

RFQ NUMBER 16-001-DDA

**REQUEST FOR QUALIFICATIONS
FOR ACQUISITION AND REDEVELOPMENT OF SOUTHERN SKILLET SITE**

**STATEMENTS OF QUALIFICATIONS DUE: No later than December 16, 2016
2:00PM EST in hard copy. Electronic submissions via e-mail or fax will NOT be
accepted.**

**There will be a voluntary pre-qualification meeting/site tour held on
December 1, 2016 at 2:00 PM at Roswell City Hall Council Chambers.**

Questions should be directed in writing to City of Roswell Downtown
Development Authority (DDA) via e-mail to:

<mailto:roswelldda@gmail.com>

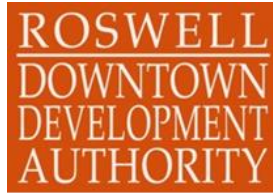
**Submit Proposals to:
Downtown Development Authority
City of Roswell**

**38 Hill Street, Suite 130
Roswell, Georgia 30075**

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November 16, 2016

To Developers Interested in Downtown Roswell:

The Downtown Development Authority of Roswell (DDA) is pleased to offer a unique development opportunity in Downtown Roswell. As described in this Request for Qualifications (RFQ), the city of Roswell and the Roswell DDA have been working diligently over the past several years to make our downtown area the cultural, civic and entertainment center of our city. As part of that effort, the City/DDA have acquired a key development parcel, the Roswell Plaza shopping center, former home of the Southern Skillet restaurant. This approximately 4.3-acre site is located within easy walking distance of Roswell City Hall and directly across Highway 9 from the thriving Canton Street area.

The DDA is seeking a highly experienced developer or development team to acquire the site to create an iconic mixed use development which will anchor the redevelopment of Roswell's downtown area, provide a pedestrian oriented mix of land uses which will be compatible with the unique, historic character of downtown Roswell while appealing to the growing demographic of millennials and empty-nesters who value proximity to our downtown businesses and cultural attractions.

The DDA is seeking to partner with an experienced developer who is equally excited by this vision and offers the City the best combination of (a) proven ability to execute the project, (b) delivering a mixed use development that will complement and advance the success of downtown Roswell, and (c) proposes a purchase price for the site which maximizes the return to the city, given your ability to achieve the first two objectives. We have prepared statement of our intent which presents our vision for the redevelopment of this property which follows this letter. The RFQ is the first step of a two-step process in selecting a firm to acquire and redevelop the site. Based on the responses received from this RFQ, we will select a limited number of the most-qualified firms to respond to the RFP. The Roswell DDA is prepared to partner with the selected firm to see the selected development program for the site implemented as quickly and efficiently as possible, once your proposal been selected and approved by the DDA and Roswell City Council.

If you are interested in exploring this opportunity further, please plan on attending the pre-proposal meeting and site tour on December 1, 2016 at 2:00PM. On behalf of the Roswell DDA and the City, thank you for your interest in downtown Roswell. We look forward to the possibility of receiving your submittals in response to this Request for Qualifications.

Very truly yours,

Monica B. Hagedorn, Chair
Roswell Downtown Development Authority

INTENT STATEMENT FOR REDEVELOPMENT OF THE SOUTHERN SKILLET SITE

The redevelopment of the Southern Skillet site is viewed by the Roswell DDA as a catalytic project for downtown Roswell, which can help set the pattern for the type of development that will occur in the downtown area over the coming decade. Accordingly, we have developed the following intent statement to provide interested development partners with how we would like to see the property redeveloped:

General Project

1. Project to be catalytic in design and use, contributing to the village scale of downtown.
2. Designed to successfully be woven into the fabric that is downtown Roswell.
3. Respectful of the city's historical character, scale and materials.
4. Incorporation of commercial uses is desired for the site.
5. A grocery or food market has been ranked highest as a desired use by community.
 1. Neighborhood retail, small shops of goods and services would be appropriate.
 2. Office space over retail would be a desirable use.
6. Residential can be considered as a component of a commercially-focused mixed-use project.
7. Development design should address the pedestrian experience on the street, establishing connection visually and tactilely.

