



**REQUEST FOR QUALIFICATIONS**

**MASTER DEVELOPER FOR  
CO-OP MIXED-USE DEVELOPMENT SITE**

**IMPORTANT DATES**

Solicitation Release Date.....	March 11, 2011
Pre-Submittal Site Visit.....	March 25, 2011
Deadline for Questions.....	April 1, 2011
City's Response to Questions.....	April 8, 2011
Submittal Deadline (3:00 p.m.).....	April 15, 2011

**CITY CONTACT**

<b>Randy Barker, Purchasing Agent</b>	<b>City of Hutto</b>
<b>Phone: 512-759-4049</b>	<b>401 W. Front Street</b>
<b>Email: <a href="mailto:Randy.Barker@HuttoTX.gov">Randy.Barker@HuttoTX.gov</a></b>	<b>Hutto, Texas 78634</b>

**PART I**  
**GENERAL INFORMATION**

**1. PURPOSE:**

The City of Hutto (City) hereby requests qualified submittals from a master development team to assist in the planning and development of approximately 18+ acres of land owned by the City. The City seeks to develop a partnership with an interested and qualified development team to assist in the realization of the City's long term vision for the redevelopment of the former industrial site known as The Hutto Co-Op District.

A small portion of the site will be used for a new Municipal complex and a park area, while the majority of the remaining land will be offered for private mixed-use development. The City shall require the selected development partner to work within the guidelines set forth in the Master Plan for the Co-op District (2009), as well as the Master Plan for Old Town Hutto (2007).

This Request for Qualifications (RFQ) is the first part of a two-part selection process.

***Phase I***

The issuance of this RFQ in Phase I is intended to establish a short list of qualified development teams. The selection criteria are described in pages 11 to 12 of this RFQ.

Once a short list of qualified firms has been established from the initial respondents, the selected firms will be invited to submit proposals in response to a more fully developed and specified Scope of Work.

***Phase II***

Phase II will involve the issuance of a Request for Proposals (RFP) to select firms identified through evaluation in Phase I. Participation in Phase II of the process will be limited to firm(s) recommended by City staff and their consultant's after completion of Phase I.

In Phase II, the City will conduct interviews and planning meetings with the prospective teams to fully articulate the scope of work of the Project and to entertain options for the approach to development, financing, leasing, tenant types, etc. During this *scope-refinement* process, the prospective development partners will be asked to include design, build, finance, leasing and management components in their proposal.

**2. BACKGROUND:**

***Community Profile***

The City of Hutto is nestled on the rich black lands of southwestern Williamson County. Located at the intersection of U.S. 79 and SH 130, Hutto is approximately 10 miles east of Round Rock, 15 miles south of the county seat of Georgetown, and 20 miles from Austin, making it an attractive place to live. While the local economy has agrarian roots, the booming central Texas economy now includes many high-tech, manufacturing, and service jobs. The small-town charm of Hutto is balanced with quality schools, rowing

parks, expanding retail opportunities, and a strong workforce.

Hutto was recognized in the winter 2008 issue of the Southern Business and Development Magazine as one of the Top 10 Edge Markets. “Edge markets” are communities recognized with outstanding business climate and available land and labor force. The City was also recognized by the same publication as one of the top 100 “Best Major Markets in the South to Locate Your Company.”

### ***Hutto Today***

Hutto has experienced tremendous growth in the last decade. The 1990 population was 630. By 2000, the population had grown to 1,250. The latest population estimates show Hutto nearing 17,500, making Hutto the fastest growing city in the state and one of the fastest growing in the nation.

Hutto Independent School District is one of the fastest growing school districts in the state. The school district includes one high school, two middle schools, and five elementary schools. Hutto ISD is the largest employer in the City.

The City contains a number of family friendly park facilities including Fritz, Creekside, and Country Estates Parks in addition to numerous ball fields. The City is currently working to develop existing parkland and adding additional parkland and ball fields.

Aided by affordable land, proximity to major cities, and its small town charm, Hutto continues to attract new residents. Many new mixed-use developments are planned for the community that will add housing diversity, office space, and increased retail opportunities.

The City has received praise for the recently adopted SmartCode zoning as well as the City’s Downtown Plan. The community’s roots are grounded in strong values and work ethics held by the farming families that built Hutto. Hutto has one of the lowest crime rates in the Central Texas area, and is known for friendly neighborhoods. Each year, the Hutto Chamber of Commerce hosts the Olde Tyme Days as an opportunity for long-time residents, new residents, and visitors to celebrate the heritage and future of this great community.

