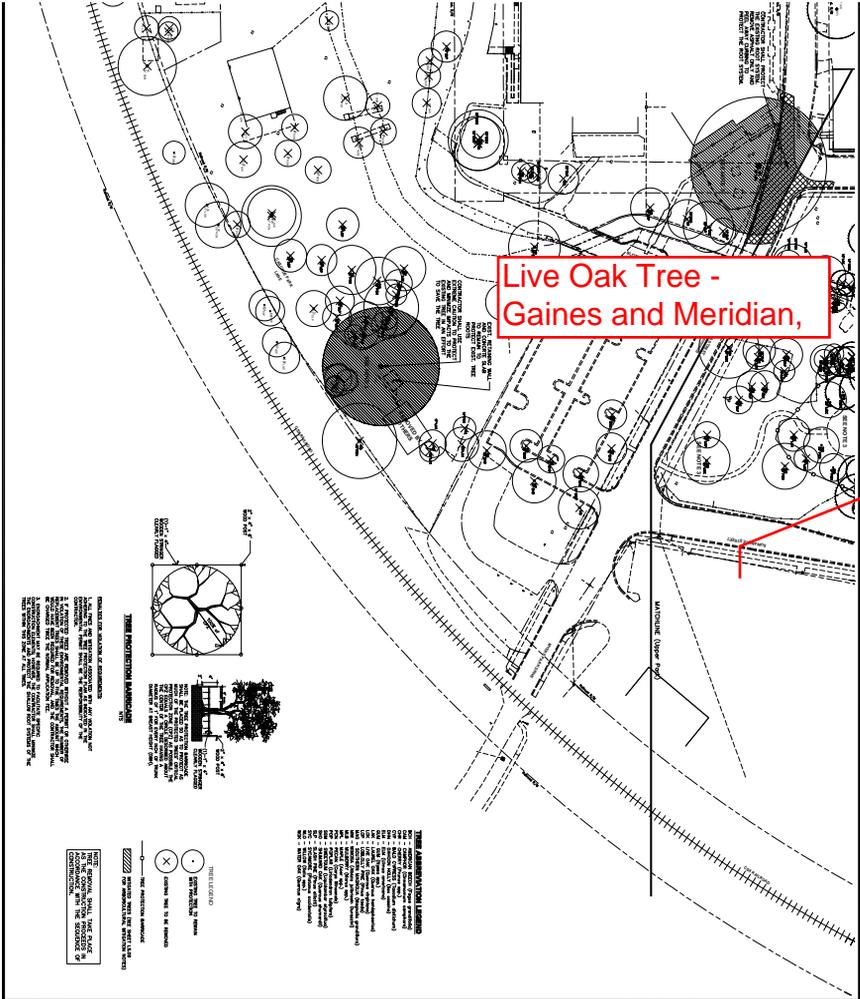


Map Created: November 18, 2015



Bloxham & Firestone Properties

Aerial Date: January 2015



Presentation for the Community Redevelopment Agency

December 2015

Introduction



Massing:

A building's potential shape depends on limits to its height, and the distance from the face of the building to the street (the setback). "Massing" is the manner in which elements of a building's bulk are brought together and differentiated, within those limits.

Downtown Meets Cascades Park * The Massing Study



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Downtown Tallahassee and Cascades Park, northwest to the Capitol

All buildings shown are existing.

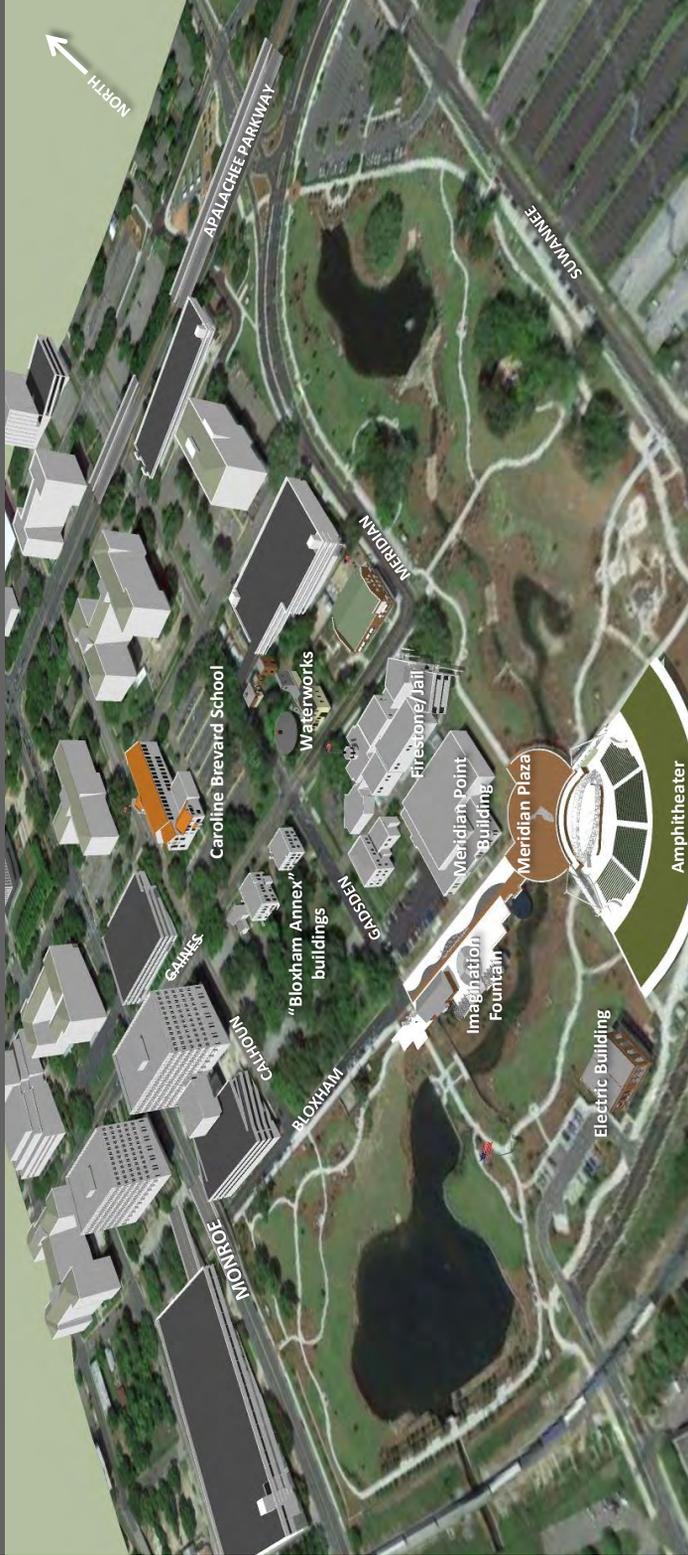
The Massing Study



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Aerial view to northwest, over Cascades Park

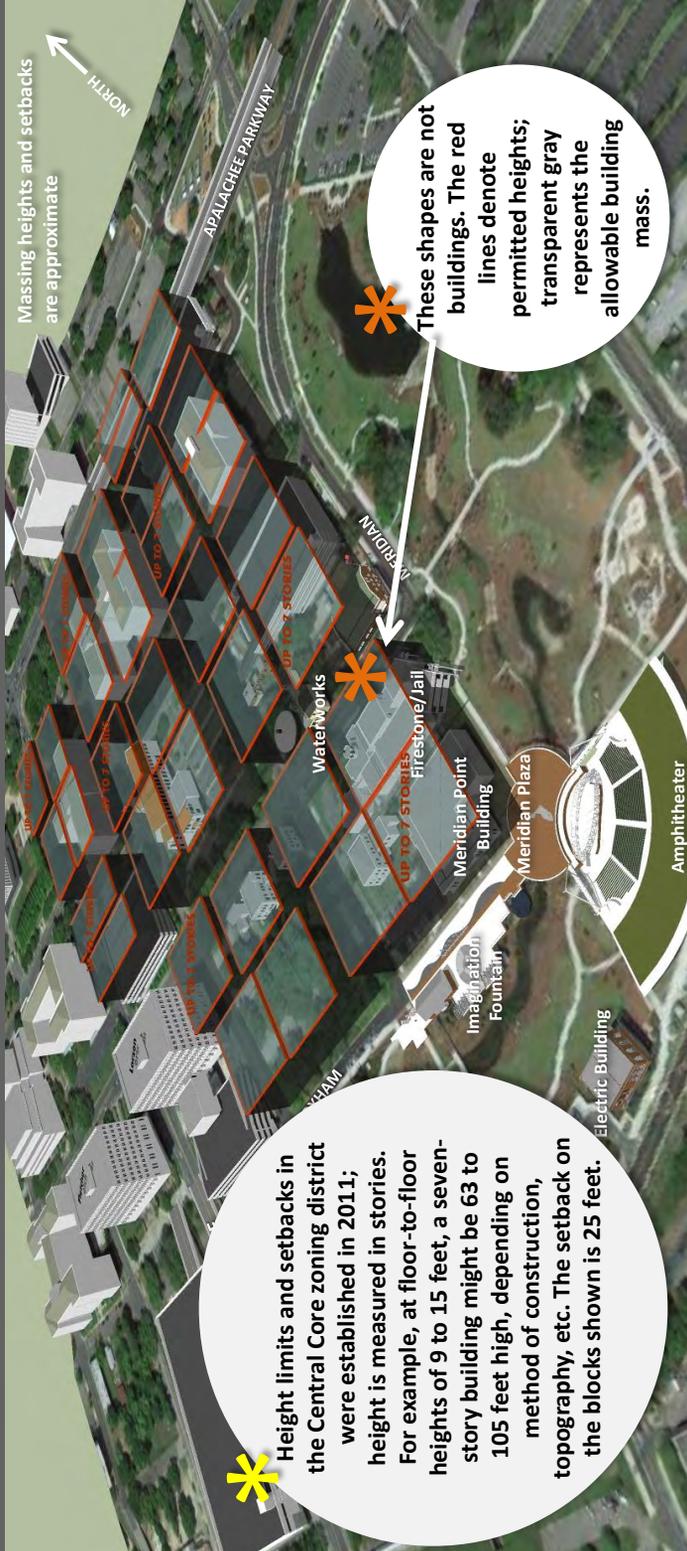
All buildings shown are existing.

The Massing Study



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Missing heights and setbacks are approximate

NORTH

APALACHEE PARKWAY

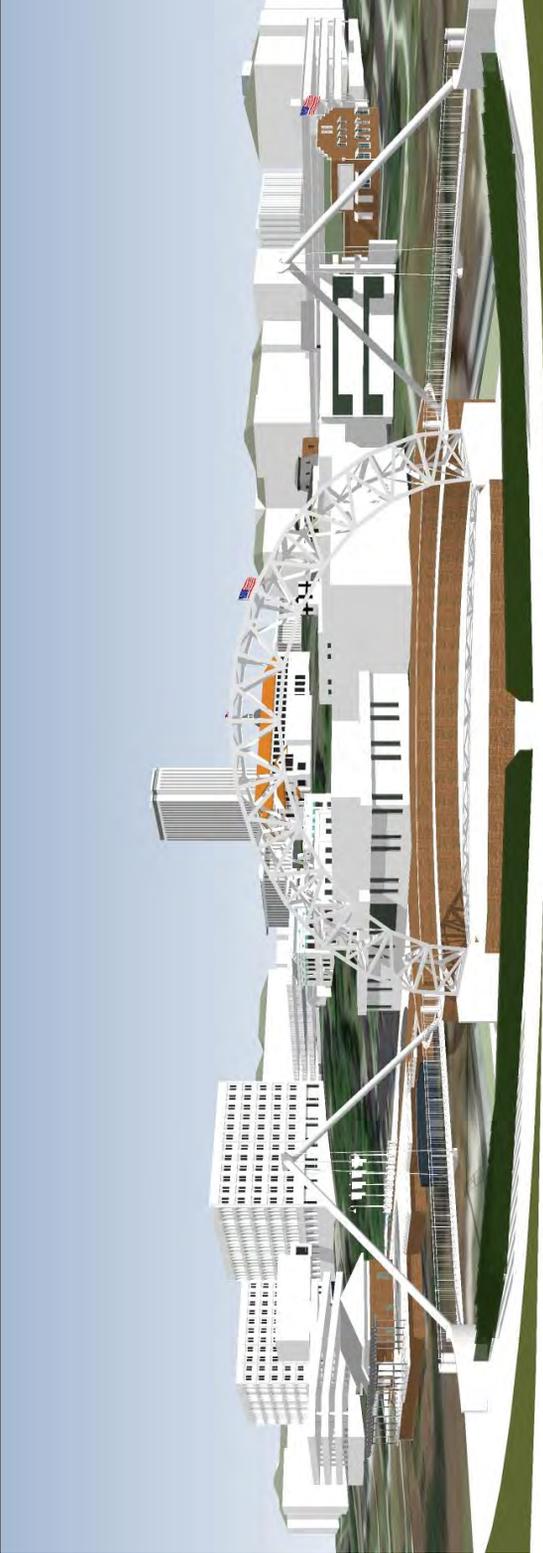
* Height limits and setbacks in the Central Core zoning district were established in 2011; height is measured in stories. For example, at floor-to-floor heights of 9 to 15 feet, a seven-story building might be 63 to 105 feet high, depending on method of construction, topography, etc. The setback on the blocks shown is 25 feet.

* These shapes are not buildings. The red lines denote permitted heights; transparent gray represents the allowable building mass.

Aerial view to northwest, over Cascades Park

* With allowable building heights and volumes in the Central Core (CC) zoning district Existing buildings are shown within the allowable limits.

The Massing Study



Current view from the Amphitheater, northwest to the Capitol

All buildings shown are existing.

For clarity, the shade structure roof is not shown.

The Massing Study





These shapes are not buildings. The red lines denote permitted heights; transparent gray represents the allowable building mass.

View from the Amphitheater, northwest to the Capitol

With allowable building heights and volumes in the Central Core (CC) zoning district

All buildings shown are existing.

The Massing Study





The current Meridian Point Building houses backstage facilities for the amphitheater.

Aerial view to northwest, over Cascades Park

With massing and setback variations
All buildings shown are existing.

The Massing Study



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Presentation for the Community Redevelopment Agency

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Aerial view to northwest, over Cascades Park

With massing and setback variations

The Massing Study



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Existing Meridian Point Building
and backstage facilities

View from the Amphitheater, northwest to the Capitol

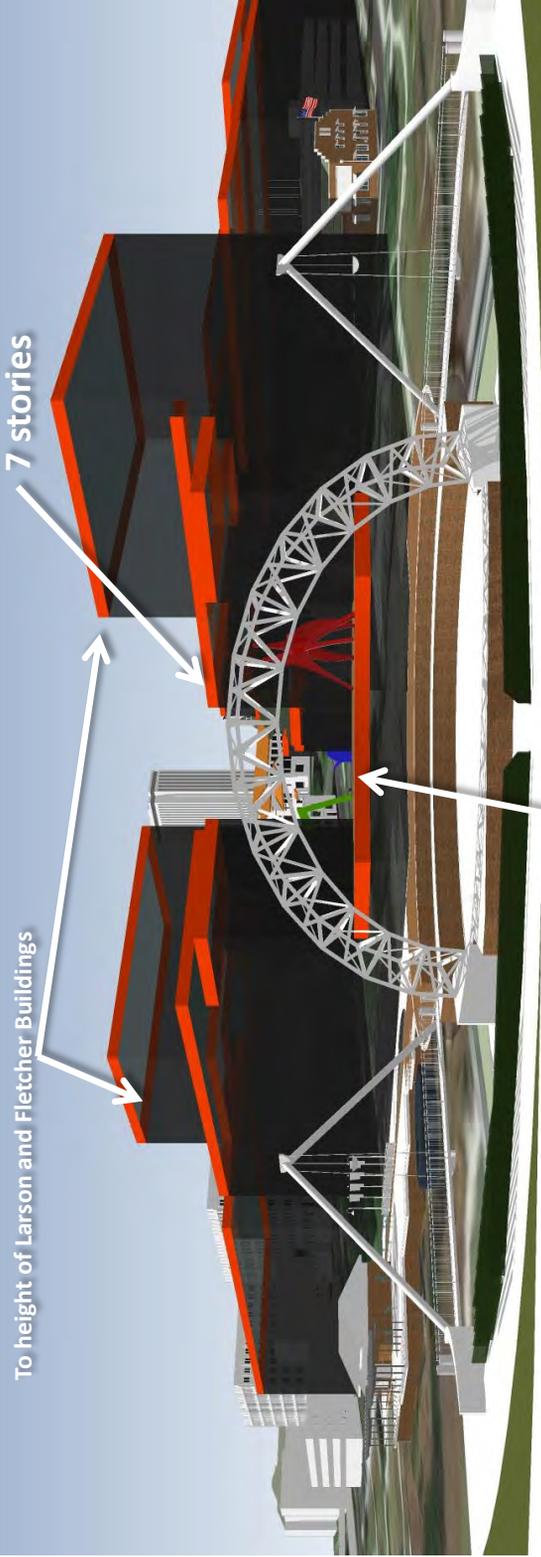
With variety in massing, heights, and setbacks
All buildings shown are existing.

The Massing Study



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New raised plaza at roof level of former Meridian Point building;
new backstage facilities remain below at Meridian Plaza level.

View from the Amphitheater, northwest to the Capitol

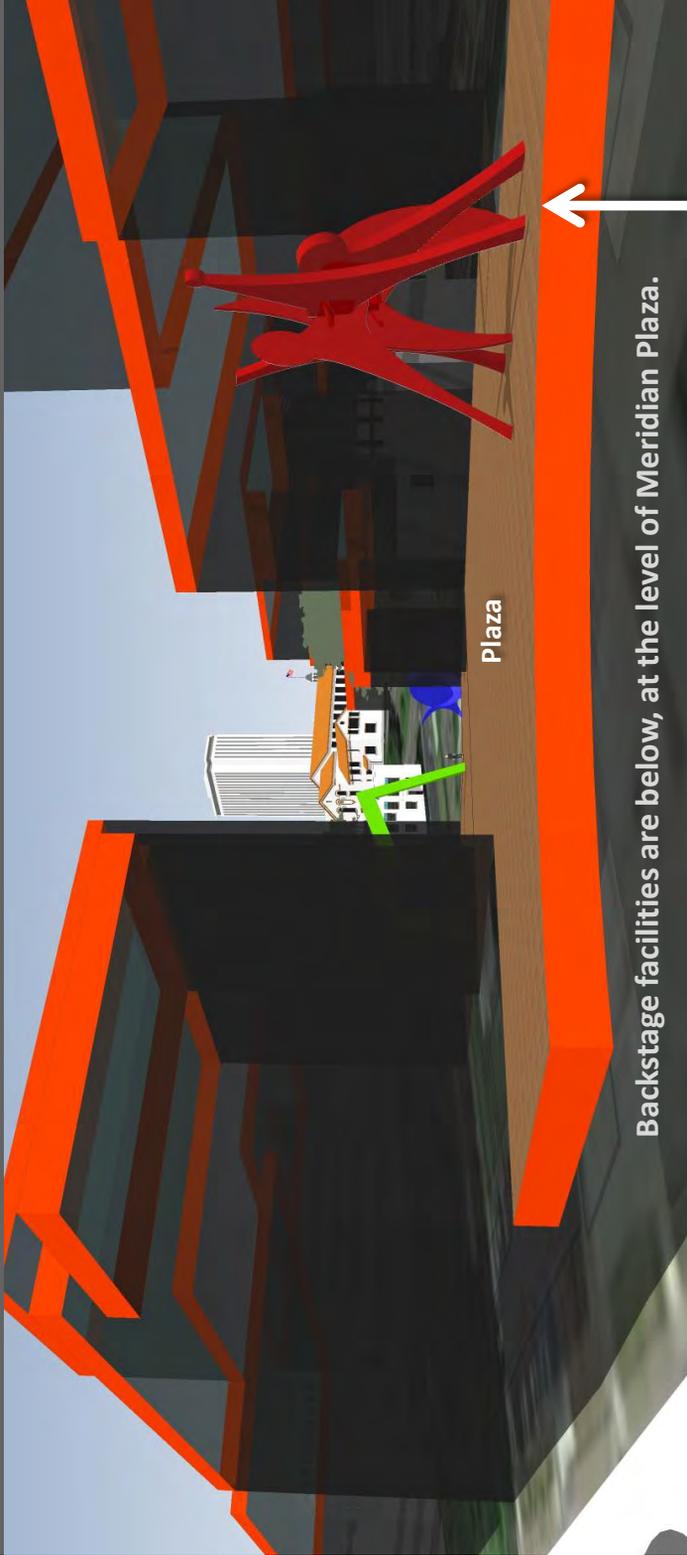
With variety in massing, heights, and setbacks

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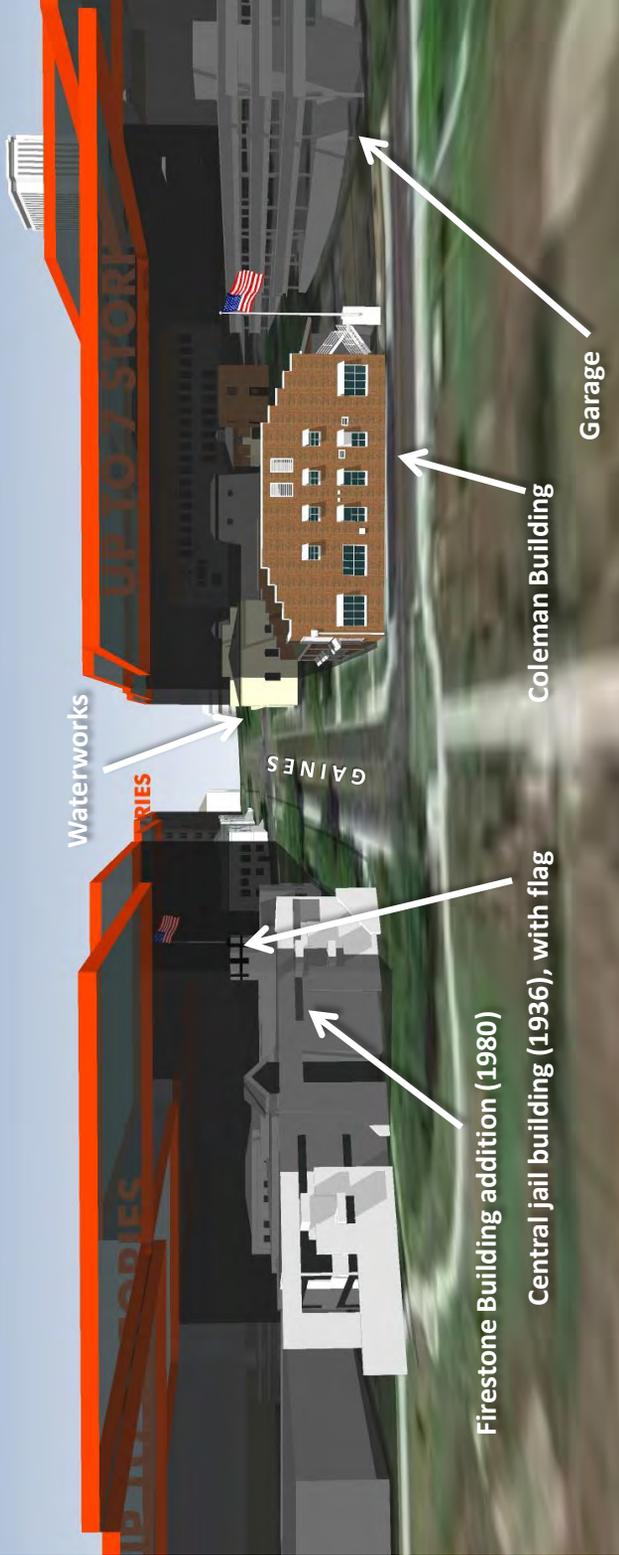


Backstage facilities are below, at the level of Meridian Plaza.

