



# CITY OF MIRAMAR REQUEST FOR PROPOSALS

RFP #18-08-37



**FOR DEVELOPER/INVESTOR/OPERATOR FOR MIRAMAR TOWN CENTER**  
Sale or Long-Term Ground Lease of a 3.742-acre Mixed-Use Development Parcel  
**AND**  
Lease of 14,000 Square Feet of Existing Prime Retail Space





# INTRODUCTION/SUMMARY

**The City of Miramar (the “City”) is seeking proposals from qualified real estate developers/investors/operators that have the expertise, experience and resources (financial and operational) to:**

- Purchase or ground lease, finance, construct and operate a development on an approximately 3.742-acre paved City-owned property within Miramar Town Center (“MTC”) known as Block 2 (“Block 2”). Block 2 is bound by Red Road to the south, Main Street to the east, City Hall Promenade to the north and Civic Center Place to the west. Block 2 is zoned as Traditional Neighborhood Development (“TND”) district, which allows mixed-use development. The Block 2 land is more particularly described in Exhibit “A” attached hereto. Block 2 is the final remaining vacant block available for development within the 54-acre MTC.
- As part of any proposal, the City will also evaluate offers for a long-term lease of existing City-owned ground level prime retail shell space totaling approximately 14,000 square feet (12,000 gross leasable area) located within the recently constructed Miramar Police Headquarters building (the “Shell Space”). The Shell Space is situated on the opposing block (Block 3) to the north of Block 2. The Shell Space is more specifically described in Exhibit “B”. The Shell Space and Block 2 are separated by City Hall Promenade, which is envisioned to serve as the main double-sided retail and entertainment corridor for MTC that connects the two book-end plazas; namely, City Hall Plaza and Market Square (identified in Exhibit “C”). A proposal for the long-term lease of the Shell Space is at the option of the proposer and is not a requirement of this RFP. However, the City will give added weight to proposals which include the Shell Space.

The City’s intent in the sale or lease of Block 2 and lease of the Shell Space is to engage a developer or development team that can successfully finalize development of these components with an optimal mix of uses (e.g. retail, entertainment, office, residential, and/or hospitality). Additionally, the successful developer shall incorporate into its plans for Block 2 and the Shell Space a comprehensive programming/operations/management and retail recruitment strategy that will help stimulate the identity of MTC, its sense of place, and capacity to draw increased visitor traffic.

Responsive proposals must demonstrate: (1) successful experience and expertise in the development and operation of retail and/or entertainment and/or office and/or residential and/or hospitality within mixed-use environments such as MTC; (2) site planning and architectural sensitivity to the proposed site, adjacent buildings and surrounding development; (3) competitive pricing and terms for the acquisition or long-term land lease of Block 2; (4) the financial terms for a long-term land lease of the Shell Space, if included in the proposal; and, (5) satisfactory financial commitment and resources.

In addition to experience and financial considerations, proposals must address planning, initial architectural design concepts, parking, proposed schedule and project implementation, as well as post-construction management, operating and programming strategies.

Proposers are responsible for reviewing the relevant sections of the Land Development Code on the City website: [www.municode.com/miramarfl.gov/156/City-Code-Land-Development-Code](http://www.municode.com/miramarfl.gov/156/City-Code-Land-Development-Code).





# ABOUT THE CITY OF MIRAMAR

The City of Miramar is a growing municipality in South Florida, located approximately halfway between Miami and Fort Lauderdale. Incorporated on May 26, 1955, the City is 31 square miles in size and linear in shape; approximately 2.5 miles wide (north to south) and 14.5 miles long (east to west). Miramar is a full service city (police, fire-rescue, parks and recreation, social services, cultural affairs, streets and stormwater, utilities, and more) operated under a “City Manager-City Council” form of government. The City employs over 1,050 people.

Miramar has experienced unprecedented growth over the past several decades, with an increase in population from 72,739 in 2000 to more than 140,000 today. Miramar is currently the 13th largest city in Florida and the fourth largest in Broward County. The City’s infrastructure, residential, commercial, and economic activity has also increased at an explosive pace during the same period.

Miramar is recognized as an economic engine for Broward County with a growing base of diverse, leading employers in key industry sectors such as electronics, advanced manufacturing, aviation, technology and healthcare. Miramar contains the largest commerce park in the region, which includes a foreign trade zone and has a highly skilled and professional workforce. Over the years, Miramar has positioned itself as a preferred locale for major corporations and Fortune 500 companies.







# ABOUT MIRAMAR TOWN CENTER

MTC is a vibrant mixed-use development that serves as the City of Miramar's "Downtown." MTC is centrally located in the heart of the City between Red Road, Hiatus Road, and Miramar Boulevard. MTC is an idyllic "Downtown" with pedestrian-oriented streets, beautiful Mediterranean-style architecture, "main street" storefronts and waterfront views as found in the best historic towns of Florida. Town Center allows for a gracious lifestyle where work, play, services and entertainment are within walking distance. It is the "go-to" destination for residents and visitors to celebrate the milestones, rich culture and vibrant life of the City.

## THE 54-ACRE MTC IS HOME TO CRITICAL CIVIC AND CULTURAL USES:

- **87,000 square foot City Hall**
  - Beautiful open public plaza with fountains
- **49,000 square foot Miramar Cultural Center**
  - 800-seat theater
  - 4,500 square feet of banquet space
  - Botanical Garden
  - Art Gallery
- **72,000 square foot Community Library and Education Center**
  - Broward County Library - Miramar Branch
  - Broward College
  - Nova Southeastern University
- **67,000 square foot Police Headquarters**
- **Transit Hub**
  - Utilized by the City's community bus program, as well as Broward County Transit fixed Routes 5 and 28
- **The civic uses on site employ about 550 employees**

## MTC ALSO CONTAINS A FUNCTIONAL MIX OF PRIVATE RETAIL, OFFICE AND RESIDENTIAL USES:

- 504 residential units, 110,000 square feet of retail and 45,000 square feet of office space has been built, which represents over 1,500 residents residing on site and over 350 employees
- Block 2 was previously planned to contain an additional 40,000 square feet of retail and 40,000 square feet of office

Just a quarter mile southeast of the MTC site is the Miramar Park of Commerce, one of the largest corporate parks in Broward County with over 6,000,000 square feet of flex office and industrial space. The Miramar Park of Commerce houses over 170 companies and more than 10,000 employees.



