

REQUEST FOR QUALIFICATIONS/PROPOSALS

FOR

Owner's Representative Services

DUE: March 13, 2020

1:00 P.M.

**BY E-MAIL TO THE DIRECTOR OF COMMERCE THE CITY
OF PAWTUCKET, RI**

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Introduction

The City of Pawtucket (“City”) and the Pawtucket Redevelopment Agency (“PRA”) are seeking Statements of Qualifications/Proposals in connection with the selection of an Owner’s Representative (“OR”). The City and PRA require the services of an Owner’s Representative in connection with the financing of a proposed development through Tax Increment Financing. It is expected that the City will issue up to \$90 million in 2020, through the PRA, to support a riverfront development project - The Tidewater Project - which is projected to be a \$400 million public private partnership. The City has already retained a TIF advisor – MuniCap; and two Underwriters, Stifle and CitiBank. The City’s financial advisor is Hilltop. The City seeks to retain the services of professional(s) who will exclusively work for and act in the City’s best interest during all phases of the project.

The City and the PRA reserve the right, in their sole and absolute discretion, to reject any or all of the Proposals or to accept Proposals, if any, which in their judgement will best serve the City’s interest and to waive any defects in any Proposal.

The submittal shall be limited to twenty (20) pages exclusive of the following:

- Transmittal Letter
- Key Staff Resumes
- Appendices

RESPONSE FORMAT

A. Letter of Transmittal. Each Proposal should be accompanied by a one or two-page cover letter summarizing the Proposal and signed by an officer of the firm authorized to commit the firm's resources.

B. Firm Information. Please provide the following general information:

- 1) Name, address, telephone number, fax number, e-mail address and the title of the individual submitting the Proposal and to whom questions or requests for additional data should be directed.
- 2) Brief history and description of the firm and its experience with public private partnerships and providing OR services.

C. Experience. The City and PRA will evaluate the firm's experience on similar projects, with similar clients to determine whether the organization and designated team has sufficient expertise to carry out the duties of Owner's Representative.

Describe in some detail your firm's experience working on projects of similar complexity – project which included a public-private partnership; projects which involved public finance, projects which involved Tax Increment Financing, etc. Provide at least three examples, and include references and contact information for these projects.

Also provide a list of all projects for which your firm served as Owner's Representative during the past three years.

D. Qualifications/Expertise –

- 1) Document expertise in managing complex building design, construction, and commissioning projects, from the initial planning, design, negotiation, and construction phase through move-in and occupancy, until project is successfully closed out. This experience must include "Owner's Representative" experience serving as the primary agent of the owner.
- 2) Document that the firm has the qualifications and experience necessary to facilitate a design that meets all of the City's needs while collaborating with City personnel as well as the project engineer.

E. Personnel. The City/PRA will evaluate whether the proposed project team includes sufficiently experienced personnel to perform the work required. Provide brief resumes of all personnel to be assigned to the project; describe the responsibility of each, and state the extent to which each individual would be available to the City and PRA during the engagement, and specify who will be the point of contact/project lead.

F. Fees. Provide hourly fees for the personnel that would be included on this project.

- G. Project Approach Proposal. Provide a summary of the approach that you would employ as OR on this project. This approach should include considerations for protecting the City's interests in the Development Agreement. Proposers should also include an approach to contract payments and reimbursements, and also techniques/procedures for ensuring that the City's goals are considered in all construction decisions.
- H. Conflicts of Interest. Proposer should disclose any conflicts of interest, or potential conflicts of interest

EVALUATION PROCESS AND CRITERIA

A selection committee will evaluate each Statement/Proposal. Evaluation of Statements will be based on the following criteria (not necessarily listed in order of importance):

1. Capability to provide required services on a timely basis;
2. Project Approach to produce the maximum benefit and minimum risk to the City;
3. Fees;
4. Expertise - Demonstrated expertise in all required skill sets, including but not limited to public private partnerships, complex development projects and creative public financing;
5. Experience and background of the firm and personnel named in the Statement; and;
6. References.

The highest-ranking firms may be invited to an interview to present relevant details of their Proposals and introduce key staff. Interviews will be scheduled to allow each presenter time to present for 30 minutes on the qualifications of the firm with a fifteen-minute question and answer session to follow.

SCHEDULE OF AWARD

The anticipated schedule is outlined below. The following schedule is intended for planning purposes only and is subject to change:

February 19, 2020	RFQ/P published and/or mailed to prospective proposers
March 4, 2020	Deadline for questions
March 6, 2020	Response to questions
March 13, 2020	Proposal submission deadline
March 20, 2020	Firms notified of interview, if appropriate
March 24-26, 2020	Oral interviews (if required)
March 31, 2020	Firm selection

PROJECT DESCRIPTION

The City of Pawtucket (the "City") through its Pawtucket Redevelopment Agency (PRA) is preparing to finance a proposed mixed use development project known as the Tidewater Landing Project (the "Project") with Tax Increment Financing pursuant to Chapter 45-33 of the Rhode Island General Laws. The City also expects the Project to benefit from Opportunity Zone Financing, private financing and "Super" TIF Financing authorized by the State of Rhode Island ("State"). Legislation approved in 2019 (amendments to Chapter 45-33.4) authorizes the State to enter into certain agreements to permit the City to pledge incremental local and state revenue generated around the Project to repay any borrowing. The 2019 legislation added an "arts district", "ballpark district" and "growth center district" encompassing most of downtown and surrounding neighborhoods that would be eligible for similar financing plans.

