

# RQ

REQUEST FOR QUALIFICATIONS

## A Public-Private Partnership for a **NEW LONG BEACH CIVIC CENTER**

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**Closing Date:**  
July 26, 2013 at 4:00 p.m. Pacific Standard Time

**Delivery Address / City of Long Beach Contact:**

City of Long Beach  
Attn: Michael P. Conway  
Director of Business & Property Development  
333 W. Ocean Blvd., 13th Floor  
Long Beach, CA 90802

**The City of Long Beach** invites interested parties to tender a Submission and substantiate their qualifications through a Request for Qualifications (RFQ) to work with the City of Long Beach, California (City) in connection with a performance-based infrastructure transaction for the development, construction and operation of a new Civic Center for the City (Project).

The City of Long Beach does not operate within a Civic Center commensurate with its size, its status as a world class center of goods movement or its significance to the regional economy. Long Beach seeks to develop a new Civic Center of which the entire city can be proud and which can assert the importance and value of the public realm.

The City is soliciting qualifications from project teams capable of delivering a Project in where the project team will design, build, finance, operate, and maintain the Project throughout a minimum 30-year lifecycle.

### **1.0 Purpose**

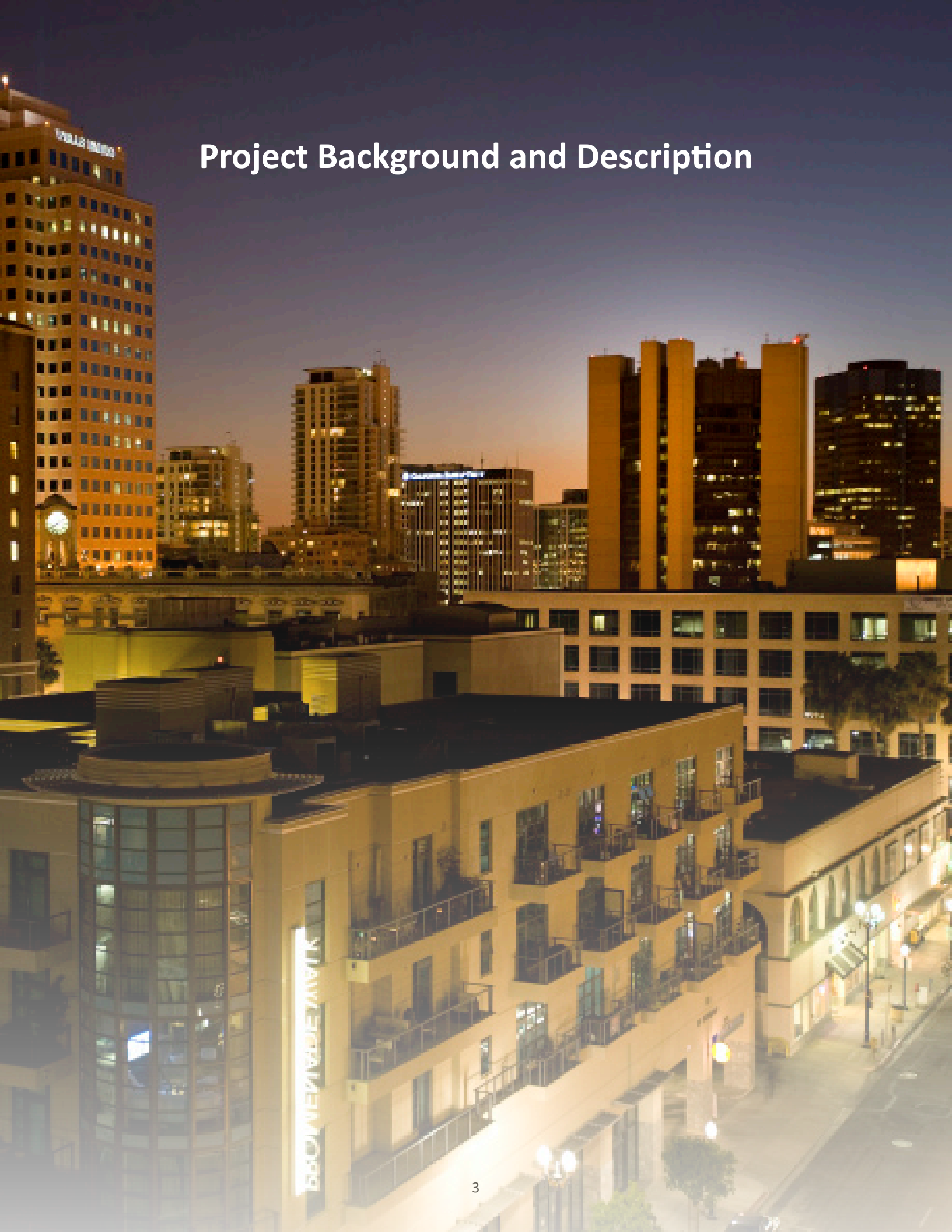
The City encourages participation in the RFQ process by a broad group of interested firms, including those proposing to employ taxable and/or tax-exempt bond financing for the Project. The City will evaluate the demonstrated experience of each RFQ Respondent Team and team members in both taxable financing and tax-exempt financing, or a combination thereof, if qualifications meet or exceed the Key Terms of the anticipated Project Agreement as described in Sections 2.0 and 2.1 of this RFQ.

The City will review and evaluate responses received and select a Short List of RFQ Respondents (Short List) in accordance with the Evaluation Criteria set out in Section 3.6 of this RFQ. Only RFQ Respondents selected for the Short List will be invited to participate in subsequent stage(s) of a competitive procurement process, which will require preparation and submittal of a Proposal as required by a Request for Proposals (RFP). This RFQ and the subsequent RFP are referred to jointly as the Solicitation.



