



## REQUEST FOR QUALIFICATIONS (RFQ) FOR A REDEVELOPMENT PROJECT IN PEMBROKE

### RFP 2023-01 OLD BALL FIELD

RESPONSES DUE: No later than **JUNE 20, 2023 4:00PM** EST in hard copy. Electronic submissions via e-mail or fax will NOT be accepted.

There will be a voluntary pre-submittal meeting/site tour held on **May 9, 2023 at 2:00 PM** at Pembroke City Hall Council Chambers followed by a tour at site.

Questions should be directed in writing to City of Pembroke via e-mail to:

[administrator@pembrokega.net](mailto:administrator@pembrokega.net)

Submit responses to:

Mr. Chris Benson, City Administrator

P.O. Box 130 Pembroke, GA 31321

# REQUEST FOR QUALIFICATIONS (RFQ) FOR A REDEVELOPMENT PROJECT IN PEMBROKE

## RFP 2023-01 Old Ball field

### Introduction

The City of Pembroke, Georgia and the Downtown Development Authority (DDA) are soliciting responses from qualified developers to develop, execute, and deliver construction of a catalytic redevelopment project on a City-owned site, of approximately 12.18 acres (please see Exhibit A for site information). The redevelopment site is located adjacent to a new planned roundabout (outlined in red) as it lands near the center of downtown Pembroke (please see Exhibit B for conceptual roundabout plan).

Submittals should demonstrate ability to deliver the desired type of development in a professional, comprehensive, and quality manner.

Proposed uses should address needs in the Pembroke and local market as well as leverage opportunity afforded by the unique location of the Lot. The proposed development should take advantage of density potential (multi-story (no more than 3 stories)) and incorporate uses including, but not limited to:

- Residential
- Commercial Short-Term Rental
- Professional Office Space
- Retail
- Restaurant

### The Development Opportunity:

The submittal should include a vision for the future development of the lot. We encourage creative proposals within these broad parameters. The primary vision for the lot is to activate an extension of the downtown area. The City has worked diligently to promote its historic downtown area. The referenced parcel is adjacent to the new City Hall and provides unique opportunity for a project.

Property – HWY 67 between N Main and Ash Branch.

Restricted Uses.

All parcels will be expected to contain certain deed covenants restricting any uses that relate to adult entertainment, adult video and bookstores, pool halls, tattoo parlors, vehicular sales or services uses and other relevant restrictions to be negotiated and subject to the selected design.

Infrastructure, Environmental, Other.

All of the necessary utilities are located reasonably nearby with an 8 inch sewer line running through a portion of the property.

Downtown Development Authority.

At the time of the project commencement, the City's Downtown Development Authority will be the owner of the property.

## **Project Criteria**

The DDA will select the development partner(s) that demonstrate(s) the best combination of qualifications by area of expertise or collective specialties in such manner as is in the best interest of the DDA and yields the highest and best use of the project property. Interviews may be required; however, the DDA reserves the right to award a contract based upon evaluation of the written submittals only.

The successful proposal once selected will later address the following items with the DDA:

- Develop a structure for a partnership between the DDA and selected development entity (TBD).
- Assemble the strategic partners needed to plan the project, together with engineering and architectural partners.
- Work with the City and DDA to develop the intended uses and layout as well as the site conditions for the property. Once the development goals are established, undertake some or all of the following actions to inform the feasibility of the plan, including, adapting the plan based on feedback from this process:

Market Analysis for Proposed Uses, in consultation with City/DDA

Physical inspection and condition of property

Property Title Reviewed and Approved

Complete Phase I Environmental Review

Draft conceptual plans and renderings for property development

Adapt plans based on community/DDA feedback/partner input

Site Development Plan reviewed and approved

Review of Licenses and permits needed

Financial Analysis of Plan Feasibility

Incentive Package Negotiated with DDA/City

Recruit and manage partners for development of property based on approved plan

## **Submission Requirements**

Respondents must submit one (1) original proposal, seven (7) bound original copies, and one (1) USB flash drive (with .pdf copy) of the complete submittal. Submissions must be submitted in a sealed box/package either by USPS Mail, FedEx, UPS or Hand Delivered and identified/labeled on the outside with The Offeror's name and address and project title as follows: **"Pembroke – RFQ 2023-01 Old Ball Field"** and addressed to:

**Pembroke Downtown Development Authority**

**Attn: Mr. Chris Benson, City Administrator**

**P.O. Box 130 Pembroke, GA 31321**

**Sealed responses will be received at the City of Pembroke, P.O. Box 130 Pembroke, GA 31321 until 4:00 p.m. (EST), on June 20, 2023.**

This Request for Qualifications may be canceled by the City or DDA at any time. The City and the DDA reserve the right to reject any or all proposals or accept what is, in their sole discretion, the best response. The DDA may, in its sole discretion, request a second round of qualification submittals to include more detailed financial and design information.