- A location map of the City of Hutto is included as Attachment A to this solicitation. This map depicts the proximity of Hutto to surrounding Central Texas cities and includes an inset map of the Co-Op site.

### ***City Planning***

Since 2005, the City has thoughtfully worked to complete a number of critical visioning, planning and design efforts to formulate and describe their objectives for both the public and private development of both their existing downtown (referred to as the Heart of Old Hutto) and the new Co-Op District. The ultimate intent of these planning efforts was to create a set of urban design guidelines that would foster, encourage and eventually guide a “New Urbanist” type of neighborhood-based development that is “walkable,” allows for “live-work” arrangements, contains a mixture of public, residential and commercial uses, a range of residential and commercial densities and contextually appropriate building scales and streetscapes.

These planning efforts have included two (2) Master Plans, a form-based Smart Code, a

Uniform Development Code, a 15 year Facility Needs Assessment for municipal facilities and preliminary designs for the first three municipal projects for the Co-Op district.

***Co-Op Site***

The Hutto Co-Op Gin was started in 1938 and operated until 2003 to serve the area needs of local farmers. The gin structures, located along U.S. 79, helped shape Hutto's identity. The City purchased the site in 2003 to preserve the site and also for future location of City facilities. The site will play a crucial role in Hutto's future downtown development as the site is located along U.S. 79 directly adjacent to the "Old Town" district of Hutto.

- An aerial photograph of the Co-Op site is included as Attachment B to this solicitation.

**3. GOALS:**

***Private Development***

The successful Submittal(s) shall reflect an understanding of the City's mixed-use, "new urbanist" design intent in both relative experience and proposed approach to the Project, as well as the makeup and experience of Project team.

Furthermore, while the City is not adverse to national retailers and chains, the City would prefer to promote a reasonable, thoughtful and sustainable mixture of local, regional, and Texas-based businesses along with an appropriate amount of national businesses, retailers or chains.

The final proportions of this mixture of tenants and business types will be a point of planning and negotiation as the Project moves forward with the selected development partner.

***Public Development***

In 2008, the City commissioned a design and planning team led by Austin-based Antenora Architects LLP to study the City's facility needs projected to the year 2025. Further, based upon the findings of the study, the team was asked to produce preliminary designs and cost estimates for a new City Hall. The City asked the team to attempt to use the Co-Op site and to re-use the existing cotton gin structures and silos as a part of their proposed designs.

The product of these efforts is a Facility Needs Assessment report, a revised version of the Master plan for the Co-Op District and the preliminary design of two new City Structures and a central City Green space called "The Civic Block."

The selected development partner team shall be required to work closely with the City, their designated representatives and consultants to create private development adjacent to the City facilities and Park areas that are consistent with, and complementary to, the vision that the City has already created for the Co-Op District.

4. **INFORMATIONAL LINKS:**

It is recommended that respondents become familiar with supporting materials in order to aid the quality of their Submittal. Evidence of knowledge and understanding of the City's goals and visions related to this Project will be important considerations in selection of a Development Team(s). Additional information pertinent to the Project may be obtained by accessing the following links:

- City of Hutto website:  
[www.HuttoTX.gov](http://www.HuttoTX.gov)
- Initial Master Plan for Old Town, Unified Development Code, SmartCode:  
[www.huttotx.gov/index.aspx?nid=312](http://www.huttotx.gov/index.aspx?nid=312)
- Facilities Needs Assessment, Master Plan(s), Preliminary Designs:  
[www.huttocoopdistrict.com](http://www.huttocoopdistrict.com)
- Hutto Economic Development Corporation:  
[www.huttoedc.com](http://www.huttoedc.com)
- Hutto Demographics:  
[www.huttoedc.com/facts.aspx](http://www.huttoedc.com/facts.aspx)
- Hutto Population Density:  
[www.huttoedc.com/facts-population-density.aspx](http://www.huttoedc.com/facts-population-density.aspx)

5. **CITY CONTACT:**

All Submittals prepared in response to this Request for Qualifications (RFQ), as well as any questions, clarifications or requests for general information are to be directed to:

**Randy Barker, Purchasing Agent**  
**401 W. Front Street**  
**Hutto, Texas 78634**  
**Phone (512) 759-4049**  
**Fax (512) 846-2653**  
**[Randy.Barker@HuttoTX.gov](mailto:Randy.Barker@HuttoTX.gov)**

- 5.1. The individual above may be contacted for clarification of the specifications of this Request for Qualifications only. All contact shall be made in written format (either electronically, fax, or regular mail).
- 5.2. Under no circumstances will private meetings be scheduled between Responder and City staff prior to submittal deadline.