*Long Beach Skyline*

# Project Background and Description





## 1.1 Background

In May 2007, the City's Department of Public Works presented findings of certain studies, which identified significant seismic deficiencies in the existing Long Beach City Hall building. These studies also concluded that retrofitting City Hall to address only the seismic deficiencies would cost approximately \$82 million (in 2006 dollars), including temporary relocation and soft costs. However, a full renovation (including tenant improvements and building code upgrades) would increase the cost to approximately \$119 million (in 2006 dollars). In current dollars, this reflects a cost of approximately \$170 million to retrofit and upgrade a building that is over 40 years old, and suffers from functional obsolescence. Accordingly, the consideration of development of a new civic center complex is warranted.



*Existing Long Beach City Hall*

## 1.2 The Project

The Project involves the financing, design, construction, operation and maintenance of a new City Hall and Main Library and revitalization of Lincoln Park into a destination park. The Project may also provide opportunities for private development on property not needed to fulfill the goals of this Solicitation, and may further include a permanent headquarters building for the Port of Long Beach. The Solicitation represents both a significant master planning opportunity as well as an opportunity to enter into a public-private partnership to explore various financing delivery mechanisms, including but not limited to 6320 financing, New Market Tax Credits, tax exempt or favorable taxable bond financing. A specific Project goal is to ensure that the City's cost to operate and occupy the new City Hall is no greater than its current cost. These costs are estimated at \$12.6 million annually, which includes off-site annual lease costs of \$2.13 million.

Specific Guiding Principles are to:

- Redevelop the Civic Center complex into a vibrant mix of land uses, public open space and public/private development in an architecturally significant manner;
- Replace the existing City Hall with a modern, architecturally compelling building or buildings that will function as a center for democratic interaction;
- Rebuild or relocate within the Downtown area the existing Main Library with a modern facility that meets current user needs and use patterns, giving it a more prominent identity and enhancing efficiencies;
- Improve the connection between the Civic Center and the surrounding Downtown;
- Enhance connectivity between the new Deukmejian State Superior Courthouse and existing Public Safety Building to the revitalized Civic Center;
- Consider inclusion of a permanent headquarters for the Port of Long Beach in conjunction with new City facilities within the Downtown area;
- Design a LEED Certified Project (Platinum or net zero) that is highly functional, energy efficient and includes a low operating and maintenance cost;

- Reduce the cost of off-site city office leases by incorporating those functions into the new City Hall building design, as appropriate;
- Revitalize Lincoln Park into a vibrant destination park with a mix of recreational amenities for visitors, residents and Downtown workers;
- Provide efficient parking to meet employee and public parking needs;
- Reduce long-term maintenance costs, increase energy efficiency and maintain or reduce existing operating expenses.

### 1.3 Project Site and Environs

The Long Beach Civic Center is located on a mega block bounded by Broadway, Pacific Avenue, Ocean Boulevard and Magnolia Avenue, and contains 14.89+/- gross acres created through the consolidation of six former, traditionally scaled city blocks in the late 1960's. As currently designed, the Civic Center includes City Hall, the Main Library, the 4.9+/- acre Lincoln Park, the above-ground Broadway parking structure, the subterranean Lincoln Park parking structure, the Public Safety Building (not a part of this Solicitation) and the Old Courthouse.



*Artist's rendering of original Lincoln Park*

The existing Civic Center was designed in the International style of architecture and was constructed in the mid-1970's with an extensive use of board-formed concrete. The entire Civic Center design lacks human scale and is oblivious to its surroundings. The Civic Center is difficult to access, has poor street front visibility, and lacks activity and vitality after business hours. In summary, it does not meet the functional and aesthetic needs of the City. The Civic Center complex includes the following components:

**City Hall** is a 15-story concrete and glass tower rising 248 feet above ground level. Approximately 718 employees work in City Hall, and each floor has an approximate floor plate of 12,000 gross square feet, with a total building size of 225,000 useable square feet. It is visually and physically disconnected from the other Civic Center uses and does not have direct street frontage. City Hall sits in Centennial Plaza, a vast, hardscaped public plaza designed to accommodate civic events. Unfortunately, a large curving berm separates City Hall from Lincoln Park, rendering the Plaza isolated and uninviting. The structures serve to create a wind tunnel, which also contributes to its isolation. City Hall is functionally and technically obsolete and does not meet the physical space needs of the City's operations. In addition to City Hall, the City maintains leases for approximately 112,500 square feet of additional office space throughout the city, which could be relocated back to the Civic Center if additional space were provided. These off-site leases cost the City an additional \$2.13 million in annual lease, parking and operational expenses above the cost of operating City Hall.

The **Main Library**, located within Lincoln Park, is an approximately 135,000 gross square foot, two-story structure, with one level at grade and one level below grade. Approximately 82 employees work in the facility. The roof of the first floor (or grade level) functions as a roof garden and the lower level is provided natural light through light wells punctured through the berms surrounding the entire structure. The lower level also connects to the subterranean VIP parking/delivery area of City Hall and, indirectly, to Lincoln Garage. It has suffered decades of maintenance challenges, including an inability to correct waterproofing defects that have resulted in near-constant water leakage. The architecture of the facility does not reflect its symbolic importance as the City's main municipal library.

**Lincoln Park** is a 4.9+/- acre public park, dedicated by irrevocable deed restrictions. As such, Lincoln Park must remain in its current location. It is effectively separated from the surrounding environs due to the design of the Civic Center and the subterranean Lincoln Garage parking structure. The vehicular ramps to Lincoln Garage segregate Lincoln Park from Broadway and Pacific Avenue, and the enormous concrete berms along Pacific Avenue and Ocean Boulevard block additional avenues of access. Numerous raised planters, now minimally watered due to their contribution to the aforementioned Main Library roof leaks, are now an attractive nuisance, inviting crime, loitering and debris. The rooftop garden above Main Library is currently closed to the public. All landscaping has been removed to prevent additional water leaks into the Main Library. In summary, Lincoln Park is an underutilized, inaccessible and poorly designed civic space that does not capitalize on its location nor provide utility to the Downtown residential or office population.