Orientation on Fraser Street

8. The development should create an intimate, pedestrian scale along the Fraser Street frontage.
9. Include a street scape that is scaled for pedestrians, including seating, bike accommodation and active storefronts, not blank walls.
10. Locate active uses abutting the street to slow traffic speeds.
11. Create a neighborhood feel by providing connectivity to nearby housing.

Alpharetta Highway

12. Establish a pedestrian friendly street scape on Alpharetta Highway to reinforce a pedestrian scale.
13. Seek to step back building height from the street to enhance the pedestrian experience.
14. Incorporate a parking deck to serve both public and private users that is "wrapped" with leasable space or in some way, masked from public view as much as possible.
15. Consider allowing the parking structure to serve adjacent and nearby activity through pedestrian connectivity.
16. Consider the opportunity to incorporate adjacent parcels into overall development in future phases.

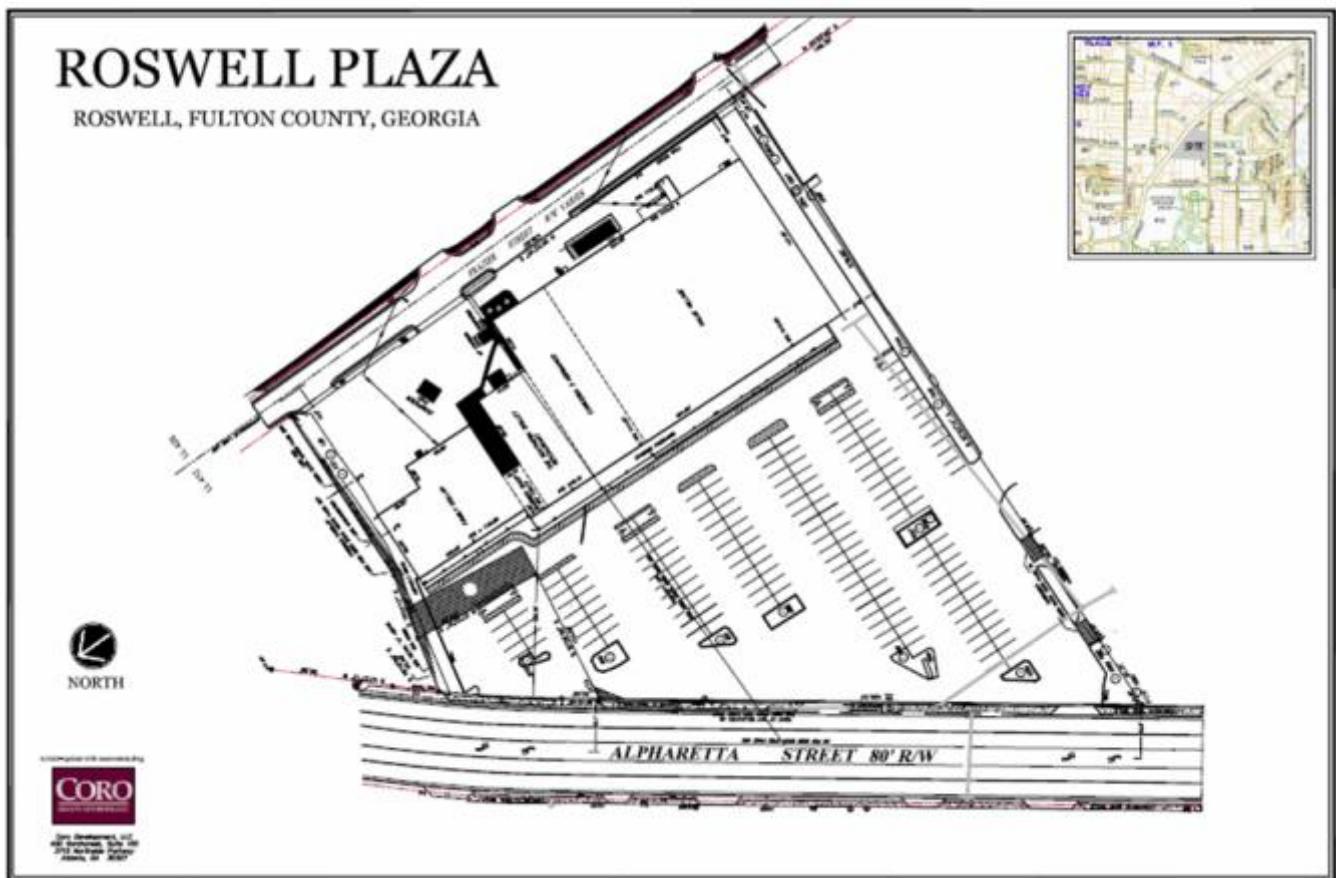
THE SITE AND THE OPPORTUNITY

The Project Site being offered consists of 2 parcels which are under the DDA's ownership or control. The 4.2-acre parcel has been owned by the City since early 2016 when it was acquired for \$4,850,000. The site contains approximately 47,480 SF of existing retail space, which historically included the Southern Skillet restaurant, which was a well-known local eatery. Currently, 14,526 SF are occupied by a Family Dollar store and the Los 3 Hermanos store and restaurant. As shown below, the Family Dollar Store's lease runs through May 30, 2019 with two additional five year extensions at the tenant's option. Los 3 Hermanos is on a month to month lease.

RENT ROLL FOR SILVER SKILLET (ROSWELL PLAZA)				
	Area SF	Monthly Rent	Annual Rent	Term
Occupied Space				
Los 3 Hermanos	7,326	\$ 7,600	\$ 91,200	Month to Month
Family Dollar	7,200	\$ 5,445	\$ 65,340	6/30/2019
Total Occupied	14,526	\$ 13,045	\$ 156,540	
Vacant	32,960			
Total Retail Space	47,486			

Source: CORO

The current site plan for the property is shown below.



Downtown Roswell's Reinvention