View to the Capitol, northwest across a new raised plaza
The new plaza is roughly at the roof level of the existing Meridian Point Building.

The Massing Study





View west on Gaines Street from Cascades Park

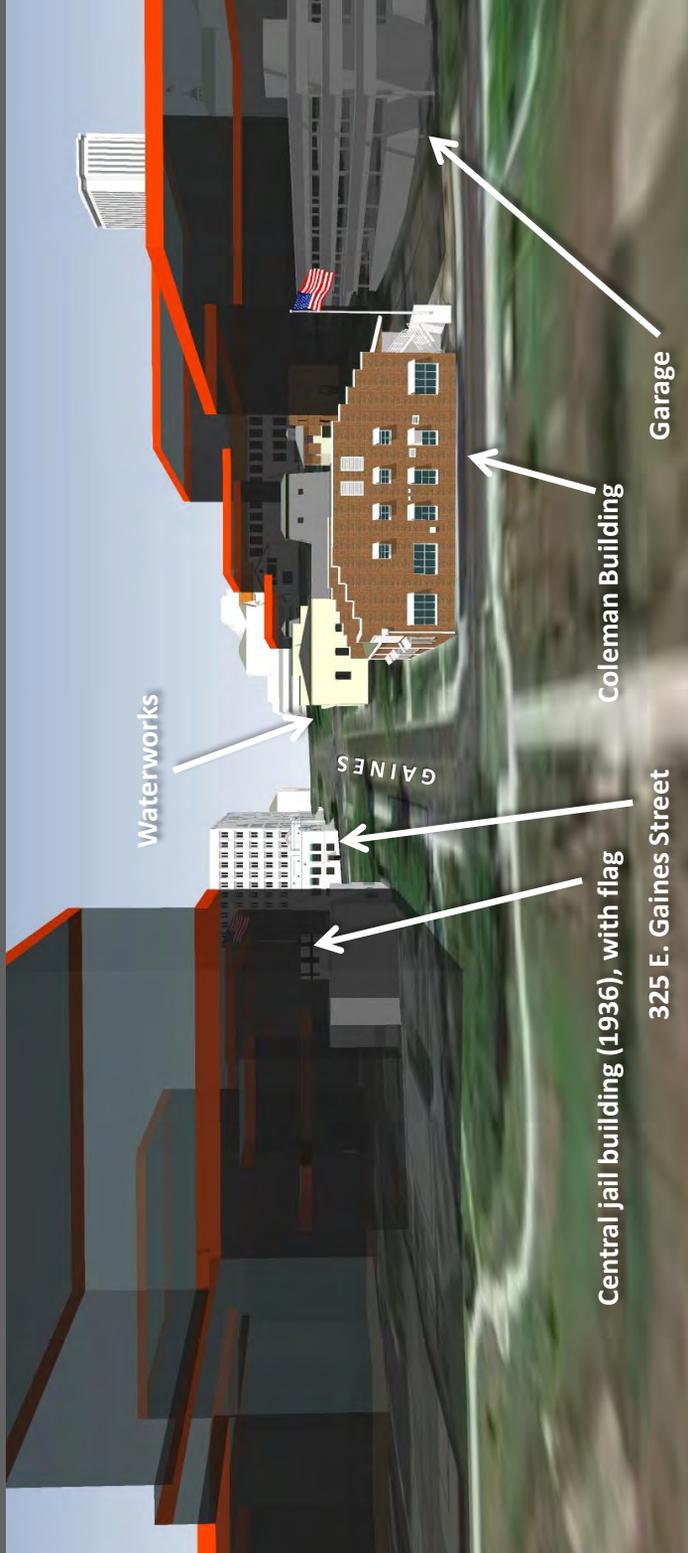
With allowable building heights in Central Core (CC) zoning district
All buildings shown are existing.

The Massing Study



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View west on Gaines Street from Cascades Park

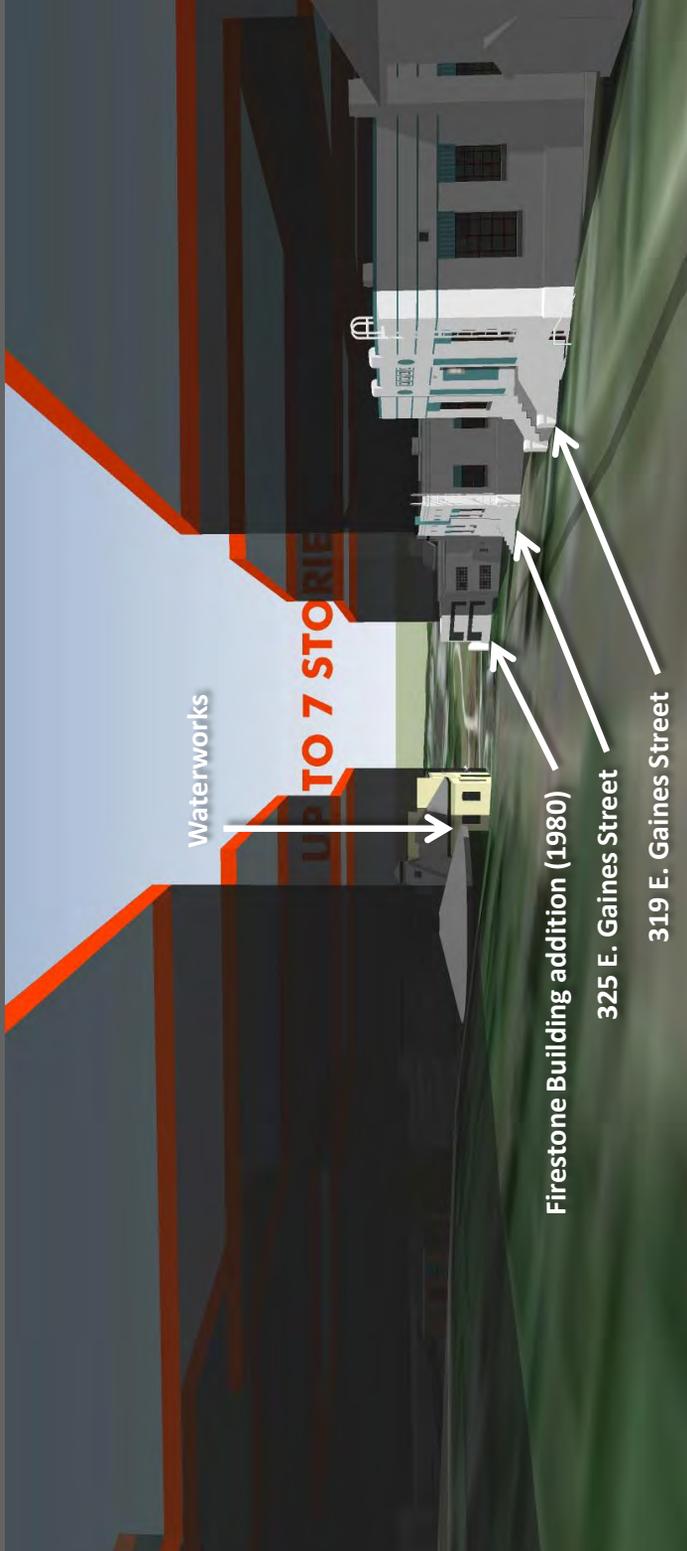
With variety in massing, heights, and setbacks
Celllocks and Firestone Building additions are removed.

The Massing Study



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View east on Gaines Street to Cascades Park

With allowable building heights in Central Core (CC) zoning district
All buildings shown are existing.

The Massing Study



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View east on Gaines Street to Cascades Park, from Calhoun Street

With variety in massing, heights, and setbacks
This view shows only the central building of the jail retained.

The Massing Study

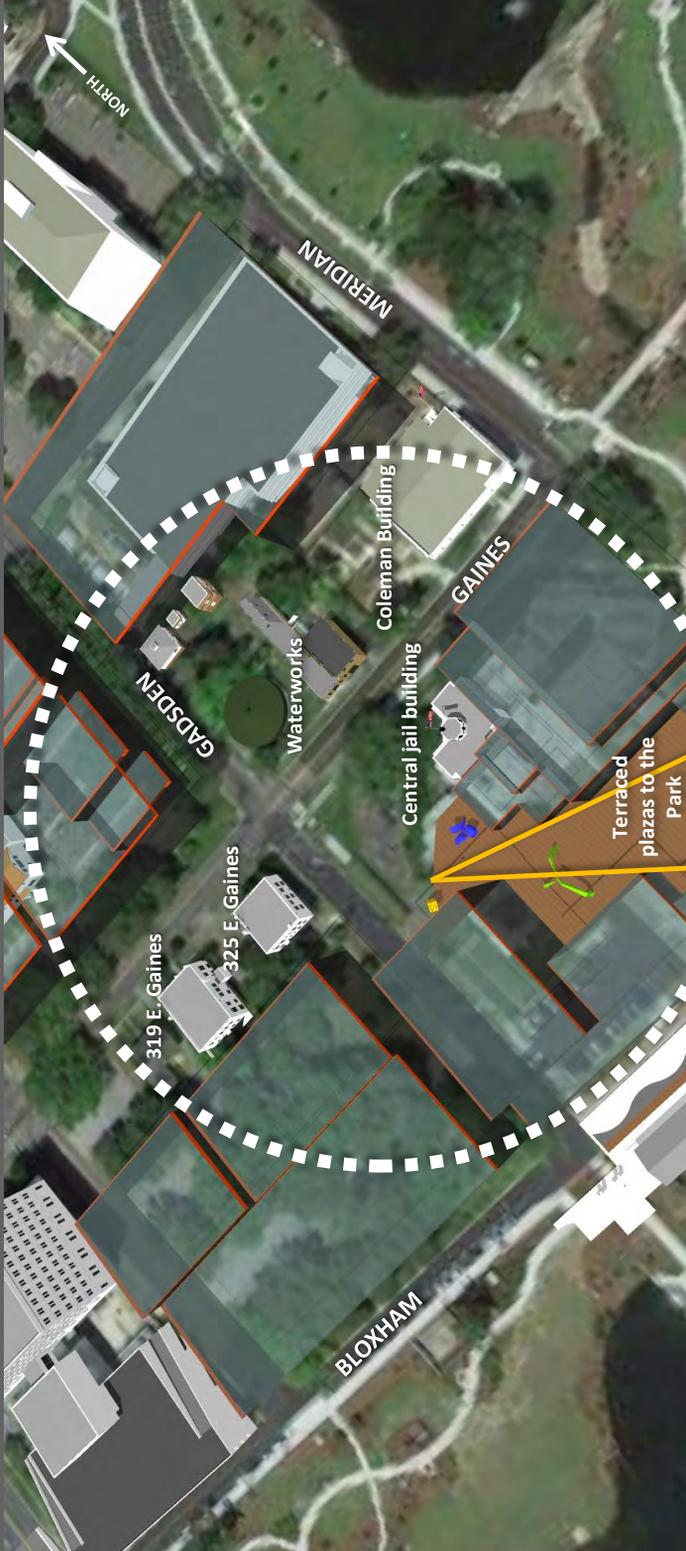


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Presentation for the Community Redevelopment Agency
December 2015

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The Heart of the Place

The Massing Study



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Presentation for the Community Redevelopment Agency

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Retain the central jail building, and tree

Myers Park tower

Remove Firestone Building addition

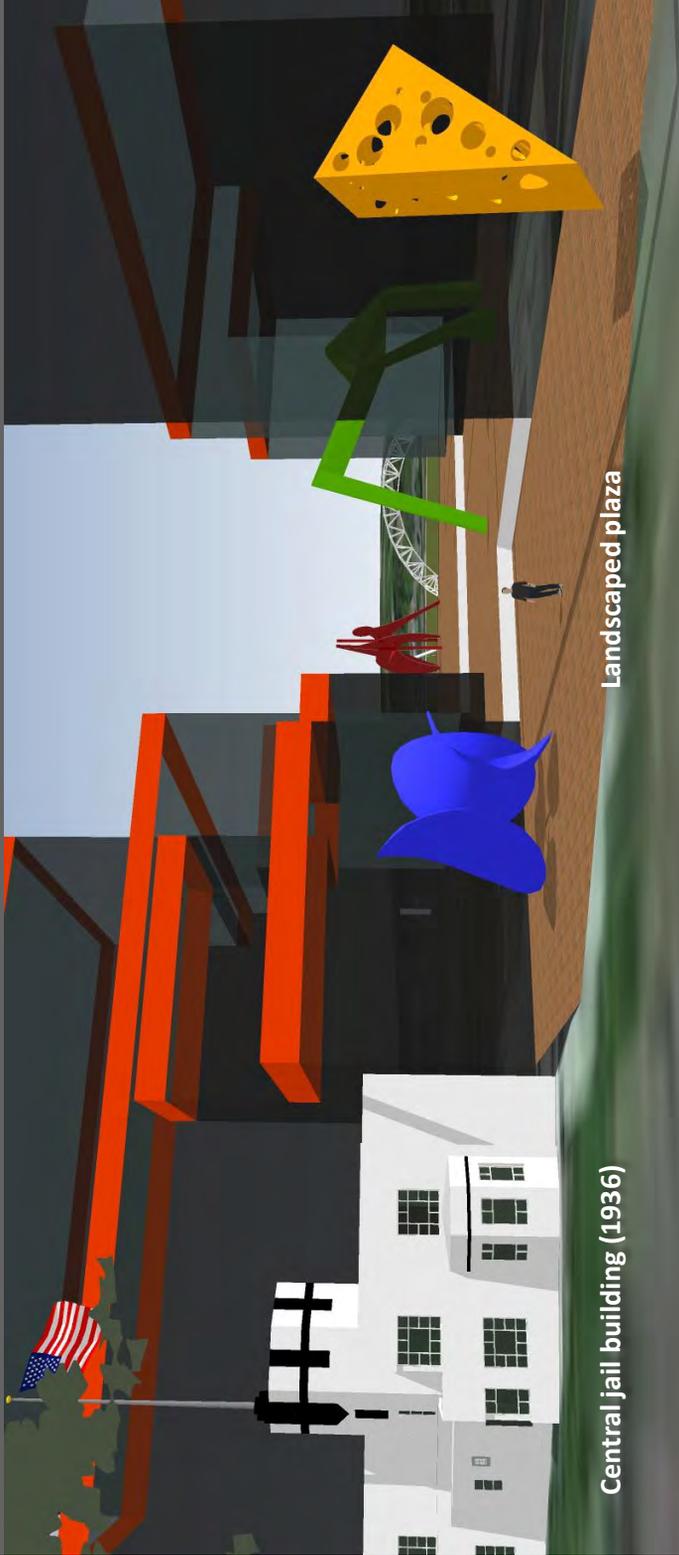
Remove Chapman Building

Electric Building

From the intersection of Gaines and Gadsden, SE to Cascades Park

The Massing Study





Central jail building (1936)

Landscaped plaza

From the intersection of Gaines and Gadsden, to Cascades Park

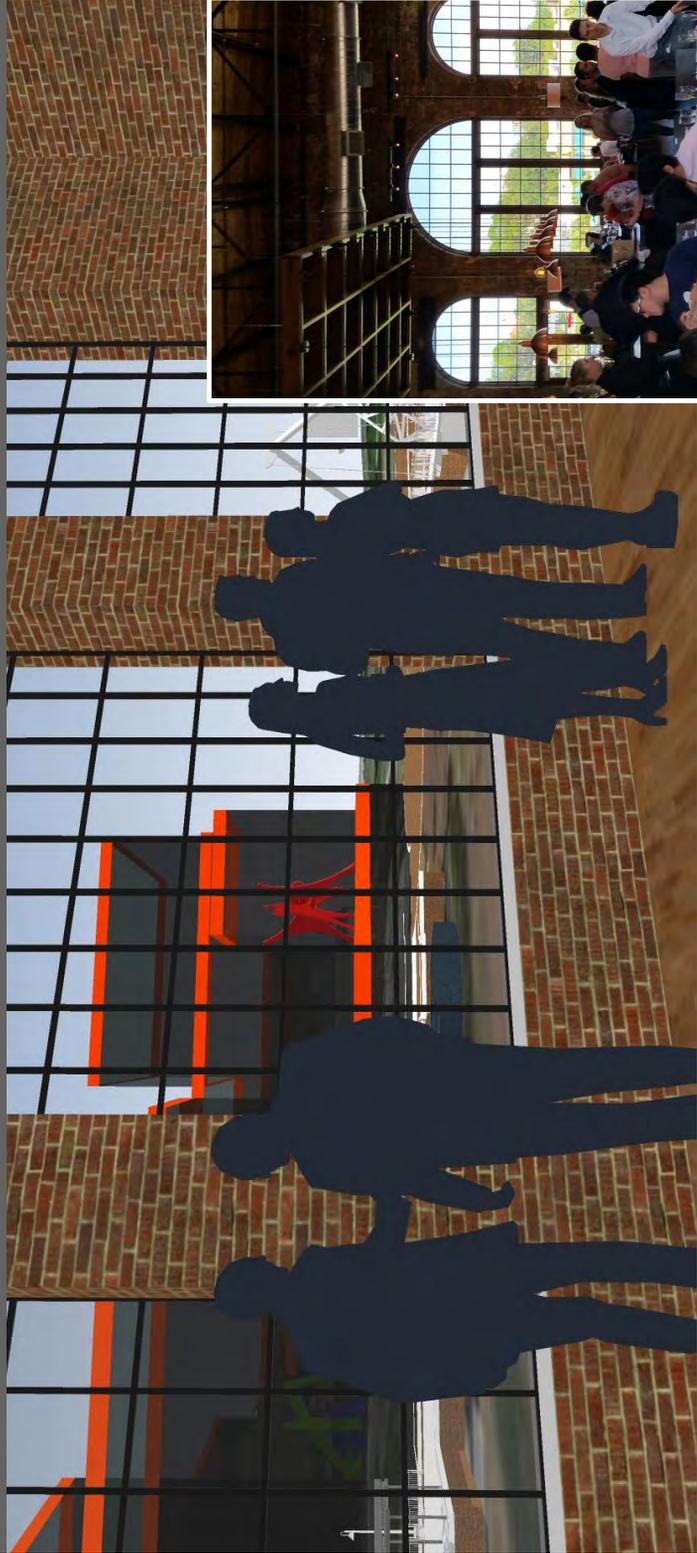
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From the Electric Building, north across Cascades Park

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Early Cascades Park massing concept, c. 2008

Downtown Tallahassee and Cascades Park, to the northwest

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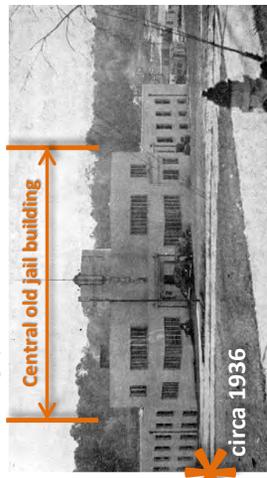
Downtown Meets Cascades Park The Massing Study

Appendix

- The Old Leon County Jail
- A Scale Comparison
- Notes on Art Deco

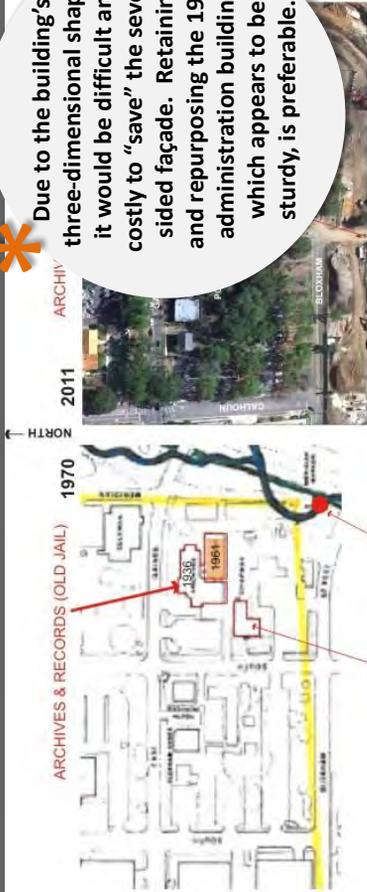


Florida Photographic Archive



circa 1936

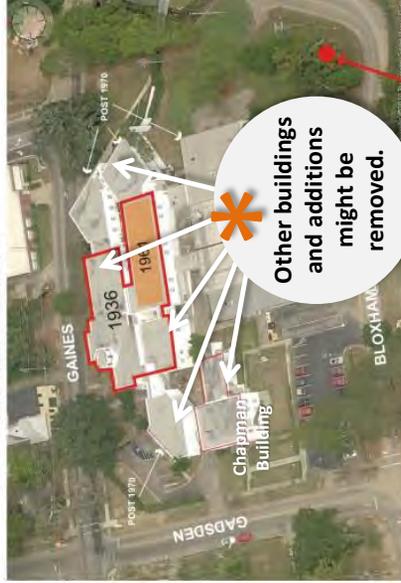
***** Due to the building's three-dimensional shape, it would be difficult and costly to "save" the seven-sided façade. Retaining and repurposing the 1936 administration building, which appears to be sturdy, is preferable.