The **Lincoln Garage** is a 498 space subterranean parking garage exclusively used for City Hall employee parking. It is located below Lincoln Park and is accessible via vehicular entrances on Broadway and Pacific Avenue (emergency access only). The parking structure is linked to City Hall via circuitous pedestrian paths through the VIP parking/delivery area.

The **Broadway Garage** is a 4-level structure with its entrance on Broadway near Cedar Avenue and is the main point of entry for public visitors to the Civic Center. It contains approximately 699 parking spaces, which are for both public and employee parking.

The **Old Courthouse site** is approximately 3.78+/- acres located at the northeast corner of Ocean Boulevard and Magnolia Avenue. The City's former Redevelopment Agency acquired the 6-story building (plus basement) and adjacent surface parking lot in a land swap with the State of California in September 2010. The existing courthouse functions will relocate to the new Governor George Deukmejian Courthouse in 2013. Once those uses relocate, the Old Courthouse site will be available for redevelopment. The Old Courthouse site is now owned by the City of Long Beach Successor Agency.

The **Public Safety Building** is located at the southeast corner of Broadway and Magnolia Avenue. The Public Safety Building recently went through a major seismic upgrade and is not included in this Solicitation.

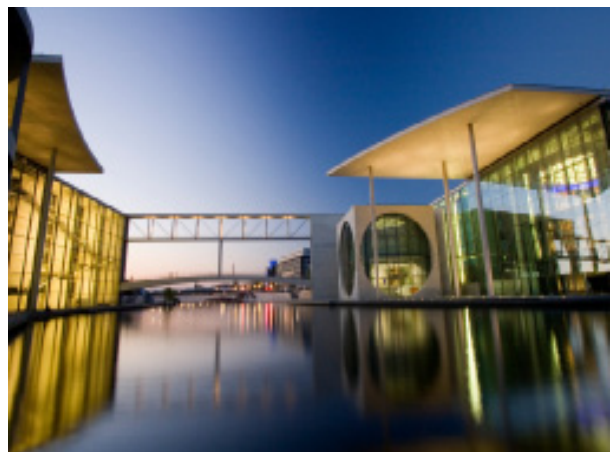
In addition to the various components within the Civic Center complex, the City also owns property at 230 W. 3<sup>rd</sup> Street, which parcel is also included in this Solicitation. This .89+/- acre site contains a 114 space surface parking lot which is encumbered by a parking agreement with the First Congregational Church for 35 parking spaces during certain hours. The spaces must be accommodated in any future development of this parcel.

#### **1.4 Surrounding Environs**

The Civic Center is located in the Downtown core, which contains a mix of uses, including high rise condominium and apartment buildings, Class A office buildings, hotels, and a thriving Convention Center and tourist area along the waterfront. Pine Avenue, a mixed-use, pedestrian friendly district is located one block to the east. The Waterfront district lies to the south of Ocean Boulevard and contains a mix of retail, restaurant and visitor serving destinations, including the Pike at Rainbow Harbor, the Aquarium of the Pacific and the Long Beach Convention Center.

The Civic Center's location provides convenient access to the I-710 freeway and the Metro Blue Line. First Street, which terminates at Pacific Avenue on the eastern edge of the Civic Center, is considered a regional transportation hub. The First Street Transit Mall links Downtown Long Beach to Los Angeles via the Metro Blue Line light rail. Various bus service providers, including Long Beach Transit, Orange County Transportation Authority and LA Metro provide service to the Transit Mall. Bicycle transit is encouraged through the newly developed BikeStation.

The Greater Civic Center area possesses all of the ingredients necessary for an exciting urban destination; however, it is characterized by an automobile-dominated mobility infrastructure. One of the City's goals is to develop a new Civic Center that emphasizes a mixed-use, walkable environment that is more compatible with the existing urban fabric and small block development of the Downtown. Ideally, City Hall would be located within the boundaries of the Civic Center as it presently exists. However, options for locating City Hall elsewhere within the greater Downtown area may be considered. Since the Harbor Department is also considering construction of a new headquarters, opportunities to co-locate the two facilities either on site or within the larger Downtown area to facilitate economies of scale will not be precluded. To that end, in January 2012 the City adopted the Downtown Plan and Program EIR, which incorporates the vision of a more walkable mixed-use Downtown. All Solicitation proposals are expected to incorporate this vision.



*Marie-Elisabeth-Lüders-Haus, Berlin*

## 1.5 Building Space Program

Table 1 below summarizes the estimated interior space requirement for the new Civic Center. Additionally, Table 2 summarizes the existing parking currently available at the Civic Center. Lincoln Park, encompassing approximately 4.9 acres of dedicated parkland, is required to remain a public park in its exact location. The Main Library is an allowed use in a public park and can remain in its current location or can be relocated elsewhere within the Civic Center or the Downtown. A detailed functional and space program will be required as part of proposals submitted in response to the RFP.