The Southern Skillet site is located in the heart of downtown Roswell, which is the historic heart of the city but has been undergoing a period of growth and expansion over the past several years as exemplified by the emergence of Canton Street as the commercial heart of downtown, the exciting plans for the creation of a Town Green in front of City Hall, and several development projects in the downtown area.

Canton Street Revival—Canton Street has emerged as the focal point and gathering place for Roswell residents and visitors to stroll and enjoy the mix of specialty shops, galleries and an ever growing group of eating and drinking places which offer an eclectic mix of cuisines, price points, people watching, all with its own unique setting and historic village fabric.

On the days of *Alive in Roswell*, which is held on the third Thursday of every month from April to October, Canton Street is converted into an all day and evening block party. The AJC has said: *"Make no mistake about it on the third Thursday of the month Roswell's Canton Street is the wildest place in Atlanta"*. (AJC 8/1/2016). That level of excitement has now attracted a new wave of restaurants and bars, creating one of the most eclectic and dining and entertainment scenes in the region on a nightly basis. With dozens of restaurants, a sampling of which include:

- Little Alley
- Salt Factory Pub
- Roux on Canton
- 1920 Tavern
- Table & Main
- Osteria Mattone
- Patis Restaurant and Bar
- Ceviche
- Vin 25
- Pure Taqueria



QUALIFICATIONS LETTER AND CERTIFICATION

(FAILURE TO INCLUDE THIS SIGNED QUALIFICATIONS LETTER AND CERTIFICATION MAY RESULT IN THE REJECTION OF YOUR STATEMENT OF QUALIFICATIONS.)

We propose to furnish and deliver any and all of the deliverables and services named in the attached RFQ 16-001-DDA, Acquisition and Redevelopment of the Southern Skillet Site for the City of Roswell Downtown Development Authority (DDA).

It is understood and agreed that this Request for Qualifications (RFQ) constitutes an offer, which when accepted in writing by the DDA, and subject to the terms and conditions of such acceptance, will constitute a valid and binding contract between the undersigned and the DDA ("DDA").