6. **CONFIDENTIALITY OF RESPONSE CONTENT:**

All Submittals offered in response to this RFQ shall be held confidential until an agreement is awarded. Following the agreement award, Submittals are subject to release as public information unless the Submittal or specific parts of the Submittal can be shown to be exempt from the Texas Public Information Act. Responders are advised to consult

with their legal counsel regarding disclosure issues and take the appropriate precautions to safeguard trade secrets or any other proprietary information. The City assumes no obligation or responsibility for asserting legal arguments on behalf of potential Responders.

- 6.1. If a Responder believes that a Submittal or parts of a Submittal are confidential, then the Responder shall so specify. The Responder shall stamp in bold red letters the term "**CONFIDENTIAL**" on that part of the Submittal, which the Responder believes to be confidential. Vague and general claims as to confidentiality shall not be accepted. All Submittals and parts of Submittals that are not marked as confidential will be automatically considered public information after the agreement is awarded.
- 6.2. All Submittals become the property of the City and will not be returned to the vendor.

7. **CONFLICT OF INTEREST:**

Effective March 1, 2006, Chapter 176 of the Texas Local Government Code (House Bill 914) requires that any vendor or person considering doing business with a local government entity disclose the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. The Conflict of Interest Questionnaire form is available from the Texas Ethics Commission at [www.ethics.state.tx.us](http://www.ethics.state.tx.us). Completed Conflict of Interest Questionnaires may be mailed or delivered by hand to the City Secretary. If mailing a completed form, please mail to:

**City of Hutto  
City Secretary  
401 W. Front Street  
Hutto, Texas 78634**

- 7.1. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest may automatically result in the disqualification of the vendor's Submittal.

8. **DEFINITIONS:**

The following definitions will be used for identified terms throughout the Specification and Submittal document:

City – identifies the City of Hutto, Williamson County, Texas.

Responder - identifies persons and entities that submit a Submittal.

Services - work performed to meet a demand. The furnishing of labor, time, or effort by the vendor and their ability to comply with promised delivery dates, specification and technical assistance specified.

Submittal - complete, properly signed Submittal to a Solicitation that if accepted, would bind the Responder to perform the resulting agreement.

9. **DISCLOSURE OF LITIGATION:**

Each Responder shall include in its Submittal a complete disclosure of any civil or criminal litigation or investigation pending which involves the Responder or in which the Responder has been judged guilty.

10. **EX PARTE COMMUNICATION:**

Please note that to insure the proper and fair evaluation of a Submittal, the City prohibits ex parte communication (e.g., unsolicited) initiated by the Responder to a City Official, Employee, or Consultant evaluating or considering the Submittal prior to the time a formal decision has been made. Questions and other communication from vendors will be permissible until 5:00 pm on the day specified as the deadline for questions. Any communication between Responder and the City after the deadline for questions will be initiated by the appropriate City Official, Employee, or Consultant in order to obtain information or clarification needed to develop a proper and accurate evaluation of the Submittal. Ex parte communication may be grounds for disqualifying the offending Responder from consideration or award of the solicitation then in evaluation, or any future solicitation.

11. **INDEMNIFICATION:**

The successful Responder shall indemnify, save harmless and exempt the City, its officers, agents, servants, and employees from and against any and all suits, actions, legal proceedings, claims, demands, damages, costs, expenses, attorney fees and any and all other costs or fees incident to any work done as a result of this response and arising out of a willful or negligent act or omission of the successful Responder, its officers, agents, servants, and employees; provided, however, that the successful Responder shall not be liable for any suits, actions, legal proceedings, claims, demands, damages, costs, expenses and attorney fees arising out of a willful or negligent act or omission of the City, its officers, agents, servants and employees, or third parties.

12. **LEGAL REQUIREMENTS:**

All parties offering Submittals shall comply with federal, state and local laws and mandates relative to the preparation of Submittals and the services to be provided and all applicable federal laws and regulations. Specifically the services to be provided are expected to be in compliance with the: American with Disabilities Act (ADA); Age Discrimination in Employment Act (ADEA); Consolidated Omnibus Budget Reconciliation Act (COBRA); Family and Medical Leave Act (FMLA); Health Portability and Accountability Act of 1996 (HIPAA) and all applicable federal and state requirements, including without limitation, ERISA, the Internal Revenue Code and its corresponding regulations, Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), insurance laws and regulations, and state anti-discrimination requirements. All Submittals will be presumed to be in compliance with all applicable laws.

