

City of Miami



March 23, 2016

RE: Addendum IV, Offering Memorandum (“OM”) No. **15-16-008** for the sale of the Miami Riverside Center and Request for Proposals (“RFP”) No. **15-16-009** for the development of a new City of Miami administrative facility (collectively the “OM/RFP”)

Attention Registered Proposers:

This mailing is “Addendum IV” and becomes an official addendum to the OM/RFP document. All future questions must be sent in writing to the below Broker, with a copy to the Project Designee on or before the question deadline April 5, 2016 at 2:00PM. Questions will be answered in this same manner and forwarded as Addenda until the proposal due date, May 3, 2016.

Enclosed please find the following items:

- OM/RFP Questions and Answers
- OM/RFP Revisions

Any written questions received shall be answered within fifteen (15) days of their receipt, unless additional time is required by the City to provide an acceptable answer. When sending correspondence, please address the original to CBRE | Brokerage Services, the City’s broker for this project, with a copy to the attention of the project designee at the City of Miami. Failure to follow these requirements may result in your question not being answered or replied to.

Should you have any questions, please do not hesitate to write:

Broker

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Project Designee

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cc: Todd B. Hannon, City Clerk

**ADDENDUM IV
OFFERING MEMORANDUM 15-16-008 &
REQUEST FOR PROPOSALS 15-16-009**

Question 1: “Can you please advise the size and property addresses of any additional sites that might be considered by the developer as potential City owned sites for development of the new office administrative headquarters?”

Answer 1: The list of potential City-owned sites for the new administrative headquarters is provided as Appendix B on the OM/RFP webpage. Developers may seek to review a list of other City-owned properties to determine which properties may be a feasible site for the new administrative building. Please request this record from the above-named Project Designee, with a copy to the above-named Broker.

Question 2: “What access is available, if any, to the waterfront and are there any boat slips that are included in the offering?”

Answer 2: The Miami Riverside Center is located on the Miami River with waterfront access all along the river. The boat slips located on the site are within the legal description of the property to be conveyed as part of this OM/RFP. The State of Florida owns the submerged lands consisting of the Miami River.

Question 3: “What is the size of the city owned vacant property to the south and could a viable solution acceptable to the City include building a 200,000+ SF office building that could be connected via a bridge or other means to augment the existing building?”

Answer 3: The Miami Riverside Center property, which is the subject of this OM/RFP, is divided into two tracts. The southern tract has a lot size of approximately 1.4027 acres, less a portion of both the southern and northern tracts (approximately 15,087 SF) deeded to the Florida Department of Transportation in 1998 in Official Records Book 18293 Page 1049. Please note that the City is not interested in developing the current site to fit our space requirements. For multiple reasons set forth in the OM/RFP, the City intends to sell the Miami Riverside Center property and obtain a new administrative center.

Question 4: “Why does the city want to lease out its building before a new one is purchased and/or constructed to take the place of Miami Riverside Center? Is it just to not have an empty building on its hands once it has vacated the old building?”

Answer 4: The City has decided upon this approach to allow the City to use the proceeds from the sale of the existing facility to help fund the new facility.

Question 5: “Will all the operations currently at Riverside Center go into the new building?”

Answer 5: Yes, as well as additional City departments and/or agencies. The goal is to utilize more efficient space and solve operational problems like the current parking situation while providing citizens better access to City services.

Question 6: “What is the advantage of the city going into a lease-to-own building, rather than buying an existing one and/or constructing a build-to-suit?”

Answer 6: All three options are being considered to allow for a decision that is in the City’s best interest financially.

Question 7: “What is the asking price for Riverside Center?”

Answer 7: The Property is being offered unpriced. Nevertheless, please be advised that the City must receive, at minimum, fair market value as determined by at least two independent State-certified appraisers.

Question 8: “What does the city expect to pay for a new and/or existing building?”

Answer 8: The price for a new facility will be contingent upon proposals received. The City encourages competition and creativity in the responses in order to receive the best economic terms that meet the City’s requirements.

Question 9: “Will more departments go into the new building than are in Riverside Center now?”

Answer 9: Consolidating departments and adding occupants to the new building is expected.

Question 10: “Why is the city asking a proposer to both find an existing building and/or construct one, while also acquiring Riverside Center? Why can’t two entities be involved?”

Answer 10: Two entities can be involved. The solicitation is structured to allow for firms to bid on either the acquisition of Miami Riverside Center, the new facility or both.

OM/RFP Revisions: The following revisions have been made to the OM/RFP document as indicated below. Added text is underlined and deleted text is stricken.

The following sections of the OM/RFP have been changed as follows:

Page 43:

J. Market Value Appraisal

The City is prohibited from favorably considering any sale or lease of property owned by the City unless there is a return to the city of fair market value under such proposed sale or lease. See § 29-B, City of Miami Charter, as amended (2014). Similarly, the City may not purchase a property for any greater than fair market value. As a result, all proposals deemed responsive shall be subject to two independent appraisals based on each proposed Project. Said appraisals shall be prepared by state-certified appraisers selected by the City.

The value determined by the selected appraisers shall be deemed relevant and persuasive to the ~~Review Committees and the~~ City Manager’s final determination of the successful Proposer. Under no circumstance may the City accept an OM proposal falling below, or an RFP proposal greater than the appraised market value for the proposed project.

Page 53:

~~2. Technical and Financial Review~~

~~The City Manager shall constitute and appoint the members of a Technical Review Committee and a Financial Review Committee (“Review Committees”) to review proposals for purposes of feasibility related (1) building, to planning and zoning, and/or similar or allied restrictions and (2) financial capabilities and financial responsibility,~~

~~respectively. The Review Committees shall each consist of three (3) members. No one member may serve on both committees. Reviewers may consult with other employees not on the Review Committees to clarify technical issues and details presented. Discussions should not reveal the Proposer's identity. The Review Committees shall report exclusively to the Selection Committee. Review Committees shall each provide written comments and recommendations of their findings to the Selection Committee.~~

32. Selection Committee Review

After taking into consideration the findings of the Administrative Review ~~and the Review Committees~~, the Selection Committee shall evaluate each proposal deemed responsive.

The City Manager shall constitute, appoint, and designate five (5) individuals who are not part of the Administrative Review ~~and Review Committees~~ to serve on the Selection Committee. A representative of CBRE shall be present during the review by the Selection Committee, but shall not vote or otherwise act as a member of the Selection Committee. Members of the Selection Committee shall have experience in real estate, finance renovation projects, building, construction, planning and zoning, and/or experience with development projects of this nature. Members of the Selection Committee shall not have any financial interest and shall not have played any role whatsoever in any proposals being submitted for consideration to this RFP. Any such conflict of interest will automatically disqualify the Proposer in question. The Selection Committee shall evaluate proposals based upon the evaluation criteria specified below. No other factors or criteria shall be used in the evaluation.

The Selection Committee may require an oral presentation immediately followed by an interview period from all of the proposers under consideration by such Committee. In the event the Committee elects to require the presentation, each Proposer shall be allotted approximately the same amount of time to present. The Selection Committee will: (i) evaluate proposals using an evaluation form and may further define each of the criteria on the evaluation form so long as it is consistent with the information in this solicitation (ii) evaluate criteria and scoring values assigned; and (iii) consider comments made by the Administrative Review ~~and the Review Committees~~. Each Selection Committee Member shall determine a rank order based on allotted scores and sign and date the evaluation form.