Florida Photographic Collection
gr0302
Aerial, 1959

JAIL BEFORE 1961 ADDITION

2011 "FIRESTONE BUILDING"



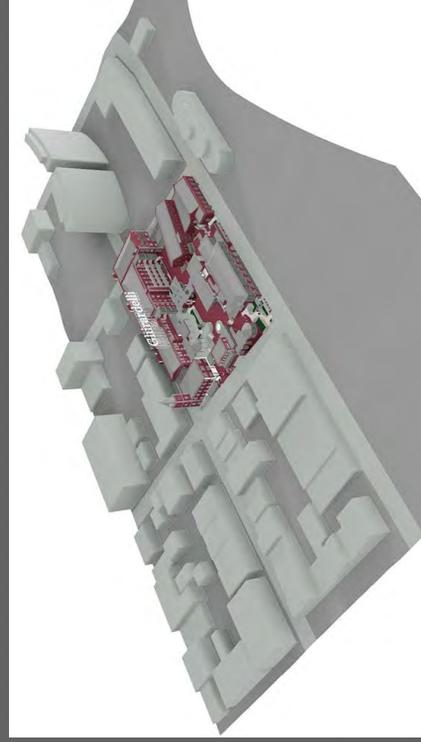
***** Other buildings and additions might be removed.



circa 1980, during construction of the Firestone Building additions

The Firestone Building and the Old Leon County Jail buildings

Scale comparison with Ghirardelli Square, San Francisco Opened in 1962



The Massing Study



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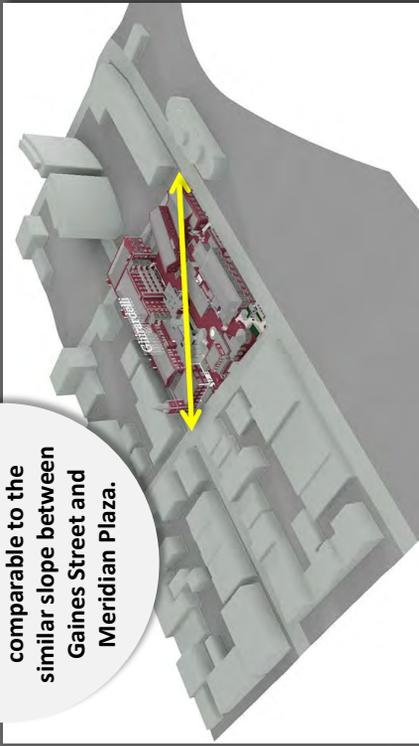
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Ghirardelli Square, San Francisco

* High corner to low corner, the slope across Ghirardelli Square is comparable to the similar slope between Gaines Street and Meridian Plaza.



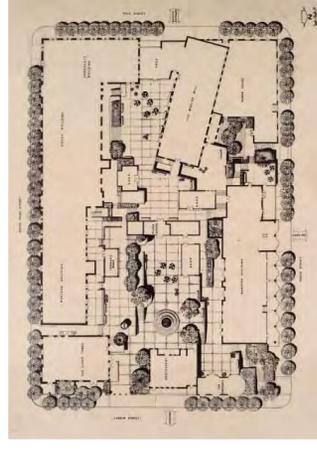
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Ghirardelli Square, San Francisco
Ghirardelli plan laid over the Firestone block
At the same scale

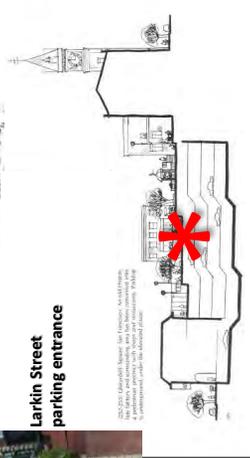
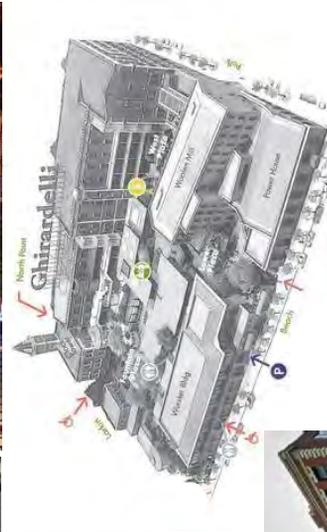
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Ghirardelli Square, San Francisco

Ghirardelli model placed on the Firestone block

At the same scale

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*"The cornerstone of Ghirardelli Square, Ghirardelli's illustrious chocolate factory, has been reinvented as Fairmont Heritage Place, Ghirardelli Square. Our residential-style, all-suite luxury boutique hotel allows you to experience one of the city's most precious jewels in a new and intimate way."
—Fairmont Heritage Place website*



The former Ghirardelli factory buildings are now home to the Fairmont Heritage Place boutique hotel, with terraces and a fabulous view.



Ghirardelli Square, San Francisco

As it might look from the Capital Cascades Amphitheater

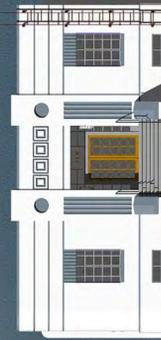
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The Bloxham Annex Block



Art Deco was a decorative style that flourished in the 1920s and 30s, and waned after World War Two. Most Art Deco architects were trained in classical architecture, evident in the basic symmetrical composition of Art Deco buildings. The style was applied to buildings that were built very differently from the way that we design and build them today: walls were thick and molded, doorways and windows often were richly ornamented in crafted metal. Especially in Florida, Art Deco buildings were freestanding and relatively small, like the hotels of Miami's Art Deco District, and buildings by the Works Progress Administration through 1939, including the buildings at 319 and 325 E. Gaines Street, on the so-called Bloxham Annex block.

325 E. Gaines Street (1939)
Conjectural restoration



319 E. Gaines Street (1939)
Conjectural restoration



Art Deco



Ocean Drive, Miami Beach Art Deco District, established in 1979

McAlpin Hotel (1940)
Miami Beach

It's been suggested that new buildings at this location should be in the Art Deco style. DesignWorks recommends against that as a requirement, or an expectation, or even as something desirable. Given the way we make buildings now, the size of the buildings to be built, construction technologies, materials, and the scarcity of Art Deco craftsmanship—not to mention the near disappearance of training in classical design—an imitation will devalue the genuine article.



Instead, DesignWorks hopes that the new buildings in this place will be the best expressions of the architecture and buildings arts of our time. We have an opportunity to make buildings here that future generations will identify and love, and want to preserve.



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Agenda Item Details

Meeting	Jun 23, 2016 - CRA Board Meeting
Category	7. Both Districts Policy Formation and Direction
Subject	7.01 Authorization to Execute Agreement with GAI Consultants, Inc. -- Roxanne Manning, Tallahassee Community Redevelopment Agency
Type	Action, Discussion
Fiscal Impact	Yes
Dollar Amount	113,550.00
Budgeted	Yes
Budget Source	Shelter/Renaissance Properties Project No. 1400432; and Firestone/Bloxham Annex Project No. 1500416
Recommended Action	Option 1: Authorize staff to execute an agreement with GAI Consultants, Inc. for an amount not to exceed \$113,550 to: (1) prepare a market study focused on the GFS and DT Districts, (2) prepare a feasibility analysis for the CRA-owned former Shelter/FRCC and Firestone/Bloxham Annex properties, (3) assist in the preparation of Request for Proposals (RFP) for redevelopment of the Shelter/FRCC and Firestone/Bloxham Annex properties, and (4) assist in the evaluation of responses to the RFP.

For more information, please contact: Rick McCraw at 850-891-8352.

Statement of Issue

In December 2015, the City of Tallahassee Community Redevelopment Agency (CRA) released a Request for Qualifications (RFQ) soliciting proposals to assist CRA staff in identifying redevelopment opportunities for the former Shelter and Frenchtown Renaissance Community Center (FRCC) properties in the Greater Frenchtown/Southside Community Redevelopment Area (GFS District), and the Firestone/Bloxham Annex properties in the Downtown District Community Redevelopment Area (DT District). A copy of the RFQ is included at Attachment 1. The RFQ identified four required phases to the redevelopment assistance:

- Conduct a city-wide market study to help assess the impact of existing and future development on redevelopment opportunities within the GFS and DT Districts in general, with additional emphasis on the Shelter/FRCC and Firestone/Bloxham Annex properties.
- Prepare a feasibility analysis for the possible redevelopment of the Shelter/FRCC and Firestone/Bloxham Annex properties.
- Assist staff in the preparation of a Request for Proposal (RFP) for redevelopment of the Shelter/FRCC and the Firestone/Bloxham Annex properties.
- Assist staff in the evaluation of responses to the RFP.

Four proposals were received in response to the RFQ. The proposals were evaluated by a six-member selection committee of CRA and City staff and citizens with urban redevelopment experience. On March 28, 2016, GAI Consultants, Inc. (GAI) was ranked as the top respondent by the selection committee based on the scores from written proposal evaluation and the in-person interviews. A copy of the score sheets (Initial Evaluation – 4 respondents; Oral Evaluations – 2 respondents) is included as Attachment 2.

CRA staff has been working with GAI to develop a Statement of Work (SOW) and project timelines that addresses the Agency's four objectives for this project. The proposed SOW, including project timelines, is included as

Attachment 3. GAI estimates it will take fifteen weeks to complete the first two phases of the project, which includes the market study and feasibility analysis. The timeframe for Phases Three and Four will depend on the results and recommendations from the first two phases.

The project timelines and cost proposal from GAI includes the preparation of a feasibility analysis and follow-on RFP for the Firestone/Bloxham Annex properties, which was requested in the RFQ. However, at the direction of the CRA Board, staff is in the process of exploring redevelopment options for these parcels, and, depending on current activities, there may not be a need to prepare a feasibility analysis or RFP. As described in the summary of the project phases in the main body of the agenda item, the agreement with GAI is structured in a way that the project costs can be reduced to accommodate changes in the number of feasibility analysis prepared and the level of RFP assistance provided.

GAI has proposed to prepare the market study, feasibility analysis and provide the RFP assistance for \$113,550; the cost includes \$7,000 in in-direct services (travel, data acquisition, reproduction, etc.). Staff recommends the CRA Board approve the GAI proposal and authorize CRA staff to execute an agreement with GAI. If approved, the expenses will be split between the GFS District Shelter/Renaissance Properties project line item (\$53,410) and the DT District Firestone/Bloxham Annex project line item (\$53,140) based on the expenses outlined in the SOW.

Recommended Action

Option 1: Authorize staff to execute an agreement with GAI Consultants, Inc. for an amount not to exceed \$113,550 to: (1) prepare a market study focused on the GFS and DT Districts, (2) prepare a feasibility analysis for the CRA-owned former Shelter/FRCC and Firestone/Bloxham Annex properties, (3) assist in the preparation of Request for Proposals (RFP) for redevelopment of the Shelter/FRCC and Firestone/Bloxham Annex properties, and (4) assist in the evaluation of responses to the RFP.

Fiscal Impact

The project will be funded with \$53,410 from the Shelter/Renaissance Properties Project (No. 1400432) and \$53,140 from the Firestone/Bloxham Annex Project (No. 1500416). As of May 27, 2016, the Shelter/Renaissance Properties Project, in the GFS District, had a balance of \$388,215; and the Firestone/Bloxham Annex Project, in the DT District, had a balance of \$104,356.

Supplemental Material/Issue Analysis

History/Facts & Issues

On November 25, 2013, the CRA Board approved the purchase of the Shelter and FRCC properties in the GFS District for \$1.95 million. The purchase of the FRCC parcels was completed on May 21, 2014; the purchase of the Shelter properties was completed on June 10, 2014. Following the purchase by the CRA the properties were leased to The Tallahassee-Leon Shelter, Inc. and the Renaissance Community Center for homeless sheltering and related services until the Kearney Center opened in May 2015.

On November 19, 2014, the CRA entered into an Exchange Agreement with the State of Florida (the Internal Improvement Trust Fund, TIIF) to sell the CRA-owned O'Connell property to the State for \$960,000 in cash and the exchange of three State-owned parcels, including the Firestone and Bloxham Annex properties in the DT District, that have a combined appraised value of \$4,614,000, for a total sale value of \$5,574,000. Due to a title defect with the Bloxham Annex property, the sale has not been completed. However, the State is addressing the title defect through a quiet title action that should be completed by the end of this year. Once the title defect has been corrected the CRA and State will close on the O'Connell property sale.

The purchase of the Shelter/FRCC and Firestone/Bloxham Annex properties provided the CRA, and possibly private property owners adjacent to the Shelter/FRCC properties, an opportunity to redevelop approximately 5.3 acres of properties in urban settings in both redevelopment districts. On February 24, 2015, the CRA authorized staff to begin preparing the properties for redevelopment, which, among other actions, included conducting a market study and feasibility analysis of possible redevelopment options for the properties.

On December 16, 2015, the CRA released an RFQ soliciting proposals to assist CRA staff in identifying redevelopment opportunities for the former Shelter and FRCC properties in the GFS District and the Firestone/Bloxham Annex properties in the DT District (Attachment 1). The RFQ identified four required phases to the redevelopment assistance.

- Conduct a city-wide market study to help assess the impact of existing and future development on redevelopment opportunities within the GFS and DT Districts in general, with additional emphasis on the Shelter/FRCC and Firestone/Bloxham Annex properties.
- Prepare a feasibility analysis for the possible redevelopment of the Shelter/FRCC and Firestone/Bloxham Annex properties.
- Assist staff in the preparation of an RFP for redevelopment of the Shelter/FRCC and the Firestone/Bloxham Annex properties.
- Assist staff in the evaluation of responses to the RFP.

The CRA received four responses to the RFQ by the February 18, 2016 submittal deadline from the following consulting firms.

- GAI Consultants, Orlando, FL
- Urbanomics, Inc., Ponte Vedra Beach, FL
- RMA, Pompano Beach, FL
- CBRE, Jacksonville, FL

On March 2, 2016, a selection committee (see below) comprised of four CRA and City staff and two citizens with development experience evaluated the four proposals. Based on the scores from the initial proposal evaluation, the selection committee selected GAI Consultants and RMA for oral interviews. The oral interviews were conducted on March 28, 2016 where GAI, based on scores from the written proposal evaluation and the in-person interviews, was ranked as the top respondent by the selection committee. A copy of the Initial Evaluation and Oral Evaluation score sheets is included as Attachment 2.

The selection committee members were:

- Roxanne Manning, CRA
- Michael Parker, City of Tallahassee
- Judy Donahoe, City of Tallahassee
- Ed Young, Tallahassee - Leon County Office of Economic Vitality
- Tim Edmond, The Edmond Group*
- JT Burnette, Inkbridge*

* Tim Edmond and JT Burnette were recommended to serve on the selection committee by the Frenchtown Redevelopment Partners, a group of individuals who own private property adjacent to the former Shelter and FRCC properties. The Frenchtown Redevelopment Partners have expressed an interest in redeveloping their properties in concert with the redevelopment of the former Shelter and FRCC properties.

GAI has proposed to prepare the market study, feasibility analysis and provide the RFP assistance for \$113,550, which includes \$7,000 in in-direct services (travel, data acquisition, reproduction, etc.). The estimated schedule to complete all four phases of the project is 23 weeks but the actual timing of each phase will depend on actions and directions provided by the CRA to GAI at the end of each phase. A summary of the SOW is provided below; the full SOW is included as Attachment 3.

Phase 1 – Market Study of GFS and DT Districts (\$53,050): GAI will conduct a market study for multi-family, retail/restaurant, office and hotel uses within both the GFS and DT Districts. The study will include a profile of development and absorption trends within the City of Tallahassee and the two redevelopment districts, estimates of population growth and related demographic impacts, identification of proposed projects that could be competitive with development opportunities in the GFS and DT Districts, and estimates of

market support and timing for near-term (3-5 years) and mid-term (6-8 years) developments. This phase is estimated to take eight weeks to complete. The results of the market study will form the baseline for the remaining phases of the project.

Phase 2 – Feasibility Analysis of Former Shelter/FRCC and Firestone/ Bloxham Annex Properties (\$28,270): Using the data from the market study, GAI will conduct a feasibility analysis of the former Shelter/FRCC and, if appropriate/required, the Firestone/Bloxham Annex properties to determine the most appropriate land use for each. The analysis will examine historical patterns from select parcels within each redevelopment district as well as the anticipated impact of future planned projects in the area. GAI will also estimate the size and mix of uses the properties can support. The analysis will include up to four basic financial models of the major land uses, illustrating the relationship among improvement costs, potential income and underlying land values. The analysis will estimate the potential timing near-term (3-5 years) and the mid-term (6-8 years) of redevelopment opportunities. This phase of the project is estimated to take seven weeks to complete. The cost for the market analysis of the former Shelter/FRCC properties is \$14,270, and the cost for the market analysis of the Firestone/Bloxham Annex properties is \$14,000. If, because of on-going activities, the feasibility analysis is not required for the Firestone/Bloxham Annex properties, the cost for this phase of the project would be reduced by \$14,000 to \$14,270.

Phase 3 – Preparation of RFP Documents (\$15,990): Depending on the results of the market study and feasibility analysis, the CRA may elect to move forward with the preparation of RFPs for the redevelopment of the former Shelter/FRCC and Firestone/Bloxham Annex properties, or other CRA or City-owned properties in the respective redevelopment districts. If the CRA decides to prepare an RFP, GAI will assist in the preparation of an RFP for up to two properties (one in each redevelopment district) including developing initial screening criteria, preparing support materials and assisting in identifying and targeting local, regional or national developers to respond to the RFP. This phase of the project is estimated to take four to five weeks to complete. If no RFPs are issued there would not be any expenses under this phase of the project. If only one RFP is issued, the cost would be approximately 75 percent of the programmed amount. If an RFP is not issued for the Firestone/Bloxham Annex properties, the cost for this phase of the project would be reduced by \$3,997.50 to \$11,992.50. If more than two RFPs are issued, there would be additional expenses for this phase of the project.

Phase 4 – Evaluation and Ranking of RFP Respondents (\$9,240): Without regard to the actual number of RFPs that may be issued GAI will assist CRA staff in evaluating up to six responses for a single RFP proposal and up to four responses for two RFP proposals. The GAI assistance will cover a number of areas, with some of the most important being the review of preliminary redevelopment budget and cost estimates, evaluating the technical aspects of the proposal in relation to the market study and feasibility analysis, and assessing the financial capacity of the developer to undertake the proposed redevelopment. This phase is estimated to take three weeks to complete once responses to the RFP have been received. If no RFPs proposals are evaluated with GAI assistance there will not be any expenses under this phase of the agreement. If an RFP response is not evaluated for the Firestone/Bloxham Annex properties, the cost for this phase of the project would be reduced to \$4,620. If GAI assists in the evaluation of more than four to six RFP responses (as described above), there would be additional expenses for this phase of the project.

