

REQUEST FOR PROPOSAL  
RFP 22-319-LS  
PUBLIC-PRIVATE PARTNERSHIP (P3) FOR A COUNTY  
ADMINISTRATION BUILDING

Alachua County, Florida  
County Administration Building  
Gainesville, FL 32601

RELEASE DATE: February 2, 2022

DEADLINE FOR QUESTIONS: May 16, 2022

RESPONSE DEADLINE: June 1, 2022, 5:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/alachuacounty>

Alachua County, Florida  
REQUEST FOR PROPOSAL  
PUBLIC-PRIVATE PARTNERSHIP (P3) FOR A COUNTY ADMINISTRATION  
BUILDING

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Attachments:

- A - Avis\_Young Report Sept 2020
- B - Alachua County CIP Policy Excerpts
- C - Unsolicited Proposal

## 1. INTRODUCTION

### 1.1. Summary

Alachua County has received an unsolicited proposal submitted under the provisions of Section 265.055, Florida Statutes, Public-Private Partnerships, for the design, finance, construction, operation and maintenance of County Administration Building. A copy of the unsolicited proposal is attached hereto as **Attachment C**. Consistent with Section 255.065, Florida Statutes, Public-Private Partnerships, Alachua County has determined that the unsolicited proposal is sufficient for consideration on a preliminary basis. Pursuant to section 255.065(3)(b), Florida Statutes, the County is providing notice of its intent to consider the unsolicited proposal, and to solicit, accept and consider competing proposals for such a facility. Therefore, Alachua County Board of County Commissioners is seeking proposals from licensed professionals for the provision of RFP 22-319-LS PUBLIC-PRIVATE PARTNERSHIP (P3) FOR A COUNTY ADMINISTRATION BUILDING.

### 1.2. Background

**Location:** Alachua County is located in North Central Florida. The County government seat is situated in Gainesville. Gainesville is located 70 miles southwest of Jacksonville, 129 miles southeast of Tallahassee, 140 miles northeast of Tampa - St. Petersburg and 109 miles northwest of Orlando. Alachua County has a population of over 250,000. The County itself consists of a total area of 969 square miles.

**Form of Government:** Alachua County is governed by a Board of five (5) elected County Commissioners and operates under the established County Manager Charter form of government. In addition to the five County Commissioners, there are five elected Constitutional Officers: Supervisor of Elections, Sheriff, Clerk of the Court, Tax Collector, and the Property Appraiser. The Alachua County Attorney also reports to the Board.

### 1.3. Contact Information

**Larry Sapp**

Procurement Manager

Email: [lsapp@alachuacounty.us](mailto:lsapp@alachuacounty.us)

Phone: [\(352\) 337-6269](tel:(352)337-6269)

**Department:**

Procurement

**Department Head:**

Larry M. Sapp

Procurement Manager

### 1.4. Timeline

<b>Release Project Date</b>	February 2, 2022
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<b>Question Submission Deadline</b>	May 16, 2022, 5:00pm
<b>Proposal Submission Deadline</b>	June 1, 2022, 5:00pm

## 2. INSTRUCTION TO PROPOSERS

### 2.1. Electronic Submission of Request for Proposal

The County posts and distributes information pertaining to its procurement solicitations on the County [Public Portal](#). In order to submit a proposal response to this solicitation the consultant must be registered with the County's [Public Portal](#).

Proposals must be submitted with all required submissions included. Failure to comply may preclude consideration of the proposal.

Each Consultant is responsible for full and complete compliance with all laws, rules and regulations which may be applicable.

Costs for the preparation and submittal of proposals in response to this Request for Proposal are entirely the obligation of the bidder and shall not be chargeable in any manner to Alachua County.

Upon submission, all proposals become the property of Alachua County which has the right to use any or all ideas presented in any proposal submitted in response to this Request for Proposal, whether or not the proposal is accepted.

All work papers/products developed as part of the contract performance become the property of the County upon termination or completion of the provision of services.

The proposal response, containing all required documents, must be received by 5:00 pm on Wednesday, June 1, 2022. The proposers submittal must be completed in the [Public Portal](#) prior to the 5:00 pm deadline. Any required uploaded documents should be done in PDF format and be labeled correctly, unless the solicitation states otherwise. The pdf document should be titled with bidder's name, bid number, and if the response is submitted in parts, include "Part # of x".