**PART II  
INSTRUCTIONS**

**1. SUBMITTAL SCHEDULE:**

It is the City's intention to comply with the following Submittal timeline:

Request for Qualifications released.....	March 11, 2011
Pre-Submittal Meeting/Site Visit.....	March 25, 2011
Deadline for questions.....	April 1, 2011
City Response to all questions/addendums.....	April 8, 2011
Submittals to RFQ due by <b>3:00 p.m.</b> .....	April 15, 2011

- 1.1. **NOTE:** These dates represent a tentative schedule of events. The City reserves the right to modify these dates at any time, with appropriate notice to prospective Responders.
- 1.2. **All questions regarding the Request for Qualifications shall be submitted in writing (either electronically, fax, or regular mail) by 5:00 pm on April 1, 2011 to above named City Contact.** All known participating firms will be provided with a copy of the questions submitted and the City's Response.

**2. PRE-SUBMITTAL MEETING/SITE VISIT:**

The City will conduct a Pre-Submittal Meeting for all interested Responders to familiarize them with the requested services and to give all potential Responders an opportunity to ask questions they may have concerning this service.

Date: **Friday, March 25, 2011**  
Time: **1:00 – 3:00 p.m., CDT**  
Location: **City of Hutto – Council Chambers**  
**401 W. Front Street**  
**Hutto, Texas 78634**

**3. SUBMITTAL DUE DATE:**

Sealed Submittals are due no later than **3:00 p.m.** on **April 15, 2011** to the City of Hutto. Mail or carry sealed Submittals to:

**City of Hutto**  
**Attn: Randy Barker**  
**401 W. Front Street**  
**Hutto, Texas 78634**

- 3.1. Submittals received after this time and date will not be considered.
- 3.2. Sealed Submittals shall be clearly marked **“DO NOT OPEN – RFQ Master Developer for the Co-Op Mixed-Use Development”**.



- 3.3. Facsimile or electronically transmitted Submittals are **not acceptable**.
- 3.4. Each Submittal shall contain one (1) original and five (5) copies.

4. **SUBMITTAL FORMAT:**

It is intended that this RFQ describe the requirements and Submittal format in sufficient detail to secure comparable Submittals. Interested and qualified firms shall:

- 4.1. Submit one (1) original and five (5) copies of materials that demonstrate experience in performing projects of this scale and complexity.
  - 4.1.1. Submittal document shall not exceed 25 pages for the required information. A page is considered 8.5" x 11", single-sided, 12 point font size (or larger), single-spaced and in portrait orientation;
  - 4.1.2. Responders may also include documentation, photographs, artwork, or other supporting materials as Appendices to the Submittal. Appendices are not counted in the 25 page count limitation. However, the Appendices page count shall not exceed 25 pages for a total of no more than 50 pages per each response.
- 4.2. Submittals to the RFQ shall require the consultant to provide sufficient information to determine that the Responder understands the City of Hutto's vision for the Co-Op District and is qualified to perform such a project. Responding firms shall deliver Submittals in the following format and sequence:

**Letter of Submittal:**

- 4.2.1. Statement by the firm/team of its qualifications;
- 4.2.2. Information on the firm/team;
- 4.2.3. Description of the firm/team's ability to provide the services.

**Project Scope:**

- 4.2.4. Statement of the Responder's understanding of the Project objectives;
- 4.2.5. Responder's strategic vision for the Project;
- 4.2.6. Potential project approach;
- 4.2.7. Planning process;
- 4.2.8. Potential funding mechanisms;
- 4.2.9. Potential land uses;
- 4.2.10. Potential building types;
- 4.2.11. Potential tenants/end users;
- 4.2.12. Development of additional public open/green space;
- 4.2.13. Potential for phased construction;
- 4.2.14. Strategies for the completion of on-site streets, infrastructure and other

improvements;

- 4.2.15. Green and Sustainability Initiatives;
- 4.2.16. Community outreach and relations;
- 4.2.17. Anticipated planning process;
- 4.2.18. Potential project schedule of completion.