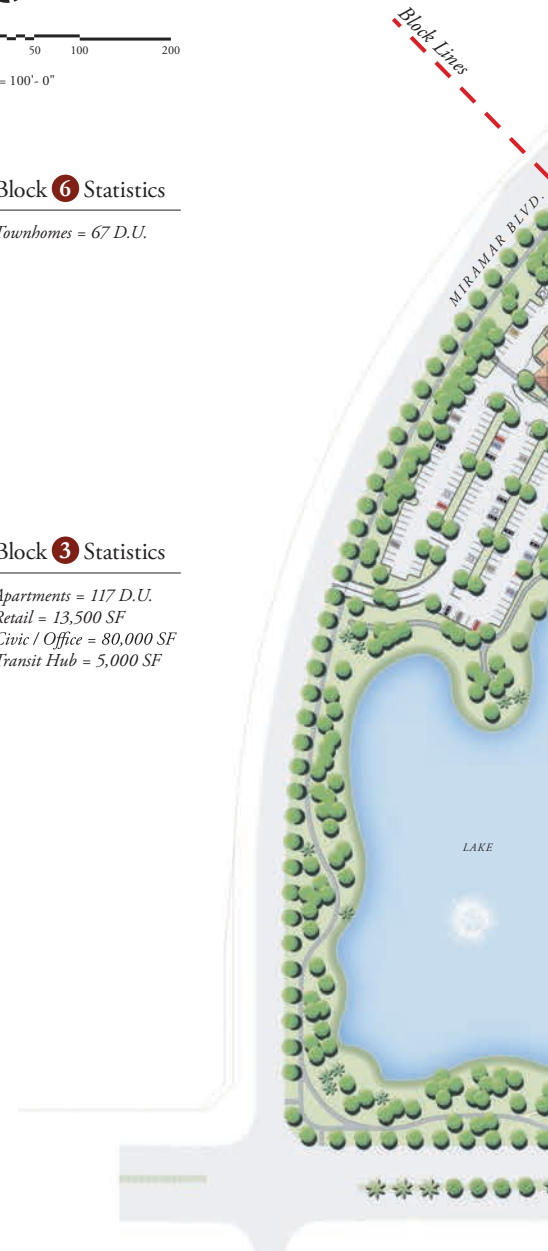
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1" = 100'-0"

### Block 6 Statistics

*Townhomes = 67 D.U.*

### Block 3 Statistics

*Apartments = 117 D.U.  
Retail = 13,500 SF  
Civic / Office = 80,000 SF  
Transit Hub = 5,000 SF*





**Block 5 Statistics**

Townhomes = 67 D.U.

**Block 4A Statistics**

Apartments = 236 D.U.  
Retail = 12,700 SF

Block Lines

**Program Summary**

	S.F.	D.U.
Block 1		
Civic	208,000	
Total	208,000	

	S.F.	D.U.
Core Blocks (2,3,4)		
Residential Apartments		370
Retail / Fitness	149,955	
Office	85,435	
Civic / Office	80,000	
Transit Hub	5,000	
Block 5&6		
Townhomes		134
Total	320,390	504

**Block 1 Statistics**

Civic = 208,000 SF

**Block 2 Statistics**

Retail = 40,000 SF  
Office = 40,000 SF

**Block 4B Statistics**

Apartments = 17 D.U.  
Existing Retail & Fitness = 78,755 SF  
Proposed Retail = ±5,000 SF  
Office = 45,435 SF