Indirect/Out-of-Pocket Expenses (\$7,000): In addition to the direct project expenses described above, GAI has projected indirect expenses of \$7,000 for on-site meeting travel expenses, the purchase of market and demographic data, report production, photocopying, and related expenses.

Staff recommends that the Board approve the market study, feasibility analysis and RFP services outlined in this agenda item and in the SOW at Attachment 3 and authorize staff to execute an agreement with GAI Consultants, Inc. consistent with this agenda item and any additional direction provided by the CRA Board for an amount not to exceed \$113,550 (\$53,410 from the Shelter/Renaissance Properties Project) and \$53,140 from the Firestone/Bloxham Annex Project).

Options

1. Authorize staff to execute an agreement with GAI Consultants, Inc. for an amount not to exceed \$113,550 to: (1) prepare a market study focused on the GFS and DT Districts, (2) prepare a feasibility analysis for the CRA-owned former Shelter/FRCC and Firestone/Bloxham Annex properties, (3) assist in the preparation of Request for Proposals (RFP) for redevelopment of the Shelter/FRCC and Firestone/Bloxham Annex properties, and (4) assist in the evaluation of responses to the RFP.
2. Do not authorize execution of proposed agreement with GAI Consultants, Inc.; provide further direction to staff.

Attachments/References

1. CRA Request for Qualifications (w/addendums), December 16, 2015
2. Initial Evaluation and Oral Interview Score Sheets
3. GAI Proposed Scope of Work

[Attachment 1.pdf \(2,682 KB\)](#)[Attachment 2.pdf \(217 KB\)](#)[Attachment 3.pdf \(337 KB\)](#)



REQUEST FOR QUALIFICATIONS (RFQ)

NO. RFQ 0020-16-RWT-RC

REAL ESTATE AND/OR

LAND ECONOMICS SERVICES:

**Mixed-Use Property Market Analysis, Feasibility
Analysis and Follow-On Services**

November 16, 2015

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ATTACHMENTS TO THIS RFQ

Attachment A – Minority Business Enterprise Participation
Attachment B – Statement of Good Faith Effort
Attachment C – Local Business Affidavit
Attachment D – Representations/Certifications

SECTION 1.0 GENERAL INFORMATION

On behalf of the City of Tallahassee Community Redevelopment Agency (herein may be referred to as the “CRA”), the City of Tallahassee Procurement Services Office is requesting written Statement of Qualifications (SOQ) from qualified Real Estate and/or Land Economics Consulting firms to provide the following real estate and/or land economics services: (1) conduct a market demand analysis for (a) the Greater Frenchtown/Southside Community Redevelopment Area (GFS District) and (b) the Downtown District Community Redevelopment Area (DT District), providing assessments and recommendations regarding the timing, types and density of residential, office and commercial developments, with a focus on mixed-use development(s), (2) prepare feasibility analysis for the mixed-use development of the Former Shelter and Adjacent Parcels (Shelter Parcels) and the Downtown District Parcels (Downtown Parcels), and other properties within the study areas as directed by the CRA, (3) assist the CRA in preparing a Request for Proposal(s) (RFP), if determined to be necessary, to solicit specific mixed-use proposals for redeveloping select properties in the study areas, and (4) help the CRA evaluate responses to the RFP, including feasibility, pro forma and financial analysis of up to three (3) of the top ranked RFP respondents. Firms responding to this RFQ will be evaluated based on their demonstrated experience in the following areas: mixed-use market demand analysis in urban environments, feasibility analysis in urban environments, researching and documenting local and regional mixed-use redevelopment trends, developing and evaluating public/private partnerships in mixed-use developments, and the success of individual team members in working on mixed-use projects of similar scope and size.

SECTION 2.0 SCOPE OF SERVICES/PROJECT DESCRIPTION

The CRA seeks proposals from qualified real estate consulting firms to conduct a Market Demand Study (Market Study), Feasibility Analysis (Feasibility Analysis) and related follow-on services for mixed-use developments within the boundaries of the GFS District and the DT District (the “Study Areas”). A brief description of the real estate services is provided in Section 2.1 below. A description of the study areas and possible redevelopment parcels is provided immediately below.

GFS District: The GFS District (Exhibits A and C) consists of three distinct geographic sections and is comprised of over 1,450 acres of residential, office, commercial/retail, industrial, and green/open space land uses, all conveniently located near downtown Tallahassee. Included within the boundaries of the redevelopment area are thirteen neighborhood communities; seven major commercial/retail areas including sections of Tennessee Street, Tharpe Street, North and South Monroe Streets, Gaines Street, Lake Bradford Road and South Adams Street; and numerous mixed-use areas. In addition, the redevelopment area borders parts of the Florida A&M University (FAMU) and the Florida State University (FSU) campuses.

DT District: The DT District (Exhibits B and C) consists of approximately 440 acres in downtown Tallahassee, between the northern and southern portions of the Greater Frenchtown/Southside Community Redevelopment Area. The DT District is comprised of five sub areas with distinct land uses, physical characteristics and functions. These areas are: (1) North Monroe Street, (2) the Downtown Core, (3)

Franklin Boulevard, (4) Gaines Street, and (5) Capital Cascades. Land uses in the DT District include residential, office, commercial/retail, light industrial, and green/open space.

Shelter Parcels: The Shelter Parcels are a collection of 20 developed and vacant parcels of 5.34 acres (mol) located at the entrance to the historic Frenchtown community (Exhibit D and Table 1). The parcels are also within the Study Area. The properties are bordered by Tennessee Street on the south, Macomb Street on the west, Virginia Street on the north and parcels 2136500195390 and 2136500195375 on the east. The properties are located on the southern edge of the Frenchtown neighborhood and the northeast corner of the Florida State University campus. They are also located near the State of Florida Capitol complex, Florida A&M University and Tallahassee’s central business district.

Of the 20 Shelter Parcels (Table 1), the CRA owns six. The Frenchtown Redevelopment Partners, LLC (the Redevelopment Partners) own or have pre-development agreements with many of the remaining property owners. The Redevelopment Partners have prepared conceptual plans for the parcels that include office, retail, a grocery store, medical and rental/owner-occupied residential uses, as well as structured parking. A copy of the Redevelopment Partners concept is at Exhibit E. The concept is expected to be included in the Market Study and, if appropriate, the Feasibility Analysis but should not be considered the baseline for either study.

Table 1 – Shelter Parcels

Map #	Parcel ID	Owner	Site Address
1	2136500195400	Bethel Missionary Baptist Church	428 W. Tennessee St.
2	2136500205430	City of Tallahassee CRA	431 W. Virginia St.
3	2136500205425	West Tennessee Street Partners	None assigned
4	2136500205420	West Tennessee Street Partners	439 W. Virginia St.
5	2136500235520	West Tennessee Street Partners	460 W. Tennessee St.
6	2136500235515	West Tennessee Street Partners	458 W. Tennessee St.
7	2136500225505	City of Tallahassee CRA	466 W. Tennessee St.
8	2136500225510	City of Tallahassee CRA	480 W. Tennessee St.
9	2136500225495	Geraldine Roberts	None assigned
10	2136500215450	Geraldine Roberts	317 N. Macomb St.
11	2136500215455	Geraldine Roberts	323 N. Macomb St.
12	2136500215445	Dorothy Landers	469 W. Virginia St.
13	2136500215490	City of Tallahassee CRA	457 W. Virginia St.
14	2136500215435	Sylvester Davis	W. Virginia St.
15	2136500215440	City of Tallahassee CRA	465 W. Virginia St.
16	2136500215470	Mary Mitchell Estate	459 W. Virginia St.
17	2136500215465	Mary Mitchell Estate	None assigned
18	2136500215480	Mary Mitchell Estate/Rachel Bell Robinson/ Annie Jones	459 W. Tennessee St.
19	2136500215485	City of Tallahassee CRA	447 W. Virginia St.
20	2136500215460	Sylvester Davis	None assigned

Downtown Parcels: The Downtown Parcels consist of the Firestone and Bloxham Annex properties (collectively 5.3 acres (mol)) on Gaines Street, adjacent to Cascades Park (Exhibit F and Table 2). 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 the Old Leon County Health Building. The properties are located on the northwestern edge of Cascades Park. They are also located near the State of Florida Capitol complex, numerous State office buildings, Florida A&M University and within walking distance of Tallahassee’s central business district and various residential neighborhoods. The Market Study is expected to consider these parcels as future development during the course of the study.

Table 2 – Downtown Parcels

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.

Although there are no specific development plans or approvals for these parcels at this time, there has been discussion regarding a mixed use proposal which includes townhouse, flats, retail and entertainment. There have also been recommendations that redevelopment of the Firestone property include support facilities such as dressing rooms for performances at the Cascade Park Amphitheater and a black box for small-stage performances and practices. A formal letter of interest has been submitted for the purchase of the Firestone and Bloxham parcels.

At the time this RFQ was prepared, the Downtown Parcels were owned by the State of Florida. A Purchase and Sales Agreement exists with the CRA, and it is expected that by the time any agreement developed through this RFQ is executed, the Downtown Parcels will be owned by the CRA.

2.1 DESCRIPTION OF SERVICES:

As described below, a four-phase scope of real estate services is requested under this RFQ. The consultant selected through this RFQ will NOT be able to participate in the planned redevelopment of the properties. This restriction will not apply to any sub-contractors unless they also directly participate in the Feasibility Analysis.

Phase 1 – Market Study:

The Market Study is expected to identify both near-term (3 – 5 years) and mid-term (6 – 8 years) development opportunities and impacts. The Market Study will (1) evaluate existing market conditions and demand for retail, commercial and residential needs within the City of Tallahassee; (2) identify key parcels in the study areas where redevelopment can be expected in the near- and mid-terms, with an emphasis on mixed-use developments; (3) identify existing (under construction and permitted) and planned (under review and/or proposed) retail,

commercial and residential developments (including mixed-use developments) within the City of Tallahassee; (4) assess the impact of those developments (oversupply, gaps, etc.) on traditional and mixed-use redevelopment opportunities within the two study areas and specifically the Shelter Parcels and Downtown Parcels; (5) identify other key locations in the two study areas where traditional and mixed-use redevelopment opportunities exist; and (6) develop a market demand matrix describing development opportunities, absorption rates, and key market issues and concerns, including project funding. It is incumbent upon the respondent to clearly demonstrate their experience in conducting market studies, as described above, in their responses to the Statement of Qualifications below.

As noted earlier, the consultant will also be required to include the Redevelopment Partners concept (Exhibit D) in the Market Study, providing CRA staff with an assessment of the proposal's strengths and weaknesses, providing recommendations for addressing the weaknesses.

Phase 2 – Feasibility Analysis:

Upon completion of the Market Study, and as directed by the CRA, a Feasibility Analysis may be prepared for any redevelopment recommendations from the Market Study for the Shelter Parcels, the Downtown Parcels, and other key parcels identified for redevelopment in either the GFS District or the DT District. Although Highest and Best Use will be a significant element of the Feasibility Analysis, the analysis may include the consideration of additional redevelopment interests and objectives suggested by the CRA. The consultant's analysis will be expected to help the CRA understand the consequences and impact of special redevelopment constraints imposed by the CRA and to provide several points in the preparation of the Feasibility Analysis to test the findings and direction of the analysis. It is incumbent upon the respondent to clearly demonstrate their experience in feasibility analyses in their responses to the Statement of Qualifications below.

Depending on the results of the Market Study, the consultant may need to conduct a feasibility analysis of the Frenchtown Redevelopment Partners concept for the Shelter Parcels. This will be addressed by CRA staff following receipt of the Market Study.

Phase 3 - Preparation of a Request for Proposals:

If the market and/or feasibility analysis determines that one or more properties in the study areas can be successfully redeveloped in the near-term (3 – 5 years), the CRA plans to release an RFP for the development of the property or properties. The consultant selected through this RFQ will assist the CRA in preparing the RFP. It is incumbent upon the respondent to clearly demonstrate their experience developing RFP's, or similar documents, in their responses to the Statement of Qualifications below.

Phase 4 – Evaluation of Responses to the Request for Proposals:

The consultant selected through this RFQ will assist the CRA in evaluating responses to the planned RFP, with an emphasis on evaluating the ability of the respondent to deliver the development proposed in the RFP. This will include a detailed analysis of financial and pro forma information included in the RFP. It is incumbent upon the respondent to clearly demonstrate their experience evaluating redevelopment-related RFP's, or similar documents, in their responses to the Statement of Qualifications below. The experience must clearly demonstrate and describe the financial evaluation (understanding of current and projected market conditions, pro forma, funding sources, etc.) experience the respondent has with mixed-use redevelopment projects in mid-sized urban areas.

2.2 EVALUATION PROCESS:

As part of the evaluation process, respondents will be required to submit a written Statement of Qualifications (SOQ) on the following:

- Demonstrated experience in market study and feasibility analysis of mixed-use developments in a mid-sized urban environment. Including but not limited to:
 - Assessing existing market components
 - Identifying and analyzing economic and demographic characteristics and impacts within mid-sized urban environments.
 - Awareness of local, regional and state issues as they relate to redevelopment.
 - Identifying current and future residential, retail and commercial market demands; conducting demand analysis.
 - Identifying opportunities and constraints as part of siting decisions.
 - Assessing the feasibility of redevelopment projects other than by assessing only the Highest and Best Use.
 - Recommending changes to redevelopment proposals that are determined not to be feasible.
 - Reviewing competitive redevelopment proposals to determine the best development mix and location.
- Performance of market studies and feasibility analysis completed in last five (5) years.
- Conducting financial evaluations (understanding of current and projected market conditions, pro forma, funding sources, etc.) of mixed-use redevelopment projects in mid-sized urban areas.
- Identifying a variety of financing options for mixed-use redevelopment projects.
- Experience of individual team members in working on projects of similar size and scope.
- Past experience in developing and participating in public/private partnerships on projects of similar size and scope.
- Reputation of the firm in the industry.

- Experience in working with design teams and architects on mixed-use developments in an urban environment.
- Experience in identifying retail users in mixed-use developments in an urban environment.
- Experience in preparing and reviewing RFPs of mixed-use redevelopment projects in a mid-sized urban market; demonstrating the successful redevelopments that came from those RFPs (understanding of current and projected market conditions, pro forma, funding sources, etc.).

2.3 **SELECTION COMMITTEE:**

A Selection Committee consisting of CRA staff, City staff and/or other technical experts will review all responses to this RFQ. Based upon the review and consideration of the written Statement of Qualification submitted by respondents, the Selection Committee will rank the respondents and anticipates selecting a short-list of not less than three (3) firms deemed to be the most qualified. The short-listed firms may be invited to provide oral presentations/interviews to the Selection Committee. The recommended final ranking will be forwarded for approval to the CRA Board.

SECTION 3.0 SCHEDULE OF EVENTS

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

EVENT	DATE/TIME
Release of RFQ	December 16, 2015
Deadline for Questions/Inquiries	January 14, 2016
SOQ Due Date/Time (Deadline) by 4:30PM	January 29, 2016
Preliminary Scoring/Ranking of SOQs and Shortlist Firms	February 10, 2016
Oral Presentations/Interviews by/of Short-listed Firms*	February 15 and 16, 2016
Final Scoring/Ranking and Post Recommended Firm	February 17, 2016
Anticipated Award	February 25, 2016

**The top three candidates may be required to make oral presentations to the Selection Committee.*

SECTION 4.0 PRE-SUBMITTAL CONFERENCE

4.1 A pre-submittal conference will NOT be held as part of this RFQ.

SECTION 5.0 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). Notice of all public meetings will be posted in the Procurement Services Division, City Hall, 300 S. Adams St, Tallahassee, FL as far in advance of the meeting as possible.

SECTION 6.0 REQUESTS FOR CLARIFICATIONS

ALL questions concerning this RFQ must be directed in writing to **Robert Threewitts, PROCUREMENT SERVICES DIVISION, PHONE: (850) 891-8025, E-MAIL: Robert.Threewitts@talgov.com or through FRS TDD at 771.** All telephone conversations are considered to be unofficial responses and will not be binding. Changes to this RFQ may be made by issuance of an addendum. Responding firms and their representatives ***SHALL NOT*** make any contact with any member of the Selection Committee, or any other CRA or City officer, employee or agent directly serving the procurement activity.

SECTION 7.0 STATEMENT OF QUALIFICATION CONTENT REQUIREMENTS

- 7.1 A prospective service provider's response to this RFQ should, at a minimum, include the following information as provided in TAB 1 thru TAB 6, herein and as earlier described in Section 2.2. Please note that the SOQ should address the requirements in a clear and concise manner in the order stated herein. SOQs that do not adhere to the following format or include the requested information/documents may be considered incomplete and therefore non-responsive.
- 7.2 The CRA reserves the right to seek additional/supplemental representation on specific issues as needed. SOQs must be separately tabbed as follows and must include the information/documents specified in the applicable tab.
- 7.3 The response must contain a manual signature of an authorized representative of the responding firm.
- 7.4 The following information is required in the submittal in order to evaluate and rank each applicant. The Selection Committee will objectively evaluate the applicants' responses. A maximum total of 100 points will be assigned.

TAB 1 - EXECUTIVE SUMMARY/GENERAL INFORMATION

Present in brief, concise terms, a summary level description of the contents of the SOQ and of your company and its capabilities. The signer of the SOQ must declare that the SOQ is in all respects fair and in good faith without collusion or fraud, and that the signer of the SOQ has the authority to bind the principal proposer. At a minimum the following information will be included:

- a. Name of Firm
- b. Mailing Address of Firm
- c. Physical Address of Firm
- d. Name of Contact Person
- e. Phone Number
- f. Fax Number
- g. Cell Phone Number
- h. E-mail Address
- i. Business Structure

- j. If a joint venture or prime/subcontractor arrangement of two firms, indicate how the work will be distributed between the partners.
- k. Current General Contractor License Firm Individual
- l. Number of Years Firm in Business
- m. Number of Years Firm in Construction Management Business
- n. Proof of Liability Insurance
- o. Total Number of Staff- Management: ___ Clerical: ___ Field: ___
- p. Describe and Explain any Litigation, Major Disputes, Contract Defaults, and Liens in the Last Ten Years.

TAB 2 – STAFF QUALIFICATIONS

This section should express the general and specific project related capability of your staff that will be assigned to this project. This will include management, technical, field and support staff. Any LEED Accredited staff that will be assigned to your team should be identified. Give brief resume including, but not limited to:

- a. Name and title.
- b. Job assignment for other projects.
- c. Job assignment for this project.
- d. Percentage of time to be assigned full time to this project.
- e. How many years with this firm.
- f. How many years with other firms.
- g. Experience
 - (1) Types of projects.
 - (2) Size of projects (dollar value & SF of project)
 - (3) What was the specific project involvement?
- g. Education.
- h. Active registration (P.E., G.C., etc.).
- i. Other experience and qualifications that is relevant to this project.
- j. Note which projects used the construction management process.
- k. Five (5) business references (related to projects that were worked on) including name, title, phone number and a brief description of the project and the work performed.

TAB 3 – DEMONSTRATED EXPERIENCE IN MARKET ASSESSMENTS AND FEASIBILITY ANALYSIS IN MID-SIZED URBAN ENVIRONMENTS

Provide examples of projects that demonstrate experience in (1) market demand assessments within mid-sized urban environments and (2) feasibility analysis mixed-use redevelopment projects within mid-sized urban environments over the last eight (8) years. Describe the similarities of those projects with the proposed results from this RFQ. Describe the outcome of those projects, including successes and problems. Describe the respondent's role in the projects. Provide contact information for each project (these contacts should be different from those provided under Tab 8, below), including names, addresses, phone numbers and email addresses.

A total of **25 points** will be awarded for this level of experience.

TAB 4 - PERFORMANCE OF PRIOR MARKET DEMAND ANALYSIS AND MARKET FEASIBILITY ANALYSIS IN MID-SIZED URBAN ENVIRONMENTS

Provide five (5) copies each of at least five (5) prior market assessments and feasibility analyses that respondent deems relevant to this project. The assessments and analyses should have been completed in the last eight (8) years, and at least one should have been completed within the last two (2) years. Describe the outcome of the analysis and how the client used the information. For example, did the project go forward? Why or why not? The emphasis will be on examples of market and feasibility analyses that were used to develop specific projects in mid-sized urban environments.

A total of **20 points** will be awarded for this level of experience.

TAB 5 - EXPERIENCE AND SUCCESS IN RESEARCHING AND DOCUMENTING LOCAL, STATE AND REGIONAL TRENDS AND DEVELOPMENTS IN MID-SIZED URBAN ENVORNMENTS

Provide examples from prior projects or from experience of key members of the marketing and analysis team that clearly demonstrate the respondent understands and remains current on national, state and local issues that might impact the proposed project. Describe the process that will be used to ensure the analysis provided for this project will reflect current market conditions and restraints, and recognize relevant regional and local conditions.