PRE-PROPOSAL CONFERENCE: A voluntary pre-proposal conference will be held at **2:00 p.m. on May 9, 2023**, to discuss the project requirements. Location of this meeting will be at City Hall.

A representative of the Vendor is encouraged to attend this pre-bid meeting. Following the pre-bid conference, you will be allowed to inspect the site to assist in the formulation of your response. Late Responses: Responses received after the time and date specified, whether delivered or mailed, will not be considered and will be returned to the submitting party unopened. It is the sole responsibility of each respondent to ensure that their submittals arrive at City Hall prior to the time and date specified.

#### Selection Process

From the responses received, the DDA will rank the responses and will select an individual or company, then negotiate and finalize an agreement with the selected individual and/or company. This request for qualifications may be canceled by the DDA, and any submittal may be rejected in whole or in part for good cause when in the best interests of the DDA.

#### INDEMNIFICATION

The successful Vendor shall indemnify and hold the City harmless from any and all claims, liabilities, losses and causes of action which may arise out of the fulfillment of the Vendor's contractual obligations as outlined in this Solicitation. The Vendor or its insurer(s) shall pay all claims and losses of any nature whatever in connection therewith, and shall defend all suits, in the name of the City when applicable, and shall pay all costs and judgments which may issue thereon.

#### RESPONSE TO QUESTIONS

Questions which arise during the Response preparation period regarding issues around this Solicitation, purchasing and/or award should be directed, in writing, via fax, email or U.S. mail, to Chris Benson, City Administrator, City of Pembroke, PO Box 130, Pembroke, GA 31321, administrator@pembrokega.net fax number 912-653-4424. The vendor submitting the question shall be responsible for ensuring that the question is received by the City at least five calendar days prior to the scheduled opening of the Solicitation. Any official interpretation of this Solicitation must be made by an agent of the City who is authorized to act on behalf of the City.

#### RESPONDENT DUE DILIGENCE:

Each respondent shall judge for themselves as to all conditions and circumstances having relationships to the RFQ, and become informed about the unique challenges of working in the City of Pembroke. Failure on the part of any respondent to make such examination and become informed shall not constitute ground for declaration of not understanding the conditions with respect to making its RFQ.

#### AMENDMENTS

In the event that it becomes necessary to revise any part of this RFQ, or if additional information is necessary to enable the respondent to make an adequate interpretation of this RFQ, a supplement to the RFQ will be provided to each potential Respondent who has obtained a RFQ and registered with the City. Amendments to this RFQ may be issued at any time prior to the time set for receipt of Proposals. Respondents are required to acknowledge receipt of any amendments by submitting a signed copy of each amendment issued. Signed copies must be submitted as part of the signed RFP submittal.

#### WITHDRAWAL OR MODIFICATION OF RFQ

Any respondent may modify or withdraw a RFQ in writing at any time prior to the deadline for submission of the RFQ. Any request for withdrawal of a RFQ must be signed by the individual who signed the initial RFQ.

#### ACCEPTANCE

A. Any RFQ received shall be considered an offer, which may be accepted by the DDA based on initial submission without discussions or negotiations.

B. The DDA and the City of Pembroke reserves the right to reject any or all offers received in response to this solicitation and to waive informalities and minor irregularities in offers received, and/or to accept any portion of the offer if deemed in the best interest of the DDA and City of Pembroke.

D. Failure of the respondent to provide in its RFQ any information requested in the RFQ may result in rejection for non-responsiveness. RFQ PREPARATION COST Expenses incurred by prospective respondents in preparation, submission, and presentation of this RFQ are the responsibility of the respondents and cannot be charged to the DDA.

#### AWARD

It is the intent of the DDA to select the individual or company best qualified and technically able to provide the required services. Selection of an individual or company will be made on the Proposals received as set out in the selection criteria.

City staff will work with the Selected Respondent Team to prepare an Exclusive Negotiations Agreement (“ENA”). Exclusive Negotiations Agreement (ENA): The selected development team will be expected to execute an agreement between the Downtown Development Authority specifying a period of time in which the parties will negotiate exclusively on a development project. The ENA binds both parties (private and/or public) from making any similar deals with the other parties for a specified period. It shows the Developer has represented its willingness and ability to undertake certain studies, plans and other activities necessary to define the scope of a development and determine the feasibility of such development on a particular site.

#### SUBMITTAL OWNERSHIP

A. All materials submitted with regard to this solicitation become the property of the DDA and will only be returned at the DDA’s option.

B. Following the award of a contract, responses to this solicitation may be subject to release as public information unless the response requests otherwise and specific parts of the response can be shown to be exempt from public information. Respondents are advised to consult with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other proprietary information. The DDA assumes no obligation or responsibility for asserting legal arguments on behalf of potential Respondents.

Questions: If you have questions regarding this request for proposal, please contact Chris Benson, City Administrator, 912-653-4490.