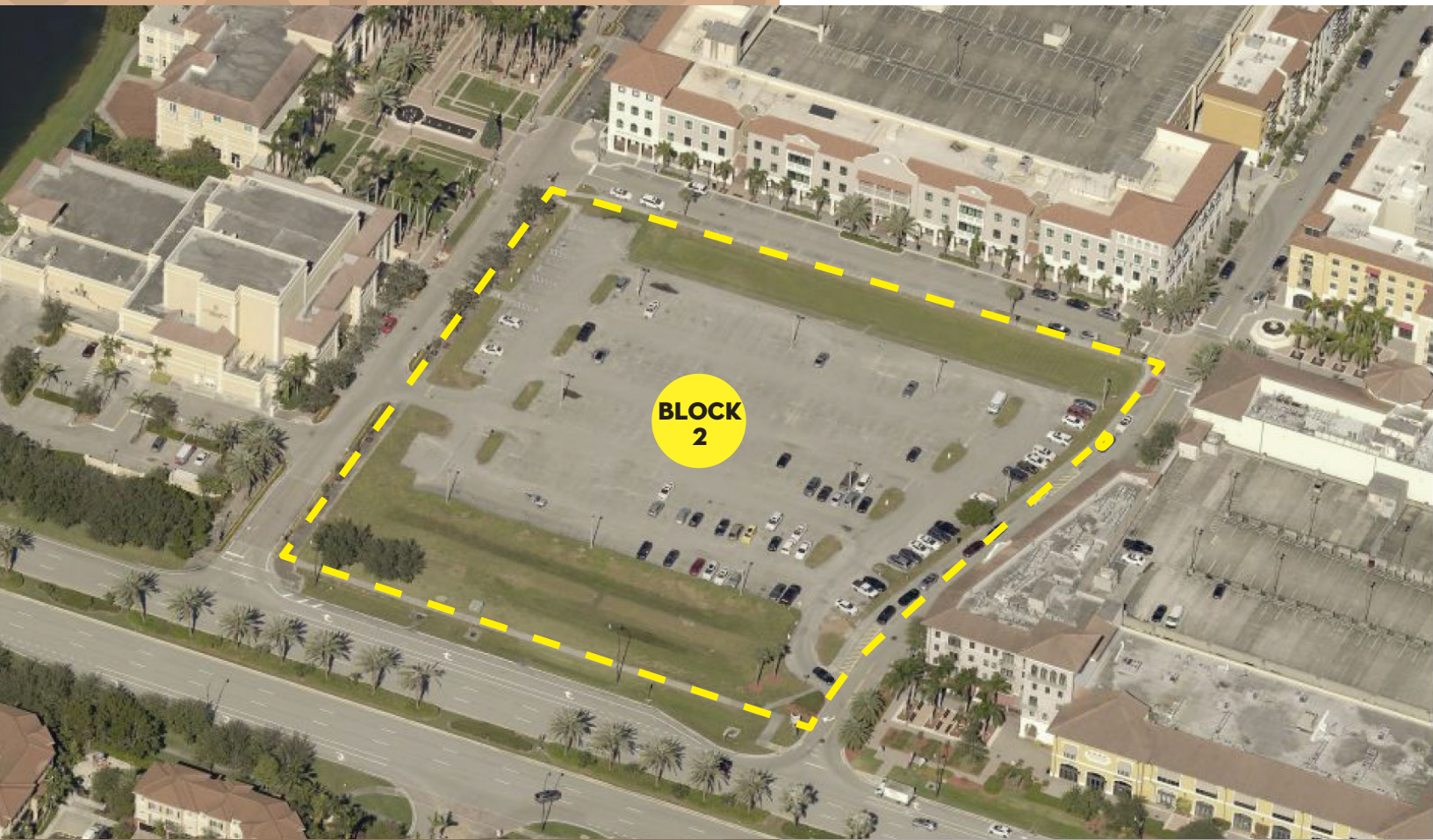
In addition, over 140 vacant acres adjacent directly to the south of MTC are in the early planning stages for what is envisioned to be additional mixed-use development with over 1,250 residential units, office and retail. The 140 acres are located at one of the City's major intersections of Miramar Parkway and Red Road, which serves as an entry gateway into MTC and for traffic entering and exiting the City utilizing the Florida Turnpike Red Road interchange.

A major interchange to the Homestead Extension of the Florida Turnpike is located within one mile of MTC,

while Interstate-75 is just over two miles west of the site. Vehicular trips on Red Road, which fronts MTC, average about 33,000 per day and are expected to increase in future years.

Currently, over 500,000 residents live within five miles of MTC. The area is expected to grow at a rapid pace in the near future as additional units currently under development come on line. Commercial and industrial development is also strong, including the recently approved American Dream Mall, which is only 15 minutes from MTC.







# THE BLOCK 2 PROPERTY

Block 2 encompasses approximately 3.742 acres and is currently being used as a paved surface parking lot. It has approximately 350 feet of prime frontage on Red Road, a major state arterial road that carries approximately 33,000 trips per day. Exhibit “A” includes the survey and legal description for Block 2. Block 2 is ready for immediate development with requisite utility stub-outs available at the property line.

Block 2 is currently master planned to include another 40,000 square feet of retail and 40,000 square feet of office as reflected in the MTC Conceptual Plan (Exhibit “C”) but developers are encouraged to propose other development scenarios to the extent developers believe these scenarios would better meet current market conditions. Based upon current zoning and land use, there is an opportunity to maximize density on Block 2 with up to five to six-story mixed-use development. However, the City is amenable to updating the zoning and land use code to provide for increased height up to eight stories.

It should be noted that although the City encourages creativity with proposed use mix and wishes to provide the developer flexibility to maximize density on the site, changes to use or density may require the modification of existing entitlements (e.g. deed restrictions, plat, etc.) to accomplish. Although obtaining approvals for such changes would be the responsibility of the developer, the City is prepared to actively participate with the successful proposer in negotiations with outside entities/agencies to achieve these modifications. The City has already communicated with various entities regarding additional residential density allowances on Block 2 and providing up to 250 units. Maximum development density/intensity will largely be governed by the East Miramar Areawide Development of Regional Impact Increment II Development Order thresholds in place and the associated East Miramar Areawide Transportation Improvement (“EMATI”) trips, which does offer the flexibility to switch between

uses based on trip impacts per the Trip Generation Rates Table shown on Exhibit 4 therein (Exhibit “D”). It is estimated that there are currently up to 281 peak P.M. EMATI trips available, with potential flexibility to increase this level.

Block 2 parking requirements will need to be satisfied within the Block 2 site or through an alternative parking strategy acceptable to the City. Increased density alternatives may drive parking requirements to levels that will likely necessitate structured parking, which will need to be architecturally treated to mitigate visibility from street fronts and pedestrian areas, as done on other MTC blocks. Parking ratios by use can be found in the MTC Master Plan/Pattern Book, which can be downloaded at: [www.miramarfl.gov/672/Master-Plan-Pattern-Book](http://www.miramarfl.gov/672/Master-Plan-Pattern-Book).