<b>Table 1</b>	
City Hall	300,000
Port administration building	200,000*
Main Library	50,000 - 75,000
Lincoln Park	See note below**
Convenience Retail	TBD
Private Development	TBD

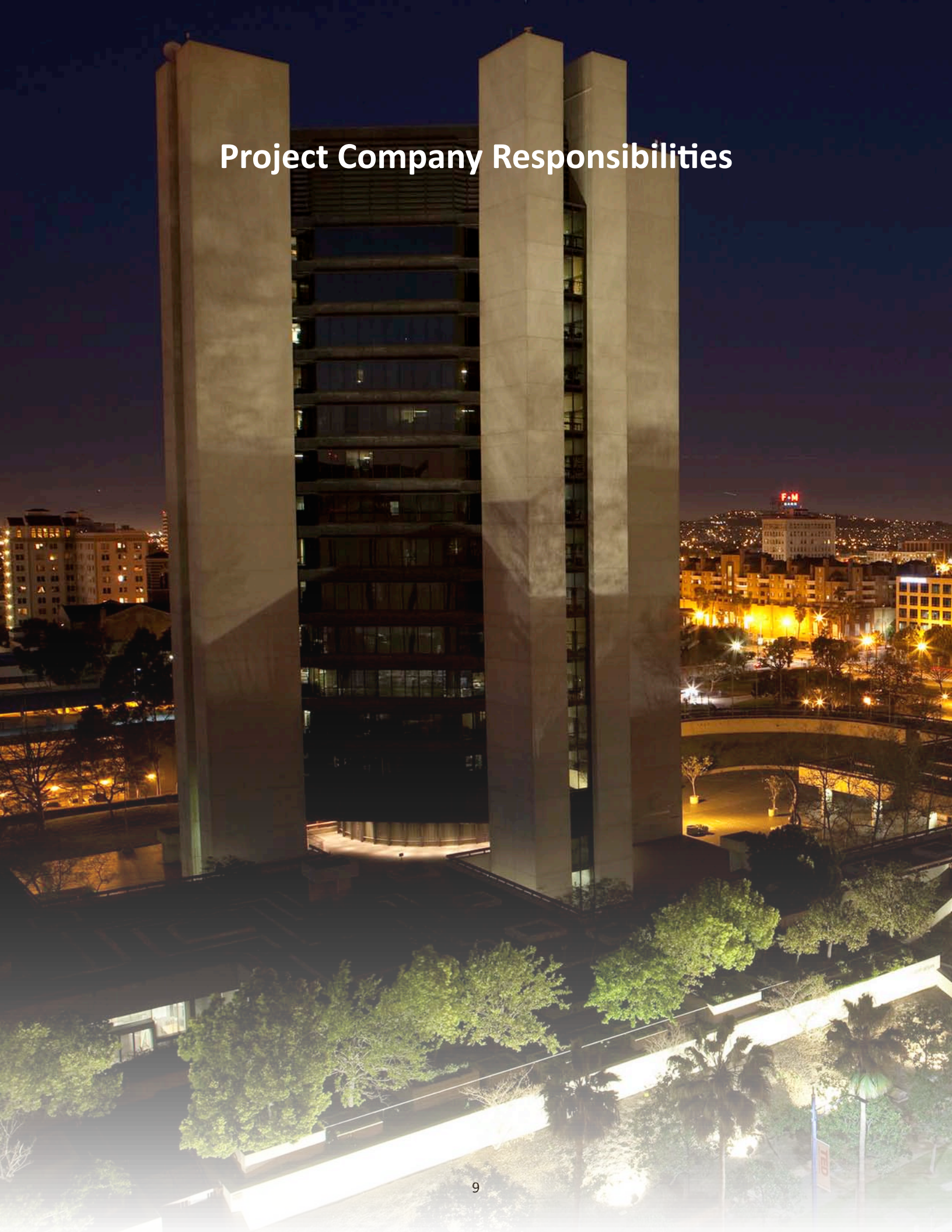
\* The Port's interim requirements through 2017 are for approximately 170,000 sf of office space, 11,550 sf conference/meeting space and 449 parking spaces for 385 employees and visitors. These numbers may increase after 2017 if a permanent Downtown location is determined.

\*\* Lincoln Park must remain in its existing location due to underlying irrevocable deed restrictions. Its inclusion in this Solicitation is to create a more functional, dynamic space that serves as a destination park and creates an environment within Lincoln Park that serves daytime office workers as well as Downtown residents. The redesigned Main Library may remain in Lincoln Park or could be relocated elsewhere within the Civic Center or within the Downtown.

<b>Table 2</b>	
Broadway Parking Structure	699
Lincoln Subterranean Garage	498
VIP Subterranean Parking Garage	47
Old Courthouse Surface Parking Lot	220
Total	1,464



# Project Company Responsibilities



## 2.0 Project Company Responsibilities

### Project Agreement:

The City intends to attach a draft Project Agreement for the Project to the RFP. The Short List of RFQ Respondents shall reference the Project Agreement when responding to the RFP. The Project Agreement will include performance criteria and specification for the design, construction, maintenance, and operation of the Civic Center, including defined requirements and expectations for minimum staffing, space, functional area requirements and design criteria, and the scope of services to be provided by the successful Proposer.



*Digital rendering of Budapest City Hall*

### General Scope of Responsibility:

The City anticipates that the general scope of responsibility to which the successful RFP Proposer (Project Company) will be required to agree under the Project Agreement will be as follows:

**A. Design:** The Project Company will be responsible for all aspects of the design for the new Civic Center and any renovation required of existing facilities, including parking structures, which must comply with all applicable codes and regulations.

**B. Professional Services:** The Project Company will be required to provide all professional services necessary to implement the Project, which will be more fully defined in the RFP.

**C. Construction:** The Project Company will be solely responsible for completion of construction and commissioning of the Civic Center, and any renovations required of the existing facilities, including parking structures. The Project will be constructed in compliance with the California Labor Code, section 1775 (Prevailing Wage).

**D. Permits/Approvals:** The Project Company will be responsible for obtaining all permits and approvals necessary for construction of the Project, including zoning, entitlement and environmental approvals.

**E. Finance:** The Project Company will be required to identify the funding sources necessary for the Project, including any required equity. As noted, the City will consider proposals which include either taxable financing, tax-exempt financing, or any combination thereof, provided that the Proposal meets or exceeds the Key Terms of the anticipated Project Agreement as set forth in Section 2.1.

**F. Lifecycle Maintenance:** The Project Company will be responsible during the term of the Project Agreement for lifecycle maintenance, repairs and capital replacement necessary to sustain the Civic Center to the level of operations described in the Facility Performance Standards.