It is understood and agreed that we have read the DDA's requirements and conditions shown or referenced in the RFQ and that this statement is made in accordance with the provisions of such requirement and conditions. By our written signature on this RFQ, we guarantee and certify that all items included in this statement meet or exceed any and all such DDA requirements and conditions described in this RFQ. The DDA reserves the right to reject any or all proposals, waive technicalities, and informalities, and to make an award in the best interest of the DDA.

QUALIFICATIONS LETTER AND CERTIFICATION

I certify that this RFQ is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Statement of Qualifications for the same and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the RFQ and certify that I am authorized to sign this RFQ for the Offeror. I further certify that the provisions of O.C.G.A. § 45-10-20, et seq. have not been violated and will not be violated in any respect.

Authorized Signature for Offeror _____

Date _____

Print/Type Company Name _____

Print/Type Offeror Name Here _____

OFFEROR'S RFQ CHECKLIST

10 Critical Things to Keep in Mind When Responding to an RFQ for the City of Roswell/DDA

1. _____ **Read the *entire* document.** Note critical items such as: supplies/services required; submittal dates; number of copies required for submittal; contract requirements (e.g. bonding and insurance requirements); etc.
2. _____ **Note the DDA Representative's name, address, phone numbers and e-mail address.** This is the **only** person you are allowed to communicate with regarding the RFQ and is an excellent source of information.
3. _____ **Attend the pre-proposal conference.** These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the DDA of any ambiguities, inconsistencies, or errors in the RFQ.
4. _____ **Take advantage of the "question and answer" period.** Submit your questions to the DDA Representative by the due date listed in the *Schedule of Events* and view the answers given in the formal "addenda" issued for the RFQ. All addenda issued for an RFQ are posted on the DDA's website and will include all questions asked and answered concerning the RFQ.
5. _____ **Follow the format required in the RFQ** when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
6. _____ **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Don't assume the DDA will know what your company's capabilities are or what items/services you can provide, even if you have previously contracted with the DDA. The proposals are evaluated based solely on the information and materials provided in your response.
7. _____ **Use the forms provided**, e.g. cover page, standard forms, etc.
8. _____ **Check the DDA's website for RFQ addenda.** Before submitting your response, check the DDA's website at <http://roswelldda.com/skillet/> to see whether any addenda were issued for the SOQ. **If so, you must submit a signed cover sheet for each addendum issued along with your RFQ response.**
9. _____ **Review the RFQ document again** to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and complete. The copies are provided to the Evaluation Committee members and will be used to score your proposal.
10. _____ **Submit your RFQ on time.** Note all the dates and times listed in the *Schedule of Events* and within the document, and be sure to submit all required items on time. Late proposal responses will not be accepted.

This checklist is provided for assistance only and should not be submitted with Offeror's RFQ.

SCHEDULE OF EVENTS

<u>EVENT</u>	<u>DATE</u>
RFQ Issue Date.....	11/16/2016
Pre-Qualification Meeting/Site Tour.....	12/1/2016 (2:00 PM) Location: City Council Chambers
Deadline for Receipt of Written Questions.....	12/5/2016 (2:00 PM)
Deadline for Posting of Written Answers to DDA Website.....	12/8/2016
RFQ Response Due Date.....	12/16/2016 (2:00 pm)
RFQ Opening	12/16/2016 (2:30 pm) Location-City Council Chambers
Anticipated Selection Date for Request for Proposals.....	January-February 2017

(All time references in this document are to be understood as local, Eastern Time for our City, Roswell, GA.)

SECTION 1: SOQ INSTRUCTIONS

1.1 Single Point of Contact

From the date this Request for Qualifications (the “RFQ”) is issued until an Offeror is selected, **Offerors are not allowed to communicate with any staff (other than designee below) or Directors of the DDA regarding this procurement.** Any unauthorized contact may disqualify the Offeror from further consideration. Contact information for the single point of contact is as follows:

Representative:	David J. Schmit
Address:	38 Hill Street Suite 130 Roswell, GA 30076
Telephone Number:	678-300-4877
E-mail Address:	rosweldda@gmail.com