A total of **15 points** will be awarded for this level of experience.

TAB 6 – EXPERIENCE OF INDIVIDUAL TEAM MEMBERS IN WORKING ON PROJECTS OF A SIMILAR SCOPE AND SIZE

Identify key members of the project team. Describe in detail their experience in similar projects.

A total of **10 points** will be awarded for this level of experience.

TAB 7 – PAST EXPERIENCE IN ASSESSING AND DEVELOPING PUBLIC-PRIVATE PARTNERSHIPS FOR MIXED-USE PROJECTS IN SIMILAR MARKETS

Describe partnership arrangements that respondent has helped structure to implement the successful development of similar projects. Identify the public and private partners, and the financial, ownership and operational role they played in the development. Describe in detail the structure of the partnership and the current status of those projects cited.

A total of **15 points** will be awarded for this level of experience.

TAB 8 – REPUTATION OF THE FIRM IN THE INDUSTRY

Provide a minimum of five (5) references that document the respondent's reputation among peers. At least one of the references should be client (existing or prior) within the last three (3) years. Included with the references must be a narrative describing the reference's role within the redevelopment industry and their relationship with the respondent that provides them with the information to comment on the respondents standing in the industry. Points will be awarded based on how well the relationship between the project narrative provided by the respondent and the comments provided by the references relates to the project envisioned through this RFQ.

A total of **10 points** will be awarded for this level of experience.

TAB 9 – LOCAL BUSINESS AFFIDAVIT (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 CRA. 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 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 10 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 10 – MBE PLAN & MBE CERTIFICATION (IN A SEPARATE ENVELOPE)

- a. Present a narrative description/plan of how the MBE goal of 12.5% fee participation will be met or exceeded during the course of this project. This Plan should explain the scope of work designated for each MBE firm, the duration of and phases in which the assignments occur and how the assignments coordinate within the overall project plan (2 Pages Maximum for the Plan).
- b. For each MBE firm on your team, include Attachment C (MBE Utilization Form) along with their Certification documents.

- c. If there are no MBE firms on your team, complete the Determination of Good Faith Effort (Attachment B) and include in TAB 6. The MBE submission requirements are detailed in Section 11.0 of this RFP.

TAB 11 – COST PROPOSAL (IN A SEPARATE ENVELOPE)

PLEASE SUBMIT ONE (1) ORIGINAL AND TWO (2) COPIES OF THE COST PROPOSAL IN A SEPARATE, SEALED ENVELOPE. The Cost Proposal shall NOT be a selection criterion in the RFQ evaluation and scoring process. However, the Cost Proposal, as described below, will be part of the negotiation process between the CRA and the top-ranked candidate following the In-Person Interviews, if conducted. If the CRA and the top-ranked candidate are not able to reach an agreement, including a Not-to-Exceed Cost, the CRA will begin negotiations with the second-ranked candidate, and so forth until the CRA is able to negotiate an agreement or elects not to move forward with an agreement with any of the respondents/candidates.

The Cost Proposal must include itemized costs for the four (4) phases of assistance described in Section 2.1, Description of Services. In addition, the Cost Proposal for Phase 2 (Feasibility Analysis) will breakout the anticipated cost of the feasibility analysis for the Shelter Properties (Option A) and the Downtown Properties (Option B).

TAB 12 – OTHER ATTACHMENTS

- Local Business Affidavit (Attachment C)
- Attachment D-Representations/Certifications
- Acknowledged Addenda

SECTION 8.0 INTERVIEWS

After the SOQs have been evaluated, the Selection Committee will shortlist an estimated three (3) respondents. Shortlisted respondents may be required to make oral presentations to and be interviewed (questions and answers) by the Selection Committee. At a minimum, the selected firms will be expected to address the following:

- Understanding of project and project requirements;
- Approach and methodology for conducting the market and feasibility analysis;
- Demonstrated experience in preparing and evaluating RFP's, including pro forma and related feasibility analysis, for projects similar in scope as anticipated by this RFQ; and
- Demonstration of experience and quality of materials submitted in the SOQ.

SECTION 9.0 SUBMITTING STATEMENT OF QUALIFICATIONS (SOQs)

9.1 SOQs shall be submitted as follows:

9.1.1 All SOQs must be in writing and in complete sets: **ONE ORIGINAL (SO IDENTIFIED) AND Six (6) COMPLETE COPIES (SO IDENTIFIED).**

9.1.2 All SOQs shall be submitted in a sealed envelope/container, which will be received (recorded and clocked-in) –

At: **CITY OF TALLAHASSEE
PROCUREMENT SERVICES DIVISION
300 S. ADAMS STREET, MAIL STOP # A-28
TALLAHASSEE, FLORIDA, 32301-1731**

Until **NOT LATER THAN THE DATE/TIME SPECIFIED ABOVE IN 3.0**

LATE SOQS WILL NOT BE CONSIDERED FOR EVALUATION.

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

- The name and address of the proposer
- The word "SOQ" and the RFQ number
- The time/date specified for receipt of SOQs
- The number of each envelope/container submitted (i.e. "1 of 3", "2 of 3", "3 of 3")

9.1.3 The responsibility for submitting the SOQ to the Procurement Services Division on or before the above stated time and date is solely that of the proposer. Neither the CRA nor the City of Tallahassee will in no way be responsible for delays in mail delivery or delays caused by any other occurrence.

9.1.4 All SOQs must be in writing. Non-responsive SOQs may not be considered. The signer of the SOQ must declare that the SOQ is in all respects fair and in good faith without collusion or fraud and that the signer of the SOQ has the authority to bind the principal proposer.

9.1.5 The CRA shall not be liable for any costs incurred by a proposer prior to entering into a contract. Therefore, all proposers are encouraged to provide a simple, straightforward, and concise description of their ability to meet the project requirements.

9.1.6 Firms responding to this RFQ must be available for in-person presentations/interviews, in the event the Selection Committee requests presentations by shortlisted firms.

SECTION 10.0 EVALUATION CRITERIA

Evaluation of SOQs/interviews will be performed consistent with the following criteria and weighted values- max of 150 points:

SOQ Criteria	Rating Points
Experience in market assessments and feasibility analysis in mid-sized urban environments.	25
Performance of prior market assessments and feasibility analysis in mid-sized urban environments.	20
Experience and success in researching and documenting local, state and regional trends and developments.	15
Experience of individual team members in working on projects of a similar scope and size.	10

Past experience in assessing and developing public/private partnerships for mixed-use projects in similar markets.	15
Reputation of the firm in the industry.	10
Local Business Incentive	5
SOQ Criteria Subtotal	100
Interview Criteria	Rating Points
Understanding of project and project requirements.	10
Approach and methodology for conducting the market and feasibility analysis.	15
Demonstrated experience in preparing and evaluating RFP's, including pro forma and related feasibility analysis, for projects similar in scope as anticipated by this RFQ.	15
Demonstration of experience and quality of materials submitted in the SOQ.	10
Interview Criteria Subtotal	50
Maximum Points Allowed	150

As part of the evaluation process, the top three candidates may be required to make oral presentations to the Selection Committee.

SECTION 11.0 MINORITY BUSINESS ENTERPRISE PARTICIPATION

MBE participation shall NOT be a selection criterion in the RFQ evaluation/scoring process.

11.1 However, MBE participation will be a factor during the contract negotiations process for award of a resultant contract. Therefore, it is the goal of this RFQ to have a minimum 12.5% MBE participation in the total fee of the resultant contract. The Consultant shall include an MBE Participation Plan within the RFQ response, although the plan will not be reviewed or considered by the Selection Committee. The participation plan must be included as part of the submittal package, but will be provided in a separate, sealed envelope that is clearly marked as the “MBE Evaluation Plan”. Key elements of the plan will include:

- 11.1.1 An explanation/narrative of how the goal of 12.5% MBE participation shall be met for this contract.
- 11.1.2 List of the locally certified MBE firms that will be utilized on this contract including the services they are to provide.
- 11.1.3 The methodology for monitoring the MBE participation on a continuing basis.
- 11.1.4 If no suitable MBE participation can be found, the Respondent must demonstrate a Good Faith Effort was made to identify a suitable MBE and Attachment B will need to be included in the RFP Response.

11.2 Good Faith

Failure to submit the MBE Plan and/or Good Faith documentation shall result in

the proposal being deemed as non-responsive to the MBE portion of the proposal specifications. If MBE participation is not available or will not be used for this contract, it must be documented and justified on the Good Faith Effort form (Attachment B).

- 11.3 **No points will be awarded for MBE participation; however, it is the goal of the CRA to have a minimum 12.5% MBE participation in the total fee of the resultant contract.** The MBE Participation Plan will be evaluated by the City's MBE Office to determine whether or not it meets the City's 12.5% MBE participation goal or is a good faith effort to meet the goal. The CRA reserves the right to reject any application that does not provide an MBE Plan or Good Faith documentation that does not meet the MBE review thresholds.

Ensure all proposed MBE vendors are certified through the City of Tallahassee or Leon County and are located in the "Local Market Area" of Leon, Wakulla, Gadsden or Jefferson counties. No other certification is acceptable. An MBE vendor **will not be considered** in the MBE goal of 12.5% if that vendor is not certified by the City of Tallahassee or by Leon County at the solicitation deadline.

- 11.4 An MBE directory is available from the City of Tallahassee website at <http://www.talgov.com/economic/directory/index.cfm> or Leon County's website at <http://www.leoncountyfl.gov/mbe>. Information found at these websites may not be up-to-date.
- 11.5 Should you have any MBE related questions, including Good Faith Efforts criteria, please contact LaTanya Raffington with the City of Tallahassee's Minority Business Enterprise Office at (850) 891-6500.

SECTION 12.0 CONTRACT AWARD

- 12.1 The CRA reserves the right to incorporate the successful firm's SOQ into a contract. Failure of a firm to accept this obligation may result in the cancellation of any award.
- 12.2 The selected firm will be required to assume responsibility for all services offered in the SOQ. 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.
- 12.3 A copy of the recommended ranking will be available for review in the Purchasing Division upon completion of the evaluation by the committee. Vendors may also obtain a copy of the final ranking from the City's web site at: <http://talgov.com/dma/procurement/bidinfo.cfm>.
Then click on: ([View all bid information on DemandStar's website](#))

SECTION 13.0 RIGHT OF REJECTION

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

SECTION 14.0 GENERAL TERMS AND CONDITIONS

14.1 EQUAL OPPORTUNITY AGREEMENT

- 14.1.1. 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.
- 14.1.2 By submitting a SOQ, 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.
- 14.1.3 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".

14.2 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 [\$25,000] 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.

14.3 ISSUANCE OF ADDENDA

- 14.3.1 If this solicitation is amended, the CRA, through the City of Tallahassee'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.
- 14.3.2 Proponents shall acknowledge receipt of each addendum to this solicitation using one of the following methods:
- By signing and returning the addendum;
 - By signed letter;
 - By signed facsimile (subject to the conditions specified in the provision entitled "FACSIMILE DOCUMENTS".)
- 14.3.3 The City's Procurement Services Division must receive the acknowledgment by the time and date, and at the location specified for receipt of SOQs.

14.4 PAYMENT

14.4.1 Prompt Pay Policy

It is the policy of the City of Tallahassee to fully implement the provisions of the State of Florida Prompt Payment Act. For more information, please refer to Florida State Statute 218.7.

14.4.2 Withholding Payment

In the event a contract is canceled under any provision herein, the City of Tallahassee may withhold from the Consultant any monies owed on that or any contract, an amount sufficient to compensate for damages suffered because of the violation resulting in cancellation.

14.5 INSURANCE REQUIREMENTS

Prior to commencing work, the Consultant shall procure and maintain at Consultant's own cost and expense for the duration of the agreement the following insurance against claims for injuries to person or damages to property which may arise from or in connection with the performance of the work or services hereunder by the Consultant, his agents, representatives, employees or Subcontractors. The cost of such insurance shall be included in Consultant's SOQ.

14.5.1 Consultant shall maintain limits no less than:

Commercial General/Umbrella Liability Insurance - \$500,000 limit per occurrence for property damage and bodily injury. The service provider should indicate in its SOQ whether the coverage is provided on a claims-made or preferably on an occurrence basis. The insurance shall include coverage for the following:

- Premise/Operations
- Explosion, Collapse and Underground Property Damage Hazard (only when applicable to the project)
- Products/Completed Operations
- Contractual
- Independent Contractors
- Broad Form Property Damage
- Personal Injury

Business Automobile/Umbrella Liability Insurance - \$500,000 limit per accident for property damage and personal injury. The insurance shall include coverage for the following:

- Owned/Leased Autos
- Non-owned Autos
- Hired Autos

Workers' Compensation and Employers'/Umbrella Liability Insurance -- Workers' Compensation coverage with benefits and monetary limits as set forth in Chapter 440, Florida Statutes. This policy shall include Employers'/Umbrella

Liability coverage for \$500,000 per accident. Workers' Compensation coverage is required as a condition of performing work or services for the City whether or not the Contractor or Vendor is otherwise required by law to provide such coverage.

Professional Liability Insurance - \$500,000 or as per project (ultimate loss value per occurrence).

14.5.2 Other Insurance Provisions

14.5.2.1 Commercial General Liability and Automobile Liability Coverage

- The CRA, CRA Board, CRA staff, City of Tallahassee, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of the Consultant; products and completed operations of the Consultant; premises owned, leased or used by the Consultant or premises on which Consultant is performing services on behalf of the CRA and/or City. The coverage shall contain no special limitations on the scope of protection afforded to the CRA and City of Tallahassee, members of the City Commission, boards, commissions and committees, officers, agents, employees and volunteers.
- The Consultant's insurance coverage shall be primary insurance as respects the CRA, CRA Board, CRA staff, City of Tallahassee, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers. Any insurance or self-insurance maintained by the CRA, CRA Board, City of Tallahassee, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers shall be excess of Consultant's insurance and shall not contribute with it.
- Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the CRA, CRA Board, City of Tallahassee, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers.
- Coverage shall state that Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

14.5.2.2 Workers' Compensation and Employers' Liability and Property Coverage

The insurer shall agree to waive all rights of subrogation against the CRA, CRA Board, CRA staff, City of Tallahassee, member of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers for losses arising from activities and operations of Consultant in the performance of services under this Agreement.

14.5.2.3 All Coverage

- Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the CRA and City.

- If Consultant, for any reason, fails to maintain insurance coverage, which is required pursuant to this Agreement, the same shall be deemed a material breach of contract. The CRA, at its sole option, may terminate this Agreement and obtain damages from the Consultant resulting from said breach.
- Alternatively, the CRA may purchase such required insurance coverage (but has no special obligation to do so), and without further notice to Consultant, the CRA may deduct from sums due to Consultant any premium costs advanced by the CRA for such insurance.
- CRA and City named as "additional insured" as its interest may appear.

14.5.2.4 Deductibles and Self-Insured Retention

Any deductibles or self-insured retention's must be declared to and approved by the CRA. At the option of the CRA, the insurer shall reduce or eliminate such deductibles or self-insured retention's as respects the CRA, CRA Board, City of Tallahassee, members of its City Commission, boards, commissions and committees, officers, agents, employees and volunteers; or the Consultant shall procure a bond guaranteeing payment of losses, related investigation, claim administration and defense expenses.

14.5.2.5 Acceptability of Insurers

Insurance is to be placed with Florida admitted insurers rated B+ or better by *A.M. Best's* rating service.

14.5.2.6 Verification of Coverage

Consultant shall furnish the CRA and City with certificates of insurance and with original endorsements affecting coverage required by this clause. The certificates and endorsements for each policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the CRA before work commences.

14.5.2.7 Subcontractors

Consultant shall include each of its subcontractors as insureds under the policies of insurance required herein.

SECTION 15.0 CONFIDENTIALITY

15.1 By submitting a proposal in response to this solicitation, a respondent acknowledges that the CRA and 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 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 the CRA/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. Note, the CRA and City of Tallahassee do not consider cost proposals to be proprietary and this information will be made public. Cost proposals marked as proprietary or confidential will not be evaluated and zero points will be given.

- 15.2 Should any person request to examine or copy any material so designated, and provided the affected respondent has otherwise fully complied with this provision, 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, 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 City for all expenses, costs, damages, and penalties of any kind whatsoever which may be incurred by City, or assessed or awarded against City, in regard to 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 City's sole obligation with regard to maintaining confidentiality of any document, material, or information submitted to the City.

SECTION 16.0 REVIEW OF CONTRACT

The CRA will use its own contract format, which will be provided to the selected consultant as part of the negotiation process.

SECTION 17.0 GRIEVANCE PROCEDURES

- (a) **Right to Protest.** Any prospective bidder or respondent may protest the provisions of a Request for Bids (IFB), Request for Qualifications (RFQ) 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. 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, RFP or RFQ, 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 qualifications or 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 CRA'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 CRA and/or 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 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 City.

SECTION 18.0 SELECTION PROCESS

18.1 The Selection Committee will review and score all SOQs received (by the due date), and determine the shortlisted firms (firms with the highest scores) using the selection criteria established for this project.

18.2 If required, the Selection Committee will receive presentations/conduct interviews of the shortlisted firms and will establish ratings for each firm in accordance with the scoring criteria established for this project.

18.3 The Selection Committee will recommend the order of ranking for CRA Board approval.

18.4 The contract for this project will be negotiated with the shortlisted firm ranked highest, as approved by the CRA Board.

SECTION 19.0 PROHIBITED COMMUNICATIONS

This process will follow the standards 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 Board Member or Board member's staff, or any CRA employee authorized to act on behalf of the CRA Board. 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
CITY OF TALLAHASSEE

MINORITY BUSINESS ENTERPRISE (MBE) UTILIZATION FORM

Proposer: _____

Address: _____

Phone: (_____) _____ RFQ Number _____

RFQ Name: _____

MBE SUB PROPOSERS INTENDED TO BE UTILIZED ON THE PROJECT

Name of MBE Sub-Proposer/Supplier: _____

Address: _____

Phone: (_____) _____ Is the sub-proposer a certified MBE? ____ Yes ____ No

If yes, please provide a copy of your certification letter or certificate.

Dollar amount of contract with sub-proposer/supplier: _____%

Percentage amount of contract with sub-proposer/supplier: _____%

Description of scope of work performed under agreement with the sub-proposer for amount indicated above:

PLEASE SUBMIT A SEPARATE FORM FOR EACH SUB-PROPOSER/SUPPLIER.

ATTACHMENT B

**STATEMENT OF GOOD FAITH EFFORTS
MBE Professional Service Projects**

RESPONDENT: _____

DATE: _____

This form is to be completed if Respondent fails to achieve the MBE goals established for this project. The Respondent is allowed to use an alternate method that demonstrates the good faith efforts made to meet the goals established as long as all of the requested information is included. Failure to include all requested information may result in the proposal being determined as non-responsive to the MBE goals.

The following list is not intended to be exclusive or exhaustive and the City will look not only at the different kinds of efforts the Respondent has made, but also the quality, quantity, intensity and timeliness of those efforts; it is the responsibility of the Respondent to exercise good faith efforts. Any act or omission by the City shall not relieve the Respondent of this responsibility.

Criteria listed below are consistent with the intent of **Section 16.5.9 of the City's Administrative Policies & Procedures Manual, as amended**. A response is required to address each cited paragraph. Additional pages may be added as necessary.

1. **Attendance at Pre-Proposal conference, if held:**
 Yes No Not Held **(10 POINTS)**

2. **Whether and when the Respondent provided written notice to certified MBE's listed in the City of Tallahassee MBE and/or Leon County Government Program directories that perform the type of work to be subcontracted and advising the MBE's of the specific work the Respondent intends to subcontract; that their interest in the contract is being solicited; and how to obtain information for the review and inspection of contract plans and specifications. (20 POINTS)**

All letters from Respondent's to prospective MBE subcontractors should be post marked a minimum of 12 calendar days or faxed recorded 7 days prior to proposal opening.

- A. Provide complete list of all MBE's solicited.

- B. Provide **DATE** letters were mailed (MBE's will be canvassed as to who sent them letters and what date they were received.) Provide a copy of solicitation and all other letters sent to MBE's. Recommended information in your solicitation letter can include, but not limited to, the following:
 - Project specific information.
 - Your willingness to assist with supply purchases.
 - Bonding requirements of your firm.
 - Any assistance your firm will be giving regarding bonding requirements, lines of credit and insurance requirements.
 - Availability of specifications and plans through your office.

- Best time to reach you by phone (MBE firms will be canvassed regarding your responsiveness to their calls and project information they received from your firm.)
- Proposal opening date and all addendum information.
- Your requirements/time frames/payment schedules.

3. **Whether the Respondent selected feasible portions of work to be performed by MBE's, including, where appropriate, breaking contracts or combining elements of work into feasible units. The ability of the Respondent to perform the work with its own work force will not in itself excuse a contractor from making positive efforts to meet the established goals. (10 POINTS)**

If appropriate, detail any subcontracting category that you have broken down to assist MBE firms and list firms that have been made aware of this reduced scope.

