

MIDTOWN SANTA FE
ECONOMIC ANALYSIS & URBAN PLANNING
RFP SOLICITATION: '19/37/P

QUESTIONS AND ANSWERS (Q&A)

The following are questions and answers generated by participants at the RFP Pre-Proposal conference held by the City of Santa Fe, Office of Economic Development, on April 29, 2019.

1. Are firms responding to this solicitation for economic analysis and urban planning, and, if procured, disqualified from procurement on the upcoming solicitation for development and business entities?

Yes. The firm or firms, i.e. members of the Planning Team, procured through this solicitation for economic analysis and urban planning may not participate on the development team(s) procured through the City's upcoming solicitation for development and business entities. This policy shall apply to prime contractor and sub-contractors. The Planning Team procured through this solicitation will advise and represent the interests of the City only, and conflicts or interest, perceived or actual, are prohibited.

No state agency or local government agency shall accept a bid or proposal from a person who directly participated in the preparation of specifications, qualifications or evaluation criteria on which the specific competitive bid or proposal was based. A person accepting a bid or proposal on behalf of a state agency or local government agency shall exercise due diligence to ensure compliance with this section.

NMSA 1978 § 10-16-13

2. Why are economic analysis and urban planning included in a single solicitation?

It is the City's intent to create a strong Planning Team that is seamless and enters into the scope of work with a complete commitment toward collaboration between the two disciplines in real estate and urban development. The Planning Team should be able to address the scope of work through an integrated, systems thinking approach. As such, the City has incorporated the two disciplines into a single solicitation.

- 3. Should the Fee proposal include projected fee amounts for both Scope A and Scope B; and does the City anticipate working with the same Planning Team for both Scope A and Scope B?**

The Fee proposal should focus on Scope A. However, Scope A sets the foundation for advising on concerns outlined in Scope B. The City anticipates working with the same Planning Team for Scope A and B, but does not anticipate fully engaging in Scope B until further analysis and planning has been undertaken with the Planning Team. The respondents are to provide fee estimates for Scope B and/or a fee structure for services requested in the solicitation.

- 4. Will the Planning Team intersect with the work to be performed by the Civic Engagement Team, which is the next procurement solicitation to be issued by the City?**

Yes. There will be meetings at certain Scope of Work benchmarks that the Civic Engagement Team and the Planning Team will have to inform each other's work.

- 5. Is there an appraisal and/or assessment of the current building assets at the Midtown Property?**

There is a web link to an appraisal in the RFP and on the Office of Economic Development website that was completed by CBRE in 2017. There are various building assessments that the City has, which will be made available to the Planning Team procured through this solicitation.

- 6. Regarding a plan for the development of the site, at what level of detail is the Planning Team expected to create?**

The Planning Team will create a development framework, not a detailed master plan, under the current scope of work. This Planning Team will coordinate with, and guide the work of, the urban design firm(s) that selected developers will procure.

- 7. Are firms responding to this solicitation for economic analysis and urban planning, and, if procured, disqualified from procurement on the upcoming solicitation for civic engagement?**

No. The firm or firms, i.e. members of the Planning Team, procured through this solicitation for economic analysis and urban planning may respond to, and/or participate on the civic engagement team procured through the City's upcoming solicitation for civic engagement.

- 8. At what level of detail will the Planning Team be responsible for designing or proposing a district energy solution, such as a micro-grid, and other sustainable infrastructure strategies; and, should respondents include infrastructure engineers on the Planning Team?**

The Planning Team will not be responsible for detailed design and engineering of a district energy and other district-wide infrastructure. The Planning Team have the capacity to provide scenarios for green and sustainable energy strategies, as well as water management approaches, as part of the creating the development framework. The scope of work does not include engineering design for infrastructure. But, the qualifications of the Planning Team should include experience in understanding and proposing viable and implementable sustainable infrastructure solutions as part of creating a development framework. The City anticipates further study in collaboration with the Department of Public Works. Procurement for the study and design of infrastructure is still to be determined.