1.2 Required Review

- 1.2.1 **Review RFQ:** Offerors should carefully review this RFQ in its entirety including all instructions, requirements, specifications, and terms/conditions and promptly notify the DDA Representative, identified above, in writing or via e-mail of any ambiguity, inconsistency, unduly restrictive specifications, or error which may be discovered upon examination of this RFQ.
- 1.2.2 **Addenda:** The DDA may revise this SOQ by issuing an addendum prior to its opening. The addendum will be posted on the DDA’s website. Addenda will become part of the bid documents and subsequent contract. Offerors must sign and return any addendum with their RFQ response. Failure to propose in accordance with an addendum may be cause for rejection. In unusual circumstances, the DDA may postpone an opening in order to notify vendors and to give Offerors sufficient time to respond to the addendum.
- 1.2.3 **Form of Questions:** Offerors with questions or requiring clarification or interpretation of any section within this RFQ must address these questions in writing or via e-mail to the DDA Representative referenced above on or before **2:00 PM on December 5, 2016** Each question must provide clear reference to the section, page, and item in question. Questions received after the deadline may not be considered.
- 1.2.4 **The DDA’s Answers:** The DDA will provide by **December 8, 2016** an official written answer to all questions received within the period stipulated under *Section 1.2.3*. The DDA’s response will be by formal written addendum. Any other form of interpretation, correction, or change to this RFQ will not be binding upon the DDA. Any formal written addendum will be posted on the DDA’s website alongside the posting of the RFQ <http://rosweldda.com/skillet/> at by the close of business on the date listed. Offerors must sign and return any addendum with their RFQ response.

1.3 Pre-qualification Conference

There is pre-qualification conference/site tour scheduled for **2:00 PM on December 1, 2016** at the City of Roswell City Hall Council Chambers located at 38 Hill Street, Roswell, GA 30075 for this solicitation.

1.4 Submitting a Sealed Qualification

- 1.4.1 **Organization of Qualification:** Each Statement of Qualifications (SOQ) shall be prepared simply and economically, providing straight-forward, concise delineation of the Offeror’s capabilities to satisfy the requirements of this RFQ. To expedite the evaluation of SOQs, it is essential that Offerors follow the format and instructions contained herein.

Offeror shall place the following information on the **outside, lower left corner** of the envelope containing the SOQ. Failure to include such information may delay opening of the bid.

**Request for Qualifications #16-001-DDA
RFQ Closing Date: 12/16/2016
RFQ Closing Time: 2:00PM**

Offerors must organize their SOQs in the following format:

- a. **Qualifications Letter and Certification** – Offeror’s authorized representative(s) shall complete and sign the Qualifications Letter and Certification on page 4 of this RFQ and return it with the SOQ.
 - b. **Statement of Qualifications** – Offeror shall respond comprehensively and clearly to the requirements of *Section 4* and shall include all documents, information, exceptions, clarifications, etc., as requested therein.
 - c. **Offeror Qualification** – Offeror shall include all requested documents and information.
 - d. **Proposed Redevelopment Concept**— the Offeror shall include a description of their proposed redevelopment concept for the site, including an estimated mix of uses. Indication of how it would be compatible with the architectural character of downtown.
 - e. **Standard Forms** – Offeror’s authorized representative(s) shall complete the standard forms attached (Exhibits A and B) to the contract provided upon award.
 - f. **Addenda** – if any addenda have been issued, complete, sign and return Page 1, Addendum Acknowledgement (for each addenda issued) with bid.
- 1.4.2 **Failure to Comply with Instructions:** The DDA may also choose not to evaluate, may deem non-responsive, and/or may disqualify from further consideration any SOQs that do not follow this RFQ format, are difficult to understand, are difficult to read, or are missing any requested information.
- 1.4.3 **Multiple SOQs:** Offerors may, at their option, submit multiple SOQs, in which case each SOQ shall be evaluated as a separate document. Multiple responses must be submitted in separate envelopes and marked plainly to notify that each envelope contains a separate and single response.
- 1.4.4 **Copies Required and Deadline for Receipt of Sealed Qualifications:** All SOQs must be received in sealed opaque packaging. Offerors must submit the following number of copies to the address set forth on the Cover Page:
- One (1) unbound hard copy (3-ring binder OK) marked “Original” with original signatures; and
 - One (1) electronic copy. The electronic copy shall be submitted in pdf format (OCR) and organized in the same format as the original submission with each Chapter or Section of the original having a corresponding Electronic File.