<u>Subcontracting Category</u>	<u>MBE Firm</u>
_____	_____
_____	_____
_____	_____
_____	_____

4. **Whether the Respondent considered all quotations received from MBE's and for those quotations not accepted, the Respondent should provide an explanation of why the MBE will not be used during the course of the contract. Receipt of lower quotation from non-MBE will not in itself excuse a Respondent's failure to meet project goals. (15 POINTS)**

List all MBE firms who quoted this project; the amount quoted, and the successful subcontractor (if not the MBE firm) and their quote:

<u>Name of MBE</u>	<u>MBE's Quote</u>	<u>Name of non-MBE Subcontractor Chosen</u>	<u>Subcontractor's Quote</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. **Whether the Respondent provided interested MBE's assistance in reviewing the contract plans and specifications. (5 POINTS)**

Name the MBE firms provided assistance and describe how your firm provided such assistance.

6. **Whether the Respondent assisted interested MBE firms in obtaining required bonding, lines of credit or insurance if such assistance was necessary. (5 POINTS)**

If the project was above \$200,000 or exempt from the City of Tallahassee's Bond Waiver Program, name the MBE's assisted and describe the assistance provided.

7. **Indicate whether the Respondent has utilized MBE subcontractors on City, or other local, contracts within the past six months. (10 POINTS)**

<u>Project Name</u>	<u>MBE Firms Used</u>	<u>Dollar Value</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. **Whether the Respondent advertised in general circulation, trade association, and/or minority/women - focus media concerning the subcontracting opportunities. (10 POINTS)**

List which papers carried your ad and attach a copy of the ad.

9. **Written documentation that the Respondent contacted the City of Tallahassee's MBE Office, other local M/WBE Offices or, if applicable, Federal MBE/DBE Offices, for guidance and assistance if having difficulty obtaining minority participation and unable to identify portions of work that can be feasibly broken down. (10 POINTS)**

Statement of Good Faith Effort, Page 3 of 4

List minority/women organizations contacted.
(A minimum of two organizations must be contacted.)

<u>Organization</u>	<u>Person Contacted</u>	<u>Date Contacted</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

10. Describe any additional efforts or circumstances, which may assist the City in determining your Good Faith Efforts. **(5 POINTS)**

A minimum score equal to 80% of the eligible points is required to achieve an acceptable good faith effort determination.

ATTACHMENT C



Local Vendor Affidavit

--

Effective November 10, 2012, the City of Tallahassee's *Local Business Incentive Program* (pilot program where local businesses received 10% preference) was replaced with the original Local Preference Program under Code of Ordinances, Part II, Chapter 2, Article X, Section 2-201 through 2-203. Therefore, under the original ordinance local vendors/businesses may qualify for up to a 5% preference, dependent on the aggregate amount of the quote. To qualify, 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 bid/quote 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

ATTACHMENT D
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

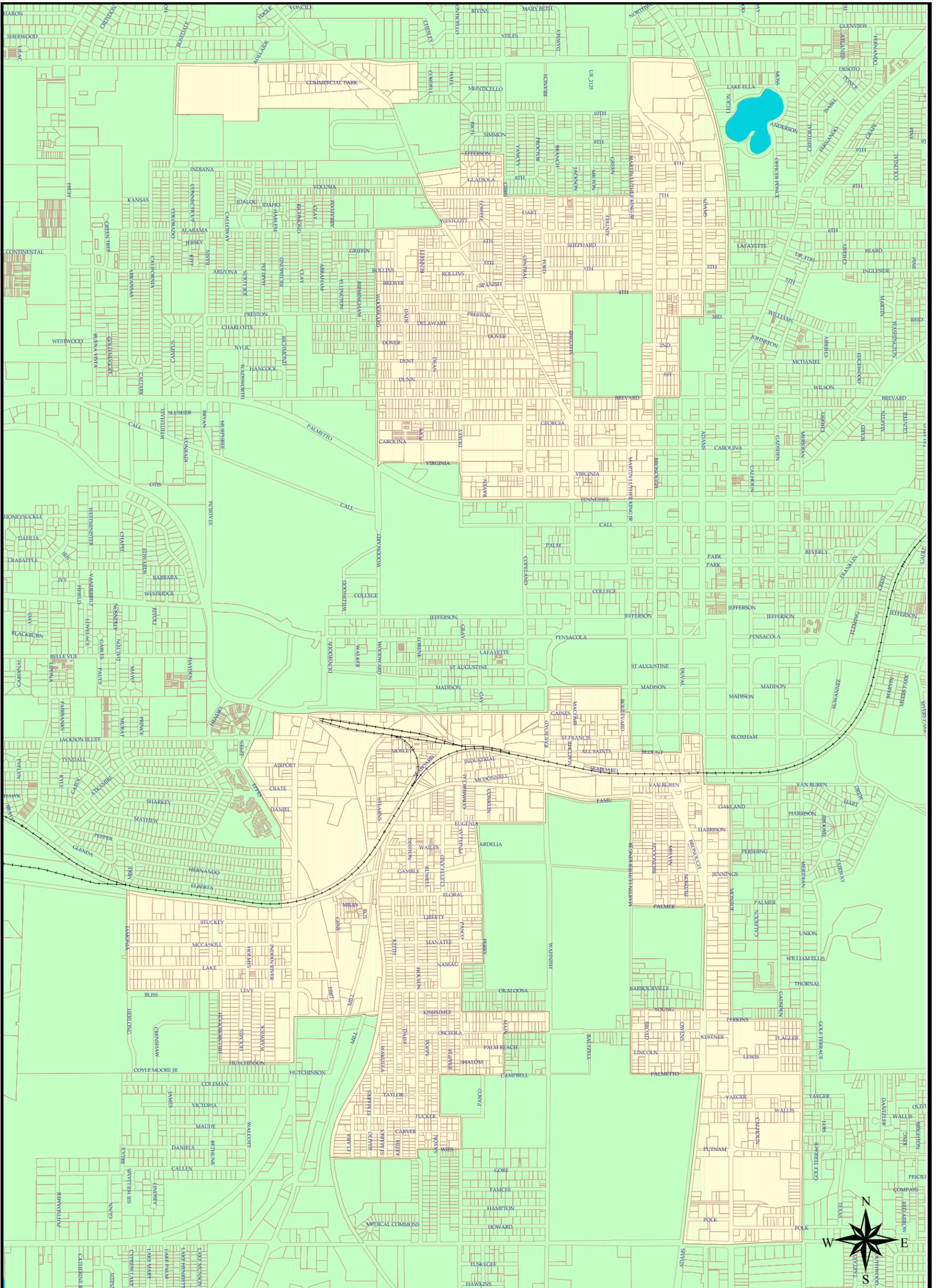
NAME: _____
TELEPHONE NO: VOICE: (____) _____, EXTENSION: _____
(Toll-Free Preferred) OTHER: (____) _____; FAX: (____) _____
EMAIL ADDRESS: _____

WHERE TO SEND PURCHASE ORDER (IF APPLICABLE)

COMPANY NAME: _____
MAIL ADDRESS: _____

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

Exhibit A



Greater Frenchtown / Southside Community Redevelopment Area

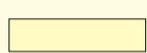
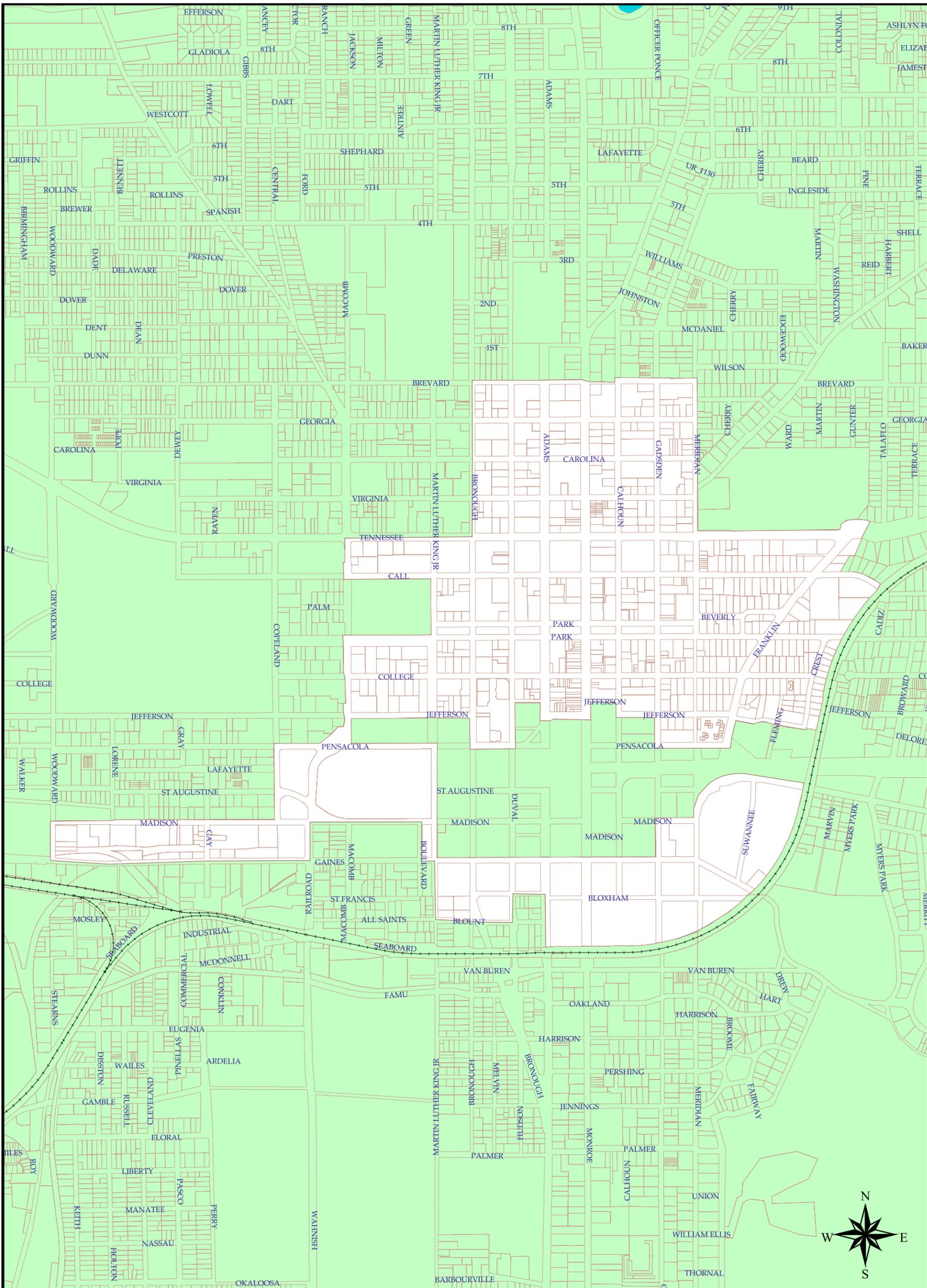
 Greater Frenchtown/Southside CRA



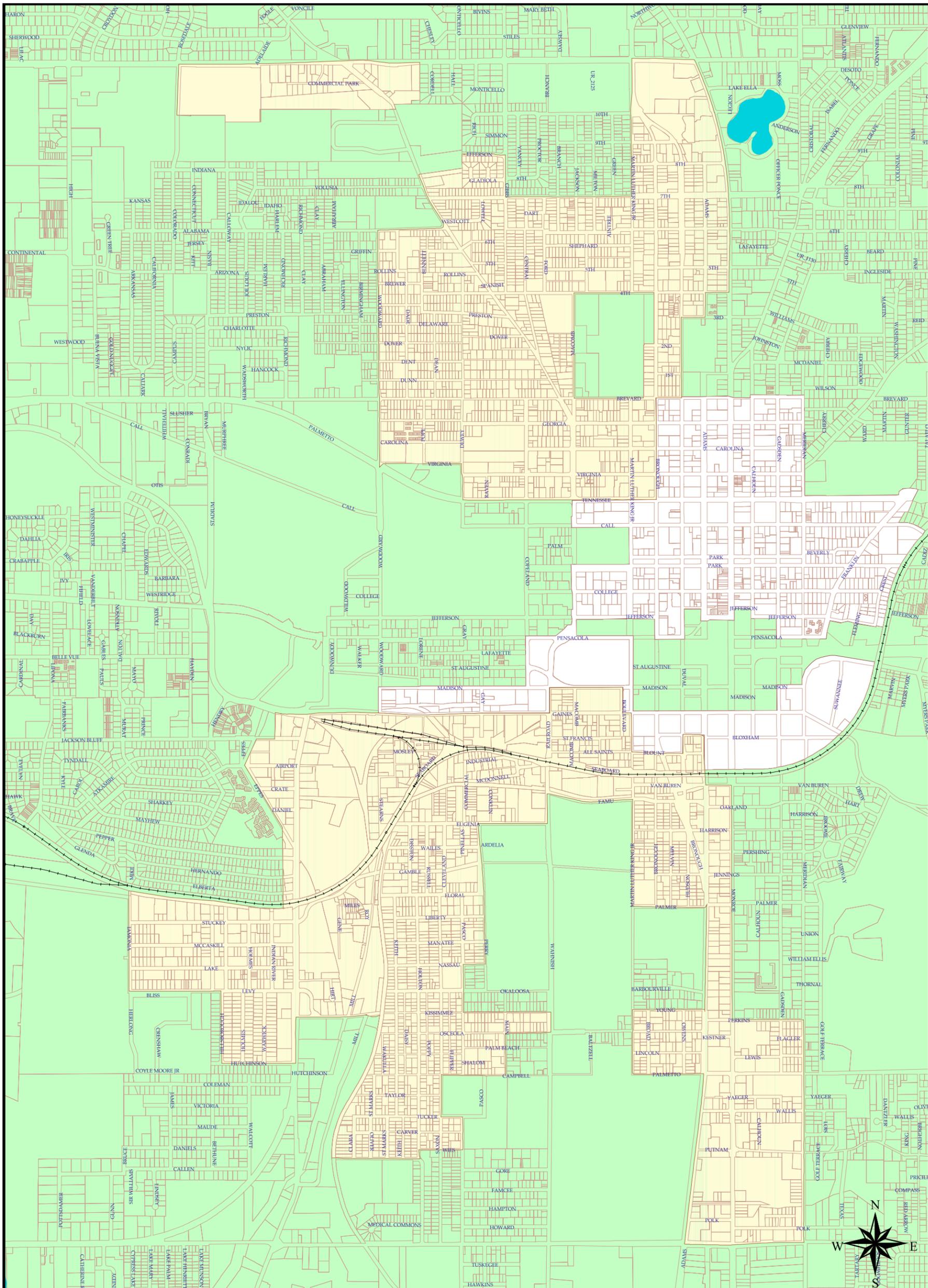
Exhibit B



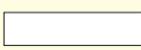
Downtown District Community Redevelopment Area



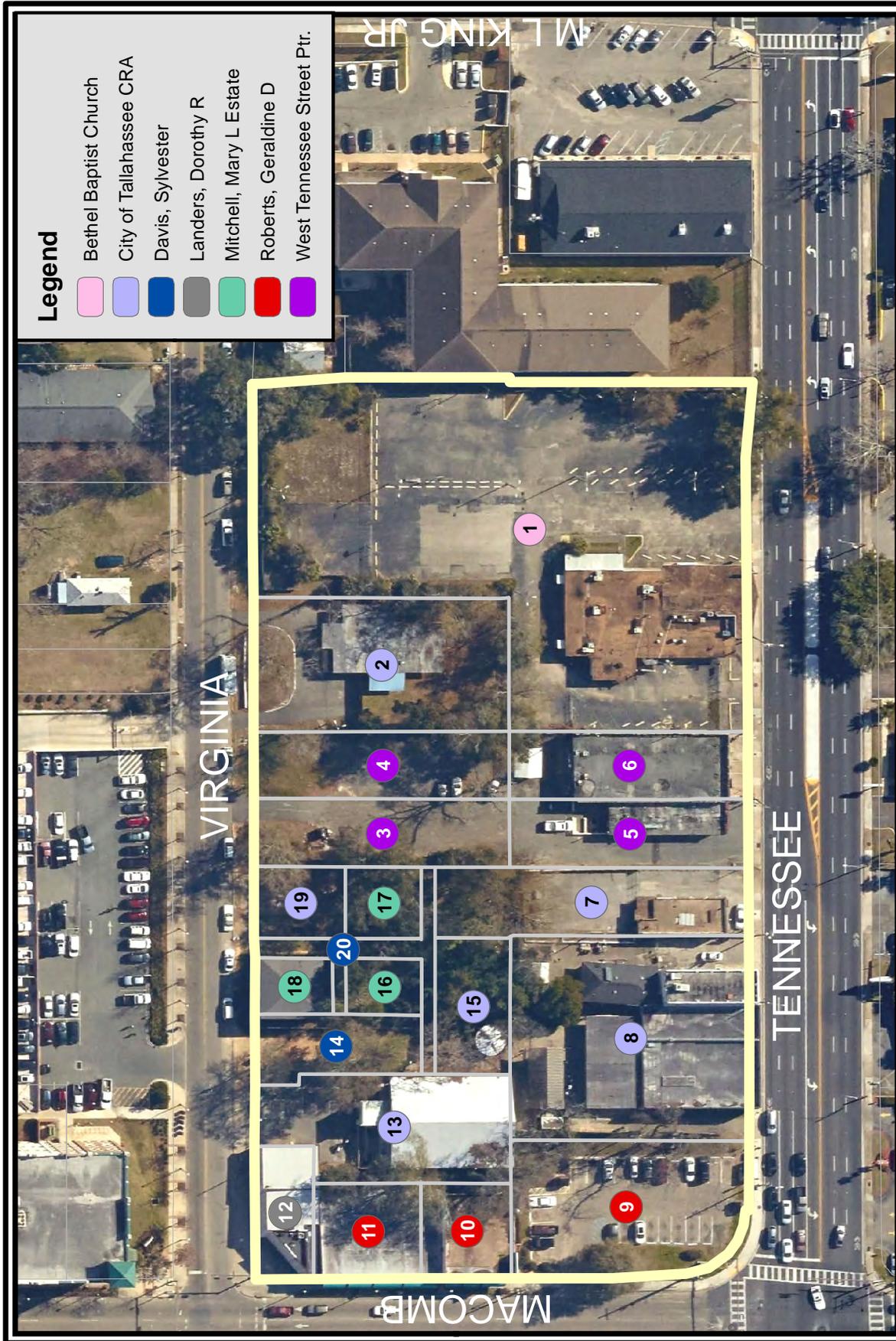
Exhibit C



Greater Frenchtown / Southside Community Redevelopment Area and Downtown District Community Redevelopment Area

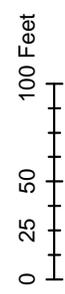
 Greater Frenchtown/Southside CRA  Downtown District CRA





NOTE: This product, which has been compiled from the most accurate source data from Leon County and the City of Tallahassee, is for reference purposes only and is not to be used for legal purposes. Any reliance on the information contained herein is at the user's own risk. Leon County, the City of Tallahassee, and the Leon County Property Appraiser assume no responsibility for any use of the information contained herein that is not intended by them.

Map Produced: March 13, 2013



The Shelter & Adjacent Properties Ownership

Exhibit D
Page 2 of 2

Shelter and Adjacent Properties - Parcel Information

Map Number	Parcel ID	Owner	Owner Address	Site Address
1	2136500195400	Bethel Missionary Baptist Church	224 MLK Blvd., Tallahassee, FL 32301	414 W. Tennessee St.
2	2136500205430	City of Tallahassee CRA	300 S. Adams St., Tallahassee, FL 32301	431 W. Virginia St.
3	2136500205425	West Tennessee Street Partners	211 E. Virginia St., Tallahassee, FL 32301	439 W. Virginia St.
4	2136500205420	West Tennessee Street Partners	211 E. Virginia St., Tallahassee, FL 32301	
5	2136500235520	West Tennessee Street Partners	211 E. Virginia St., Tallahassee, FL 32301	458 W. Tennessee St.
6	2136500235515	West Tennessee Street Partners	211 E. Virginia St., Tallahassee, FL 32301	460 W. Tennessee St.
7	2136500225505	City of Tallahassee CRA	300 S. Adams St., Tallahassee, FL 32301	466 W. Tennessee St.
8	2136500225510	City of Tallahassee CRA	300 S. Adams St., Tallahassee, FL 32301	480 W. Tennessee St.
9	2136500225495	Geraldine Roberts	319 N. Macomb St., Tallahassee, FL 32301	
10	2136500215450	Geraldine Roberts	319 N. Macomb St., Tallahassee, FL 32301	317 N. Macomb St.
11	2136500215455	Geraldine Roberts	319 N. Macomb St., Tallahassee, FL 32301	323 N. Macomb St.
12	2136500215445	Dorothy Landers	8125 Buck Lake Rd., Tallahassee, FL 32317	469 W. Virginia St.
13	2136500215490	City of Tallahassee CRA	300 S. Adams St., Tallahassee, FL 32301	457 W. Virginia St.
14	2136500215435	Sylvester Davis	8143 Buck Lake Rd., Tallahassee, FL 32317	W. Virginia St.
15	2136500215440	City of Tallahassee CRA	300 S. Adams St., Tallahassee, FL 32301	465 W. Virginia St.
16	2136500215470	Mary Mitchell Estate/Rachel Bell Robinson/Annie Jones	654 W. Georgia St., Tallahassee, FL 32304	459 W. Tennessee St.
17	2136500215465	Mary Mitchell Estate	654 W. Georgia St., Tallahassee, FL 32304	W. Virginia St.
18	2136500215480	Mary Mitchell Estate	654 W. Georgia St., Tallahassee, FL 32304	459 W. Virginia St.
19	2136500215485	City of Tallahassee CRA	300 S. Adams St., Tallahassee, FL 32301	447 W. Virginia St.
20	2136500215460	Sylvester Davis	8143 Buck Lake Rd., Tallahassee, FL 32317	W. Virginia St.