#### **THE COUNTY and the PUBLIC PORTAL PLATFORM WILL NOT ACCEPT LATE SUBMITTALS**

Modifications to or withdrawal of a bidder's submittal can be made up to the deadline date. Modifications and withdrawals must be documented in the [Public Portal](#) in order to be recognized by the County.

### 2.2. Withdrawal of Request for Proposal

Modifications to or withdrawal of a proposer's submittal can be made up to the deadline date. Modifications and withdrawals must be documented in the County's [Public Portal](#) in order to be recognized by the County. Any Bidder may withdraw their proposal, either personally, electronically, or written request, at any time prior to the scheduled closing time for receipt of proposals.

### 2.3. Request for Information - Inquiries - Addendum Question

After thoroughly reading this Request for Proposals and Attachments, any consultant in doubt as to the true meaning of the Request for Proposal or related documents may submit a written interpretation request, via the question and answer tab by 5:00 pm, Monday, May 16, 2022 in order to be considered for a response.

Any and all such interpretations and any supplemental instructions will be in the form of a written addendum; duly issued, and a copy of such addendum will be posted to the [Public Portal](#). Oral answers will not be authoritative. All addenda so issued shall become part of the RFP documents.

Addenda Notification: Bidders are required to register for an account via the County's e-Procurement [Public Portal](#). Once the bidder has completed registration, you will receive addenda notifications to your email by clicking "Follow" on this project. Ultimately, it is the sole responsibility of each bidder to periodically check the site for any addenda at <https://secure.procurenow.com/portal/alachuacounty>

## 2.4. [Acceptance/Rejection of Proposals](#)

Alachua County reserves the right to reject any proposal which may be considered irregular, show serious omission, unauthorized alteration of form, unauthorized alternate proposals, incomplete or unbalanced proposals, or exempt from public records disclosure because it constitutes a trade secret or proprietary confidential business information under Florida Law, or is otherwise exempt from disclosure as a Public Record, you should clearly assert such exemption and state the specific legal authority for the asserted exemption. All material that is designated as exempt from Chapter 119 must be submitted in in the Vendor Questionnaire Section, clearly identified as "PUBLIC RECORDS EXEMPT" irregularities of any kind.

Submittal requirements of this Request for Proposals are for evaluation and selection purposes only. The County may allow alterations, modifications, or revisions to individual elements of the successful proposal at any time during the period of the contract which results from this Request for Proposals.

Alachua County reserves the right to accept or reject any or all proposals in whole or in part, with or without cause, to waive technicalities, or to accept proposals or portions thereof which, in the County's judgment, best serve the interests of the County.

## 2.5. [Trade Secret/Proprietary Information](#)

Responses to this proposal/bid receipt by the County become public records subject to the provisions of Chapter 119 F.S., Florida's Public Records Law. If you believe that any portion or all of your response is exempt from public records disclosure because it constitutes a trade secret or proprietary confidential business information under Florida Law, or is otherwise exempt from disclosure as a Public Record, you should clearly assert such exemption and state the specific legal authority for the asserted exemption. All material that is designated as exempt from Chapter 119 must be submitted in in the [Submittals](#) section, clearly identified as "PUBLIC RECORDS EXEMPT". Furthermore, you must complete all of the Proprietary Information subsection found in the [Submittals](#) section.

Please be aware that the designation of an item as exempt from disclosure as a Public Record may be challenged in court by any person. By your designation of material in your bid proposal as "Public Records Exempt", you agree to defend and hold harmless the County from any claims, judgments, damages, costs, and attorney's fees and costs of the challenger and for costs and attorney's fees incurred by the County by reason of any legal action challenging your designation.

### 3. SCOPE OF WORK

The services requested, herein, are for PUBLIC-PRIVATE PARTNERSHIP (P3) FOR A COUNTY ADMINISTRATION BUILDING.