**G. Facility Management Services:** The Project Company will be required to provide all interior and exterior, custodial, and site maintenance, and other necessary operation services for the Civic Center to be defined in the Facility Management Specifications during the term of the Project Agreement.

**H. Interim Space:** The Project Company will provide interim space which may be required to accommodate uninterrupted City operations.

## **2.1 Financial and Commercial Key Terms**

A summary of the anticipated key financing and commercial terms (Key Terms) of the Project Agreement is set forth below:

**A. Term:** The term of the Project Agreement will commence on Financing Close and continue for at least 30 years from the date of beneficial occupancy of the Civic Center and parking facilities.

**B. Payment:** The City will make payments under the Project Agreement commencing on the date of beneficial occupancy of the Civic Center. The Project Company or an associated entity will accordingly be required to take construction risk on the Project or to propose a structure whereby the City receives the functional equivalent of the transfer of full construction risk. The City anticipates making payment on a monthly payment cycle. As part of the payment arrangements, the Project Company may be authorized to retain operating revenues from the parking structure. All operating revenue expectations must be clearly delineated in the pro forma analysis and indicate whether payment is for parking, City Hall, or the Main Library.

**C. Payment Deductions:** The Project Agreement or associated transaction documents will permit the City to make deductions from payment if the Project Company fails to make the functional area available for use as required by the Project Agreement or, if the performance of any of the Project Company's ongoing obligations for operations and maintenance fail to meet the specified performance levels at any time during the term of the Project Agreement.

**D. Parking:** The Project Company will be obligated to provide adequate parking spaces for use of the Civic Center's employees and visitors to City Hall, the Main Library or Lincoln Park as provided in the RFP.

**E. Commercial Activities:** The Project Company is encouraged to incorporate commercial activities in the City Hall building through provision of retail space and service office space for rent to third parties, subject to the City's approval of uses in the City Hall building. The City anticipates approving uses reasonably necessary or convenient to tenants in the City Hall building, provided that such uses are not associated with or are related to any conduct, which could reasonably be seen to negatively affect public confidence in the City.



*Bronx County Hall of Justice*

**F. Leases:** The City will not lease any non-City government related space to the Project Company, who will be at risk for directly leasing such space to third parties. The term of any third party lease shall not extend beyond the term of the Project Agreement.

**G. Annual Appropriation:** Payment under the Project Agreement will be subject to annual appropriation.

**H. Change in Control:** The Project Agreement will contain provisions that will preclude any change in control of the Project Company for one year following the commencement of service payments, other than an exercise of rights by the Project Company's lenders pursuant to a lender's remedies agreement to be entered into between the lenders and the City, or otherwise with the consent of the City, which may be given or withheld in its absolute discretion. The City may provide such consent only in exceptional circumstances.



*Institute of Contemporary Art, Boston*



*Ann Arbor District Library*



# The Procurement Process



### **3.0 Procurement**

The City will evaluate all RFQ responses in accordance with the Evaluation Criteria as discussed more fully below in Section 3.6. Subject to receiving satisfactory responses to the RFQ, the City intends to select a Short List of RFQ Respondents (Short List). The City will then issue an RFP to the Short List of RFQ Respondents.

The City will evaluate proposal submitted in response to the RFP based on evaluation criteria set forth in the RFP, which may include, among other factors, cost, assurance of Project Company performance, architectural/engineering quality of the proposed facility, functional appropriateness of design submitted for the Project, retention of risks by the City and the transfer of risk to the Project Company, and provisions ensuring timely schedule compliance.

#### **3.1 Introductory Project Meeting**

The City intends to hold a meeting to introduce the Project to which all interested parties will be invited. The pending date of this introductory meeting is June 5, 2013. Details regarding the introductory meeting will be provided to interested parties who indicate their intent to participate (by email to the City contact). Attendance will not be mandatory. Minutes will not be prepared or circulated. Any issues that arise that require distribution of supplemental materials or information will be included in this RFQ by way of addendum. All addenda will be distributed electronically to all interested parties who have indicated their intent to participate by email to the City Contact.

#### **3.2 Compensation for Participation in Solicitation**

Respondents participating in the RFQ stage of the Solicitation will not receive any compensation for their participation.

#### **3.3 Project Agreement Discussions and Negotiations**

The RFQ Respondents on the Short List will be afforded the opportunity to comment on the proposed Project Agreement prior to the submission of RFP Proposals. The draft Project Agreement may or may not be modified following the issuance of the RFP based on such comments.

#### **3.4 Procurement timeline**

The anticipated timeline for the Solicitation and the Project, which is subject to change at the sole discretion of the City, is as follows:

<b>Activity</b>	<b>Approximate Duration or Date</b>
RFQ Issue	April 26, 2013
Introductory Meeting	June 5, 2013
RFQ Closing Date	July 26, 2013
Respondent Interviews (optional)	Through August 2013
Announce Short List	August 2013
Issue RFP	TBD
Comment Period for Project Agreement	TBD
RFP Closing Date	TBD
Selection of Project Company	TBD
Financial Close	TBD
Construction Commences	TBD
Construction & Commissioning Complete (est. 36 month duration)	TBD

### **3.5 Evaluation Committee**

The evaluation of RFQ responses will be carried out by a committee appointed by the City (Evaluation Committee). The Evaluation Committee may be assisted by other persons or entities as the Evaluation Committee may deem necessary, including technical, financial, legal and other outside advisors or employees of the City.

### **3.6 Evaluation Criteria**

The Evaluation Committee will evaluate RFQ responses by application of the criteria and weighting as outlined in the table below (Evaluation Criteria) to the information received, and will select the RFQ Respondent(s) that the Evaluation Committee determines to be the most qualified to include in the Short List of RFQ Respondents.