SOQs must be received sealed and received at City Hall Suite 130 or the location noted on the Cover Page prior to **2:00 PM (EST), on December 16, 2016**. Facsimile or e-mail responses to formal solicitations are NOT accepted.

1.4.5 Late Submissions, Withdrawals, and Corrections:

- A. **Late SOQ:** Regardless of cause, late SOQs will not be accepted and will automatically be disqualified from further consideration. It shall be the Offeror's sole risk to assure delivery to the DDA by the designated time. Late SOQs will not be opened and may be returned to the Offeror at the expense of the Offeror or destroyed if requested.
- B. **SOQ Withdrawal:** An Offeror requesting to withdraw its SOQ prior to the RFQ due date and time may submit a letter to the Buyer requesting to withdraw. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm.
- C. **SOQ Correction:** If an obvious clerical error is discovered after the SOQ has been opened; the Offeror may submit a letter to the designated Buyer within two business days of opening, requesting that the error be corrected. The letter must be on company letterhead and signed by an individual authorized to legally bind the firm. The Offeror must present clear and convincing evidence that an unintentional error was made. The Buyer will review the correction request and a judgment will be made. Generally, modifications to opened bids for reasons other than obvious clerical errors are not permitted.

1.5 Offeror's Certification

- 1.5.1 **Understanding of Specifications and Requirements:** By submitting a response to this RFQ, Offeror agrees to an understanding of and compliance with the specifications and requirements described in this RFQ.
- 1.5.2 **Offeror's Signature:** All signatures required in the RFQ on behalf of an Offeror must be signed in ink by an individual authorized to legally bind the business submitting the SOQ. Proof of authority of the person signing the RFQ response must be furnished upon request.
- 1.5.3 **Offer in Effect for 180 Days:** Except in rare cases as described in *Section 1.4.5*, a SOQ may not be corrected, withdrawn, or canceled by the Offeror for a 180-day period following the deadline for SOQ submission as defined in the Schedule of Events, or receipt of best and final offer, if required, and Offeror so agrees in submitting the SOQ.

1.6 Cost of Preparing a SOQ

- 1.6.1 **Roswell DDA Not Responsible for Preparation Costs:** The costs for developing and delivering responses to this RFQ and any subsequent presentations of the SOQ as requested by the DDA are entirely the responsibility of the Offeror. The DDA is not liable for any expense incurred by the Offeror in the preparation and presentation of their SOQ.
- 1.6.2 **All Timely Submitted Materials Become DDA's Property:** All materials submitted in response to this RFQ become the property of the DDA and are to be appended to any formal documentation, which would further define or expand any contractual relationship between the DDA and Offeror resulting from this RFQ process.

SECTION 2: RFQ RECEIPT AND EVALUATION PROCESS

2.1. Authority

This RFQ is issued under the authority of the Downtown Development Authority of the City of Roswell.

2.2. Receipt of RFQs and Public Inspection

2.2.1 Public Information: During the opening of sealed qualifications, only the Offeror's name will be read aloud and recorded. No other information will be disclosed at that time. No other information will be disclosed nor shall the qualifications be considered open record until after Council award. All information received in response to this RFQ, including copyrighted material, is deemed public information and will be made available for public viewing and copying shortly after Council award with the following four (4) exceptions: (1) bona fide trade secrets meeting confidentiality requirements that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the DDA; (3) any company financial information requested by the DDA to determine vendor responsibility, unless prior written consent has been given by the Offeror; and (4) other constitutional protections.

2.2.2 Buyer's Review of SOQs: Upon opening the sealed SOQs received in response to this RFQ, the DDA Representative in charge of the solicitation will review the SOQs and separate out any information that meets the referenced exceptions in *Section 2.2.1* above, providing the following conditions have been met:

- Confidential information is clearly marked and separated from the rest of the SOQ;
- SOQ does not contain confidential material in the cost/price section; and
- An affidavit from an Offeror's legal counsel attesting to and explaining the validity of the trade secret claim is attached to each SOQ containing trade secrets.

