

**Financial and Public Private Partnership Advisory (P-3) Services**

**Estimated Cost - \$1,000,000**

**RQID1500056 - Verification of Availability**

**February 24, 2015**

Find attached the “**Scope of Services**” and “**Minimum Requirements**” for an upcoming **contract**. Please review to determine if you would be able to **satisfy the requirements** (as applicable), and **interested in responding**; if so, please check the appropriate areas below and respond to this email confirming the same. Please pay “**CLOSE**” attention to the various requirements sections and the “**SPECIAL/MINIMUM**” requirements for each, and confirm your **ability** and **availability** to satisfy “**ALL**” sections/scopes.

Please be diligent in your review of the information and respond accordingly, based on your ability to meet **ALL** the applicable requirements.

**Are you able to satisfy the requirements of the attached document?**

YES  NO

**Are you able to satisfy the “Scope of Services” as described in the attached?**

YES  NO

**Do you have prior experience consistent the scope as described in the attached?**

YES  NO

I am “**NOT**” interested in this solicitation.

**Name of Firm:** \_\_\_\_\_ **SBE Exp. Date:** \_\_\_\_\_

**Owner’s Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Contact #:** \_\_\_\_\_

(Respond to the “**Verification**” whether you are interested or not (choosing “**Yes**” or “**No**”), as this helps SBD in the determination of measures).

The deadline for responses is **Thursday February 26, 2015 @ 10:00 AM**

Any questions, please contact me at the number below.

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“*Delivering Excellence Every*”

## 2.0 SCOPE OF SERVICES

Miami-Dade County, hereinafter referred to as the County, as represented by the Miami-Dade County \_\_\_\_\_ Department, is soliciting proposals for Financial and Public Private Partnership Advisory (P-3) services to assist the County in its endeavor to develop court and jail facilities in Miami-Dade County. It is the intent of the County to review and analyze court/jail facility(ies) project delivery methods, for the development by an entity that provides financing, design, construction, maintenance and operations of such facility(ies). The selected proposer shall provide financial advisor and P-3 consulting services normally associated with the acquisition of projects through public, private partnerships. It is anticipated that the County will utilize a two-step procurement process to obtain responses/proposals for the P-3 development project; which will include a request for qualifications followed by a request for proposals. The selected consultant will assist the County in the preparation of documents, market research, analysis of County assets, review of any responses received, providing related benchmarks, project cost comparisons/normalizations, financing options, financial reviews, assessment of project risks, assist the County in any negotiations and contract preparation, presentation of any recommendations to County senior staff, Mayor's Office and Board of County Commissioners.

Work Requirements:

### 1) Phase 1 – Planning

Assist County staff to review goals and objectives, project feasibility, related benchmark criteria for potential success of project, solicitation documents, responses sought from marketplace, evaluation criteria, terms and conditions of the proposed agreements and provide input on all related matters. Analyze financing and funding alternatives to improve financial marketability of the project. Review and report on the feasibility of using new or innovative financing techniques.

Are you able to satisfy the requirements of "Phase 1-Planning" as described above?

YES \_ NO \_

### 2) Phase 2 – Solicitations

Assist County staff during solicitation period to prepare for pre-submittal conferences, attend pre-submittal conferences, review responses prepared by County staff to questions submitted by interested parties, assist in preparing responses. The County will be engaged in a two-step process, which will include a request for qualifications followed by a second step which includes a request for proposals for those selected onto a "short list".

Are you able to satisfy the requirements of "Phase 2-Solicitations" as described above?

YES \_ NO \_

### 3) Phase 3 – Evaluations

Assist County staff during the evaluation stage, which will include review of proposals received from interested parties for request for qualifications/proposals; assist in review of agenda and questions for oral presentations/discussions with proposers prepared by County staff, provide analysis of proposals received including total project life-cycle costs, project cost comparisons to traditional delivery and financing options, project risk assessment and allocations, utility and energy conservation analyses, operations and maintenance analyses, and provide related benchmark information to evaluation/selection committee members. Provide cost effectiveness and feasibility studies to evaluate project delivery alternatives. Assist with developing or reviewing finance plans or financial models. Assist with public sector comparator and value for money analyses. Aid in the development of stakeholder presentations. Assist with project financial evaluations such as value of money, net present value and internal rate of return calculations. Provide financial advice regarding market conditions and trends, financial products, third party alternative financing and special facility financing, and advising County of market developments and financing techniques.

Are you able to satisfy the requirements of "Phase 3-Evaluations" as described above?

YES \_ NO \_

**4) Phase 4 – Negotiations**

Assist County staff during negotiation stage, which will include negotiation strategies and negotiation of agreements.

Are you able to satisfy the requirements of "Phase 4-Negotiations" as described above?

YES \_ NO \_

**5) Phase 5 – Award Process**

Assist in bringing Project to financial and commercial close. Assist County in preparation of award package to Board of County Commissioners, prepare presentations with findings to senior staff and to Board as may be necessary.

Are you able to satisfy the requirements of "Phase 5-Award Process" as described above?

YES \_ NO \_

**7) Additional Services**

Provide expertise with public and private funding and financing partners and instruments, including e.g. private activity bonds, private equity, taxable bonds, private bank financing and tax issues. The Financial Advisor agrees to execute all computer access agreements and required forms that will be necessary to allow the Financial Advisor access to the County's network and information resources as may be necessary for work to be performed hereunder.

Are you able to satisfy the requirements of "Additional Services" as described above?

YES \_ NO \_

**8) Deliverables**

Provide monthly reports which shall summarize activities accomplished, services performed, any problems encountered, solutions/proposed solutions and details of Contractor's staff hours utilized during the month as well as the cumulative amount for the Project.

Are you able to satisfy the requirements of "Deliverables" as described above?

YES \_ NO \_

**9) Invoices**

The Financial Advisor shall submit to the County at the end of each month an Invoice for services performed. The invoice shall reference the Project, date(s) services provided, details of fees and any expenses, and a total invoice amount. The monthly progress reports shall be the basis for evaluation and processing of invoices for payment, so they must be received with or before the corresponding invoices, or the Invoices will be rejected. Upon approval and acceptance of the invoiced services and deliverables, the County's Project Manager shall recommend payment for further processing by the County.

**10) Payment**

The Financial Advisor shall be paid up to the Lump Sum or Maximum Amount for the Project. Payment shall be made at the hourly billing rates as approved by the County and incorporated into any agreement issued as a result of his solicitation. The Financial Advisor will actively maintain balances and ensure sufficient funds remain to complete the Project. The hourly billing rates shall include the costs of salaries, overhead, fringe benefits, operating margin and any out of pocket expenses. The invoice shall include documentation of hours provided and itemization of work performed.

**11) SEC Municipal Advisor**

It is understood and agreed that Contractor is not registered with the SEC as a municipal advisor and that County is not asking Contractor to provide, and Contractor will not provide, any services to County which would require registration as a municipal advisor, including but not limited to advice with respect to municipal financial products or the issuance of municipal securities. Accordingly, Contractor will not make recommendations relating to municipal financial products or the issuance of municipal securities, and Contractor will not owe a fiduciary duty to County under Section 15B of the Securities Exchange Act of 1934. County represents to Contractor that if County desires municipal advisor services in connection with or related to the subject matter of this engagement, it will obtain such services from another party.

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**February 24, 2015**

Please (list any references consistent with the scope of services for this contract):

**Project Title:**  
**Client Name**  
**Contact No.:**  
**Scope Description:**

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