



ADDENDUM NO. 1

Date: February 2, 2016

Bid Date: February 17, 2016
at 3:00 P.M. (Local Time)

Bid Name: Licenses Agreement for Parking Lot #2 -
Area Redevelopment

Bid No.: ECOD-160017-DD

NOTE: The original Specifications remain in full force and effect except as otherwise noted in this or any other Addendum which may be issued, in which case such changes shall take precedence over anything to the contrary:

The information given below is provided in response to the following question:

1. Question: Could you send the most complete response on an RFP, preferably similar to Lot 2, that the City has received to date?

Answer: Any proposer wishing to examine a proposal for a similar economic development project which has also involved the licensing of spaces in a City parking facility is invited to view File #130847 from the August 6, 2015 City Commission Meeting Agenda. This Agenda item may accessed through the Agenda/Minutes tab on the City’s Official Website (www.cityofgainesville.org), or by using the following link:

<https://gainesville.legistar.com/MeetingDetail.aspx?ID=417999&GUID=848DF97F-895D-4EB5-AD73-C676E4336F80&Options=info&Search>)

Arrangements may also be made to view the proposal documents in person at the City of Gainesville City Hall by calling 352-334-5021 in advance.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and a copy of this Addendum signature page is to be returned with your proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: _____

BY: _____

DATE: _____

CITY OF _____ FINANCIAL SERVICES
GAINESVILLE PROCEDURES MANUAL

41-424 Prohibition of lobbying in procurement matters

Except as expressly set forth in Resolution 060732, Section 10, during the black out period as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees except the purchasing division, the purchasing designated staff contact. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Black out period means the period between the issue date which allows for immediate submittals to the City of Gainesville Purchasing Department for an invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, and the time the City Officials and Employee awards the contract.

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ADDENDUM NO. 2

Date: February 3, 2016

Bid Date: February 17, 2016
at 3:00 P.M. (Local Time)

Bid Name: Licenses Agreement for Parking Lot #2 -
Area Redevelopment

Bid No.: ECOD-160017-DD

NOTE: The original Specifications remain in full force and effect except as otherwise noted in this or any other Addendum which may be issued, in which case such changes shall take precedence over anything to the contrary:

1. The location of the Mandatory Pre-Bid Conference has been changed **FROM** Room 16 **TO** Room 17, City Hall, 200 East University Avenue, Gainesville, FL 32601.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 2 by his or her signature below, **and a copy of this Addendum signature page is to be returned with your proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: _____

BY: _____

DATE: _____

CITY OF _____ FINANCIAL SERVICES
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**ADDENDUM NO. 3**

Date: February 8, 2016

Bid Date: February 17, 2016
at 3:00 P.M. (Local Time)Bid Name: License Agreement for Parking Lot #2 -
Area Redevelopment

Bid No.: ECOD-160017-DD

NOTE: This Addendum has been issued only to the holders of record of the specifications and to the attendees of the mandatory pre-bid conference held on February 8, 2016.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. All questions must be submitted in writing to the City of Gainesville Purchasing Division by 12:00 p.m. (local time), February 10, 2016. Questions may be submitted as follows:
 Email: drymonjd@cityofgainesville.org
 or
 Faxed (352) 334-3163
 Attention: Doug Drymon, Senior Buyer
2. Please find attached:
 - a) Copy of the black out period definitions (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters) distributed during mandatory pre-bid meeting.
 - b) Copy of February 8, 2016 Pre-Proposal Conference sign-in sheet listing attendees.
3. Doug Drymon, Senior Buyer with the Purchasing Division discussed the proposal requirements with the attendees.
 - a) Sign-in Sheet is circulating. Failure to sign will result in proposal not being accepted.
 - i. Submitted proposal to match business name as signed in at pre-bid.**
 - b) Proposals are to be received by the Purchasing office no later than 3:00 p.m. on February 17, 2016. Any proposals received after 3:00 p.m. on that date will not be accepted.
 - c) Send questions in writing to Doug Drymon via email or fax.
 - i. All communication through Doug Drymon or Purchasing Division staff only. Do not communicate with City officials or other City staff.
 - d) Discussed proposal due date, time and delivery location.
 - i. Deliver (or have delivered) to Purchasing by 3:00 p.m. on January 28, 2016.
 - e) Various forms (i.e. Drug-free Workplace, Certification of Compliance with Living Wage) are to be completed and returned with your bid. If not applicable, note as such on form, sign and date.
 - f) Sign, date and return all Addenda signature pages with your proposal.
4. Mr. Drymon stressed that the Blackout period is currently in effect, and all questions or requests for clarification pertaining to the RFP must be directed solely to his attention. Proposers risk disqualification if they contact other City staff or elected officials in conjunction with this particular RFP. (Note: this prohibition does not apply to unrelated City business.)

