

**Invitation to Negotiate 710:0268
Pensacola, FL
Florida Department of Law Enforcement
Non-Mandatory Pre-Bid Conference**

September 18, 2019



savills

Agenda

- 01 Introductions / Sign-in
- 02 Overview of the Baseline ITN Specifications
- 03 Evaluation of Responses
- 04 Design and Construction Specifications
- 05 Final Thoughts

Official ITN Contacts

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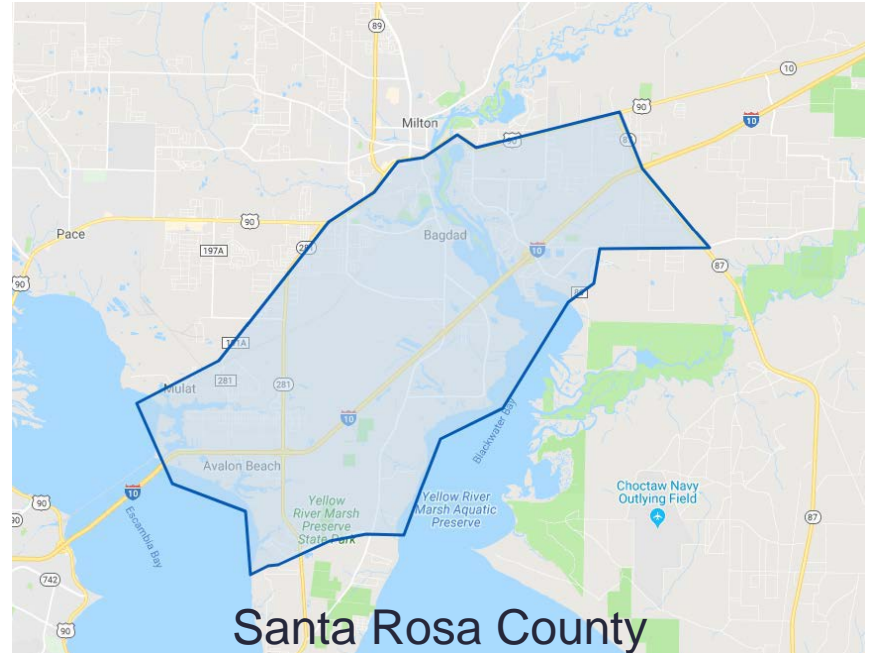
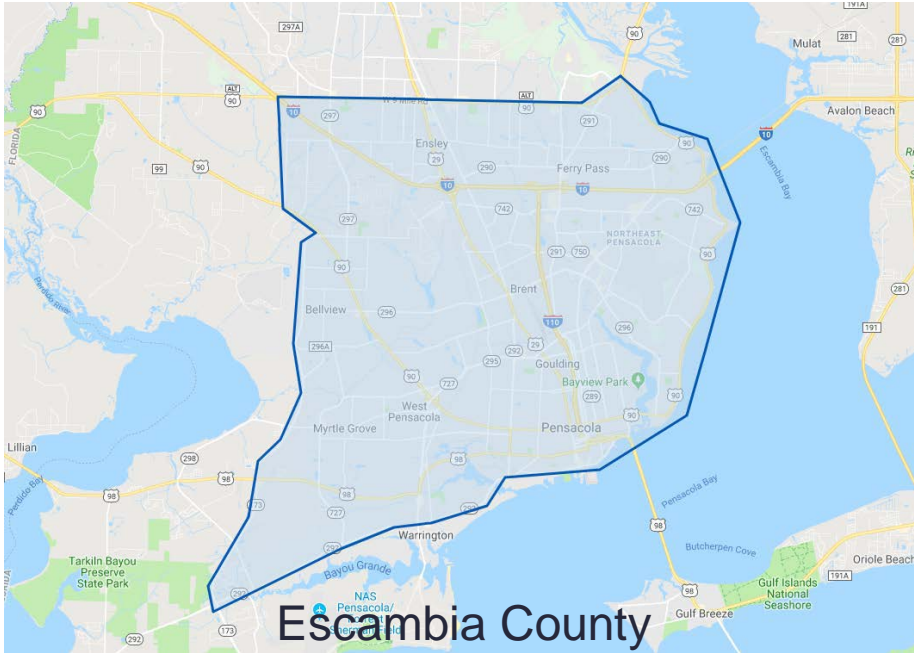
Requirement & Response Scenarios (Pages 2-6 of the ITN)

- The Agency is seeking a total of **84,000 to 90,000 square feet** of net usable space for a 20-year or 25-year base lease term with four 5-year renewal options. *Offerors must submit proposals for all lease terms being requested.*
- The type of space required is **standalone single tenant facility** for a secure law enforcement and forensic services and related infrastructure for the occupancy by the Agency.
- Competitive proposals may be submitted for consideration under this ITN for the lease of a standalone single tenant secure law enforcement and forensic services facility in either:
 - **OPTION 1 - an 'existing' building:** To be considered an 'existing' building, the facility offered must be enclosed with a roof system and exterior walls must be in place at the time of the submittal of the Reply.
 - **OPTION 2 - a 'non-existing' building:** Offeror agrees to construct a building as a 'build-to-suit' (turnkey) for lease to FDLE.