Evaluation Criteria	Weighting (%)
<p>1. Team Members' demonstrated management experience with Performance-Based Infrastructure (PBI) and Public-Private Partnerships (PPP):</p> <ul style="list-style-type: none"> <li>• Prior successful experience in alternative project delivery arrangements including PBI or PPP, or projects similar to this Project including performance-based payment mechanisms and long-term partnership arrangements;</li> <li>• Experience incorporating facilities management into project design and development;</li> <li>• Experience in managing and maximizing commercial opportunities in mixed-use projects; and</li> <li>• Experience working with other Team Members in previous projects.</li> </ul>	25
<p>2. Team Members' strength and demonstrated architecture and engineering design ability, experience and capacity to develop a large Civic Center campus in an urban setting including prior experience of the architect on projects of similar scale and complexity.</p>	20
<p>3. The Team Members' demonstrated construction experience including:</p> <ul style="list-style-type: none"> <li>• The technical and financial capacity to plan, construct, and commission a large Civic Center Project in an urban setting within the time-frame envisioned;</li> <li>• Prior experience of the constructor members of the Team on projects of similar scale and complexity;</li> <li>• Prior experience utilizing construction and financial resources in the Long Beach market and in working relationships with local officials.</li> </ul>	20



4. Team Members demonstrated financing experience, including: <ul style="list-style-type: none"><li>• Prior experience in providing financing for similar project(s) within specified financial closing time parameters and ability to provide financing for the Project; and</li><li>• Ability and demonstrated experience with Taxable and/or Tax-Exempt financing</li><li>• Ability and demonstrated experience with alternative financial delivery methods, including New Market Tax Credits, 501(c) (3) bonds or 63-20 bond financing (Revenue Ruling 63-20/ Revenue Procedure 82-26).</li></ul>	20
5. Team Members' strength demonstrated ability, experience and financial capacity to operate and maintain city hall, library and parking facilities with a high volume of public use.	15
Total	100

### 3.7 Evaluation and Selection Process

The Evaluation Committee is not obligated to complete a detailed evaluation of the RFQ responses and may, after completing a preliminary review of all RFQ responses, eliminate any RFQ Respondent that the Evaluation Committee determines is not in contention to be included on the Short List when compared to other more qualified RFQ Respondents.

During its review of any RFQ response, the Evaluation Committee may:

Conduct reference checks relevant to the Project with any or all of the references cited in an RFQ response, to verify any and all information, and rely on or consider any relevant information from such cited reference in the evaluation of RFQ responses;

Seek clarification from any or all RFQ Respondents and consider such supplementary information in the evaluation of RFQ responses; and

Request interviews/presentations with any, some or all of the RFQ Respondents or Team Members to clarify any questions or considerations based on the information provided during the evaluation process, and consider any supplementary information from interviews/presentation in the evaluation.

The City may reject all RFQ Responses and, in its sole discretion, issue a new RFQ.

The Evaluation Committee will recommend a Short List of RFQ Respondents to the City Manager and City Council. The City will post the Short List on the RFQ website. The selection of a Short List does not limit, and the City reserves, the right to issue a new RFQ to identify additional qualified parties.

The Evaluation Committee will, upon request, conduct a debriefing for any RFQ Respondent. In a debriefing, the Evaluation Committee will discuss the relative strengths and weaknesses of that RFQ Respondent's response, but will not disclose or discuss any confidential information of any other RFQ Respondent. Requests for debriefing may be made after the Short List has been posted.

#### **4.0 Submission Requirements**

In order to be appropriately evaluated, each RFQ Respondent must include in their RFQ response, one electronic version (CD or DVD), one unbound copy marked "Master", and four bound copies that include:

- All of the information requested in Exhibit A;
- A Response Declaration Form in the form attached as Exhibit B;
- Submissions must be delivered in an envelope/box on or before 4:00 p.m. (Pacific Standard Time), July 26, 2013, clearly marked with the words, "New Long Beach Civic Center Project, Response to Request for Qualifications" to the Delivery Address:

City of Long Beach  
Attention: Michael P. Conway  
Director of Business & Property Development  
333 W. Ocean Blvd., 13<sup>th</sup> Floor  
Long Beach, CA 90802

- Must register to compete. Go to [www.longbeach.gov/purchasing](http://www.longbeach.gov/purchasing) to connect to the City's online registration and bidding.

Please refer to [www.lbds.info](http://www.lbds.info) for a complete copy of this RFQ, including reference documents.

#### **Attachments:**

Exhibit A: Submission Requirements and Information  
Exhibit B: Response Declaration Form  
Exhibit C: Civic Center Project Aerial

## EXHIBIT A – SUBMISSION REQUIREMENTS AND INFORMATION

Qualification information must be provided in a response format in accordance with this Exhibit A, in tabbed sections using the section using the section numbers and titles provided in the table below. Submission should be simple and provide a concise description of the qualifications.

Section No.	Title	Contents
<b>1.</b>	<b>Respondent Team</b>	
1.1	Identification of the Respondent Team	<p>Provide the company/firm name(s) that will have the following responsibility(ies) in the Respondent Team.</p> <ol style="list-style-type: none"> <li>1. Team Lead</li> <li>2. Equity Team Members</li> <li>3. Design</li> <li>4. Construction</li> <li>5. Facilities Management</li> <li>6. Finance</li> <li>7. Legal Advisor</li> <li>8. Other(s) (please specify)</li> </ol> <p>Provide a short description of the Respondent and Team Members that may be used for publication purposes.</p>
1.2	Contact Information	<p>Provide the name and contact details for a representative of the Respondent Team, who will be the only person to receive communication from the City Contact regarding the submission, evaluation, and selection processes set out in this RFQ.</p> <p>Respondent's Representative:</p> <ol style="list-style-type: none"> <li>1. Name</li> <li>2. Employer</li> <li>3. Mailing/Courier Address</li> <li>4. Telephone Number</li> <li>5. Fax Number</li> <li>6. E-mail address</li> <li>7. Website address</li> </ol>