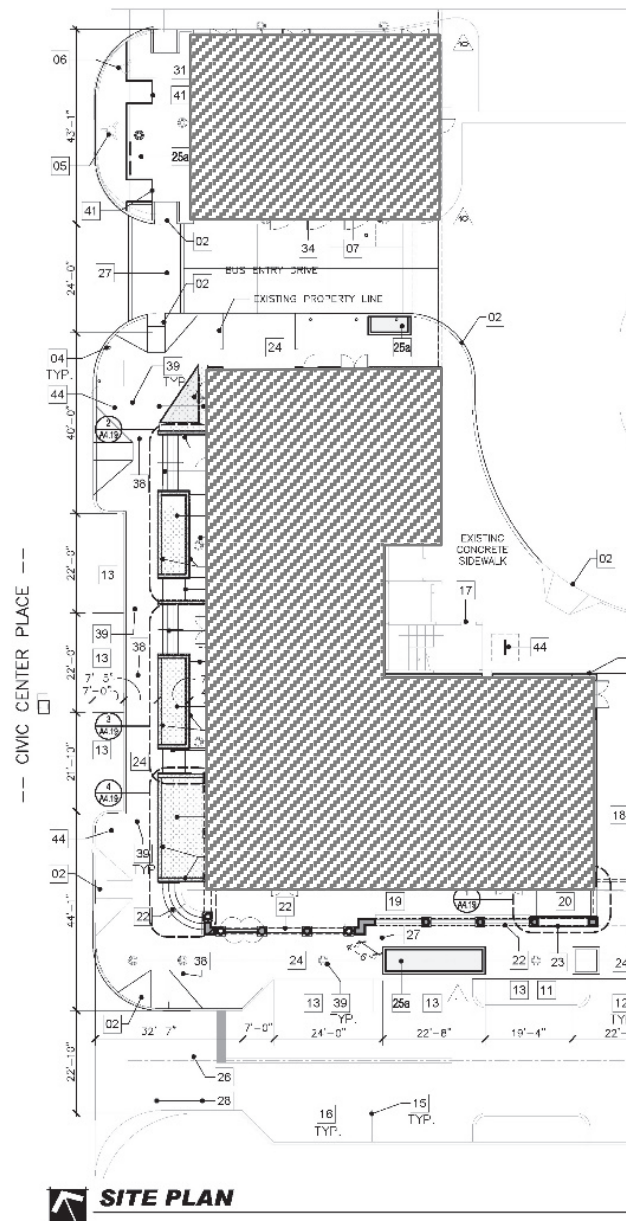
As the last remaining vacant block in MTC, the City envisions Block 2 as the final piece that will help connect and activate all of the uses at MTC. As such, synergies and adjacencies of uses are important characteristics needed to drive traffic and fulfill the authentic downtown experience. A primary goal of the City for the Block 2 development is to create an environment that fuses existing uses and amenities with a mix of new ground level destination retail, sit-down restaurant and/or entertainment functions that are further supported by residential, office, and/or hotel uses above. With regard to potential office development within Block 2, the City is interested in the opportunity to include Shared Workspace and/or Co-Working Space.

Specific to retail opportunities, the MTC Retail Assessment, attached as Exhibit “E”, includes additional information and analysis regarding Block 2. Respondents are encouraged to review and consider its findings and recommendations in full.



# THE SHELL SPACE

The Shell Space is an approximately 14,000 square foot (12,000 square feet net) unfinished space on the ground floor of the Miramar Police Headquarters building. The Shell Space is located on MTC's main activity corridor City Hall Promenade, which in the future is expected to function as a double-sided retail street flanked by covered arcades with wide sidewalks. The Shell Space is bifurcated by a pedestrian breezeway that connects the 962 space parking garage and transit hub to the street, which results in a larger +/- 7,800 square foot area with a maximum depth of approximately 44 feet and a smaller +/- 4,200 square foot area with a maximum depth of about 30 feet. Both spaces can be subdivided to accommodate multiple tenants and are equipped to handle food service uses with connections to grease traps and mechanical chases. Up to 82 parking spaces are designated in the five-story structured garage located directly behind the Shell Space to fulfill the Shell Space's parking requirements (they are not available to fulfill Block 2's parking requirements). Exhibit "B" includes floor plans of the existing Shell Space.

