

# **PUBLIC-PRIVATE PARTNERSHIP: REQUESTS FOR PROPOSALS TECHNICAL ADVISOR**

**PRE-PROPOSAL MEETING  
APRIL 30, 2019**



**David Guhin**  
Assistant City Manager / Director  
Planning and Economic Development

**Jason Nutt**  
Director  
Transportation and Public Works

## PROPOSAL GOAL & OBJECTIVE

### **Goal**

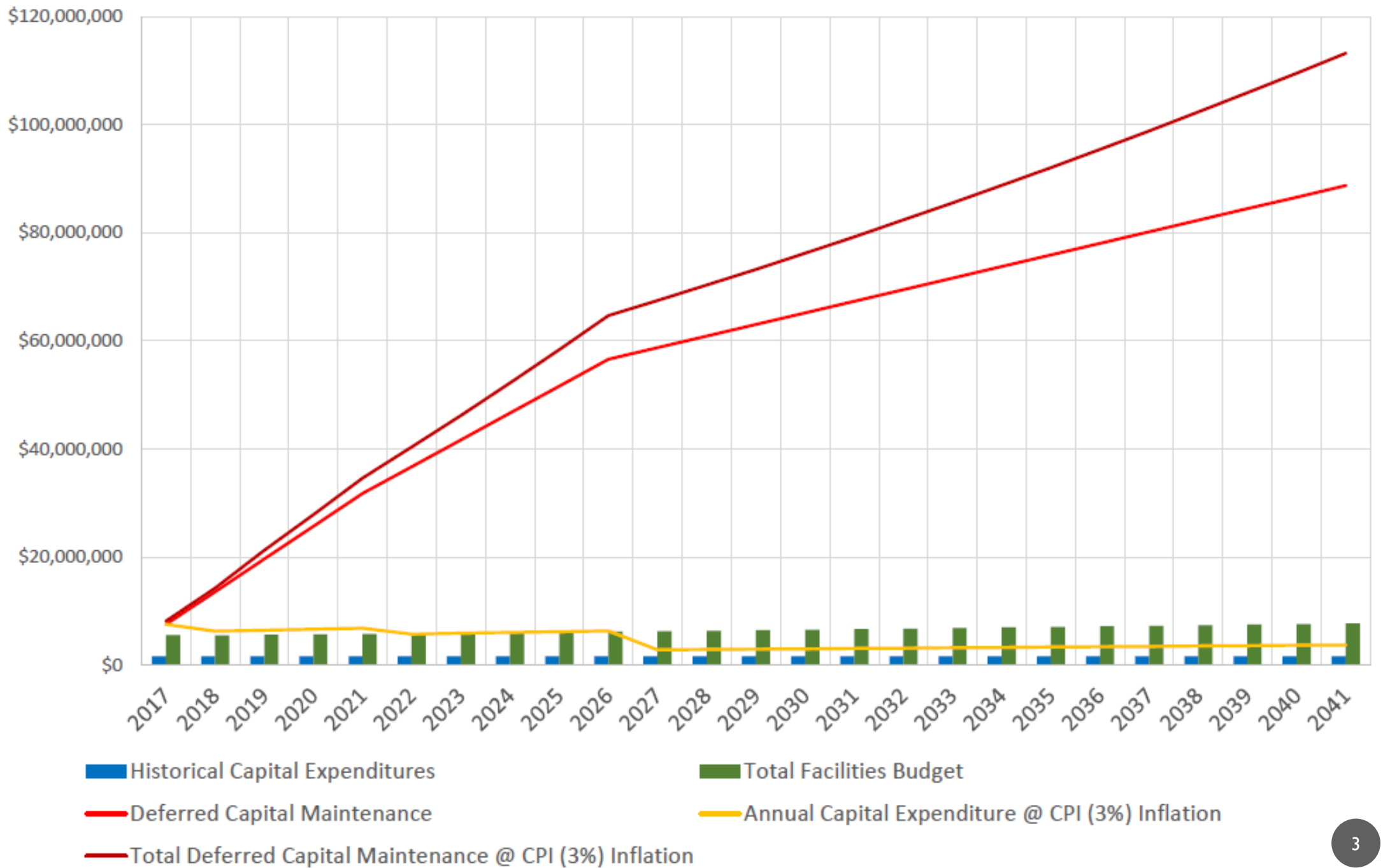
To increase downtown land availability for housing and mixed use development through the consolidation of government services into denser, more potent land use, thus providing streamlined access to services.

