September 10, 2018

THE DISTRICT BOARD OF TRUSTEES
PALM BEACH STATE COLLEGE

Does Hereby Post A

Request for Information (RFI) #18/19-02

Public Private Partnership (P3) for a
New Student Services Building on the
Lake Worth Campus of Palm Beach State College
Lake Worth, Florida

IMPORTANT NOTICE: Responses to this RFI will not result in a contract with Palm Beach State College (herein referred to as “PBSC” or “College”). This RFI is solely an attempt for Palm Beach State College to assess interest in and gain ideas for a possible Public Private Partnership (P3) to finance, construct, and possibly operate a new Student Services Building.
# TABLE OF CONTENTS

SECTION I .......................................................................................................................... 1  
  INTRODUCTION ................................................................................................................. 1  
SECTION 2 ........................................................................................................................... 2  
  OBJECTIVES .................................................................................................................... 2  
SECTION 3 ........................................................................................................................... 3  
  BACKGROUND ................................................................................................................. 3  
SECTION 4 ........................................................................................................................... 4  
  INFORMATION REQUESTED AND REQUIRED .......................................................... 4  
SECTION 5 ........................................................................................................................... 6  
  INSTRUCTIONS TO RESPONDERS ............................................................................ 6  
SECTION 6 ........................................................................................................................... 7  
  REVIEW PROCESS .......................................................................................................... 7  
SECTION 7 ........................................................................................................................... 8  
  CALENDAR OF EVENTS .................................................................................................. 8
SECTION I

INTRODUCTION

1.1 Palm Beach State College is a richly diverse comprehensive two-year institution with a history of achievement since 1933 that transitioned in 2010 to a four-year State College offering baccalaureate degrees. The College is dedicated to serving the expanding educational needs of the residents of Palm Beach County by providing four-year baccalaureate degrees and continuing to offer traditional associate in arts, associate in science and associate in applied science degrees, professional certificates, workforce development and lifelong learning.

The mission of Palm Beach State College is to provide student-centered learning experiences that transform lives and strengthen our community. Our vision is to become nationally recognized as an innovative academic leader advancing student success through its unparalleled commitment to excellence, engagement, and dynamic partnerships.

1.2 The College’s website provides additional information, which may be useful to companies/corporations/firms (Respondents) interested in participating in this RFI. [https://www.palmbeachstate.edu/](https://www.palmbeachstate.edu/)

1.3 PBSC is soliciting responses to this Request for Information (RFI) for the construction of a new Student Services Building (Project) utilizing a Public Private Partnership (P3) concept.

1.4 Please review this Request for Information. It provides information to aid participating Respondents in formulating a response.

1.5 Respondents should check the Procurement Department’s Competitive Solicitations website for all updates or further information: [https://www.palmbeachstate.edu/purchasing/competitive-solicitations.aspx](https://www.palmbeachstate.edu/purchasing/competitive-solicitations.aspx)

1.6 The name of all Respondents will be disclosed after the submittal date. Since purchases or contractual agreements of this nature require the expenditure of public funds and the use of public facilities, respondents should be aware that their responses will become public record.

1.7 The purpose of this Request for Information (RFI) is to solicit ideas on potential Public Private Partnership (P3) opportunities from Developers, Construction Management Companies, Firms, Corporations, or any Business Entity interested in a mutually beneficial relationship for the public good. This RFI is intended solely to obtain information to assist PBSC to evaluate the potential for Public Private Partnership opportunities for a new Student Services Building (Project).

This RFI is an inquiry only as the College will need to review the responses to the RFI and make the determination on whether or not to proceed with a formal P3 partnership.
No contract or agreement will be entered into directly as a result of this RFI, nor does this RFI commit PBSC to continue with a P3 concept for this construction project in the future. However, it is important to note that PBSC recognizes the time, effort, and expense in firms responding to this RFI; therefore, PBSC will invite all firms who respond to this RFI to subsequent Invitations to Bid, Propose, or Negotiate (or any solicitation) related to the new Student Services Building.

It is foreseen by College Administration that once reviewed, the responses to this RFI will assist the College in further determining more specific details related to this Project such as who ‘owns the design’, who would operate and maintain the completed project, and so forth. In addition to that, the funding parameters of the Public Private Partnership would be defined to provide the foundation for the inception of the Project. To that end, College Administration would subsequently issue an Invitation to Negotiate (ITN) for this Project. Therefore, it is recommended that Respondents retain their submittal information as many aspects of this submittal will likely be repeated in an ITN (company information, related experience, etc.).

Finally, as you read through the requirements of the submittals to this RFI, it is important to keep in mind that this is an information gathering phase and that the responses are not being scored, ranked, evaluated, elevated or dismissed. Do not submit more than what is asked; if the College needs additional information, we will reach out. Take the appropriate level of time and effort as you see fit and please don’t feel as though you need to submit to the absolute limits of the parameters defined herein.