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Geographic Area (Attachment B of the ITN)

Only the boundaries shown below will be considered.



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ITN Replies (Page 9)

Complete written Replies must be received, mailed or hand delivered to FDLE no later than **2:00 PM (EST) on November 19, 2019** in order to be considered. Submissions must include:

- The original and two copies of the Reply;
- One (1) electronic copies (on thumb-drives in PDF format)
- Submission must be in a sealed envelope (or other sealed/suitable package)
- The referenced **ITN (ITN Number 710:0268)** must be clearly marked on the outside of the sealed envelope.

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Key Dates (Page 10 of the ITN)

Date/Time	Item/Task
September 18, 2019 @ 2:00PM EST	Non-Mandatory Pre-Bid Conference
September 19-20, 2019	Review of 100% Construction Documents, <i>by appointment only</i>
October 2, 2019 @ 2:00PM EST	Deadline for Submitting Questions
October 21, 2019 @ 2:30PM EST	Answers to Questions Posted
November 19, 2019 @ 2:00PM EST	Deadline of ITN Replies
November 19, 2019 @ 2:30PM EST	Date and Time of ITN Replies Opening
November 20, 2019 to December 6, 2019	Time Period for Evaluation of Replies & Site Visits
December 11, 2019 to January 31, 2020	Time Period for Negotiation with Preferred Offers
March 16, 2020	Estimated date of Notice of Intent to Award

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Control of Property (Page 16)

For a Reply to be responsive, it must be submitted by one of the entities listed below, and the Reply must include supporting documentation proving control of the property proposed:

- The owner of record of the facility(s) and parking area(s)
- The Lessee of space being proposed
- The authorized agent, broker or legal representative of the owner(s)
- The holder of an option to purchase
- The holder of an option to lease the property offered

Details of each of these scenarios is outlined on page 16 of the ITN.

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Offers for Existing Buildings (Page 18)

For offers for an **existing building**, each Reply shall include architectural floor plans and details as specified below for the proposed building:

- A floor plan to scale (Example: 1/4" = 1'0") showing the **present configurations** with verified square footage measurements and a summary of square footage measurements and square footage calculations to include: **(a)** total gross square feet, **(b)** total non-usable square feet and **(c)** total net usable square feet.
- A proposed site plan showing the parking lot and the footprint of the building.
- One set of clear photographs (4 inches x 6 inches) or architect's renderings showing exterior front, sides, and rear of the proposed facility. Color photographs and/or renderings are preferred.

In the event that an existing building is awarded, there are additional requirements that will be required outlined on pages 18-20.

Offers for Build-to-Suit Buildings (Page 18)

For offers for a **non-existing / build-to-suit building**, each Reply shall include architectural floor plans and details as specified below for the proposed building:

- A proposed site plan showing the parking lot and the footprint of the building.
- The plans shall show a rendering of elevations and cross-sections of the building; and,
- The plans shall indicate a rendering of exterior design, construction materials(s) and colors of the building.

In the event that a Build-to-Suit location is awarded, there are additional requirements that will be required outlined on pages 20-21.

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General Lease Terms (Pages 24-25)

- **Lease Commencement:** 10/1/22 but made available at least 60 business days prior for moving related activities. Rent cannot commence until 10/1/22
- **Term and Renewal Options:** Replies must offer 20 and 25-year base term with four (4) five (5)-year renewals.
- **Rental Rates:** Full Service (gross) lease structure. must include base rent, taxes, all operating expenses (including, but not limited to, janitorial services and supplies, utilities, water, insurance, storm water fees, local and state inspections, interior, common area and exterior maintenance, recycling services, garbage disposal, pest control, and any amortization of required tenant improvements to the proposed space). There shall be **no pass through** of additional expenses.
- **Tenant Improvements:** All build-out/tenant improvements to be completed by the awarded Landlord at its sole expense.
- **Parking (page 28):** Minimum of four parking spaces per 1,000 SF (4:1,000) available to the Agency. The Agency will also require thirty (30) parking spaces within a screened area with obstructive views, secure and controlled area.
- **Annual Tenant Improvement Allowance (Page 44):** Starting in Year 1 of the Lease, awarded Landlord to provide \$0.40/SF per year into an escrow account to be utilized for tenant improvements at Agency's discretion.