**Relevant Project Experience:**

- 4.2.19. Similar development and public/private partnership projects completed in the last ten (10) years including participant name, address, contact person, telephone numbers and email addresses;
- 4.2.20. Supporting documents such as renderings, marketing materials, project sheets, etc.;

**Key Personnel:**

- 4.2.21. Identification of Managing Partner(s), key executives and decision makers;
- 4.2.22. Identification of parent companies, subsidiaries, major shareholders, investors and/or owners;
- 4.2.23. Names and titles of key personnel identified for the Project;
- 4.2.24. Experience related to same or similar work by key personnel;
- 4.2.25. Brief resume of key personnel;
- 4.2.26. Current work load of key personnel on the Master Development Team.
- 4.2.27. Succession plan in the event of key personnel inability to perform or continue with the Project.
- 4.2.28. Identify the precise role and involvement of each partner of the Master Development Team in implementing the development and managing the comparable projects.

**Financing Capacity:**

- 4.2.29. Statement certifying the firm is a duly qualified, capable and otherwise bondable business entity; not in Receivership or contemplating same; and has not filed for bankruptcy;
  - 4.2.29.1. Evidence of current bonding capacity from a surety.
- 4.2.30. Evidence of access to equity capital and financing resources to carry out the proposed Project, supported by the following:
  - 4.2.30.1. Sources of equity/debt that are currently available to Responder for this Project including the names of potential capital partner firms;

- 4.2.30.2. Past history of raising capital;
  - 4.2.30.3. Letter of credit worthiness;
  - 4.2.30.4. Composition of real estate portfolio by type and occupancy percentage;
  - 4.2.30.5. CPA-audited income, expense, and balance sheet statements for the past five (5) years, if available. If the Responder declares this information to be proprietary, the information shall be marked in compliance with **Part I, Section 6** above.
- 4.3. Submission of a Response to this RFQ shall affirm that the vendor shall not discriminate against any employee or applicant for employment because of race, religion, sex, sexual preference, color or national origin and that the firm will make efforts to ensure that employment is offered to applicants without regard to their race, religion, sexual preference, color and national origin.
- 4.4. A Responder may withdraw their Submittal by submitting a written request for its withdrawal by the signature of an authorized individual as described above, to the Purchasing Agent any time prior to the submission deadline. The prospective Responder may thereafter offer a new Submittal prior to the deadline. Modifications offered in any manner will not be considered if submitted after the deadline.

5. **CLARIFICATION OF SUBMITTAL:**

The City, in its sole discretion, expressly reserves the right to request and/or require any additional information from the Responder(s) that it deems relevant with respect to this RFQ. The contents of the Submittal and any clarification or counter Submittal thereto submitted by the successful vendor shall become part of the contractual obligation and incorporated by reference into the ensuing contract.

6. **EVALUATION CRITERIA:**

The City seeks to select the team that best demonstrates the following:

- A prior history of success with projects of similar size, type and character.
- An ability to creatively work with the City and their consultants to offer innovative ways to achieve an economically viable and sustainable development approach.
- An understanding of the broader community objectives that the City has worked to envision and describe, and the ability to assist with the realization of these goals.

The City reserves the right to award the Project, in whole or in part, to those Responders who demonstrate appropriate, verifiable professional qualifications and experience, as well as business integrity, in their Submittals and that best address the intent and objectives of this Project. Selection criteria will be evaluated in terms of such considerations as number of years in business; size of agency and staff; experience of staff; and professional servicing capability. Submittals will be carefully evaluated in

terms of effectiveness and compliance with the requirements set forth in this RFQ. Award will be made to the Responder(s) submitting the best and most responsible Submittal. Criteria for award are as follows:

- 6.1. **Team composition and experience** - Priority will be given to a master developer that forms together a team of multi-disciplinary expertise required for the Project with a proven record. Firms shall demonstrate appropriate planning, design, development and construction expertise for sustainable projects that incorporate re-use of existing materials. Firm shall demonstrate a thorough knowledge of real estate and retail market in order to attract and retain quality tenants.
- 6.2. **Project understanding and approach** - Demonstrate understanding of Co-Op master plan and describe applicant's approach to complete the Project. Describe in detail how services will be completed and provide a timeline for completion of major Project milestones. Demonstrate knowledge of real estate and retail market to identify, attract, and retain quality tenants.
- 6.3. **Financial capacity** - Responder must demonstrate financial capability to successfully undertake and execute the Project. If required, this information may be confidentially included by Responders as long as this documentation is clearly marked confidential. Responders shall identify specific debt and equity capital partners with whom they will be considering the Project. The City will evaluate different funding options presented by the applicant.
- 6.4. **References/Projects** - Experience with similar projects where the Responder has served as a Master Developer and a development partner is considered essential. Descriptions and plans of images of final development for the use-types included in the list of relative/comparable projects, total development costs and the current status of these projects will be evaluated.
  - 6.4.1. Provide a minimum of three (3) projects and references with which the applicant has provided services within the last ten (10) years. References shall include name and telephone number of contact person. The applicant may include additional references from earlier work if the applicant feels it is pertinent and better defines the team's capacity. Each listed reference shall include a description of the services provided to client and specific role.