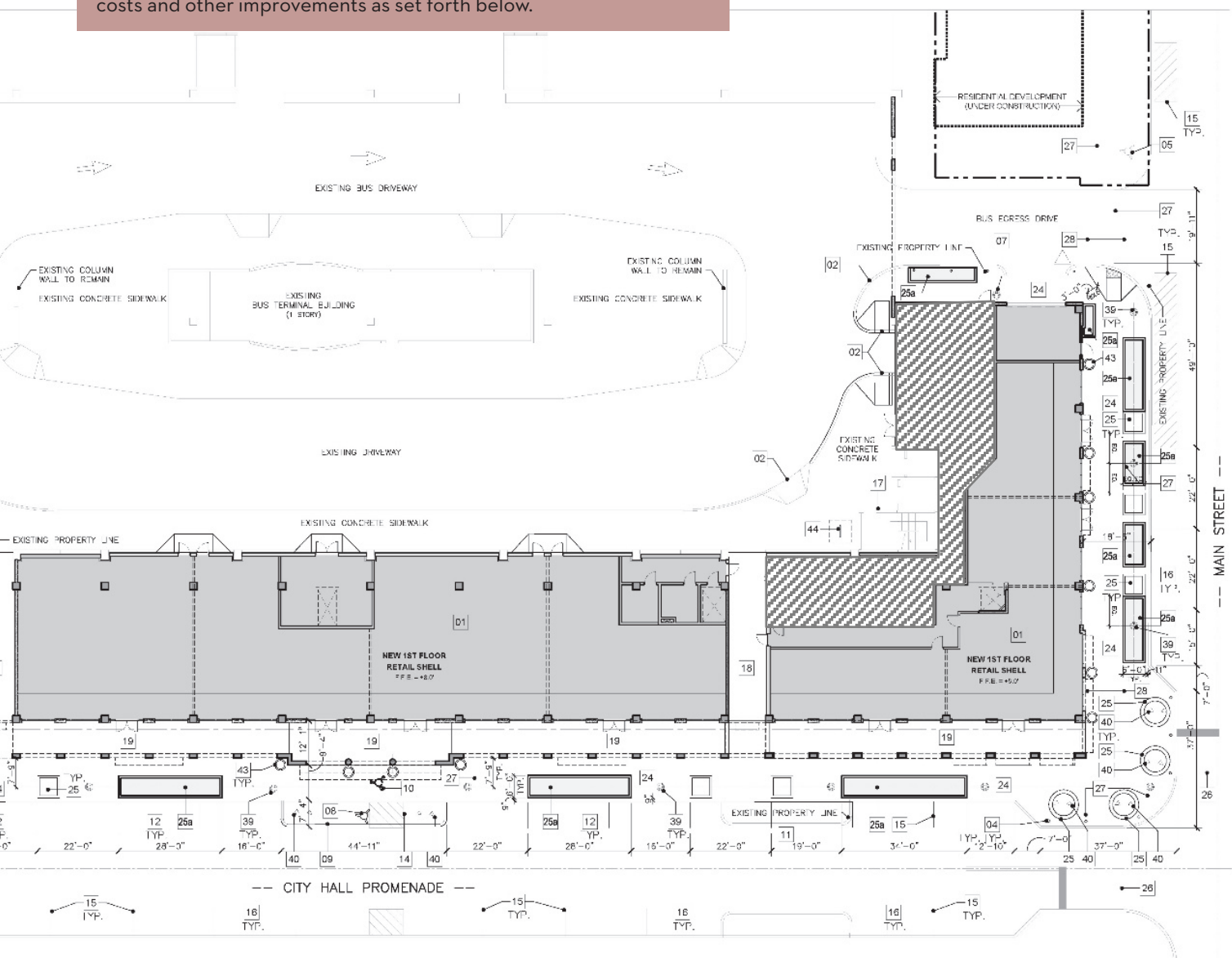




Uses proposed for the Shell Space should promote pedestrian activity and public engagement and should correlate with uses proposed for Block 2 and existing uses at MTC. Though not limited to the following, the City believes these uses would potentially achieve the City's goals and intent for the space:

- Sit-down restaurant(s)/café/craft brewery
- Museum and/or gallery concepts with heavy pedestrian traffic and activities (e.g. children's' museum)
- Bookstore
- Other creative concept or approach for use of the space that encourages pedestrian activity and enriches the other uses/activities at MTC
- Any combination of uses above

**"AS IS" CONDITION.** Block 2 and the Shell Space will be delivered in "as is condition," with the developer responsible for site preparation costs and other improvements as set forth below.





## DEVELOPMENT OBJECTIVES & SUBMITTAL REQUIREMENTS

The City is seeking the following from proposers associated with the Block 2 and Shell Space elements of MTC.

### DEVELOPMENT ENTITY

*Objective:* The City is looking for a qualified developer or development team to undertake the planning, permitting/entitlement, and development of Block 2 and also enter into a long-term lease (15+ years) for the Shell Space. The City is receptive to either a land sale or land lease approach for Block 2.

*Submittal Requirements:* Submittals should contain:

- Profile of the Firm – State whether your firm is local, national, or international. Additionally, state the following:
  - Age and size of the firm
  - Location of the office where the work on this project is to be performed
  - Resumes and/or professional biography for key personnel including, but not limited to: partner/principal; directors; project management; and full-time professional staff that will be dedicated to the project
  - Identify the supervisory and management staff who will be assigned to the project and indicate whether each holds any certifications and licenses applicable to the proposed project
  - Provide a detailed description of the nature and status of any pending or completed litigation, claims made, contract disputes, alleged defaults and liens arising in connection with the performance of any services by your company or by current or former members of your firm, within the last three years prior to the due date of this RFP. If proposer intends to utilize subcontractors or sub-consultants, provide similar information for the subcontractors/sub-consultants

- A detailed summary of the developer's experience in the acquisition and development of TND's or vertical mixed-use projects similar to MTC. Note, proposer, or at least one of its general partners, must be operating as the same business entity for a minimum of five years and have been successful in the business of providing this type of service continuously for a minimum of five years.
- A brief description of up to three most comparable projects that the developer has successfully developed. Provide the name, address, photographs, references.
- If the developer is proposing a specific master planner, architect, or contractor for the project, provide up to three comparable projects undertaken by each professional. Note for which projects the professional consultants and contractors provided the services on behalf of the developer.

### DEVELOPMENT PROGRAM AND INTENT

*Objective:* The City is seeking to understand the developer's intended mix of uses and nature of the proposal, and market-based support for key performance and operating metrics.

*Submittal Requirements:* Developers are encouraged to submit with their proposals a narrative and graphic summary of their development intent for Block 2 and the Shell Space, including conceptual plans, elevations, renderings, etc. Anticipated square footage per use, residential units and/or hotel rooms, as well as number of stories and estimated parking counts should also be identified.

Submittals should also show outdoor plazas, open areas, covered colonnades, water features, public art and other site amenities geared at enhancing the pedestrian/entertainment experience. Locations of structured parking should also be demarcated.

Developers should include as part of their team experienced master planners/urban designers and/or architects to ensure that proposed site plans and architectural designs follow the MTC Master Plan and Pattern Book guidelines and integrate with the existing MTC context.



Finally, the developer should provide market-based data supporting demand and feasibility for the proposed development program as well as estimated rental rates/sales prices/room rates for the development program.

## **MARKETING EXPERIENCE, APPROACH, AND MANAGEMENT FOR PROJECT**

*Objective:* The City is looking for developers and/or management/leasing team members who have broad experience marketing projects of a similar scale and profile.

*Submission Requirements:* Developers should demonstrate significant experience in the marketing and management of a regional retail site and/or mixed-use development of comparable size and scale. The City desires to understand the underlying marketing approach, vision, and management approach that the developer envisions for this site. The developer should also provide brief biographies of the key team members which will oversee the marketing and management effort.