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Use of the State's Leasing Forms (Page 26-27)

The selected Offeror is required to utilize ALL of the forms included in the ITN, including the state's standard lease agreement

The image displays five distinct forms from the State of Florida's leasing process:

- STATE OF FLORIDA Standard Lease Agreement (Form 4052):** Contains fields for Lease Number, Lease Commencement, Preamble, Parties (Lessee and Lessor), Description, Term & Renewal, and signature lines for both parties.
- STATE OF FLORIDA Disclosure Statement (Form 4114):** Includes fields for Lease Number, Purpose, and Ownership of the facility.
- STATE OF FLORIDA Application for Plan Review (Form 4115):** Features fields for Lease Number, Construction Documents, and various checkboxes for plan review requirements.
- STATE OF FLORIDA Commission Agreement (Form 4116):** Details the representation of the State of Florida and its agencies, including a table for Aggregate Gross Base Rent and Commission Rates.
- STATE OF FLORIDA Employment Eligibility Verification (Form 4117):** Requires verification of the contractor's employment status, including a section for subcontracts and a signature line for the contractor.

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Key Lease Attachments Overview (Page 27)

Attachment A Agency Design Criteria – Provided as a construction cost guide for Offerors.

Attachment B Boundaries – Details the boundaries within which all Proposed Space must be located.

Attachment C Lease Agreement – This State Form Lease, and Addendums thereto, is provided to give the Offeror a general understanding of some of the terms and conditions required by the State should a lease be consummated. Other terms and conditions may be required by the State in order for a lease to be consummated. The standard lease form must be used should a lease be consummated, and the standard terms and conditions shall not be altered in the lease.

Attachment D Disclosure of Ownership – Each Offeror must **complete and return** this form with the Reply.

Attachment E State Fire Marshal – This attachment provides general directives with regard to the Offeror’s compliance with the requirements of the State Fire Marshal, including their ‘Application for Plan Review’. This requirement must be met prior to Lease commencement.

Attachment F Energy Performance Analysis (EPA) – This attachment provides a description of the State’s energy requirements for the Proposed Space. The Offeror selected for award under this ITN shall comply with this requirement before lease commencement.

Attachment G Doing Business with the State of Florida – This attachment provides general instructions for registration with various State governmental agencies which the Offeror must complete if awarded the ITN:

Attachment H Standard Method of Space Measurement – This attachment provides methodology for measurement of the usable square footage of the proposed space. The measurements are to be used on architectural plans to document the applicable usable square footage.

Attachment I Previous Experience of Offeror – Offeror must **complete and return** a copy with the Reply.

Attachment J Commissions Agreement (Tenant Broker) – At the time of submittal of a Reply, Offeror shall agree to execute a Commission Agreement if Offeror is selected for award. The Offeror which is selected for award shall, in coordination with the Agency’s Tenant Broker, complete and execute a Commission Agreement prior to notification of award. All signatures on the Tenant Broker Commission Agreement must be ‘originals’.

Attachment K Special Power of Attorney – If applicable, must be completed and executed by the Owner and returned with the Reply.

Attachment L Financial Evaluations – Must be provided within 15 business days upon FDLE request

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How Are ITN Responses Evaluated? (Pages 29)

Reply Evaluation and Negotiation Process: Using the evaluation criteria specified on pages 30-31 of the ITN, the Agency shall evaluate and rank Replies and, at the Agency's sole discretion, proceed to negotiate with Offerors as follows:

- The highest ranked Offeror(s) will be invited to negotiate a lease.
- The Agency reserves the right to negotiate with all responsive and responsible proposers.
- Agency reserves the rights to seek clarifications and request revisions.
- The focus of the negotiations will be on achieving the best fit and value to the State.
- Proposer agrees to be bound by the terms in their Reply for a minimum of **180 days from the date of the Agency's notice of award is posted.**
- Agency reserves the right to reject any and all replies.

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Understanding FDLE's Design and Construction Requirements is Critically Important (Attachment A)

The selected Proposer/Lessor is responsible for **all** design and construction costs

- The awarded Offeror may subcontract with the architectural and consulting firm(s) of the awarded Offeror's choosing. If the awarded Offeror chooses to use the services of Rolland Architecture, P.A., the associated 100% Construction documents and the associated Project Manual will be released to Offeror(s) that are selected for Negotiations or Award.
- FLDE shall provide certain items as outlined in section X. of Attachment A on page 93 of the ITN; however, the awarded Proposer/Lessor's shall be responsible provide all of the Agency design criteria.

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Agency Specifications Attachment A (Pages 35-97)

- Provided on pages 35-97 is a detail description of the space and design criteria for FDLE's requirements. Additionally, a complete separate Program Requirements document was shared with the ITN.
- Prospective Offerors will have the ability to request an appointment to review the 100% construction documents and project manual.

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Designing The Right Space is a Team Effort Driven By The Selected Offeror

The selected Offeror is expected to work with the FDLE and Tenant Broker to design a space that best meets the Agency's needs.

The final floor plan is subject to the Agency's approval and State Fire Marshal review and approval.

Design requirements include, but are not necessarily limited to, the following:

- Test fits

- Development of final space plan

- Development of Construction Documents (CDs)

- Submittal of CDs to all required government jurisdictions including FDLE's HQ and the State Fire Marshal

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Final Thoughts

- Monitor the Vendor Bid Systems for any updates.
- Any clarifications to this ITN will only be provided via the Vendor Bid System.
- The selected Offeror must comply with all specifications outlined in the ITN.

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