SECTION 2

OBJECTIVES

2.1 PBSC is seeking input on the potential to provide a new Student Services Building for the students of Palm Beach State College by soliciting responses from interested parties (“Respondents” or “Private Development Partners”) who are qualified and experienced in P3 financing and delivery of projects. The College is considering entering into a Public-Private Partnership or “P3” Agreement with a Private Party or Parties to functionally:

- Finance
- Design
- Build
- Operate
- Maintain

However, Respondents are not required to submit conceptual ideas that would include all of the functions described above. As an example, a response may include an idea to Finance, Design, and Build but not include ongoing Operations and Maintenance (leaving those portions to the College). Responses will not be disqualified; however, Responders could be disqualified from future contracts if attempting to or making communication with College officials during the term of this solicitation without prior approval from the
Procurement Director (see Section 5.3). The intent of this RFI is to formulate ideas, create a vision, and move forward with a more clearly defined path for the Project.

SECTION 3

BACKGROUND

3.1 The PBCS Lake Worth Campus is the center of the College’s ‘District’ of five campuses (Lake Worth, Palm Beach Gardens, Boca Raton, Belle Glade, and Loxahatchee Groves). The College also owns a Historic Building in West Palm Beach.

On the Lake Worth Campus, the many student services are spread out among different buildings. Our need for this Project is necessitated to provide more timely, efficient, and customer service oriented services to our students. Generally speaking, a ‘one stop shop’ for Admissions, Registration, Payment, Financial Aid, and Advising as well as other student services is needed as well as supporting office space.

In addition to Student Services, there are many other auxiliary services that are being considered or could be considered for this Project:

- Student Dining and Preparation Kitchen
- Student Bookstore
- Parking Deck
- Conference Center
- Prefunction Area for the Duncan Theater

Considerations of other services will not be limited and are welcomed.

Revenue generating ideas beneficial to the Responder will be considered as a part of a future partnership. Respondents are encouraged to present other ideas, services, or third-party partnerships consistent with the mission of Palm Beach State College that would potentially provide mutual benefit and a shared goal for this potential P3 Project.

Due to the size and the scope of the College needs within this building, 90,000 G.S.F. with a preliminary estimated budget of $41,000,000, PBSC is evaluating potential opportunities to leverage private sector involvement, innovation, and expertise. The College would consider allowing the Responder to build out space for private purposes.

In addition to sharing space, the College would consider the opportunity to transfer Project functions normally undertaken by PBSC to the private sector including but not limited to innovative design and financing concepts, accelerated project delivery, project cost savings, quality construction and operations, and leveraging additional resources.

Respondents to this RFI should openly share their own interests in this potential partnership. Those interests could include predictable earnings, developing a long-term relationship with PBSC for future projects, developing other third-party partnerships.
related to this Project, compiling asset(s), or any other interests where respondents may see a benefit.

The College recognizes that a successful partnership for this Project must:

- Have shared goals
- Have shared resources
- Have shared risks
- Have shared benefits

3.2 **Attachment 1**: “Master Plan Image” is included to indicate the original site contemplated for this building. Although it would be the College’s preference to build on that site for this project, the College is open to consider other site alternatives.

**SECTION 4**

**INFORMATION REQUESTED AND REQUIRED**

4.1 The following constitutes the submittal requirements for PBSC to review the responses. Please follow the order provided below to facilitate understanding of the responses.

Submittals shall be a MAXIMUM of twenty (20) double-sided or forty (40) single-sided printed pages, 8 ½ x 11-inch paper, 12 point font, inclusive of the cover page, cover letter, table of contents, and all of the other information. All pages are to be numbered sequentially.

4.2 Responses should include the following components in the following order:

- Cover Page
- Cover Letter
- Respondent’s Company Information
- Project Organizational Chart
- Relevant Experience
- Design & Development Approach
- Financing Approach

4.3 A description of the Contents is included below in further detail.

**Cover Page**: On company letterhead, the Cover Page should indicate that the document is in response to Palm Beach State College RFI #18/19-02 Public Private Partnership for a New Student Services Building.

4.4 **Cover Letter**: the cover letter must contain the following information:

- The Name of the Company, address, telephone, e-mail, and website.
• A statement of interest in the Project and a conceptual description of how the Responder envisions the partnership.
• A brief description of how the space within the building could be utilized by the Responder.
• Identification of a single point of contact for this solicitation process, including telephone number and e-mail address.
• Signature of a duly authorized principal authorized to represent the company.

Summary: The cover letter should outline what the Responder envisions or thinks that they can do and what the mutual benefits are to the College and the Responder. This is not a binding statement; rather, a visionary concept.

4.5 Company Information

Provide the following:
• Number of years in the industry
• Experience with public colleges, universities, or other public entities in P3 Projects or construction projects.
• Brief description of other real estate developed and currently under control.
• General information demonstrating capacity of the company to raise capital for the Project

4.6 Project Organizational Chart

Provide a high level organizational chart to outline the relationships envisioned this Project for the below functions.