## 7. **EVALUATION PROCESS:**

A committee comprised of City Staff and others as appropriate will review the Submittals to the RFQ and may develop a short list of firms/teams.

Interviews and/or demonstrations may be conducted with any responding firms/teams to discuss their qualifications, resources, and availability to provide the services requested.

- 7.1. Upon completion of the evaluation in Phase I, the selection committee may recommend one or more firm/team(s) to be invited to participate in the Phase II (RFP) process.
- 7.2. If selection committee deems that no qualified firms have responded, the RFQ

will be reissued at a later date.

- 7.3. The City will not provide compensation or defray any cost incurred by any firm related to the Submittal to this request. The City reserves the right to negotiate with any and all persons or firms. The City also reserves the right to reject any or all Submittals, or to accept any Submittal deemed most advantageous, or to waive any irregularities or informalities in the Submittal received, and to revise the process and/or schedule as circumstances require.

### **PART III**

#### **SUBMITTAL REQUIREMENTS**

#### **1. DESCRIPTION OF PROJECT:**

- 1.1. The City is seeking a development team to plan, design, construct, and market a sustainable mixed-use development on approximately 18+ acres of City owned property along U.S. 79. The site is a former cooperative cotton gin.
- 1.2. Responders shall exhibit the necessary capabilities and experience to successfully execute their proposed development process through all stages and potential phases of completion. This role includes responsibility for assembling a development team, managing team members and co-development partners, creating a partnering relationship with the City, providing direction throughout the pre-development process, and implementing and executing the approved final master plan.

#### ***Project Timeline:***

- 1.3. The City has spent the past few years developing plans for the municipal portions of the site. A master plan and schematic design of the municipal block including the interim City Hall, future City Hall, and civic park were completed in 2010. The City plans to complete design of the interim City Hall, municipal block infrastructure, and civic park by 2012.
- 1.4. The City plans to begin construction on the interim City Hall, civic park, and portions of the surrounding infrastructure as early as 2012. Construction of surrounding private-use space will be largely market-driven.

#### ***RFQ Scope:***

- 1.5. The City seeks identification of potential development partners to serve as Master Developer that shall assume the single point of responsibility through multiple phases of the development. Responders shall confirm in their Submittals the ability to successfully design, build, finance and manage the development of the Project in the following areas:

#### **1.5.1. Responder's Strategic Vision for the Project:**

- 1.5.1.1. Explain expectations and process of development team to interface with the current vision for the Project.

1.5.2. Project Approach:

- 1.5.2.1. Present concepts and substantiation to support development approach;
- 1.5.2.2. Successful examples of other projects using same or similar approach;
- 1.5.2.3. Anticipated initial, up-front or short-term costs to the City;
- 1.5.2.4. Anticipated long-term costs to the City;
- 1.5.2.5. Assurances or guaranties offered by your firm;
- 1.5.2.6. Standard approach to termination of partnership should Project not prove successful or sustainable.

1.5.3. Funding Mechanisms:

- 1.5.3.1. Identify best practice funding methods or mechanisms for the Project (ex. TIF, TIRZ, tax rebates or credits, sales tax, private equity, etc.) that have been exercised in prior projects of same or similar requirements.

1.5.4. Land Uses:

- 1.5.4.1. Identify potential land uses for the Project that have been developed in prior projects of same or similar requirements.

1.5.5. Building Types:

- 1.5.5.1. Identify potential building types for the Project that have been established in prior projects of same or similar requirements.

1.5.6. Tenants/End Users:

- 1.5.6.1. Identify potential tenants and end users for the Project that have been secured in prior projects of same or similar requirements.

1.5.7. Development of public open/green space:

- 1.5.7.1. Identify best practice development methods or mechanisms have been exercised in prior projects of same or similar requirements.