Concurrent with the RFP process, the County will be conducting multiple charrettes. The charrettes will solicit feedback from the community on how to better provide services and on how to consolidate government services while redeveloping downtown in a vibrant way. These charrettes will be publicly noticed on the County's Public Portal and Proposers are invited to attend and encouraged to participate. These charrettes may address the unsolicited proposal and may, or may not, result in an amendment to the scope of this RFP. Any changes to the scope of this RFP will be issued by formal addendum published on the County [Public Portal](#).

#### 3.1. Overview

Alachua County has received an unsolicited proposal submitted under the provisions of Section 265.055, Florida Statutes, Public-Private Partnerships, for the design, finance, construction, operation, and maintenance of the County Administration Building Attachment C. The County has been interested in and researching the possibilities for such a building to benefit the community. The current County Administration Building is located at 12 SE 1st street and measures approximately 66,000 square feet. Approximately 150,000 square feet will be needed in the development of a new state-of-the-art Administration Building that will replace the current County Administration Building.

The new building should be located within the City Limits of Gainesville, preferably close to downtown, and should be designed to accommodate a variety of uses, including but not limited to:

Office space (offices, workstations, conference rooms, and related amenities) to accommodate approximately 375 employees.

Lobby area should be a welcoming feature, highlighting the architecture, culture, and history of Alachua County and its residents; a common gathering space for employees of and visitors of Alachua County.

Features and amenities consistent with those of a Class "A" Building.

Office and retail component that maximizes exposure and foot traffic – this space could include "flex" type space that engages the community such as gallery space or other type space similar to commercial retail.

Embracing sustainability and a commitment to environmentally friendly building, working, and living practices.

Parking that is sufficient to serve County government staff and public visitors.

County Commission Board Room for public meetings which can seat a minimum of 400 people with network and technical systems supporting television and internet broadcast.

The County's Backup 911 Call Center may be located within this building and should be accessible 24/7.

Space adequate to house Information Technology equipment such as IT servers, etc.

Emergency generators capable of sustaining building operations.

For general background information regarding the County's space needs, a consultant's report titled "Alachua County Administration Building Consultant's Report Phase 1 (September 18, 2020) is attached as **Attachment A**. The report was prepared by Avis & Young, Avison Young, SVM Architects, and CMR Partners may not be part of a proposing developer's team.

Consistent with Section 255.065, Florida Statutes, Public-Private Partnerships, Alachua County has determined that the unsolicited proposal is sufficient for consideration on a preliminary basis and as such will accept competing proposals for such a facility. No final decision has been made relative to accepting this or any proposal for this project. Any submitted proposals must be accompanied by material and information and organized in accordance with, **Submittal Instructions**.

### 3.2. Submittal Instructions

Persons or entities submitting competing proposals are advised that such proposals must be in compliance with Section 255.065, Florida Statutes, and must be accompanied by material and information that addresses (at a minimum) the following points.

- Point 1: Summarize Building Elements
  - Location
  - Space and Floors
  - Parking
  - Site Control
  - Security
  - Other Development
    - Affordable housing, grocery store, etc.
- Point 2: Summarize Design Team and Process
  - Key Team Members and Experience
  - Schedule
- Point 3: Address Sustainability and Health
  - For general information, a summary of excerpts has been provided as Attachment B and represents some but not all of the Board of county Commissioners' capital and building performance policies. In addition, the following website will allow viewing of the Alachua County Comprehensive Plan:
    - <https://growth-management.alachuacounty.us/CompPlan/FutureLandUse>
- Point 4: Address Building Transition and Use.

- Point 5: Provide Sources & Uses Development Budget.
- Point 6: Any additional material deemed necessary by the proposer.

### 3.3. Selection Procedures

The County will rank the proposals received in order of preference. In ranking the proposals, the County may consider factors that include, but are not limited to, professional qualifications, general business terms, innovative design techniques or cost-reduction terms, location, community benefit and finance plans.

The County may then begin negotiations for an interim or comprehensive agreement with the highest-ranked firm. If the County is not satisfied with the results of the negotiations, the County may terminate negotiations with the proposer and negotiate with the second-ranked, or subsequently ranked firms, in order. If only one proposal is received, the County may negotiate in good faith, and if the County is not satisfied with the results of the negotiations, the County may terminate negotiations with the proposer. The County reserves the right to reject any and all proposals at any point in the process, or as provided under section 255.065, Florida Statutes, to award and negotiate an interim agreement and/or comprehensive agreement with the proposer whose proposal best serves the interest of the County. Nothing contained herein shall be interpreted as an obligation or binding agreement by the County regarding this project, or any commitment by the County to enter into any final agreement regarding the project.

