

TO: Judge Doyle Square Committee

FROM: Judge Doyle Square City Staff Team

RE: Completeness and Compliance Review of the RFQ Responses

DATE: May 7, 2013

Introduction: In accordance with the Selection Process adopted by the Judge Doyle Square Committee on April 15, 2013, the first step is the Preliminary Evaluation. The staff team is to conduct a compliance and completeness review of the RFQ responses with the RFQ requirements for the Committee's consideration at your May 9, 2013 meeting. At that meeting, the Committee will review the staff team report and determine the list of RFQ respondents to be invited for interviews. The Committee has the discretion to waive any or all of the RFQ conditions in determining the teams to interview. The decision on the teams to invite to participate in the RFP stage will be based on a combination of the RFQ response, the interview and the reference checks.

Staff Team Review: The staff team has reviewed the four responses to the RFQ using the Submittal Completeness and Compliance Checklist. A checklist for each response is attached and staff comments are summarized below by each RFQ respondent (in alphabetical order).

JDS LLC: Staff considers the RFQ response to be complete and in compliance with the requirements of the RFQ.

Journeyman: Staff considers the RFQ response to be complete and in compliance with the requirements of the RFQ.

Mortenson Development: Staff considers the following areas to be incomplete or not in compliance with the RFQ requirements.

#7. A complete development venture and team is not provided.

#9. The response does not provide a preliminary project concept.

#10. Chapter 3 doesn't include any of the mandatory requirements (although the response does acknowledge or agree to the project goals). A project concept hasn't been included for both Block 88 and Block 105. There isn't any market analysis referenced or provided.

A full explanation for these exceptions is not provided.

North Central Group: Staff considers the following areas to be incomplete or not in compliance with the RFQ requirements.

#10. Chapter 3 provides a project concept for only Block 105, and not both Block 88 and 105.

Summary: The next step in the selection process is for the Committee to determine the teams that will be invited for an interview. In making your decision, the following provisions in the RFQ are relevant. For the purpose of determining the teams to invite for interviews, the use of the term “City” below equates to the Judge Doyle Square Committee.

1. The RFQ gives the Committee the discretion “in the event that all proposers do not meet one or more of the requirements...to continue the evaluation of the proposals that most closely meet the requirements of this RFQ”. Staff does not believe this situation exists. (Preliminary Evaluation – RFQ Section 5/Page 16)
2. “The Committee may make preliminary selection(s) on the basis of the original proposals only, without interviews of all proposers.” (Proposal Evaluations, Interviews and On site Visits – RFQ Section 5/Page 16)
3. “The City reserves the right to “reject any and all submittals; and waive any informalities, irregularities or omissions in submittals, all as deemed in the best interests of the City.” (Process – RFQ Section 5/Page 16)
4. The City “reserves the right to reject any and all proposals and to negotiate the terms of the RFP stage with the selected proposer(s).” Staff does not believe this condition applies at this stage of the process. (Right to Reject – Section 5/Page 17)
5. “The City reserves the right to accept or reject any or all RFQ submissions, in whole or in part, and to waive any informalities or technicalities, which at the City’s discretion is determined to be in the best interests of the City. The City expressly reserves the right to reject any and all RFQ submissions without indicating any reasons for such rejection(s).” (Acceptance/Rejection – RFQ Section 6/Page 18)
6. “Failure to respond to each of the requirements in the RFQ may be the basis for rejecting a response.” (Proposal Content – RFQ Section 6/Page 19)
7. “Proposer acknowledges that exceptions to any portion of this RFQ may jeopardize acceptance of the submission. The proposer must clearly indicate the exceptions taken and include a full explanation. The City reserves the right to reject a proposal containing exceptions, additions, qualifications or conditions not called for in the RFQ.” (Exceptions – RFQ Section 6/Page 19)

**Judge Doyle Square Request for Qualifications
Submittal Completeness and Compliance Checklist**

The Checklist will be completed by the Staff Team and submitted to the Judge Doyle Square Committee as part of the Staff Team's Preliminary Evaluation Report
(Explain reasons for any unchecked boxes)