- 9. Will the upcoming solicitation for development and business entities allow for respondents to express interest in certain building assets and/or areas of the site?**

Yes. The City's objective is to garner and gather the interest of developers, as well as businesses, that have an interest in developing and/or locating at the Midtown property. The upcoming solicitation for development and business entities will establish a process for master developers, developers of certain parcels, as well as business entities to propose their development program, as well as capacity, qualifications, and track record, to achieve the vision and objectives described in the Midtown Planning Guidelines.

- 10. Will the Planning Team be responsible for doing detailed market analysis or other assessment of buildings that developers and businesses express in interest in redeveloping and reusing?**

No. The Planning Team is not responsible for market analysis or building assessments. Selected developers and business entities will be responsible for conducting their own due diligence.

- 11. The City has budgeted approximately \$400,000 from the bond to undertake planning work for the redevelopment of the Midtown property. What amount of that is dedicated to this scope of work for economic analysis and urban planning?**

It is the City's intention to maximize sufficient, but limited, resources to undertake Scope A, and to the greatest extent, Scope B outlined in this

solicitation. Respondents are encouraged to develop a fee strategy that provides for team collaboration between the City and the Planning Team. The funding resources allocated to planning at the Midtown site include the civic engagement and the economic analysis and urban planning scopes of work.

12. What is the City's Office of Economic Development timeframe for issuing the three upcoming solicitations related to the Midtown property?

The City anticipates issuing the following three solicitations within the second quarter of 2019. However, the schedule may be amended, at the City's discretion.

- RFP Economic Analysis & Urban Planning
- RFP Civic Engagement
- RFEI Developers and Business Entities

13. Will the Planning Team be doing civic engagement; or, will the Civic Engagement Team be responsible for all civic engagement? Are their expectations that the Planning Team will be making public presentations?

The Planning Team scope of work does not include civic engagement. However, there will be meetings at certain Scope of Work benchmarks that the Civic Engagement Team and the Planning Team will have to inform each other's work. The economic and planning work conducted as part of the scope of work may be presented to the governing body or other steering committees for information sharing and input, or to defend disposition and development recommendations.

14. At what point in the scope of work will solicitation responses from the developer and business entity be obtained?

The objective for this first solicitation in Q2 2019 for an economic analysis and urban planning team was to establish the analysis systems and tools for scenario planning and development, and to have an understanding of the site's potential to achieve economic, as well as other objectives, when developer responses are submitted in Q3 and evaluated in Q4.

15. Does the City have a preference for a master developer or a series of developers to undertake development projects at the Midtown property?

The City's objective is to ensure a transparent, open, and competitive process so that interested developers and business entities can provide the necessary information and development or business proposals that meet the objectives described in the Midtown Planning Guidelines, as determined by the City. The City does not have a preference for a master developer or a series of developers.

16. If the City acquires adjacent property, such as the land owned by the State of New Mexico, will this alter the scope of work for the Planning Team?

The Planning Team should plan for, and advise the City on, maximizing the potential of the site and consider land uses, site control, and other urban economic factors that may or may not optimize the potential of the actual development site. The Planning Team is expected to have deep experience in similar contexts and plan for factors that bring new opportunities and advise on, and prepare for, potential risks.

17. Should the economic and planning analysis consider various business sectors that may be respondents to the upcoming solicitation for development and business entities?

Yes. Based on the numerous inquiries that the City is receiving for locating businesses at the site, the Planning Team should be able to analyze various uses that meet the objectives stated in the Midtown Planning Guidelines.

18. What is the debt service on the Midtown Property?

Total debt in Q2 2019 is between \$21-\$24 million, which was recently refinanced with an annual debt service at \$1.7 million payment.

19. Will the names of firms on the pre-submission conference sign-in sheets be made available?

Yes. The names of firms on the pre-submission conference sign-in sheets will be posted on the Notifications page. The web link is the same as where the RFP can be accessed.

20. What is the deadline for submitting the response to the RFP for economic analysis and urban planning?

There is a discrepancy between the date on the cover of the solicitation and the Solicitation Schedule on page 5. Submissions are due pursuant to the Solicitation Schedule on May 21, 2019.

21. What are the submission package requirements regarding number of copies, etc?

Submission Packages are to be delivered in the following formats:

- Typewritten
- Two originals organized in 3-ring binders
- PDF copied onto 2 USB flash drives