## **PROJECT TIMING**

*Objective:* The City desires that Block 2 be developed as soon as possible, consistent with market realities, requirements for entitlements, work necessary to create a satisfactory market setting, the conveyance schedule, etc.

*Submission Requirements:* Submittals should include a proposed project schedule that outlines timing for conveyance or lease of Block 2, entitlement acquisitions, obtaining regulatory approvals (e.g. site planning, permitting, etc.) and construction, at a minimum. The project schedule should identify any proposed sequence of phasing.

Although it will be the sole responsibility of the developer to obtain additional entitlements beyond what currently exists, the City is prepared to assist the developer in negotiations with outside entities/agencies to obtain additional entitlements for Block 2.

## **FINANCIAL REQUIREMENTS**

*Objective:* The City is seeking a developer with the financial history and capacity to carry out the project consistent with the project schedule.

*Submission Requirements:* Developers will be required to provide sufficient evidence that they have, or can secure within a reasonable amount of time, the necessary financial resources to complete the proposed project in a timely fashion and provide long-term financial support to the project after built.

Evidence can take the form of the developer's audited or compiled financial statements, or signed letters from banks or equity sources with verifiable funds to complete the project, with such letters to be on bank or equity source letterhead and to include details of the financial entity's experience in working with the developer on similar-sized or larger projects and the financial entity's willingness to consider funding the MTC project subject to successful negotiations and due diligence.

## **BLOCK 2 PROPERTY LEASE/PURCHASE PRICE AND SHELL SPACE LEASE RATE/TERMS**

*Objective:* The City is interested in obtaining the optimal development for Block 2 and is also seeking to maximize the return on its acquisition investment in Block 2.

For the Shell Space, the City is seeking to engage in a long-term master lease which will require developer to undertake activities associated with improvement, leasing, and management of the Shell Space in accordance with City's objective outlined in preceding sections.

*Submission Requirement:* Based upon the development program, the developer shall submit a purchase price and/or annual base ground lease payment for the Block 2 Property. Ground lease payments must be adjusted over the life of the lease by CPI or some reasonable methodology which approximates the rate of inflation.



As noted in the selection criteria below, while price will be a factor in selecting the developer, it will not be the controlling factor.

For the Shell Space, the City anticipates a triple-net (NNN) long-term lease of at least 15 years based on a per square foot rental rate consistent with current market conditions. The successful developer will be required to:

- Fully fund the interior buildout for the Shell Space (to include design, construction, permitting, etc.)
- Independently operate and manage the space and the use(s) once constructed without any City subsidy (including but not limited to costs for subleasing, utilities, maintenance, staffing, etc.)

The proposed rental rate should include annual escalations either by CPI or some reasonable methodology which approximates the rate of inflation in the future.

**ADDITIONAL NEEDS** - Subject to negotiations, the developer will be expected to participate in the completion of various improvements identified in the MTC Retail Assessment that are considered essential to ensure the successful development of MTC's retail uses. These include:

- Red Road Left-turn Lane: Installation of a left-turn lane from Red Road into Civic Center Place to allow for direct access into MTC for vehicles traveling south on Red Road. The City recently received Florida Department of Transportation variance and construction plan approval for the left-turn lane, as well

as plat modification approval for the Non-Vehicular Access Line from Broward County. The developer will be required to enter into the necessary agreements with Broward County and complete the construction of the left-turn lane and associated improvements. This improvement is estimated to cost \$300,000.

- On-Site Management, Programming, Branding and Marketing Campaign: As it relates to Block 2 and the Shell Space, development and implementation of a programming, branding and marketing campaign in order to generate a critical mass of patrons for retailers and to attract potential tenants. Establishment of a proactive on-site management plan to ensure that short-, mid-, and long-term management tactics are in place to guide operations.

**CITY'S REMEDIES** - Should developer opt to purchase Block 2, the City will seek to include a repurchase option in favor of the City at the original sales price should an uncured default related to the development schedule occur for all or a portion of Block 2. Should the default occur on only a portion of Block 2, the City may elect to repurchase the undeveloped portion of Block 2 at a price to be calculated on a per square foot basis. Should developer choose a land lease, the City will seek to recover full ownership of the property, including the possession of any infrastructure and vertical development.

The City will consider other forms of security to ensure the timely development of Block 2, such as a performance bond or letter of credit.



## PROPOSAL EVALUATION AND NEGOTIATION PROCESS

### A. EVALUATION CRITERIA

The City will evaluate the merits of submitted proposals relative to each other as well as relative to alternate means of fulfilling its objectives for Block 2 and the Shell Space.

Proposals will be evaluated using the following criteria with the associated weighting of each criterion. As noted below, adequate experience and capability to successfully undertake the proposed project is a minimum standard which must be met before any other criterion is considered:

- **Capability of the Proposer and Development Team (30 points).** Primary focus will be on the experience, qualifications, and financial capability of the proposer (and financial partner, if any is identified and to the extent firmly committed) considering: track record of securing financing for (or itself financing) and developing projects of comparable nature and comparable or greater scale and of high quality in terms of their use and architecture; evidence of retail leasing, management and operating experience; evidence of financing relationships and interest of a financial partner in the proposed project; other information indicating the proposer's financial capacity which it chooses to provide at this stage; reputation in the industry for competence and integrity; and successful public-private development experience, if any. The capability and track record for high quality design of the architect/design team will also be considered. Note that a proposer whose qualifications and financial capacity are not considered adequate to successfully undertake the project will not be considered, regardless of the proposal's merits on other criteria. Assuming adequacy of qualifications, relative qualifications and capacity will be considered a comparative criterion weighed along with the other criteria.
- **Extent to which the Proposed Block 2 Development Concept Meets the City's Goals (25 points).** This would include the proposed project's ability to: (1) provide the desired mix of uses envisioned for Block 2, as well as establish design criteria that are compatible with existing MTC uses; (2) be capable of delivery in a timely manner, considering likelihood of securing approvals in a timely manner; (3) be financially feasible in light of current market conditions; (4) create a downtown activity/entertainment destination that brings together all of the uses at MTC; and, (5) generate direct or clearly identifiable indirect revenues to the City from the project.
- **Experience Leasing, Managing and Operating Uses Similar to Those Proposed (25 points).** This demonstrates the proposer's ability to lease, manage and operate retail properties comparable to any retail built as part of Block 2 and the Shell Space, including: marketing strategies; retail property leasing and management experience; and, retail property operation and maintenance experience.
- **Financial Return to City (20 points).** This criterion includes the value of the proposed purchase price or land lease terms for Block 2, as well as the developer's intent to operate the Shell Space, including proposed lease terms. It should be noted that, although revenue generated by Block 2 and the Shell Space is an important evaluation criterion, the City is not obligated to negotiate with the proposer who proposes the highest financial return to the City. Block 2 proposals which include a commitment to set aside at least 15% of residential units available for workforce housing affordable to families with incomes of less than 120% of area median income will be ranked higher than a comparable project without workforce housing. As noted above, proposals which include both Block 2 and the Shell Space will be given added weight.

## **B. DEPOSIT**

Proposals must be accompanied by a cashier's check for \$10,000, payable to the City of Miramar. This deposit will be refunded to unsuccessful proposers. The successful proposer shall be required to deposit with the City another \$25,000 (or more if increased through negotiations) within five business days after City Commission approval of the negotiated Purchase and Sale Agreement and/or Ground Lease Agreement. Five business days following City Commission approval of the negotiated Purchase and Sale Agreement and/or Ground Lease Agreement, all deposits shall become non-refundable.

## **C. NEGOTIATION PROCESS**

Immediately following notice to the proposer selected and approved by the City Commission, the City and the selected proposer will enter into negotiations for a period of up to 120 days. The form and content of any Purchase Agreement or Land Lease Agreement for Block 2 and any Retail Lease Agreement for the Shell Space (if applicable) to be negotiated must be substantially in accordance with the terms and conditions included in this RFP and with the selected proposer's proposal.

If the City and the selected proposer have not concluded negotiations and executed the necessary agreements within 120 days, but the City Manager, in his or her sole

discretion, believes that the negotiations are proceeding in good faith and will be successfully concluded, and if the selected proposer agrees to continue negotiations, the City Manager may extend the negotiation period for up to an additional 120 days in the City Manager's sole discretion. Further extensions to the negotiation period may be granted by the City Manager in his or her sole discretion. If the City and the selected proposer cannot negotiate a successful agreement within the time period described in this RFP, and an extension is not granted by the City Manager, the City Manager may then authorize negotiations to begin with the next ranked proposer, following the scheduling timeframes outlined herein or issue a new RFP. This process will continue until either an agreement has been executed, or the City, through the City Manager, terminates further action under this RFP. No proposer shall have any rights against the City arising from such negotiations.

If an agreement is successfully negotiated and signed by the proposer, the signed agreement, along with a recommendation from the City Manager, will be presented to the City Commission. The City Commission's decision of whether to approve the agreement as being in the best interest of the City shall be final.

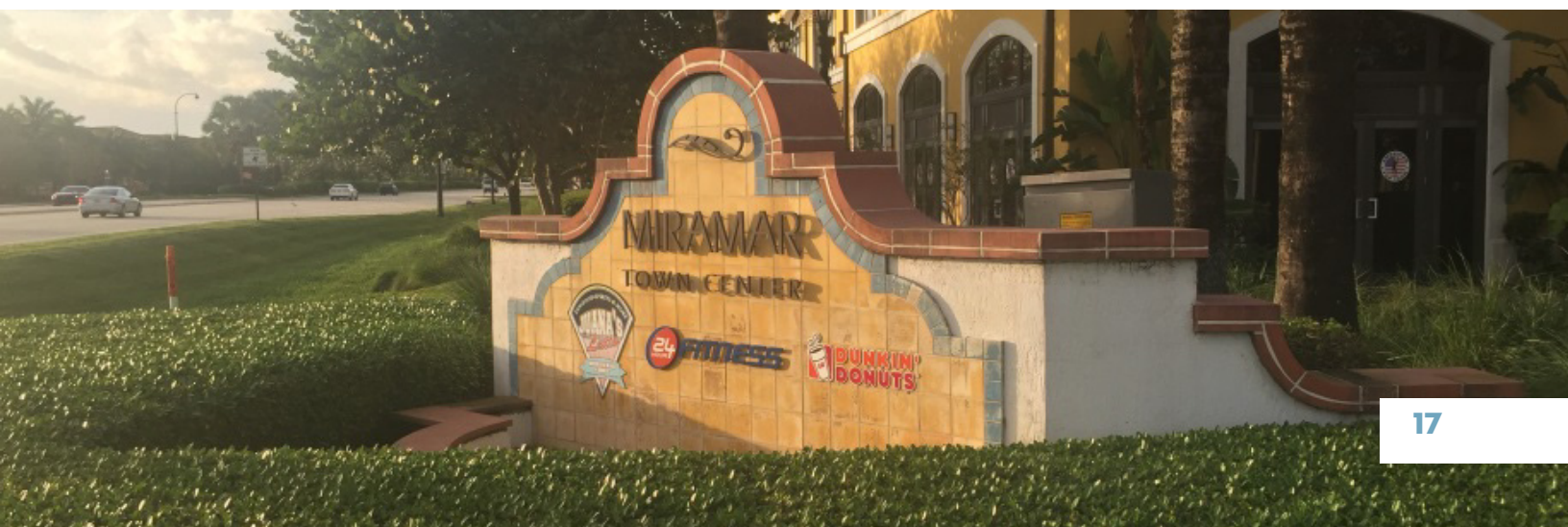


## PROPOSAL EVALUATION AND NEGOTIATION PROCESS

### D. SOLICITATION TIMETABLE

The scheduling of the RFP process is as follows:

<b>RFP ADVERTISED AND AVAILABLE FOR DISTRIBUTION</b>	WEDNESDAY, SEPTEMBER 5, 2018
<b>NON-MANDATORY PRE-PROPOSAL CONFERENCE</b>	THURSDAY, SEPTEMBER 20, 2018
<b>DEADLINE FOR RECEIPT OF QUESTIONS</b>	TUESDAY, OCTOBER 2, 2018
<b>ADDENDUM ISSUED WITH CITY RESPONSES TO QUESTIONS</b>	TUESDAY, OCTOBER 16, 2018
<b>DUE DATE FOR RECEIPT OF RESPONSES TO RFP</b>	WEDNESDAY, DECEMBER 5, 2018
<b>COMPLETION OF REVIEW AND SHORTLISTING OF SUBMISSIONS AND DETERMINATION OF QUALIFIED DEVELOPERS BY CITY</b>	TUESDAY, JANUARY 15, 2019
<b>DEVELOPER SELECTION BY CITY COMMISSION</b>	WEDNESDAY, FEBRUARY 20, 2019
<b>NEGOTIATION/CONTRACT FINALIZATION WITH TOP RANKED DEVELOPER</b>	THURSDAY, JUNE 20, 2019
<b>AWARD OF NEGOTIATED CONTRACT BY CITY COMMISSION</b>	WEDNESDAY, JULY 3, 2019





## INSTRUCTIONS FOR SUBMITTING A PROPOSAL

Each proposal submitted to the City will have the following information clearly marked on the face of the envelope:

- a. Proposer's name and return address;
- b. Solicitation number;
- c. Solicitation due date and time; and
- d. Title of the solicitation.

Failure to include this information may result in a proposal being deemed "non-responsive." A proposer shall have no grounds to protest should a proposal that has failed to include the information described above be opened in error.

All proposals must be submitted on 8 · inch by 11-inch paper, neatly typed on one side only, with one inch margins and single line spacing. The original document package must not be bound. However, document package copies should be individually bound and may be copied on both sides. An unbound one-sided original and four bound copies (**a total of five**) and **one CD-ROM or USB with an electronic version** of the complete proposal must be received by the deadline for receipt of proposals specified in the Solicitation Timetable set forth above. The original and all copies must be in a sealed envelope or container setting forth the information listed in items (a) through (d) above and submitted to:

**OFFICE OF THE CITY CLERK  
CITY OF MIRAMAR  
2300 CIVIC CENTER PLACE  
MIRAMAR, FL 33025**



Proposals submitted at the same time for different requests for proposals shall be placed in separate envelopes and each envelope shall separately set forth the information listed in items (a) through (d) above. Failure to comply with this requirement shall result in any such incorrectly packaged proposals not being considered.

**NOTE: The RFP number must be stated clearly on the envelope or container containing the proposal. All required forms must be completed by the Firm submitting the proposal.**

**SUBMITTING A PROPOSAL TO THE OFFICE OF THE CITY CLERK ON OR BEFORE THE STATED DATE AND TIME OF:**

WEDNESDAY, DECEMBER 5, 2018  
AT 2:00 P.M. EST

IS SOLELY AND STRICTLY THE RESPONSIBILITY OF THE PROPOSER. THE CITY IS NOT RESPONSIBLE FOR DELAYS CAUSED BY ANY MAIL, PACKAGE OR COURIER SERVICE, INCLUDING THE POSTAL SERVICE, OR DELAYS CAUSED BY ANY OTHER OCCURRENCE. ANY PROPOSAL RECEIVED AFTER THE DEADLINE FOR RECEIPT OF PROPOSALS STATED IN THE SOLICITATION TIMETABLE IN THIS REQUEST FOR PROPOSALS SHALL NOT BE OPENED AND SHALL NOT BE CONSIDERED. TELEGRAPHIC OR FACSIMILE PROPOSALS SHALL NOT BE CONSIDERED.

Hand-carried proposals may be delivered to the above address during the City's regular business hours, Monday through Thursday, between the hours of 7:00 A.M. to 6:00 P.M., excluding holidays observed by the City, but not beyond the due date and time. Proposers are solely responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required information appears on the outer wrapper or envelope used by such service.

The proposal must be signed by an authorized officer of the proposer who is legally authorized to enter into a contractual relationship in the name of the proposer. The submittal of a proposal by a proposer will be considered by the City as constituting an offer by the proposer to perform the required services and/or provide the required goods at the price stated by the proposer.

**PRE-PROPOSAL CONFERENCE**

A non-mandatory pre-proposal conference will be held at Miramar City Hall on Thursday, September 20, 2018 at 10:00 A.M. Although attendance is not required at the pre-proposal conference, it is encouraged. Subsequent to the pre-proposal conference, questions will be accepted in writing by no later than Tuesday, October 2, 2018 at 5:00 P.M. addressed to the contact persons listed in Appendix A – Section 1-21.

**SPECIAL REQUIREMENTS**

Proposers must read and comply with the Terms and Conditions attached hereto as Appendix A and complete all forms attached in Appendix B for submittal with a proposal by the due date and time. It will be the sole responsibility of the proposer to read the Terms and Conditions in Appendix A and complete the forms in Appendix B. Failure to complete and return the forms attached in Appendix B with a proposal submitted by the due date and time may deem a proposal non-responsive.



CITY OF MIRAMAR  
**REQUEST FOR  
PROPOSALS**

RFP #18-08-37

OFFICE OF THE CITY CLERK  
CITY OF MIRAMAR  
2300 CIVIC CENTER PLACE  
MIRAMAR, FL 33025