January 26, 2016

**NOTICE TO
PROPOSERS
Addendum No. 1**

Mixed-Use Property Market Analysis, Feasibility Analysis and Follow-On Services

RFP No. 0020-16-RWT- RC

Please be advised of Addendum No.1 to the above referenced project as follows:

This addendum consists of two (2) pages and forms a part of the bid documents and modifies the original specifications and proposal documents, dated December 15, 2015 as noted below.

Questions/answers

1. In section 7.1 of the RFQ (page 9), there is a statement that says "A prospective service provider's response to this RFQ should, at a minimum, include the following information as provided in TAB 1 thru TAB 6, herein and as earlier described in Section 2.2." Since there are 12 tabs, did the statement meant to say through TAB 12?
Correct, the response to the RFQ should, at a minimum, provide the information requested in all 12 tabs.
2. Do you have a time frame in mind for completing Phases 1 and 2?
We do not have a specific timeframe or deadline for completing Phases 1 and 2. Perhaps 6 to 8 months for Market Analysis (Phase 1) and 2 to 3 months for the Feasibility Analysis. A more specific schedule of deliverables will be developed as part of the development agreement negotiations with the selected consultant.
3. Are there other firms that received the RFQ other than those listed as plan holders in DemandStar? If so, could we receive a list of those firms?
Per Demandstar there were 368 suppliers notified, with 21 planholders.
4. Have there been prior studies completed for the City or CRA that would be of use in the current analysis? If so, we would like to receive a copy of those documents.
We do not have any current studies that are directly related to the depth and quality of the analysis we expect from the RFQ product. However, we do have community redevelopment plans for both redevelopment districts and annual reports (from 2002) on the CRA webpage at www.talgov.com/cra/crahome.aspx.

5. Have you established a budget for the services as outlined in the RFQ? If so, could we get that information?

We have set aside funds for various study activities in the Greater Frenchtown/Southside Community Redevelopment Area and the Downtown District Community Redevelopment Area, but have not set aside a specific amount for the services outlined in the RFQ. We anticipate the final budget will be a negotiated effort.

Questions can be submitted until COB February 5, 2016 by 4:30PM.

Proposers should note that the submittal due date for their complete bid has changed and will be due no later than 4:30 P.M. on February 18, 2016.

Should you have any questions concerning the above or related matters, please do not hesitate to contact Robert Threewitts (850) 891-8025 or through FRS TDD at 711.

*Andre
Libroth*

Andre
Libroth
Manager for Procurement Services

AL/rwt



February 1, 2016

**NOTICE TO BIDDERS
Addendum No. 2**

**REAL ESTATE AND/OR LAND ECONOMICS SERVICES: Mixed-Use Property Market
Analysis, Feasibility Analysis and Follow-On Services**

RFP No. 0020-16-RWT- RC

Please be advised of Addendum No.2 to the above referenced project as follows:

This addendum consists of two (2) page(s) and forms a part of the bid documents and modifies the original specifications and proposal documents, dated November 16, 2015 as noted below. Acknowledge receipt of this addendum. Failure to do so may subject the bidder to disqualification.

Clarifications:

This is to let you know that because the Market and Feasibility Analysis Request for Qualifications (RFQ # 0020-16-RWT-RC) contained the incorrect email contact for the City's purchasing agent, we had to add a slight extension to the various RFQ deadlines. The changes were necessary because at least one potential respondent had forwarded RFQ-related questions that were not received by Purchasing by the questions/inquiries deadline. The revised RFQ deadlines are provided below.

- a. New Deadline for Questions/Inquiries – Friday, February 5th (originally January 14th)
- b. New Deadline for SOQ Due Date/Time – Thursday, February 18th at 4:30 PM (originally January 29th)
- c. New Deadline for Preliminary Scoring/Ranking of SOQs and Short-List Firms – February 29th to March 4th (originally February 10th). The actual date(s) is tbd based on availability of Selection Committee members.
- d. Oral Presentations/Interviews by Short-Listed Firms – March 7th to 11th (originally February 15 and 16th). The actual date(s) is tbd based on availability of Selection Committee members.
- e. Final Scoring/Ranking and Post Recommended Firm – March 7th to 11th (originally February 17th). The actual date is tbd based on the oral presentations scoring and the availability of Selection Committee members.
- f. Anticipated Award – at April 28th CRA Board meeting (originally February 25th).

Bidders should note that the submittal due date for their complete bid has not changed and will be due no later than 4:30 P.M. on February 18, 2016.

Should you have any questions concerning the above or related matters, please do not hesitate to contact Robert Threewitts (850) 891-8025 **or through FRS TDD at 711.**

*Andre
Libroth*

Andre
Libroth
Manager for Procurement Services

AL/rt

RFQ 0020-16-RWT-RC-Interview Criteria Score Sheet
REAL ESTATE AND/OR LAND ECONOMICS SERVICES: Mixed-Use Property Market Analysis, Feasibility Analysis and Follow-On Services

Maximum Rating Points	10	15	15	10	10	Max Points
	Understanding of project & requirements	Approach & methodology for conducting market & feasibility analysis	Demonstrated experience in preparing & evaluating RFP's including pro forma & related feasibility analysis	experience & quality of materials submitted		
	Rating Section					
Name of Applicant Firms						
GAI Consultants	9.00	11.67	12.50	9.14		42.31
RMA	5.33	8.50	8.50	6.83		29.16

Chairperson: Roxanne Manning
 Committee Members: Timothy Edmond, Michael Parker
 Judy Donahoe, Edward Young, JT Burnette
 Awarded to: GAI Consultants, Inc.
 Approved by: 
 Roxanne Manning

Date: March 28, 2016
 Posted by: Robert Threewitts, CoT Purchasing



Planning | Urban Design
Landscape Architecture
Economics | Real Estate

May 19, 2016
GAI Project No. A151772.00

Mr. Rick McCraw, AICP
Program Director
City of Tallahassee Community Redevelopment Agency
300 South Adams Street
Tallahassee, Florida 32301

**Statement of Work for Real Estate Services
RFQ-0020-16-RWT-RC**

Dear Mr. McCraw:

GAI Consultants is pleased to submit this Statement of Work associated with the professional services described in response to Tallahassee's RFQ-0020-16-RWT-RC, specifying certain real estate and/or land economic services. We were very pleased to be selected to conduct this assignment. We believe that through the expertise incorporated in GAI's Community Solutions Group - a team of economic development, real estate, land use planning, urban design, landscape architecture, and supporting engineering professionals - we can provide all the technical disciplines necessary to address the scope outlined.

Generally, the work would include a four-phased effort which includes the following:

- A near-term (3-5 years) and mid-term (6-8 years) market study exploring various opportunities for retail, commercial, and residential land uses city wide and the potential to support them in certain targeted areas.
- A feasibility study testing the logistical and financial implications for these targeted areas and the general community should the preferred uses be implemented on specific parcels.
- Assistance in the preparation of a Request for Proposal (RFP) should one or more opportunities prove feasible or beneficial.
- Assistance in the general review and evaluation of information particular to qualified developer proposals which may be received.

Dr. Owen Beitsch will be the team's project manager and Tom Kohler is a co-manager in this effort. David Darsey will be your day to day contact who will manage much of the market analysis and feasibility study work tasks. The assignment will be managed and coordinated by these GAI team members drawing on key local resources offered by Wendy Grey. Wendy's firm, Wendy Grey Land Use Planning, LLC, is a certified Minority/Woman Owned Business Enterprise within the City of Tallahassee and Leon County. Wendy will be charged with engaging the community, confirming the regulatory environment in which

actions will occur, and advising on planning matters generally as these are framed in the appropriate Community Redevelopment Plan.

Project Understanding

Our scope of services include conducting market analyses for certain land uses within the 1,450 acre Greater Frenchtown/Southside Community Redevelopment Area (GFS District) and the 440 acre Downtown District Community Redevelopment Area (DT District). In addition to this effort for these large areas, the CRA would also like a more focused market analysis of two smaller tracts of land, which include the Former Shelter and Adjacent Parcels (Shelter Parcels) and the Downtown District Parcels (Downtown Parcels). The CRA may also desire to examine market potential for other properties within the area on an as needed basis. Other services that could be needed include assistance with the preparation of Requests for Proposals (RFP) distributed to the private sector as well as examining and evaluating the responses the RFP.

Scope of Services

Based on our understanding of the study requirements and criteria provided by you, GAI will perform the following described Scope of Services which can be expanded or reduced, understanding there may be cost or analytical implications to limiting or redirecting the intended work as described.

Our analysis will focus on the uses and activities identified below.

Phase 1 – Market Study of GFS and DT Districts

General Work Tasks

Subtask 1.1.

Phone conference with client to outline assignment goals, receive project orientation, key contacts and obtain any prepared data or existing studies of the area. GAI would assist in this effort by preparing a list of required data needs.

Subtask 1.2.

Obtain local demographic data as necessary regarding population, household income, employment centers, etc.

Subtask 1.3.

Make preliminary estimates of potential growth in population and related needs.

Market Analysis Work Tasks – GFS and DT Districts

GAI will conduct the following work tasks to analyze these land uses within the GFS and DT Districts:

- Multi-Family Residential (For-Rent and For-Sale)
- Retail/Restaurant

- Office
- Hotel

Subtask 1.4.

Profile development and absorption trends in City of Tallahassee and the GFS and DT Districts. This work task could involve area data obtained from the Leon County Property Appraiser's office, CoStar, and other sources of industry data.

Subtask 1.5.

Identify and profile existing concentrations of development and specific projects that could be competitive with development opportunities in the GFS and DT Districts.

Subtask 1.6.

Meet with client in Tallahassee. Tour and inspect the GFS and DT Districts as well as the Shelter and Downtown parcels. Comment on key site factors such as visibility, nearby employment, access, surrounding land uses, linkages to support services, planned infrastructure and support service improvements in or near the subject property, etc.

Subtask 1.7.

While in Tallahassee, meet with appropriate stakeholders, City leaders and industry professionals, such as planning agencies and local real estate brokers.

Subtask 1.8.

Identify proposed projects that could be competitive with development opportunities in the GFS and DT Districts site via interviews with appropriate planning agencies and local real estate industry professionals. Inspect development sites for major proposed projects during our fieldwork in Tallahassee.

Subtask 1.9.

Prepare preliminary estimates of market support and timing and potential capture of future development within the GFS and DT Districts. These estimates would be in terms of ranges of supportable units of product as well as the approximate amount of land required to accommodate these uses. We will also estimate the potential timing of development in the near-term (3-5 years) and mid-term (6-8 years).

Subtask 1.10.

Reconcile findings to goals, objectives and policies of the relevant redevelopment plan or other adopted plans for the area.

Phase 1 Meetings and Deliverables

- Meeting with client via conference call at the beginning of the assignment to discuss process, goals and objectives.
- An on-site meeting with client to discuss progress to date, conduct stakeholder and industry interviews, visit downtown area and development sites (concurrent with market field work trip).
- Final technical documentation (technical memorandum) summarizing our methodology, data sources and analysis and supportable demand for the uses described and their implications for the CRA and City.
- Meeting with the client to discuss our analysis and findings.

Phase 2 – Feasibility Analysis – Shelter and Downtown Parcels

GAI will determine the most appropriate land uses for the Shelter and Downtown Parcels. These series of work tasks will build from the prior market analysis conducted for the GFS and DT Districts.

Subtask 2.1.

Examine historical development patterns for selected comparable parcels within the GFS and DT Districts. These comparable parcels would be identified with the assistance of the CRA, City planning departments of local industry professionals. This work task could involve area data obtained from the Leon County Property Appraiser's office, CoStar, and other sources of industry data.

Subtask 2.2.

Based upon the historical development patterns as well as future planned projects in the area, determine appropriate capture rates of future development in the GFS or DT Districts that could be realistically developed within the Shelter and Downtown Parcels.

Subtask 2.3.

Based upon the capture rates determined in task 2.2, we will estimate ranges of supportable units of product as well as the approximate amount of land required to accommodate these uses. We will also estimate the potential timing of development in the near-term (3-5 years) and mid-term (6-8 years).

Subtask 2.4.

Prepare up to four basic financial models for the major land uses to illustrate the relationship among improvement costs, potential income, and supportable underlying land value.

Subtask 2.5.

Reconcile findings to any regulatory issues and the goals, objectives and policies of the relevant redevelopment plan or other adopted plans for the area.

Phase 2 Meetings and Deliverables

- Final technical documentation (technical memorandum) summarizing our methodology, data sources and analysis and supportable demand for the uses described and their implications for the CRA and City.
- Meeting with the client to discuss our analysis and findings.

Phase 3 – Preparation of RFP Documents

Subtask 3.1.

Confirmation of major objectives with CRA and City officials. These tasks are preparatory to affirming the purposes, expectations and content of the pending solicitation.

- Meet with client to reaffirm basic objectives.
- Discuss and describe program options, strategies, and incentives likely to be required.
- Discuss competing and complementing objectives of the CRA and City that could aid or constrain the resources or assets which are the focus of the RFP.
- Affirm milestones and expectations to be archived.
- Explore likely areas of risk and obligations for each party.
- Render advice generally on the basic methods available to structure a public-private initiative satisfying objectives and interests of the respective parties.
- Coordinate with other CRA professionals, city-retained professionals or staff to issues associated with the project.
- Outline the tentative nature of the due diligence package.
- Explore initial criteria and structure for the subsequent process.
- Outline broad principles and questions to explore with developers as proposals are submitted to the CRA or City.

Subtask 3.2.

This task develops a submission framework consistent with the criteria and objectives outlined in Subtask 3.1. This effort involves formalizing the technical concepts which define the solicitation process and stipulates ways in which participants will be advanced according to those requirements.

- Outline of broad solicitation principles and procedures set to guide future procedures for selection or negotiation.
- Define submission and review protocol to apply the criteria specified.

- Develop initial and final screening criteria reflecting the CRA and City's visionary, financial, and community goals identified in Subtask 3.1 and further explored as discussions continue.
- Draft actual solicitation for distribution using approved City procedures or channels.
- Identify appropriate supporting materials and review of same.
- Establish schedule.
- Establish parameters for answering questions and generating feedback.
- Work with CRA and City representatives to identify reviewers for proposals received.
- Assist CRA and City in identifying local, regional, or national developers to be targeted for these documents.
- Assist CRA and City in hosting pre-bid meeting to solicit developer input about the pending process.

Phase 3 Meetings and Deliverables

- During Subtask 3.1, one meeting has been budgeted. Produce agenda and minutes codifying discussions and establishing basic procedures for continuing the assignment.
- During Subtask 3.2, one meeting has been budgeted. Task includes discussions, minutes codifying discussions, a formal solicitation document, and initial list of potential recipients. It does not include the provision of support materials such as detailed maps or photographs that may comprise the due diligence package nor the actual assembly and distribution of the solicitation document.

Phase 4 – Evaluation and Ranking of RFP Respondents

Subtask 4.1.

Although specific services envisioned under Phase 4 would evolve as proposals are received and negotiations subsequently proceed, the effort generally anticipates a series of actions involving a technical review and discussion of each proposal generated.

- Identify needs or obvious gaps in submissions.
- Outline ways to secure follow-up materials.
- Evaluate capacity of overall development program to satisfy the intent of the CRA and City.
- Evaluate economic and physical links among elements.

- Evaluate the size and relationship of functional elements as described in the submission documents.
- Evaluate prior experience and relevance to the proposed concept.
- Comment on general specifications, preliminary development budget, and preliminary cost estimates to judge level of quality and intended design features.
- Evaluate financial capacity of development team members, based on references and other material, to deliver the concept as specified.
- Evaluate the financial impact of possible phasing and other developer requirements and/or contingencies.
- Comment on the appropriateness of the ownership or management structure particular to this proposal.
- Evaluate overall business deal to the CRA and City on the basis of considerations referenced above.
- Establish a framework for interviews if needed.
- Review with staff the consistency of the proposals with both community objectives generally and the adopted CRA plan in particular.
- Identify any limitations or conflicts to broader policy goals.
- Assist CRA and City in the final ranking of initial submissions based on the above.
- Determine if one or more proposals warrant immediate discussion and negotiation.
- Render advice and opinions regarding best framework for continuing discussions with the various developers going forward.

Phase 4 Meetings and Deliverables

One meeting has been budgeted. Tasks include discussions, and preferred ranking of various proposals.

Schedule

GAI will begin work upon receipt of an executed from the City of Tallahassee. The timeframe to complete the study is based upon the Scope of Services and the anticipated staffing required for the research and analysis, as proposed. These estimates may be affected somewhat by significant additions or deletions to the research program. The time frame indicated here reflects the time required after work is initiated. Review time by the City or members of the City's team is not included in our time estimate. The schedule is detailed in Attachment B of this document.

	Time Frame
Phase 1 – Market Study of GFS and DT Districts	7-8 weeks
Phase 2 – Feasibility Analysis:	
Option A-Shelter Parcels	2-3 weeks
Option B-Downtown Parcels	2-3 weeks
Phase 3 – Preparation of RFP Documents	4-5 weeks
Phase 4 – Evaluation and Ranking of RFP Respondents	<u>2-3 weeks</u>
Total	17-22 weeks

Compensation

Compensation for services rendered by GAI will be on a lump sum basis. Fee estimates are based upon the anticipated staffing required to complete the research and analysis, as proposed. These estimates may be affected somewhat by significant additions or deletions to the research program as defined in the separate scope of services. Professional fees for each Phase of the assignment are summarized below. The fee budget is detailed in Attachment C of this document.

	Fees
Phase 1 – Market Study of GFS and DT Districts	\$53,050
Phase 2 – Feasibility Analysis:	
Option A-Shelter Parcels	\$14,270
Option B-Downtown Parcels	<u>\$14,000</u>
Subtotal	\$28,270
Phase 3 – Preparation of RFP Documents	\$15,990
Phase 4 – Evaluation and Ranking of RFP Respondents	<u>\$9,240</u>
Total	\$106,550

The fees outlined for Phase 2 assume two development sites are analyzed as specified. If additional sites are added, we could address similar issues at fees generally in keeping with this structure. The fees outlined for Phase 4 assume that up to six proposals are received and ranked. We would require additional fees if more proposals are evaluated.

Meetings as specified within our scope of services have been budgeted within these fees. However, until all the actual sites are selected to pursue further and/or the complexity of the RPQ/RFP process unfolds, the number of meetings budgeted is for planning purposes. There may also be calls for presentations, ad hoc meetings, or discussions with various parties that we neither control nor request. Accordingly, we cannot conclusively estimate either the fees or expense

to be associated with that work. In the interim, the budget we have provided is a targeted and functional estimate assuming we stay within the parameters outlined for the work program. We are prepared to establish a flat meeting rate, without regard to staff assigned.

Invoices will be issued as work progresses and are payable upon receipt. As noted earlier, the project schedule will commence at execution of final contract between client and GAI and the timeframe to conduct the study reflects actual work time and does not include client or other review periods. Please note that the report will remain as a draft until all outstanding invoices are paid.

These fees exclude out-of-pocket expenses associated with automobile use, telephone, photocopying, report production costs, data acquisition, or travel, etc. All out-of-pocket expenses will be billed at cost. We estimate that out-of-pocket expenses will not exceed \$7,000. Most of these estimated expenses are associated with travel to Tallahassee for fieldwork and meetings. Additional meetings beyond what has been budgeted could impact this expense estimate.

Assumptions and Understandings

GAI's Scope of Services, Schedule and Compensation as set forth above have been prepared on the basis of the following assumptions and understandings:

1. Client acknowledges and understands that Community Solutions Group is a GAI Consultants, Inc. Services Group. Any reference to Community Solutions Group or CSG in the Proposal for Professional Services and the Standard Terms and Conditions also refers to GAI Consultants, Inc. It is further acknowledged and understood that this agreement is between the CLIENT and GAI Consultants, Inc.
2. Client will give GAI prompt notice whenever it observes or otherwise becomes aware of any development that affects the scope or timing of GAI's performance.
3. Client will examine and provide comments and/or decisions with respect to any GAI interim or final deliverables within a period mutually agreed upon.
4. GAI's proposed compensation and schedule are based on receipt of authorization to proceed within thirty (30) calendar days of the date of this Proposal. GAI reserves the right to adjust its compensation if authorization to proceed is not received within thirty (30) calendar days.
5. Our services will not include legal and regulatory counseling although we may comment on matters associated with zoning, as well as, other state and local government regulations, permits and licenses. Further, no effort will be made to determine the possible effects on any specific projects as they may be influenced by present or future federal, state or local legislation, including any bond restrictions, changes in tax structure or tax law, environmental or ecological matters, or interpretations thereof. Our documentation will contain a statement to that effect.