• Architecture & Engineering
• Construction
• Financing
• Operations & Maintenance
• Legal
• Other

4.7 Relevant Experience

Provide descriptions of up to three (3) comparable projects preferably including public private partnerships in which your company has participated. For each project, provide the following information in a clear and consistent format.

• Project name
• Client name and contact information (identify if the institution is public or private)
• Project status (in progress or complete)
• Key team members and / or partner firms
• Construction type
• Size (sq. ft.)
- Funding source(s), i.e. bonds, private equity, traditional debt, etc.
- Management of Facility (college / university, third party, development team)

4.8 **Design**: Describe how the Responder would interact with PBSC in the design of this Project to ensure that the College can fulfill their program goals and objectives. Include a short narrative describing how your proposed concept/project will be designed to meet the College’s objectives stated in Section 3.1.

4.9 **Creative Funding & Partnership Structures**: Description of how the Responder would engage with PBSC to develop custom and creative funding for this public private partnership Project. Identify the strengths and challenges related to the funding mechanisms proposed for this Project for not only the Private component but also the Public component as the Responder views it. State of Florida approval may be required on funding projects of this type; Responders should share their experiences, if any, on this subject. Providing a visual flow chart of funding applicable to this project is encouraged. Specific interest rates and specific Project expenses are not required. The College is requesting a response that provides at a high level of how conceptually the funding aspect of the Project could work and be of benefit to both parties.

SECTION 5

INSTRUCTIONS TO RESPONDERS

5.1 All inquiries and responses related to this RFI should be submitted to:

David Chojnacki  
Procurement Director  
Email: purchasing@palmbeachstate.edu  
Phone: 561-868-3465  
Web address: www.palmbeachstate.edu/purchasing

5.2 Responses are due no later than **Friday October 5, 2018 by 2:00 pm Eastern Time**; no responses will be accepted after this date.

Label and Deliver RFI Submittals prior to the deadline to:

Palm Beach State College  
David Chojnacki, Procurement Director  
Mail Station #27 PS100 Bldg.  
Palm Beach State College  
4200 Congress Avenue  
Lake Worth, Florida 33461  
E-mail: purchasing@palmbeachstate.edu

5.3 **Required submission materials** – Furnish the following submission items:
• One (1) hardcopy submittal and worksheet, and
• One (1) electronic flash drive (USB) containing the submittal and worksheet

5.4 Respondents are advised that from the date of release of this RFI until award of the contract, **no contact with University personnel related to this RFI is permitted. All communications are to be directed to the Procurement Officer listed above. Any such unauthorized contact will result in the disqualification of the Respondent’s authority to contract with Palm Beach State College for this or future Projects.**

5.5 Questions regarding the RFI document or application should be in writing and submitted to the Procurement Director no later than September 21, 2018. No oral communications shall be considered as a change to the RFI. Palm Beach State College may respond to questions deemed to be material in nature via a written addendum. Interpretation of the wording of this document shall be the responsibility of Palm Beach State College and that interpretation shall be final. Written responses to the questions submitted will be posted at [http://www.palmbeachstate.edu/purchasing/competitive-solicitations.aspx](http://www.palmbeachstate.edu/purchasing/competitive-solicitations.aspx), on September 28, 2018.

5.6 Respondents are fully responsible for obtaining the complete RFI, Addenda (if applicable), and any other related information by visiting our web site. It is strongly recommended that you bookmark this web site and visit it frequently. [https://www.palmbeachstate.edu/purchasing/competitive-solicitations.aspx](https://www.palmbeachstate.edu/purchasing/competitive-solicitations.aspx)

SECTION 6

REVIEW PROCESS

6.1 Review Process

College Administration will informally review all of the submittals and further consider the use of a P3 concept for this Project. If indeed the College decides to pursue a P3 for this Project, the College will subsequently issue an Invitation to Negotiate (ITN) that would require companies to submit more detailed information to support a P3 with PBSC. PBSC requirements would be more firmly defined in that solicitation.

6.2 Responder’s Acceptance of Project Methodology

Submission of a submittal indicates Responder’s acceptance of the College’s approach to this Project and the College’s prerogative to decide on any future course of action with respect to this Project.
## CALENDAR OF EVENTS

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time (Eastern Time)</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue RFI</td>
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<td>September 10, 2018</td>
</tr>
<tr>
<td>Written questions due to College</td>
<td>5:00 PM</td>
<td>September 21, 2018</td>
</tr>
<tr>
<td>Response to Written Questions</td>
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<tr>
<td><strong>Submittal Due Date &amp; Time</strong></td>
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<td><strong>October 5, 2018</strong></td>
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<tr>
<td>College Decision to proceed with ITN Yes/No</td>
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