Section No.	Title	Contents
1.3	Respondent Team Organization	<p>Describe the Respondent Team including</p> <ol style="list-style-type: none"> <li>1. Management Structure;</li> <li>2. Identify settled or proposed contractual relationship between Team Members; and</li> <li>3. Identify overall organizational/management structure.</li> </ol> <p>Provide organization charts, at the corporate level, showing the relationship between Team Members, for each of the following phases, indicating the changes contemplated between phases:</p> <ol style="list-style-type: none"> <li>1. RFP Stage: from short-listing under RFQ to selection as Project Team under the RFP;</li> <li>2. Project Agreement Stage: from selection of Project Team to Financial Close;</li> <li>3. Design and Construction Stage: from preliminary design through to commencement of service payments;</li> <li>4. Operations Stage: from commencement of service payments through to end of the term of the Project Agreement.</li> </ol>
1.4	Project Director's Experience	<p>Provide a resume for the Project Director including, at a minimum, the following information:</p> <ol style="list-style-type: none"> <li>1. Name;</li> <li>2. Professional qualifications/designations;</li> <li>3. Summary of education/qualifications; and</li> <li>4. Relevant civic building and other experience, including roles and responsibilities for Relevant Projects. Include a maximum of 10 projects.</li> </ol>
1.5	Project Organization Chart	<p>Provide a project organization chart, at the Key Individual level, showing the reporting relationships between, and authority of, the Key Individuals and other individuals that will report into them to indicate the proposed approach/management structure for the Project. The Respondent Team should submit an organization chart for each of the 4 phases listed in Section 1.3 above.</p> <p><b>Please note:</b> Names are only required for Key Individuals at this time.</p>



Section No.	Title	Contents
1.6	Team Lead and Equity Team Members' Financial Capacity	<p>Provide the following information for each of the Team Lead and all Equity Team Members:</p> <ol style="list-style-type: none"> <li>1. Copies of annual audited financial statements and annual reports or other similar financial information for each of the last three fiscal years;</li> <li>2. If available, copies of the interim financial statement for each quarter since the last fiscal year for which audited statements are provided;</li> <li>3. Details of any material off-balance sheet financing arrangements currently in place;</li> <li>4. Details of any material events that may affect the entity's financial standing since the last annual or interim financial statements provided;</li> <li>5. A copy of any credit rating held;</li> <li>6. Details of any bankruptcy, insolvency, company creditor arrangement or other insolvency litigation in the last three fiscal years.</li> </ol>
1.7	Project Experience of Team Lead	<p>Provide a completed "Relevant Project Experience Table" for a maximum of 10 Relevant Projects, which may include:</p> <ol style="list-style-type: none"> <li>1. U.S. and global civic center building projects, including both PPP and traditional structures;</li> <li>2. Other long-term partnership arrangements; and</li> <li>3. Other public infrastructure projects, both U.S. and non-U.S.</li> </ol>
1.8	Team's Approach to Partnership	<p>Describe the previous experience of any Team Member (other than the Finance Team Member(s), discussed in Section 2 below) with PPP, or Tax-Exempt arrangements similar to the Project, including experience with performance-based payment mechanisms and long-term partnership arrangements.</p>
1.9	Team Experience in Commercial/Retail Opportunities	<p>Describe the previous experience of Team Member in acting as a principal operator of large buildings incorporating retail and commercial space leased to third parties, as well as demonstrated experience in partnering with government or non-government agencies to achieve joint or shared public-private objectives.</p>

Section No.	Title	Contents
1.10	Availability	Describe the availability and capacity of the Key Individuals to undertake the Project in relation to current and anticipated commitments to other projects that will proceed at the same time as the Project.
<b>2.</b>	<b>Finance Team Members</b>	
2.1	Experience of the Finance Manager	Provide information regarding the individual to be assigned as the Finance Manager, with details of his or her projects considered most relevant to this Project, and his or her availability for this Project. Information may be provided in a "Project Finance Experience Table" format if desired.
2.2	Experience of the Finance Team Member in raising or providing Taxable finance	Provide a completed "Project Finance Experience Table" for a maximum of 10 Relevant Projects, which may include: <ol style="list-style-type: none"> <li>1. U.S. and global civic center building projects, including PPP and other performance-based payment structures;</li> <li>2. Other U.S. and global government accommodation type projects, such as schools, universities, hospitals, office buildings, etc; and</li> <li>3. Other public infrastructure projects in the transportation, defense utility, environmental, or energy or other similar sectors, both U.S. and non-U.S.</li> </ol>
2.3	Experience of the same or different Finance Team Member in raising or providing Tax-Exempt finance	Provide a completed "Public Finance Experience Table" for a maximum of 10 Relevant Projects, which may include: <ol style="list-style-type: none"> <li>1. U.S. civic center buildings projects;</li> <li>2. Other U.S. government accommodation type projects, such as schools, universities, hospitals, office buildings, etc.;</li> <li>3. Other public infrastructure projects in the transportation, defense, utility, environmental, or energy or other similar sectors, involving Tax-Exempt financing, both California and U.S.</li> </ol>