The Project is a mixed use development expected to include a 7,500-seat soccer stadium that would house a franchise in the United Soccer League, a riverwalk park connecting downtown to the riverfront, a new pedestrian bridge, and other infrastructure upgrades. The developer, Fortuitous Partners, is also proposing to include a new indoor sports complex, housing, a 200- room hotel, and 100,000 square feet of retail, food and beverage space and 200,000 square feet of commercial office space.

The total estimated development cost is approximately \$400 million. The total estimated public improvements costs are expected to range from \$70 million to \$90 million. Appendix A includes additional information on the proposed Tidewater Project.

The City of Pawtucket was founded and incorporated as a city in 1886. Pawtucket borders the capital city of Providence, and is situated approximately 40 miles from Boston, 190 miles from New York and 70 miles from Hartford, all points easily accessible via a network of interstate highways. U.S. Route 1 and Interstate 95 connect with an interstate highway system which links Pawtucket to the Northeast Corridor and the eastern and international markets. The City's land area extends over 8.94 square miles and is intersected by the Blackstone River which flows southward into the Seekonk River, a tidal tributary of Narragansett Bay. According to the latest statistics prepared by the Department of Planning and Development, 97.0% of Pawtucket's land area is developed.

The City is served by railroad freight connection with the Providence and Worcester Railroad. Long distance passenger train service is available through Amtrak at the Providence railroad station. Commuter rail service to Boston can be accessed in either South Attleboro, Massachusetts or in Providence. The main airline terminal for the metropolitan Providence area, T.F. Green Airport, is located in Warwick, Rhode Island, a fifteen-minute drive from the City. Most major domestic airlines are represented at the airport. The Providence bus station, with service to all New England points, is less than one mile from the City's border.

The City operates under a Home Rule Charter, originally adopted in 1953. The Charter provides for a Mayor-Council form of government with a nine-member City Council, consisting of six district council members and three which are elected at-large. The Mayor and members of the City Council are elected for two-year terms in even numbered years. Executive and administrative powers are vested exclusively in and exercised by the Mayor and such other officers, departments, boards and commissions as designated and authorized by the Charter. All department heads and most of the members of boards and commissions which directly affect City operations are appointed by the Mayor.

SCOPE OF SERVICES

The OR shall provide comprehensive coordination and direction of project activities in a manner that serves and protects the City's best and overall interest. The selected firm shall provide qualified personnel with the appropriate education, training, background and experience to successfully manage the project. The successful team may include registered architects and engineers, construction management professionals and public finance professionals. The OR shall have the responsibility to protect the owner's needs and interests, comply with applicable policies and laws, and maintain professional integrity in the discharge of their responsibilities in coordinating project activities.

Following is a list of services that the City and PRA anticipate that the OR will provide. This list is not exhaustive, but is provided to demonstrate the types of services that the City and PRA may need. The proposer's Project Approach should utilize this list of scope items as a starting point, to propose to the City and PRA a workplan that maximizes the City's benefits and minimizes its risks.

- Develop project budgets and schedules, prepare detailed cost estimates, forecast expenditures, and track project schedules that are accurate and reasonable.
- Advise the City on the Development Agreement and ensure that it is structured to maximize the City's benefits and to minimize its risks.
- Provide client, or its third-party developer partner(s), monthly draw request assessments, construction observation summaries, and subsequent recommendations to debt/equity, tax credit, or other public financing sources to enable proper and timely flow of funds.
- Conduct design coordination meetings, with City stakeholders, architect and any others involved in the design to discuss and review issues pertinent to the design phase;
- Act as the City's representative with other project partners and stakeholders, including state and federal permitting agencies.
- Provide monthly reports to the City covering, at a minimum, project budget, status of the project schedule, and any other project information of interest to the City;
- Provide reviews of cost estimates for cost reasonableness to ensure compliance with various state and federal funding sources.
- Attend pre-construction and ongoing project meetings, as necessary to review project management, schedule and procedures as well as on-going project status updates. The OR will be responsible for the preparation and distribution of minutes from these meetings;
- Review contractor's construction schedules, observe construction progress, and report deviations from the schedule that might delay Project completion.
- Monitor and inspect all work in progress to insure the quality of the work and compliance with the contract documents.

- Develop and implement a procedure for the review and processing of contractor payment applications. The OR will evaluate the contractor's schedule of values to insure accurate and appropriate payments in contractors; and also facilitate the reimbursement of contractor payments from public funding sources (TIF, etc.).
- Evaluate work in progress and, if necessary, make recommendations for changes in the work on the basis of field conditions, improved quality, cost savings, or time savings. Specifically, ensure that any public improvements are implemented in a way that is consistent with the City's expectations;
- Prepare and distribute a monthly report to the City and the third-party developer partner including information on schedule, budget, quality, safety, logistics, and general project information;
- In consultation with the City and the third party developer, develop a detailed program of close-out activities in compliance with the contract documents.
- Verify substantial completion and final inspections.
- Submit all project documentation including files, records, drawings, submittals, samples, and other information to the City in an organized and usable form in both hardcopy and electronic formats;
- Institute and maintain a quality assurance program to ensure the highest quality, on-time, and within budget projects