Information separated out under this process will be available for review only by limited designees. Offerors must be prepared to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a "right to know" (open records) request from another party.

2.3. Classification and Evaluation of SOQs

2.3.1 Initial Classification of SOQs as Responsive or Nonresponsive: All SOQs will initially be classified as either "responsive" or "nonresponsive". SOQs may be found nonresponsive at any time during the evaluation process or negotiations if: any of the required information is not provided; the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFQ; or the SOQ is not within the plans and specifications described and required in the RFQ. SOQs found nonresponsive may not be considered further.

2.3.2 Determination of Responsibility: The DDA Representative will determine whether an Offeror has met the standards of responsibility. Such a determination may be made at any time during the evaluation process and through negotiation if information surfaces that would result in a determination of non-responsibility. If an Offeror is found non-responsible, the determination must be in writing and made a part of the procurement file.

2.3.3 Evaluation of SOQs: During the evaluation of the SOQs, the DDA reserves the right to request clarification of SOQ responses and to request the submission of references, if deemed necessary for a complete evaluation of SOQ responses.

Award will be made to the responsive and responsible Offeror(s) whose SOQ is most economical according to designated criteria.

The DDA shall be the judge of the factors and will make the award in the best interest of the City and the DDA.

- 2.3.4 **Completeness of SOQs:** Selection and award will be based on the Offeror's SOQ and other items outlined in this RFQ. Submitted responses may not include references to information located elsewhere, such as Internet websites or libraries, unless specifically requested. Information or materials presented by Offerors outside the formal response or subsequent discussion/negotiation, if requested, will not be considered, will have no bearing on any award, and may result in the Offeror being disqualified from further consideration.
- 2.3.5 **Opportunity for Interview, Discussion/Negotiation, and/or Oral Presentation/Product Demonstration:** After receipt of all SOQs and prior to the determination of a short list to respond to the subsequent RFP, the City of Roswell may initiate discussions with one or more Offerors should clarification or negotiation be necessary.
- 2.3.6 **Award:** Selection of an Offeror to submit a Request for Proposal, if any, will be made by the DDA upon recommendation, to the Offeror(s) providing all required documents have been submitted per this RFQ.

2.4. DDA's Rights Reserved

While the DDA has every intention to determine a short list of most qualified respondents to a subsequent RFP. The issuance of the RFQ in no way constitutes a commitment by the DDA to award and execute a contract. Upon a determination such actions would be in its best interest, the DDA, in its sole discretion, reserves the right to:

- Cancel or terminate this RFQ at any time. A notice of cancellation will be issued on the DDA website. If the RFQ is cancelled, the DDA will not reimburse any Offeror for the preparation of its SOQ. SOQs may be returned upon request if unopened;
- Reject any or all SOQs received in response to this RFQ,
- Enter into further discussions with one or more Offerors;
- Waive and/or amend any undesirable, inconsequential, or inconsistent provisions/specifications of this RFQ which would not have significant impact on any SOQ;
- Not award if it is in the best interest of the DDA; or
- Terminate any contract if the DDA determines adequate funds are not available.

SECTION 3: SCOPE OF PROJECT/SPECIFICATIONS

3.1 DDA Intent

The DDA is accepting sealed SOQs from qualified firms to establish a partnership for the development of property located at 1037 Alpharetta St. Roswell, GA 30075. **An Offeror's information package regarding the Silver Skillet site and its redevelopment is available on the Roswell DDA's website for your review. We urge all respondents to this RFQ to read this information before submitting your SOQ.**

After determining which offerors meet the qualifications outlined herein, the DDA will solicit Requests for Proposals from those Offerors. The Requests for Proposals will include the Offerors' approach to the project, the site acquisition price, the process to revise and refine a consensus on the master plan, the strategy for phasing, an evaluation of constructability and implementation, the estimated timeline for design and construction.