5. Erik Bredfeldt, Economic Development and Innovation Director for the City of Gainesville, provided attendees with a general overview of the RFP. Mr. Bredfeldt stressed that in addition to the business terms associated with Parking Lot #2, the RFP submittal should be comprehensive in terms of laying out the associated development project and the specific requests from the City/CRA to facilitate the project. These specific requests - reflected in the “must’s” listed on page 8 of the RFP document – are relative to the RFP minimum requirements. In addition, Mr. Bredfeldt asked the attendees to pay close attention to the following pages of the RFP document:

- i. Page 1 – In particular the RFP Time Table.
- ii. Page 8 – (Must/Shall). Proposers should be sure to include elevations, pictures, business terms for Lot #2 and references with their proposal.
- iii. Page 9 – Qualifications/Statement of Qualifications. Proposers should provide information on other (re)development projects of a similar nature that the Proposer has undertaken in the past.
- iv. Page 15 – Technical Specifications.
- v. Page 16 - Price Proposal

Following are answers/clarifications to questions asked at the mandatory pre-bid conference:

- 6. Question: Is there a particular format a proposal should be submitted in?
Answer: Yes. The format is given on Page 9 of the RFP document.
- 7. Question: How does the City intend to evaluate the proposals it receives?
Answer: The City will evaluate and rank each proposal, and then take the rankings to the City Commission for final approval. The evaluations will be completed by a four-member Evaluation Team, who will employ a formalized evaluation system which is discussed on Pages 10-11 of the RFP document.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 3 by his or her signature below, **and a copy of this Addendum signature page is to be returned with your proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 3 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: _____

BY: _____

DATE: _____

CITY OF _____ FINANCIAL SERVICES
GAINESVILLE PROCEDURES MANUAL

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CITY OF GAINESVILLE
GENERAL GOVERNMENT PURCHASING DIVISION
MANDATORY PRE-BID CONFERENCE
License Agreement for Parking Lot #2 – Area Redevelopment
DATE: February 8, 2016 @ 9:00 AM LOCAL TIME
BID #ECOD-160017-DD
DUE DATE: February 17, 2016 @ 3:00 PM LOCAL TIME

YOUR COMPANY'S NAME, ADDRESS &
PHONE NUMBER

YOUR SIGNATURE, PRINTED NAME,
EMAIL ADDRESS & FAX NUMBER

1) City of Gainesville
Purchasing Division
PHONE # (352) 334-5021 ext. 8795

Doug Dugmon
SIGNATURE
Doug Dugmon
PRINTED NAME
E-MAIL: dugmond@cityofgainesville.org
FAX # (352) 334-3163

2) CITY OF GAINESVILLE
Economic Development / Innovation
PHONE # (352) 393-8614

[Signature]
SIGNATURE
Eric A. Bretfeldt
PRINTED NAME
E-MAIL: bretfeldt@cityofgainesville.org
FAX # () N/A

3) The Collier Companies
PHONE # (352) 339-6003

[Signature]
SIGNATURE
NATHAN S. COLLIER
PRINTED NAME
E-MAIL: NATHAN@COLLIERCOMPANIES.COM
FAX # () N/A

4) The Collier Companies
220 N. Main St
Gainesville, FL
PHONE # (352) 4161413

[Signature]
SIGNATURE
C. Cataudella
PRINTED NAME
E-MAIL: carl.cataudella@collier-companies.com
FAX # (352) 5787061

5) _____

PHONE # () _____

SIGNATURE

PRINTED NAME
E-MAIL: _____
FAX # () _____

**ADDENDUM NO. 4**

Date: February 11, 2016

Bid Date: February 17, 2016
at 3:00 P.M. (Local Time)Bid Name: License Agreement for Parking Lot #2 -
Area Redevelopment

Bid No.: ECOD-160017-DD

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The original Specifications remain in full force and effect except as otherwise noted in this or any other Addendum which may be issued, in which case such changes shall take precedence over anything to the contrary:

1. Please find attached:
 - a) Copy of the black out period definitions (Financial Procedures Manual Section 41-424 Prohibition of lobbying in procurement matters).

Following are answers/clarifications to written questions submitted to the Purchasing Division Office after the mandatory pre-bid conference:

2. Question: On RFP page 9, Under Section III-Proposal Format Part B: Qualifications/Statement of Qualifications: For the applicant, would you require or prefer financial institution references? Please clarify on what references you are seeking.
Answer: The City desires the proposer to provide representations of other urban core (re)development projects they have previously undertaken which are of a similar nature to the one they are proposing to construct in connection with the Lease Agreement for Parking Lot #2. References to the financing components (or entities involved) which have been part of these previous projects would be fine, but should not supplant the substantive information the City is seeking about the (re)development projects themselves.
3. Question: On RFP page 12, Under Section V-General Provisions Part B: General Terms and Conditions: Which items listed under Part B are to be included as part of the proposal, which will not apply, and which will be handled during the development agreement negotiations?
Answer: The General Terms and Conditions listed apply to all Request for Proposals issued by the City; however, the Proposer should carefully review each individual term and condition and determine if it is applicable to their proposal at the time it is submitted.
4. Question: If required at the RFP stage On RFP page 13, Under Section V-General Provisions Part B: General Terms and Conditions: 5) Insurance- please clarify the automobile insurance statement further in terms of active date and why it's required (i.e. what is it covered). Whose automobile is covered? From what?