## 4. SUBMITTALS

### 4.1. [Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request\\*](#)

As a bidder or proposer, any document you submit to Alachua County may be a public record and be open for personal inspection or copying by any person. In Florida ‘public records’ are defined as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. Section 119.011, F.S. A document is subject to personal inspection and copying unless it falls under one of the public records exemptions created under Florida law. Please designate what portion of your bid or proposal, if any, qualifies to be exempt from inspection and copying.

Answer NO if:

NO PART OF YOUR PROPOSAL IS EXEMPTION FROM PUBLIC RECORDS LAW

No part of the bid or proposal submitted is exempt from disclosure under the Florida public records law, Ch. 119, F.S.

Answer Yes if:

ALL OR PART OF YOUR PROPOSAL IS CLAIMED BY YOU TO BE EXEMPT FROM PUBLIC RECORDS LAW AND YOU AGREEMENT TO INDEMNIFY AND DEFEND ALACHUA COUNTY

The following parts of the bid or proposal submitted are exempt from disclosure under the Florida public records law because: (list exempt parts and legal justification - e.g., trade secret):

\_\_\_\_\_

By claiming that all or part of the bid or proposal is exempt from the public records law, the undersigned bidder or proposer agrees to protect, defend, indemnify and hold the County, its officers, employees and agents free and harmless from and against any and all claims arising out of a request to inspect or copy the bid or proposal. The undersigned bidder or proposer agrees to investigate, handle, respond to, provide defense (including payment of attorney fees, court costs, and expert witness fees and expenses up to and including any appeal) for and defend any such claim at its sole cost and expense through counsel chosen by the County and agrees to bear all other costs and expenses related thereto, even if they (claims, etc.) are groundless, false, or fraudulent.

Yes

No

\*Response required

### 4.2. [Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request\\*](#)

If you claimed no (i.e., you do not claim an exemption) answer N/A here.

If you claimed yes, (i.e., you do claim an exemption), explain which part/s are exempt below:

**I CLAIM THAT THAT THE FOLLOWING PARTS OF MY PROPOSAL ARE EXEMPT FROM PUBLIC RECORDS LAW AND AGREEMENT TO INDEMNIFY AND DEFEND ALACHUA COUNTY**

The following parts of the bid or proposal submitted are exempt from disclosure under the Florida public records law because: (list exempt parts and legal justification - e.g., trade secret):

\_\_\_\_\_

By claiming that all or part of the bid or proposal is exempt from the public records law, the undersigned bidder or proposer agrees to protect, defend, indemnify and hold the County, its officers, employees and agents free and harmless from and against any and all claims arising out of a request to inspector copy the bid or proposal. The undersigned bidder or proposer agrees to investigate, handle, respond to, provide defense (including payment of attorney fees, court costs, and expert witness fees and expenses up to and including any appeal) for and defend any such claim at its sole cost and expense through counsel chosen by the County and agrees to bear all other costs and expenses related thereto, even if they (claims, etc.) are groundless, false, or fraudulent.

\*Response required

**4.3. Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request**

If you claimed yes (i.e., you do claim an Exemption), attach the exempt files here.

If you choose no, move to the next question.

If you choose no, move to the next question.

**4.4. The Contractor shall designate a responsible agent and alternate as necessary, for all dealings, communications, or notices or contracts between the Entities and the contractor by completing and returning this Responsible Agent Form. Any notice or communication to or from the responsible agent shall be deemed to be a communication to the contractor.\***

**RESPONSIBLE AGENT:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**ALTERNATE RESPONSIBLE AGENT:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

\*Response required

4.5. [Did you review and complete all the required documents and attachments?\\*](#)

Yes

No

\*Response required

4.6. [Do you acknowledge all Addendum\(s\) issued with this solicitation?\\*](#)

Yes

No

\*Response required

4.7. [Request for Proposal Submittal\\*](#)

Upload your Proposal documentation with all required information and applicable documents. Upload your proposal in PDF Format in this section for review.

\*Response required