1.5.8. Phased Building Program:

- 1.5.8.1. Identify potential approach to phased building program your firm has experienced in past projects of same or similar requirements.

1.5.9. On-site Infrastructure and other Improvements:

- 1.5.9.1. Identify potential utilization of existing infrastructure and projected improvements based on prior experience with same or similar projects.

1.5.10. Green and Sustainability Initiatives:

The City has identified sustainability, green design and construction practices as an objective for the redevelopment of the Co-Op district. In the early stages of the preliminary design for the new City Hall, the design team suggested following the basic path towards LEED Silver designation, but foregoing the LEED commissioning process in lieu of alternative commissioning.

The design team has already incorporated green and sustainable practices such as the adaptive reuse of the silos and cotton gin structure, recycling of existing materials, locally sourced materials, a CHP co-generation plant, district cooling, native landscaping, etc. The City will expect the selected development partner to work from the development side to foster, encourage and support these efforts and to suggest additional measures.

**1.5.10.1.** Identify and explain approach by development team to achieve the City's green and sustainability initiatives in the overall development:

**1.5.10.1.1.** LEED or similar sustainability guidelines;

**1.5.10.1.2.** CHP;

**1.5.10.1.3.** Steam/Cooling district.

**1.5.10.2.** Describe successful and completed projects that have integrated and utilized green and sustainable practices. LEED designation as a benchmark is acceptable, but not the only experience that will be considered.

**1.5.11.** Community Outreach and Relations:

**1.5.11.1.** Define and explain expected community outreach efforts of development team in relation to this Project.

**1.5.12.** Planning Process:

**1.5.12.1.** Provide a description of how the planning process will be organized and incorporated into the development of the Project. This includes both the City's ongoing planning efforts for the public portions of the Project and the development partner's efforts for the private portions of the site.

**1.5.12.2.** Provide examples of projects completed by the responder that are similar to the form-based parameters in the City of Hutto Master Plans, UDC and SmartCode.

**1.5.13.** Project Completion:

**1.5.13.1.** Provide narrative and graphics on your anticipated steps to Project completion.

## **2.** **PROJECT TEAM:**

**2.1.** The areas identified below are not to be considered a comprehensive or required list of participants but should serve as suggested areas to consider in constructing members of the Project Team:

**2.1.1.** Developer

**2.1.1.1.** Horizontal; and/or Vertical.

**2.1.2.** Planning

**2.1.2.1.** Civil Engineering, Planners, Landscape Architecture, Community and Regional Planning.

- 2.1.3. Design
  - 2.1.3.1. Architecture, Landscape Architecture, Structural Engineering, Signage and Wayfinding, MEP Engineering, Civil Engineering.
- 2.1.4. Construction
  - 2.1.4.1. Design/Build, Construction Manager, General Contractor.
- 2.1.5. Financing
- 2.1.6. Leasing
- 2.1.7. Management

3. **PROJECT MANAGEMENT:**

- 3.1. The selected development partner shall provide a Project Manager for the duration of the Project. The Project Manager shall work closely with the City to develop a project charter, project plan, statement of work, detailed work breakdown structure, costs, code, zoning or regulatory challenges, task durations and dependencies matrix and risk management plan.