### **Objective**

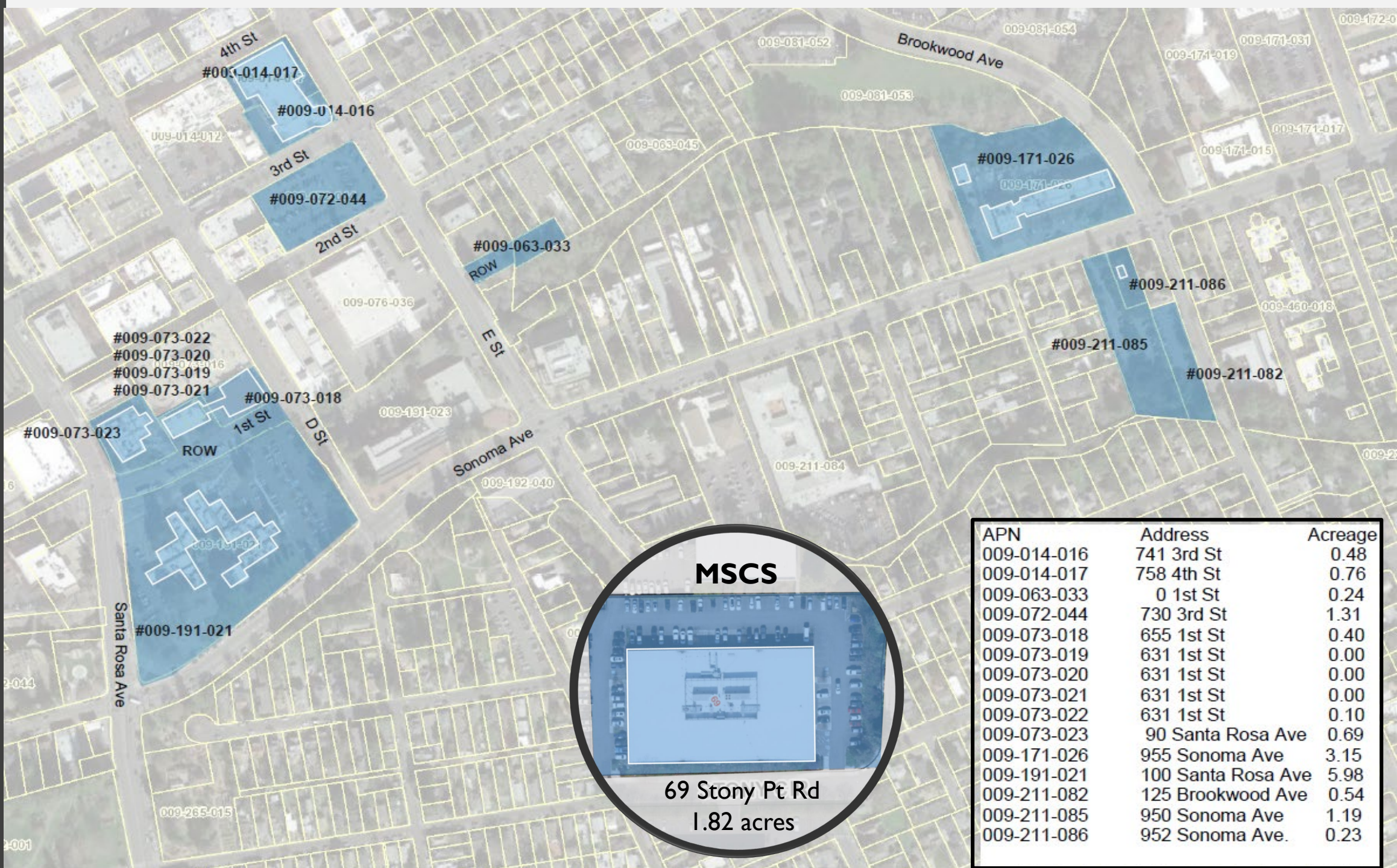
To opportunistically use downtown City land for housing and mixed use development resulting from the need to replace and consolidate City administrative buildings and services, which in turn stabilizes costs and resiliency over time.

# DEFERRED CAPITAL MAINTENANCE

## ALL FACILITIES



# FACILITY NEEDS & OPPORTUNITY SITES



APN	Address	Acreage
009-014-016	741 3rd St	0.48
009-014-017	758 4th St	0.76
009-063-033	0 1st St	0.24
009-072-044	730 3rd St	1.31
009-073-018	655 1st St	0.40
009-073-019	631 1st St	0.00
009-073-020	631 1st St	0.00
009-073-021	631 1st St	0.00
009-073-022	631 1st St	0.10
009-073-023	90 Santa Rosa Ave	0.69
009-171-026	955 Sonoma Ave	3.15
009-191-021	100 Santa Rosa Ave	5.98
009-211-082	125 Brookwood Ave	0.54
009-211-085	950 Sonoma Ave	1.19
009-211-086	952 Sonoma Ave.	0.23

**MSCS**

**69 Stony Pt Rd**  
1.82 acres



**SITE DRONE FOOTAGE**

May 7, 2019

- QUESTIONS DUE - 2:00 PM

May 14, 2019

- City's response to questions due

May 21, 2019

- **PROPOSALS DUE - 2:00 PM**

May 29, 2019

- Proposals evaluated

Dates TBD

- Interviews conducted
- Notice of intent to award
- City Council – award contract