4. Answer: This is a standard term and condition, and depending on the actual use of the lot the City could consider a modification to the requirement with regards to the amount and type of insurance the vendor must supply. The requirement would need to be in effect for the term of the agreement, and is intended to cover autos owned and operated by the successful vendor.
5. Question: If required at the RFP stage On RFP page 13, Under Section V-General Provisions Part B: General Terms and Conditions: 7) Term- given applicants relations with financing institutions and the necessity of the added lot parking, is the language stated in the RFP open for negotiation during the development agreement process?
- Answer: This item sets 30 years as the threshold based upon past experience; however, it is anticipated that the terms of the Lease Agreement for Parking Lot #2 will be negotiated following proposal rankings by the Commission, and staff will seek that direction. From the City's standpoint, it is important for the Proposer to indicate their desired Term in their RFP submittal.
6. Question: If required at the RFP stage On RFP page 13, Under Section V-General Provisions Part B: General Terms and Conditions: 8) Termination- given applicants relations with financing institutions and the necessity of the added lot parking, is the language stated in the RFP open for negotiation during the development agreement process?
- Answer: Similar to the response to question #5 City staff anticipates that the Termination clause included in the Lease Agreement for Parking Lot #2 will be negotiated following proposal rankings by the City Commission, and staff will seek that direction. From the City's standpoint, it is important for the Proposer to indicate in their RFP submittal if there is any minimum acceptable Termination language which they consider should be included in the License Agreement.
7. Question: If required at the RFP stage On RFP page 13, Under Section V-General Provisions Part B: General Terms and Conditions: 11) Subcontractors- please clarify, if required, that the subcontractors speak to the specific Lot 2 and not the larger development.
- Answer: The City expects the Proposer's submittal to focus primarily on details concerning the size, quality and overall scope of the area (re)development project being proposed. It is not the City's intention at this point in the process to enter into discussion about matters such as the contractors and sub-contractors who will be employed to undertake the project (if approved by the City).
8. Question: Does the Attachment A, Lot 10 Agreement, need to be followed or answered in any shape or form in the RFP or is it there to provide an idea of what the agreement stage would include?
- Answer: Attachment A was to provide a form of the License Agreement for Parking Spaces to prospective submitters in order to indicate that the City Attorney's Office uses this form in structuring this type of agreement. There is nothing in the substance of the document that needs to be answered or addressed.
9. Question: Page 7 ITEM W: What will determine if art in public places will be required?
- Answer: The Art in Public Places requirement is applicable to the construction or major remodeling of public buildings. For more information about the Art in Public Places requirement, please refer to Chapter 5.5 of the City of Gainesville Code of Ordinances, which may be accessed through the City's official website, or by using the following link:

https://www.municode.com/library/fl/gainesville/codes/code_of_ordinances?nodeId=PTIICOOR_CH5.5ARPUPL

- 10. Question: Please clarify where to list Exceptions to the RFP.
Answer: As per Section V (B), any deviation from the stated requirements should be listed as exceptions in a separate appendix of the proposal.
- 11. Question: Please clarify that the RFP for Lot #2 is separated from the overall development.
Answer: Refer to the minimum requirements listed on page 8 (i) of the RFP. The RFP for a License Agreement for Parking Lot #2 is considered by the City to be an integral part of the area redevelopment proposal itself.
- 12. Question: If pertinent at this stage in the RFP, Does the City have a list of Default Provisions it wishes to insert?
Answer: Any default provisions which the City deems necessary or desirable will be covered at the appropriate time as part of the project contract negotiations.
- 13. Question: Does the License come with Development Rights (in accordance with all codes of course). If not, what improvements are we allowed to make? What will the City do prior to the License (remove meters? Repave? Landscape?)
Answer: The term development rights needs to be clarified. If submitters are seeking such rights in the context of the License for Parking Spaces, that will have to be addressed in the RFP submittal. If the submitters are seeking actions by the City regarding upgrading of the parking lot or maintenance, this will have to be addressed in the RFP submittal.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 4 by his or her signature below, **and a copy of this Addendum signature page is to be returned with your proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 4 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: _____

BY: _____

DATE: _____

CITY OF _____ FINANCIAL SERVICES
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