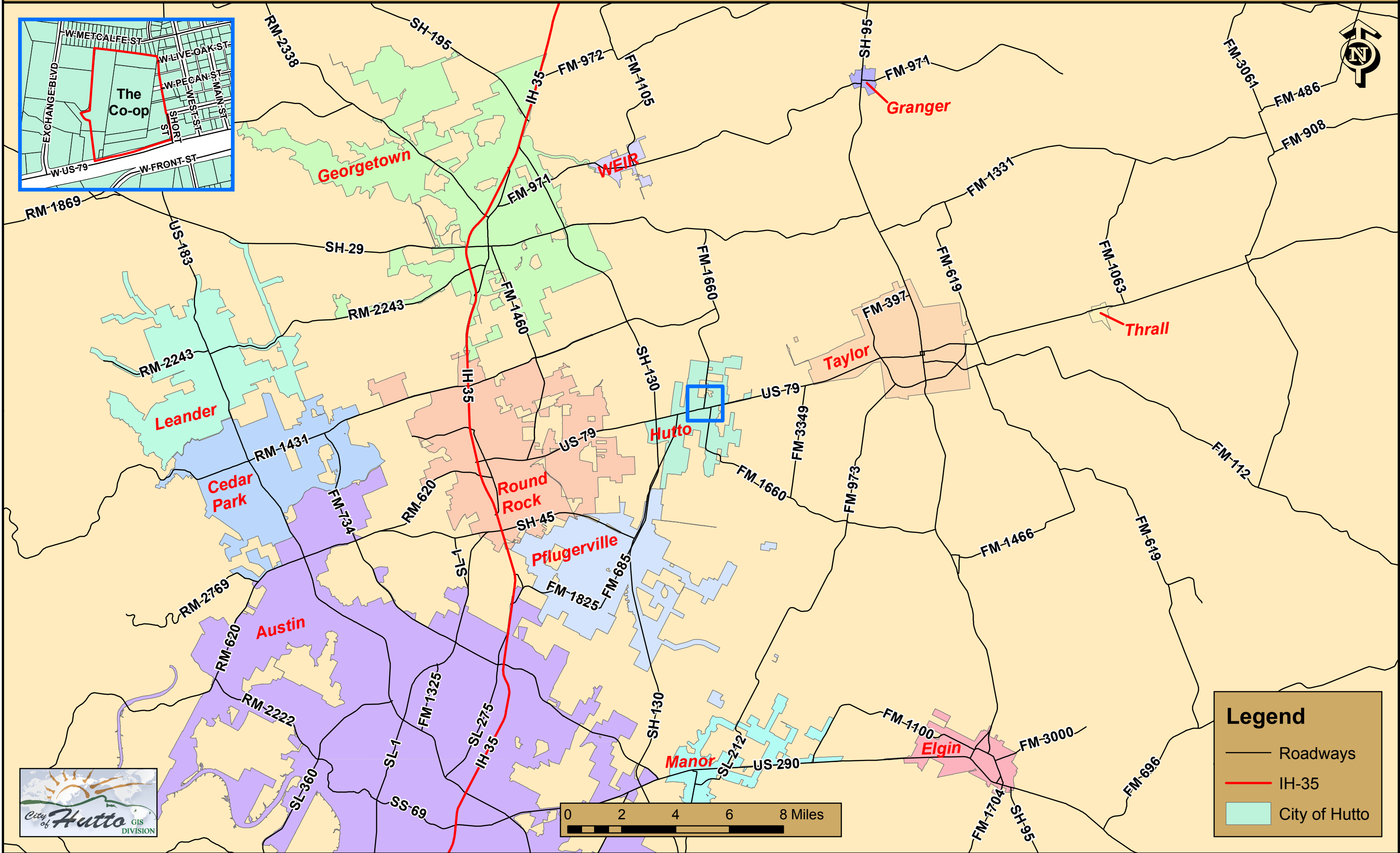
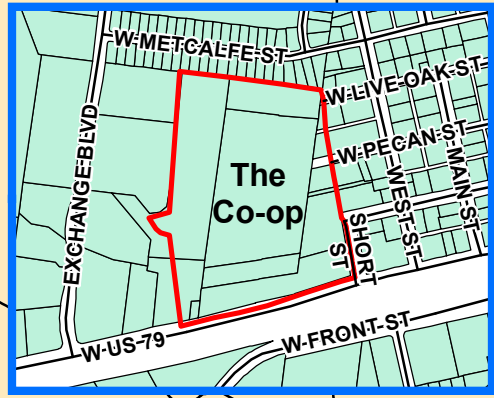
4. **PROJECT ASSUMPTIONS:**

The following assumptions apply to the scope, execution, and deliverables for this Project:

- 4.1. The selected development partner and the City will work together to achieve the objectives of this Project, to include but not limited to:
  - 4.1.1. Make key decisions regarding the overall direction of private portions of site and Project, including but not limited to decisions concerning Project scope and timetable;
  - 4.1.2. Participate in regular leadership and team meetings;
  - 4.1.3. Assess and manage project risk;
  - 4.1.4. Resolve escalated issues;
  - 4.1.5. Assess the impact of proposed changes in scope and make final decision on change requests.
- 4.2. **Issue resolution:** Timely resolution of Project issues shall be a critical success factor given the Project timeframe. Selected Vendor and the City will work together to identify, document and resolve any potential functional, technical or other Project related issues.
- 4.3. **Access to management and staff:** The Project team will have timely access to all appropriate City management and staff personnel (both functional and technical) on an as-needed basis.



# City of Hutto Location Map



**Legend**

- Roadways
- IH-35
- City of Hutto

# City of Hutto Co-op Site



Co-op Site