3.2 No limit to competition

No specification implied or expressed is intended to limit competition. The specifications below are intended as a guide for direction on which offerors are to submit a SOQ. These requirements and other specifications are not designed to prevent any vendor from submitting a SOQ.

SECTION 4: OFFEROR QUALIFICATIONS

4.1 DDA's Right to Investigate

The DDA may make such investigations as deemed necessary to determine the ability of the Offeror to provide services specified.

The DDA reserves the right to use any information or additional references deemed necessary to establish the ability of the Offeror to perform the conditions of this request.

4.2 Preparing Statements of Qualification

Provide one (1) original hard copy, and one (1) electronic copy of the complete package on compact disc or thumb drive. Each submittal shall be identical and include a transmittal letter.

Submittals must be typed on standard (8 ½" x 11") paper. The pages of the qualification submittals must be numbered. A table of contents, with corresponding tabs, must be included to identify each section. Responses are limited to twenty (20) two-sided pages or less using a minimum of an 11-point font. The transmittal letter will not count as part of the page limit. Any exhibits, affidavits, or other enclosure information called for may be included in an appendix and will not count toward the page limit. Submittals that include qualifications of more than one firm shall not exceed the page limit. Such submittals shall be prepared with careful consideration to the limit. Each Statement of Qualifications shall be prepared simply and economically, to provide a straightforward and concise delineation of respondent's capabilities. Emphasis must be on completeness, relevance, and clarity of content. To expedite the review of submittals, it is essential that respondents follow the format and instructions outlined below. The content of all Statements of Qualifications must be categorized and numbered as outlined below, and responsive to all requested information.

4.3 Statement of Qualifications Submittal

The Offeror shall submit the following information as their Statement of Qualifications:

- 1. Brief business profile:** Year business established and number of years in operation. (maximum 2 pages)
- 2. Statement of Suitability:** Provide a statement or specific information that may serve to differentiate the firm from other firms in suitability for the project. Suitability may include, but is not limited to the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project and any techniques or methodologies offered by the firm that may be particularly suitable for this project type. (maximum 4 pages)
- 3. Project Management:** Name and contact information, experience, education and qualifications of the Consultant's designated Project Manager. (maximum 2 pages)
- 4. Project Team:** Please provide experience, education and qualifications for key personnel on staff to be assigned. (maximum 3 pages- resumes may be included in an appendix)
- 5. Technical Experience:** Indicate areas of development services in which the Offeror is qualified as it relates to the Roswell Southern Skillet Project. Provide information on the firm's experience on projects of similar size, function, and complexity for three (3) projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project at hand. The following project information must be provided: Project name, location, owner's contact, dates

during which services were performed and photographs of the project with a brief description of project. Provide any letters of reference/recommendation about the firm's performance on the project. List the names and roles of proposed team members, if any, who participated in these projects. (Maximum 10 pages-internet links to full project information may be included)

6. **Licensing:** Firm MUST have all the necessary, valid and current licenses to do business in the State of Georgia as issued by the respective State Boards and Government Agencies responsible for regulating and licensing the services to be provided and performed.
7. **Financial Stability:** Provide Suitable documentation to establish your Financial Stability. Acceptable documentation includes audited or reviewed financial statements, partnership or corporation tax returns, bank or financial institution commitments, or other verifiable information demonstrating financial stability to acquire and redevelop the site as proposed.

SECTION 5: EVALUATIONS

5.1 Initial Offeror Review

All SOQs received will be reviewed by the DDA representative to ensure that all administrative requirements of the RFQ package have been met, such as all documents requiring a signature have been signed and submitted. Failure to meet these requirements may be cause for rejection. All SOQs that meet the administrative requirements will be turned over to the Evaluation Committee for further evaluation.

5.2 Evaluation Committee

The Evaluation Committee will review all SOQs received and determine a ranking based on the information provided in Sections 3 through 4 of this SOQ. After each member of the Evaluation Committee reviews and ranks the SOQs, the evaluation committee member ranking related to each SOQ will be averaged and the SOQ with the lowest averaged ranking will have the most favorable scoring.

The highest ranked Offerors will be shortlisted and the DDA will solicit Requests for Proposals from those Offerors.