# SUBMITTALS

## **W h e r e :**

CITY OF SANTA ROSA

*RFP 19-23 – Tech Advisor for City Hall*

Attn. David Guhin, Assistant City Manager

c/o Brandalyn Tramel, Purchasing Agent

635 1<sup>st</sup> Street 2<sup>nd</sup> floor

Santa Rosa, Ca 95404

## **W h a t :**

- One (1) signed original proposal
- Four (4) copies of signed proposals
- One (1) USB flash drive containing the proposal in its entirety

## **W h e n :**

- **May 21, 2019 by 2:00 p.m.**

## FEASIBILITY ANALYSIS

- Service delivery & development goals
- Cost analysis & selection of site location

## FINANCIAL ANALYSIS

- Budget criteria re: annual payment to debt
- Work with Finance Dept. and PFM (consultant)

## LAND ANALYSIS

- Land offset
- Identification of development areas



**Separate from the core mission of the P3 technical advice,  
the City seeks:**

Analysis of City owned downtown parking sites (garages and lots) for development

Analysis of public parking replacement vs. partial/no replacement

Assistance in RFQ/RFP preparation for development

The City is considering replacement of aging facilities with new state of the art construction, higher density, more efficient land use, and potentially a triple net zero City Hall. This includes **~250,000 SF of total administrative space.**

**Admin Offices**

- City Council Chambers
- Meeting spaces
- Public counters
- Fire admin
- Parking

**New Public Safety Building**

- Police admin
- Dispatch services
- Parking

**New Fire Station**

- Consistent with existing Fire Station I

## Report 1

- Development of overarching and specific goals
- Recommendations

## Report 2

- Site analysis describing risks and opportunities
  - Menu of real estate and financing options
  - Potential costs , and technical and zoning constraints associated with sites

## Report 3

- Analysis of financial costs and methods of financing
  - Debt service payment analysis vs. financing structures and delivery methods

## Summary of Conclusions

- Due February 2020: hard and electronic copy, and PowerPoint presentation

## THINGS TO KNOW

- **ATTACHMENT A: Sample Contract**
  - Submit issues/concerns regarding contract with proposal
- **ATTACHMENT B: Insurance**
  - Minimum required insurance must be supplied during negotiations

# EVALUATION CRITERIA SUMMARY

## **Past Performance (25%)**

- Relevant Projects, complexity, financial analysis, technical services performed

## **Qualifications of Team (25%)**

- Organizational structure, roles, past projects performed together

## **Project Approach and Work Schedule (15%)**

- Methodology, schedule, work plan

## **Resumes of Key Personnel (10%)**

- Key staff resumes, past experience, years in position

## **Client References (10%)**

- Checked once competitive range is established

## **Statement of Philosophy and Intent (5%)**

- Team approach, overall execution and customer service

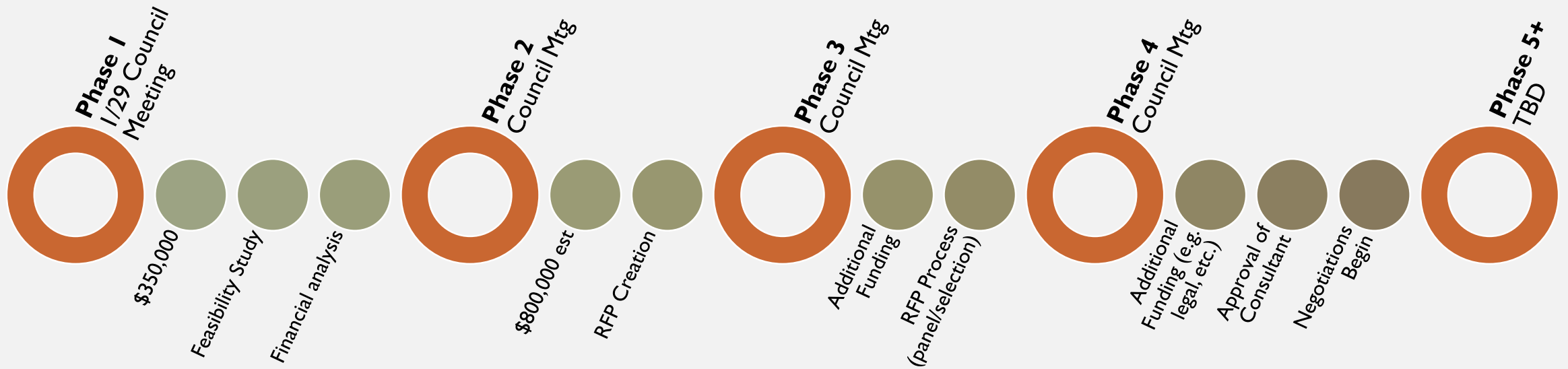
## **Financial Statement (5%)**

- Evidence of financial capacity to perform the work

## **Cost of Service (5%)**

- Identify/list all costs associated with proposal on forms provided in attachments C and D

# TIMELINE



**[SRCITY.ORG/P3](http://SRCITY.ORG/P3)**