6. Any conclusions and/or any prospective financial information that may be included in our documentation will be based on estimates and assumptions from previous studies, information developed from supplemental research, knowledge of the industry and other sources, including certain information that you may provide. These sources of information and bases of significant estimates and assumptions will be stated in our documentation. Some assumptions inevitably will not materialize and unanticipated events and circumstances may occur. Therefore, actual results achieved will vary from any estimates, and the variations may be material. Our documentation will contain a statement to that effect.
7. The terms of this engagement will be such that we will have no obligation to revise the documentation to reflect events or conditions, which occur subsequent to the date of the documentation. Our documentation will contain a statement to that effect.
8. Neither our documentation nor its contents, nor any reference to our firm may be included or quoted in any offering circular or registration statement, or other agreement or document not previously specified in this document without our prior written permission. Permission will be granted upon meeting certain conditions. GAI will treat any documents prepared for you in confidence.

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Please do not hesitate to contact us at (321) 319-3131 (Owen Beitsch) or (321) 319-3132 (David Darsey) if you have any questions or wish to further discuss this Statement of Work. Thank you in advance.

Sincerely,
**Community Solutions Group,
a GAI Consultants, Inc.
Service Group**

REQUESTED AND AUTHORIZED BY:
**City of Tallahassee Community
Redevelopment Agency, Florida**

BY: _____

David R. Darsey
Senior Director

**PRINTED
NAME:** _____

TITLE: _____

Owen M. Beitsch, PhD, AICP, CRE
Senior Director

DATE: _____

DRD/OMB/shw

Attachment:

- Exhibit A - GAI Standard Terms and Conditions for Professional Services
- Exhibit B – Detailed Project Schedule
- Exhibit C – Detailed Professional Fee Budget
- Exhibit D – MBE Plan

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EXHIBIT A
GAI Standard Terms and Conditions for
Professional Services

1. Scope of Services and Limitations

GAI shall perform the Services described in GAI's Proposal, incorporated herein by reference and to which these Terms and Conditions are attached, in connection with certain real estate, economic and/or advisory services as described in the GAI proposal dated May 19, 2016. GAI's Services will not include legal or regulatory counseling nor any services within the scope of the U. S. Security and Exchange Commission's (SEC) "Municipal Advisor Rule" it being understood and acknowledged that GAI is not licensed under that Rule to provide such services. CLIENT may have independently engaged a municipal advisor to perform such services or assignments. The analysis may comment on matters associated with zoning, as well as, other state and local government regulations, permits, and licenses. Further, no effort will be made to determine the possible effects on any specific assignments as they may be influenced by present or future Federal, State, or local legislation, including any bond restrictions, changes in tax structure or tax law, environmental or ecological matters, or interpretations thereof. Our documentation will contain a statement to that effect.

Any conclusions and/or any prospective financial information that may be included in GAI's documentation will be based on estimates and assumptions from previous studies, information developed from supplemental research, knowledge of the industry and other sources, including certain information that you may provide. The source of information and basis of significant estimates and assumptions will be stated in our documentation. Some assumptions inevitably will not materialize and unanticipated events and circumstances may occur. Therefore, actual results will vary from any estimates, and the variations may be material. GAI's documentation will contain a statement to that effect.

2. Compensation

GAI agrees to accept and CLIENT agrees to pay the compensation on either a time (hourly) and expense basis in accordance with the appropriate rates in effect at the time of performance, a lump sum basis, or in some other arrangement specified in GAI's proposal.

3. Invoicing/Payment

- A. GAI will submit invoices as the engagement or work progresses, but not more frequently than every two weeks, for Services performed during the period or upon completion of the Services, whichever is earlier.
- B. Invoices are due and payable in U.S. dollars within 30 days from date of invoice. All charges not paid within 30 days may be subject to a service charge of 1-1/2 percent per month or a fraction thereof, plus all costs and expenses of collection, including without limitation, attorneys' fees at GAI's option. In addition, should CLIENT fail to pay any invoice within 45 days of the invoice date, GAI may, in its sole discretion, upon 3 days written notice to CLIENT, stop work and recover from CLIENT payment for all services performed prior to the work stoppage, plus all amounts for interest, penalties and attorney's fees that may be recoverable under applicable law, including without limitation, prompt payment and/or lien laws. GAI will resume performance once CLIENT pays all outstanding amounts due plus any advance payment(s) or other security in GAI's sole discretion deemed necessary.

- C. CLIENT will be invoiced for all internal expenses, such as photocopy and photographic reproductions, postage, mileage, company vehicle rental, the acquisition or special materials where required etc., on a per diem rate for all personnel required by the work to remain away from their normal residence and the cost of transporting materials, equipment, and/or personnel as required for proper performance of the project on a mileage basis. If one of GAI's field vehicles is required for the execution of the work, CLIENT will be invoiced for the vehicle on a rental basis or on a mileage basis, depending upon the vehicle.
- D. CLIENT will be invoiced for external expenses, such as travel, lodging, sub-contracted services, etc., at direct cost.
- E. Payments shall include the GAI invoice number and be mailed directly to GAI at the address first written above to the attention of the Accounts Receivable.
- F. All documents will remain stamped "DRAFT" until all outstanding sums are received.
- G. In the event, the assignment involves any testimony or additional support functions, all invoices must be paid in full prior to the testimony or additional support is rendered.

4. Changes

CLIENT and GAI may make additions to the scope of work by written Change Order. CLIENT may omit work previously ordered by written instructions to GAI. The provisions of this AGREEMENT, with appropriate changes in GAI's Compensation and Project Schedule, shall apply to all additions and omissions.

5. CLIENT Responsibilities

CLIENT represents, with the intent that GAI rely thereon, that it has sufficient financial resources to pay GAI as agreed to in this AGREEMENT and, as applicable and necessary for GAI to perform its services. CLIENT will:

- A. Provide all criteria and full information as to its requirements for GAI's services, including design or study objectives, constraints, third party certification requirement(s), standards or budget limitation(s).
- B. Upon identification by GAI and approval by CLIENT of the necessity and scope of information required, furnish GAI with data, reports, surveys, and other materials and information required for this assignment, all of which GAI may rely upon in performing its services, except those included in GAI's scope of services.
- C. Guarantee access to the property and make all provisions for GAI to enter upon public and private lands as required for GAI to perform its services under this AGREEMENT, if necessary.
- D. Examine all studies, reports, sketches, opinions of the construction costs, specifications, drawings, proposals, and other documents presented by GAI to CLIENT and promptly render in writing the decisions pertaining thereto within a period mutually agreed upon.
- E. Give prompt written notice to GAI whenever CLIENT observes or otherwise becomes aware of any development that affects the scope or timing of GAI'S services, any changes in the information provided by CLIENT pursuant to Article 5 (1) above or GAI's performance.

- F. Furnish such legal and insurance counseling services as CLIENT may require for the Project, including without limitation, any falling under the jurisdiction of the SEC's "Municipal Advisor Rule".

6. Schedule/Delays

GAI shall commence performance upon receipt of the CLIENT's written authorization to proceed and shall perform its professional services in accordance with the mutually agreed schedule, provided however, the performance under this AGREEMENT shall be excused in the event performance of this AGREEMENT is prevented or delays are occasioned by factors beyond the delayed Party's control, or by factors which could not reasonably have been foreseen at the time this AGREEMENT was prepared and executed. The delayed party's performance shall be extended by the period of delay plus a reasonable period to restart operations.

7. Document Ownership and Reuse

All reports, drawings, specifications, manuals, learning and audio visual materials, field data, calculations, estimates, and other documents (collectively "Work Product") prepared by GAI are instruments of service and shall remain the property of GAI although the Work Product may be used by CLIENT for the purposes defined by the proposal and these terms and conditions. The terms of this engagement will be such that GAI will have no obligation to revise the documentation to reflect events or conditions, which occur subsequent to the date of the documentation. The documentation will contain a statement to that effect. Any further use or re-use of GAI's Work Product without GAI's consent or adaptation as may be appropriate shall be without liability to GAI and CLIENT shall defend, indemnify and hold GAI harmless from any such further use or reuse by CLIENT without GAI's consent or adaptation.

GAI's documentation will be intended solely for CLIENT's information, planning, and negotiations in the short term. Otherwise, neither GAI's documentation nor its contents, nor any reference to GAI may be included or quoted in any offering circular or registration statement, loan or other agreement or document not previously specified in this document without prior written permission from GAI. Permission will be granted upon meeting certain conditions.

8. Limitation of Liability

In the event of any loss, damage, claim, or expense to CLIENT resulting from GAI's performance or non-performance of the professional services authorized under this AGREEMENT, GAI's liability whether based on any legal theory of contract, tort including negligence, strict liability or otherwise under this AGREEMENT for professional acts, errors, or omissions shall be limited to the extent any such claims, damages, losses, or expenses resulting from the negligent act, errors or omissions of GAI or its employees occurring during performance under this AGREEMENT. The total cumulative liability of GAI arising out of professional acts, errors, or omissions shall not exceed the greater of \$50,000 or two times the total compensation GAI receives from CLIENT under this AGREEMENT. GAI's aggregate liability for all other acts, errors, or omissions shall be limited to the coverage and amounts of GAI's insurance. The limitations stated above shall not apply to the extent any damages are proximately caused by the willful misconduct of GAI and its employees.

9. Disclaimer of Consequential Damages

Notwithstanding anything to the contrary in this AGREEMENT, neither party shall have any liability to the other party for indirect, consequential or special damages including, but not limited to, liability or damages for delays of any nature, loss of anticipated revenues or profits, costs of shutdown, or startup whether such damages are based on contract, tort including negligence, strict liability or otherwise.

10. Standard of Performance

GAI will perform its Services with that level of care and skill ordinarily exercised by other professionals practicing in the same discipline(s), under similar circumstances and at the time and place where the Services are performed, and makes no warranty, express or implied, including the implied by law warranties of MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

11. Confidentiality/Non-Disclosure

Upon Client's written request and subject to "Sunshine" or other "Right-to-Know" laws, rules or regulations, GAI shall not disclose, or permit disclosure of any information developed in connection with its performance under this AGREEMENT or received from CLIENT or the Project Owner, or their affiliates, subcontractors, or agents designated by CLIENT as confidential, except to GAI's employees and subcontractors who need such information in order to properly execute the services of this AGREEMENT. The foregoing shall not prohibit GAI from disclosing information in response to any Federal, State or local government directive or judicial order, but in the event GAI receives or is threatened with such an order or has actual knowledge that such an order may be sought or be forthcoming, GAI shall immediately notify CLIENT and assist CLIENT in CLIENT's undertaking such lawful measures as it may desire to resist the issuance, enforcement and effect of such an order. GAI's obligation to resist such an order and assist CLIENT and the Project Owner is contingent upon GAI receiving further compensation for such assistance, including without limitation, a reasonable attorney's fee, in assisting CLIENT.

12. Miscellaneous Terms of Agreement

- A. This AGREEMENT shall be subject to, interpreted, and enforced according to the laws of the state of the GAI office location first written above without giving effect to its conflict of law principles. If any part of this AGREEMENT shall be held illegal, unenforceable, void, or voidable by any court of competent jurisdiction, each of the remainder of the provisions shall nevertheless remain in full force and effect and shall in no way be affected, impaired, or invalidated.
- B. CLIENT shall not assert any claim or suit against GAI after expiration of a Limitation Period, defined as the shorter of (a) three (3) years from substantial completion of the particular GAI service(s) out of which the claim, damage or suit arose, or (b) the time period of any statute of limitation or repose provided by law. In the event of any claim, suit or dispute between CLIENT and GAI, CLIENT agrees to only pursue recovery from GAI and will not to seek recovery from, pursue or file any claim or suit, whether based on contract, tort including negligence, strict liability or otherwise against any director, officer, or employee of GAI.
- C. Either the CLIENT or GAI may terminate or suspend performance of this AGREEMENT without cause upon

thirty (30) days written notice delivered or mailed to the other party.

- D. All notices required to be sent hereunder shall be either hand delivered, with signed receipt of such hand delivery, or sent by certified mail, return receipt requested.
- E. The paragraph headings in this AGREEMENT are for convenience of reference only and shall not be deemed to alter or affect the provisions hereof.
- F. Unless expressly stated to the contrary, the professional services to be provided by GAI do not include meetings and consultations in anticipation of litigation or arbitration or attendance as an expert witness in any deposition, hearing, or arbitration. If requested, these services will be provided by an amendment to this AGREEMENT, setting forth the

terms and rates of compensation to be received by GAI.

- G. Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than CLIENT and GAI, e.g. no third party beneficiary right(s) are intended hereunder.
- H. No modification or changes in the terms of this AGREEMENT may be made except by written instrument signed by the parties.
- I. GAI is an Equal Opportunity Employer. GAI complies with the Office of Federal Contract Compliance Programs Affirmative Action Programs as outlined in 41 CFR 60-1.4(a)(b), 41 CFR 60-250.5(a)(b), and 41 CFR 60-741.5(a)(b)

END OF TERMS AND CONDITIONS

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EXHIBIT B
Detailed Project Schedule

ATTACHMENT B

**PROJECT SCHEDULE
CITY OF TALLAHASSEE CRA CONSULTING ASSIGNMENT**

Note: Client review periods are not included in this schedule.

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1.00 Market Analysis																							
1.01 Phone conference kick-off	█																						
1.02 Demographics	█	█																					
1.03 Demographic projections		█	█																				
1.04 Development/Absorption Trends		█	█	█																			
1.05 Existing development concentrations		█	█	█																			
1.06 Meet with client/fieldwork		█	█	█																			
1.07 Stakeholder interviews				█	█																		
1.08 Proposed projects				█	█																		
1.09 Estimate market support and timing					█	█																	
1.10 Refine findings						█	█																
Draft report							█	█															
Meet with client to discuss results (1)								█	█														
2.00 Feasibility Analysis-Shelter/Downtown Parcels																							
2.01 Historical development patterns									█	█													
2.02 Capture rates for development sites									█	█													
2.03 Estimate supportable product & timing										█	█												
2.04 Financial models											█	█											
2.05 Refine findings												█	█										
Draft report													█	█									
Meet with client to discuss results (1)														█	█								
3.00 Preparation of RFP Documents																							
3.01 Confirm major objectives, preparatory tasks																█	█						
3.02 Submission framework																█	█						
Meetings (1)																	█	█					
4.00 Evaluation and Ranking of RFP Respondents																							
4.01 Technical review and proposal discussion																						█	█
Meetings (1)																						█	█

(1) Time frame could be extended depending on the length of the client team's review period.

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EXHIBIT C
Detailed Professional Fee Budget

Project Name: Tallahassee CRA Consulting Work

Date: 5/18/16

CS Labor Code	103 A	103 A	103 A	109	105 A
Staff	Tom Kohler alt	Owen Beitsch alt	Dave Darsey alt	Laura Smith	Steve Mc Donald alt
Bill Rate	\$195	\$195	\$195	\$120	\$170

GAI Subtotal

Subconsultant 1	Subconsultant Subtotal	Project Total
Wendy Grey		

Task #	Task Name	Hrs	Fee	Hrs	Fee	Hrs	Fee	Hrs	Fee	Hrs	Fee	GAI Subtotal	Fee	Sub Subtotal	Project Total
001	Market Analysis														
1.01	Phone conference kick-off	1	\$ 195	1	\$ 195	1	\$ 195	1	\$ 120			\$ 705			\$ 705
1.02	Demographics					1	\$ 195	8	\$ 960			\$ 1,155			\$ 1,155
1.03	Demographic projections					1	\$ 195	2	\$ 240			\$ 435			\$ 435
1.04	Development/Absorption Trends			1	\$ 195	6	\$ 1,170	24	\$ 2,880			\$ 4,245			\$ 4,245
1.05	Existing development concentrations			1	\$ 195	4	\$ 780	16	\$ 1,920			\$ 2,895			\$ 2,895
1.06	Meet with client/fieldwork			24	\$ 4,680	24	\$ 4,680	24	\$ 2,880			\$ 12,240			\$ 12,240
1.07	Stakeholder interviews			8	\$ 1,560	8	\$ 1,560	8	\$ 960			\$ 4,080			\$ 4,080
1.08	Proposed projects					4	\$ 780	8	\$ 960			\$ 1,740			\$ 1,740
1.09	Estimate market support and timing			2	\$ 390	6	\$ 1,170	16	\$ 1,920			\$ 3,480			\$ 3,480
1.10	Refine findings			1	\$ 195	4	\$ 780	2	\$ 240			\$ 1,215			\$ 1,215
	Draft report			8	\$ 1,560	16	\$ 3,120	32	\$ 3,840			\$ 8,520			\$ 8,520
	Meet with client to discuss results					16	\$ 3,120	16	\$ 1,920			\$ 5,040			\$ 5,040
	MBE Subconsultant												\$ 7,300	\$ 7,300	\$ 7,300
	Task 1 Sub-Totals	1	\$ 195	46	\$ 8,970	91	\$ 17,745	157	\$ 18,840	0	\$ -	\$ 45,750	\$ 7,300	\$ 7,300	\$53,050
002	Feasibility Analysis-Shelter/Downtown Parcels														
2.01	Historical development patterns			2	\$ 390	6	\$ 1,170	16	\$ 1,920			\$ 3,480			\$ 3,480
2.02	Capture rates for development sites			1	\$ 195	4	\$ 780	8	\$ 960			\$ 1,935			\$ 1,935
2.03	Estimate supportable product & timing			2	\$ 390	4	\$ 780	8	\$ 960			\$ 2,130			\$ 2,130
2.04	Financial models			4	\$ 780	4	\$ 780	2	\$ 240	20	\$ 3,400	\$ 5,200			\$ 5,200
2.05	Refine findings			1	\$ 195	2	\$ 390	0		4	\$ 680	\$ 1,265			\$ 1,265
	Draft report			2	\$ 390	2	\$ 390	24	\$ 2,880	8	\$ 1,360	\$ 5,020			\$ 5,020
	Meet with client to discuss results			16	\$ 3,120	16	\$ 3,120					\$ 6,240			\$ 6,240
	MBE Subconsultant												\$ 3,000	\$ 3,000	\$ 3,000
	Task 2 Sub-Totals	0	\$ -	28	\$ 5,460	38	\$ 7,410	58	\$ 6,960	32	\$ 5,440	\$ 25,270	\$ 3,000	\$ 3,000	\$28,270
003	Preparation of RFP Documents														
3.01	Confirm major objectives, preparatory tasks	11	\$ 2,145	11	\$ 2,145							\$ 4,290			\$ 4,290
3.02	Submission framework	14	\$ 2,730	14	\$ 2,730							\$ 5,460			\$ 5,460
	Meetings			32	\$ 6,240							\$ 6,240			\$ 6,240
	MBE Subconsultant												\$ -		
	Task 3 Sub-Totals	25	\$ 4,875	57	\$ 11,115	0	\$ -	0	\$ -	0	\$ -	\$ 15,990	\$ -	\$ -	\$15,990
004	Evaluation and Ranking of RFP Respondents														
4.01	Technical review and proposal discussion	8	\$ 1,560	8	\$ 1,560							\$ 3,120			\$ 3,120
	Meetings			16	\$ 3,120							\$ 3,120			\$ 3,120
	MBE Subconsultant												\$ 3,000	\$ 3,000	\$ 3,000
	Task 4 Sub-Totals	8	\$ 1,560	24	\$ 4,680	0	\$ -	0	\$ -	0	\$ -	\$ 6,240	\$ 3,000	\$ 3,000	\$9,240
	Project Totals	34	\$ 6,630	155	\$ 30,225	129	\$ 25,155	215	\$ 25,800	32	\$ 5,440	\$ 93,250	\$ 13,300	\$ 13,300	\$106,550

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EXHIBIT D
MBE Plan

Exhibit D
GAI/Community Solutions Group
MBE Plan & MBE Certification
for
Mixed-Use Property Market Analysis, Feasibility Analysis and Follow-On Services

GAI/Community Solutions Group is committed to engaging the services of MBE firms whenever possible. The GAI/Community Solutions Group team includes the following:

- Wendy Grey Land Use Planning LLC

GAI/Community Solutions Group will meet the City's 12.5% MBE goal through the use of Wendy Grey Land Use Planning LLC for the following tasks:

- Assist GAI/Community Solutions with data collection and analysis
- Assist GAI with coordination of meetings with local real estate experts and attend meetings as required
- Coordinate data collection and analysis with update to Greater Frenchtown/Southside Redevelopment Plan
- Assist Community Redevelopment Agency with ongoing public information process

Methodology for Monitoring MBE participation

Our methodology for monitoring will consist of identifying the actual project costs and determine the final fees for services from our firm. We will report on the actual percentage of fees as compared to those anticipated to demonstrate that the 12.5 percent MBE participation has been met or exceeded. We will provide a quarterly report on the services rendered and the fees incurred. We will document at the end of the project that the services were provided and the fees paid.