Section No.	Title	Contents
<b>3.</b>	Design Team Members	
3.1	Project Experience of Design Team Members	<p>Provide information regarding each individual assigned to the Solicitation or to the Project with details of projects considered most relevant to this Project, which may include:</p> <ol style="list-style-type: none"> <li>1. U.S. and global civic center building projects, including both PPP and traditional structures</li> <li>2. Other long-term partnership arrangements</li> <li>3. Other public infrastructure projects, both U.S. and non-U.S.</li> </ol>
<b>4.</b>	Construction Team Members	
4.1	Project Experience of Construction Team Members	<p>Provide information regarding each individual assigned to the Solicitation or to the Project with details of Relevant Projects, which may include:</p> <ol style="list-style-type: none"> <li>1. U.S. and global civic center building projects, including both PPP and traditional structures</li> <li>2. Other long-term partnership arrangements</li> <li>3. Other public infrastructure projects, both U.S. and non-U.S.</li> </ol>
4.2	Financial Strength of Construction Team Members	<p>Provide the following information for the Construction Team Members:</p> <ol style="list-style-type: none"> <li>1. Copies of annual audited financial statements and annual reports or other similar financial information for each of the last three fiscal years;</li> <li>2. If available, copies of the interim financial statement for each quarter since the last fiscal year for which audited statements are provided;</li> <li>3. Details of any material off-balance sheet financing arrangements currently in place;</li> <li>4. Details of any material events that may affect the entity's financial standing since the last annual or interim financial statements provided;</li> <li>5. Details of any credit rating;</li> <li>6. Details of any bankruptcy, insolvency, company creditor arrangement or other insolvency litigation in the last three fiscal years.</li> </ol>

Section No.	Title	Contents
<b>5.</b>	Facilities Management Team Members	
5.1	Project Experience of FM Team Members	<p>Provide information regarding each individual assigned to the Solicitation or to the Project, regarding details of Relevant Projects, which may include:</p> <ol style="list-style-type: none"> <li>1. U.S. and global civic center building projects, including both PPP and traditional structures;</li> <li>2. Other long-term partnership arrangements; and</li> <li>3. Other public infrastructure projects, both U.S. and non-U.S.</li> </ol>
5.2	Design and Construction Integration	<p>Describe the FM Team Members' previous experience participating in the development of designs in consultation with a Public Agency and in integrating FM considerations into design and construction considerations over a long-term relationship. Include experience, if any, of introducing best practice concepts in facilities management and integrating these concepts with design and construction in order to provide an optimal long-term solution.</p>
5.3	Financial Strength of FM Team Members	<p>Provide the following information for the FM Team Members:</p> <ol style="list-style-type: none"> <li>1. Copies of annual audited financial statements and annual reports or other similar financial information for each of the last three fiscal years;</li> <li>2. If available, copies of the interim financial statement for each quarter since the last fiscal year for which audited statements are provided;</li> <li>3. Details of any material off-balance sheet financing arrangements currently in place;</li> <li>4. Details of any material events that may affect the entity's financial standing since the last annual or interim financial statements provided;</li> <li>5. A copy of any credit rating held;</li> <li>6. Details of any bankruptcy, insolvency, company creditor arrangement or other insolvency litigation in the last three fiscal years.</li> </ol>



### RELEVANT PROJECT EXPERIENCE TABLE

Name of Respondent/Advisor	
Project Name	
Project Description	
Location	
Current Status of Project	
Approximate Capital Value \$US	
Approximate Services Value \$US	
Respondent/Advisor's Role in Project	
Stage Reached in the Procurement Process	
Reference Name, Email Address, Telephone	

New Long Beach Civic Center  
Request for Qualifications

Lender	
Construction Contractor	
Facilities Management Operator	
Design Team	
Legal Advisors	
Financial Advisors	

**PROJECT FINANCE EXPERIENCE TABLE**

Name of respondent/Team Member	
Role of Respondent/Team Member in Project	
Project Name	
Project Description	
Location	
Current Status of Project	
Overall Project Capital Cost \$US	
Type and Amount of Finance Raised or Provided by Team Member	
Reference Name, Email Address, Telephone	
Dates Involved	

## EXHIBIT B - RESPONSE DECLARATION FORM

*[Respondent's Letterhead]*

To: [Insert delivery location]  
Attention: [Insert contact person]

In consideration of the City's agreement to consider Submissions in accordance with the terms of the RFQ, the Respondent hereby agrees and acknowledges that:

### 1. Response

- a. This Response Declaration Form has been duly authorized and validly executed.
- b. The Respondent is bound by all statements and representations in its Submission;
- c. Its Submission strictly conforms with the RFQ and that any failure to strictly conform with the RFQ may, in the sole and absolute discretion of the City, be cause to rejection of its Submission;
- d. Its Submission is made without collusion or fraud;
- e. The City reserves the right to verify information in the Submission and conduct any background investigations including criminal record investigations, credit inquiries, litigation searches, bankruptcy registrations and taxpayer information investigations, or other investigations on all or any of the Respondent Team Members, and by submitting a Submission, the Respondent and Team Members consent to the conduct of all or any such investigations by the City.

### 2. Acknowledgements with Respect to the RFQ

- a. The Respondent has received, read, examined and understood the entire RFQ including all of the terms and conditions, all documents listed in the RFQ "Table of Contents," and any and all Addenda;
- b. The Respondent agrees to be bound by the entire RFQ including all of the terms and conditions and all documents listed in the RFQ "Table of Contents," and any and all Addenda;
- c. The Respondent's representative identified below is fully authorized to represent the Respondent in any and all matters related to its Submission, including but not limited to providing clarifications and additional information that may be requested in association with the RFQ;
- d. The Respondent and each Team Member have disclosed all relevant relationships, in accordance with the instructions and format outlined in the Relationship Disclosure Form;
- e. The Respondent has had sufficient time to consider, and has satisfied itself as to the applicability of the material in the RFQ and any and all conditions that may in any way affect its Submission.

### 3. Evaluation of Submissions

- a. The RFQ is not an offer, a tender or a request for proposals. The RFQ is a request for qualifications and the responsibility of the City is therefore limited to consider Submissions in accordance with the RFQ.
- b. The City will determine Respondents that may be Short Listed pursuant to the RFQ.

#### Respondent Team Consists of:

Name	Address	Respondent Team Member, or Key Individual

#### RESPONDENT

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Name of Firm

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Address

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Telephone

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Print Name of Authorized Signatory

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Signature

EXHIBIT C - CIVIC CENTER PROJECT AERIAL