Project Team: JDS LLC

1. Response received on time on or before April 30, 2013 at 2 p.m. (CDT) (Pg 2)
2. One signed original and 15 hard copies submitted (Pg 2)
3. One electronic proposal in a PDF format submitted (Pg 2)
4. Response includes executed Signature Affidavit (RFQ Form A) (Pg 21)
5. Response includes Proposer Profile (RFQ Form B) (Pg 22)
6. Response includes Proposer References (RFQ Form C) (Pg 23/24)
7. Response includes Chapter 1 (Pg 16) - Development Venture and Team (Pg 14)
8. Response includes Chapter 2 (Pg 16) – Experience to Undertake Project (Pg 14)
9. Response includes Chapter 3 (Pg 16) – Preliminary Project Concept (Pg 14)
- 10: Chapter 3 also includes:
 - a). A mandatory mixed use development of a hotel with a 250 room block, ground floor retail and restaurant, a bicycle center with a statement confirming the non-City funded operating model (Pg 12) and a parking plan (Pg 10)
 - b). A project concept for both Block 88 and Block 105 (Pg 10)
 - c). A preliminary market analysis (Pg 10)
11. Response includes Chapter 4 (Pg 16) – Financial Capacity (Pg 14)
12. Response includes Chapter 5 (Pg 16) - Professional and Project References (Pg 14)

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(Explain reasons for any unchecked boxes)

Project Team: Journeyman

1. Response received on time on or before April 30, 2013 at 2 p.m. (CDT) (Pg 2)
2. One signed original and 15 hard copies submitted (Pg 2)
3. One electronic proposal in a PDF format submitted (Pg 2)
4. Response includes executed Signature Affidavit (RFQ Form A) (Pg 21)
5. Response includes Proposer Profile (RFQ Form B) (Pg 22)
6. Response includes Proposer References (RFQ Form C) (Pg 23/24)
7. Response includes Chapter 1 (Pg 16) - Development Venture and Team (Pg 14)
8. Response includes Chapter 2 (Pg 16) – Experience to Undertake Project (Pg 14)
9. Response includes Chapter 3 (Pg 16) – Preliminary Project Concept (Pg 14)
- 10: Chapter 3 also includes:
 - a). A mandatory mixed use development of a hotel with a 250 room block, ground floor retail and restaurant, a bicycle center with a statement confirming the non-City funded operating model (Pg 12) and a parking plan (Pg 10)
 - b). A project concept for both Block 88 and Block 105 (Pg 10)
 - c). A preliminary market analysis (Pg 10)
11. Response includes Chapter 4 (Pg 16) – Financial Capacity (Pg 14)
12. Response includes Chapter 5 (Pg 16) - Professional and Project References (Pg 14)

**Judge Doyle Square Request for Qualifications
Submittal Completeness and Compliance Checklist**

The Checklist will be completed by the Staff Team and submitted to the Judge Doyle Square Committee as part of the Staff Team's Preliminary Evaluation Report

(Explain reasons for any unchecked boxes)

Project Team: Nortenson Development

1. Response received on time on or before April 30, 2013 at 2 p.m. (CDT) (Pg 2)
2. One signed original and 15 hard copies submitted (Pg 2)
3. One electronic proposal in a PDF format submitted (Pg 2)
4. Response includes executed Signature Affidavit (RFQ Form A) (Pg 21)
5. Response includes Proposer Profile (RFQ Form B) (Pg 22)
6. Response includes Proposer References (RFQ Form C) (Pg 23/24)
7. Response includes Chapter 1 (Pg 16) - Development Venture and Team (Pg 14)
Includes only the name of the developer
8. Response includes Chapter 2 (Pg 16) – Experience to Undertake Project (Pg 14)
9. Response includes Chapter 3 (Pg 16) – Preliminary Project Concept (Pg 14)
Not included
- 10: Chapter 3 also includes:
 - a). A mandatory mixed use development of a hotel with a 250 room block, ground floor retail and restaurant, a bicycle center with a statement confirming the non-City funded operating model (Pg 12) and a parking plan (Pg 10)
 - b). A project concept for both Block 88 and Block 105 (Pg 10)
 - c). A preliminary market analysis (Pg 10)
11. Response includes Chapter 4 (Pg 16) – Financial Capacity (Pg 14)
12. Response includes Chapter 5 (Pg 16) - Professional and Project References (Pg 14)

