



## LETTER TO THE COMMISSION

**LTC No: 25-207**

**TO:** Honorable Mayor and Members of the Fort Lauderdale City Commission  
**FROM:** Rickelle Williams, City Manager *RW*  
**DATE:** October 21, 2025  
**SUBJECT:** **City Hall Project Update –  
Supplemental Information Request Package**

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The purpose of this Letter to the Commission (LTC) is to inform the City Commission that City staff distributed a *Supplemental Information Request Package to City Hall Shortlisted Proposers (Request Package)* on Tuesday, October 21, 2025. The Request Package seeks additional information from each of the four (4) shortlisted proposers to ensure consistency, completeness, and comparability of the proposals under review and to address areas of interest raised by the City Commission at its October 7, 2025, meeting.

The deadline for supplemental responses is Monday, November 10, 2025, which City staff, in coordination with the City's consultants will evaluate the submissions in preparation for the proposer presentations anticipated for the December 2, 2025, City Commission Conference Meeting.

The intent of the Request Package is to establish the initial evaluation criteria so the City can directly compare each of the shortlisted proposers' responses in relation to one another. The information will be used to assess each proposer's experience and capability to successfully deliver the City Hall project.

This phase does not deliver the guaranteed maximum price, and it should be expected that the building size and cost will continue to evolve as the facility program is refined and the design progresses. All terms, conditions, and financial obligations related to the project will be subject to further negotiations upon selection of a firm and will be formalized through an interim agreement and/or a comprehensive agreement. The City intends to secure a guaranteed maximum price from the selected developer prior to the conclusion of the interim agreement period.

The Request Package includes ten (10) sections, as outlined below:

- 1) Overview – A brief overview of the unsolicited proposal timeline and history.
- 2) Evaluation Process and Timeline – Defines a three (3)-phase evaluation of the shortlisted proposers to be completed by the end of 2025. The first phase, now

complete, focused on refining the City Hall space program and amenities and issuing the Request Package. The second phase provides time for the shortlisted proposers to review and respond to the Request Package. The third phase consists of a collaborative review and evaluation by City staff and the City's consultant(s) of the supplemental response materials, and developer presentations, followed by the City Commission's final ranking of the shortlisted proposers.

The anticipated timeline for the evaluation process is outlined below:

<b>Milestone</b>	<b>Deadline</b>
<b>Request Package Distribution</b>	Tuesday, October 21, 2025
<b>Proposer(s) Questions to the City &amp; City Responses to the Proposer(s)</b>	<u>Proposer Question Submission Deadline:</u> Wednesday, October 29, 2025 (4:59 p.m.)  <u>City Response Deadline:</u> Friday, October 31, 2025 (4:59 p.m.)
<b>Request Package Response Submission</b>	Monday, November 10, 2025 (12:00 p.m.)
<b>Presentation Materials Submission</b>	Thursday, November 20, 2025 (4:59 p.m.)
<b>Proposer Presentations</b>	Tuesday, December 2, 2025 (1:30 p.m.)
<b>Final Ranking Decision</b>	Tuesday, December 2, 2025 (6:00 p.m.)
<b>Resolution Providing Notice of Decision to Proceed and Authorizing Negotiations</b>	Tuesday, December 16, 2025 (6:00 p.m.)

City staff will continue to provide updates to the City Commission as each milestone is completed and will also provide updates if any material developments arise that may impact the evaluation and ranking process.

- 3) **Project Considerations** – Provides information on overarching deal structure considerations such as project delivery methods, agreement phasing, agreement term, financial information, and general building considerations. The City requested that each shortlisted proposer submit responses for both Design-Build-Finance-Operate-Maintain (DBFOM) and Design-Build-Finance (DBF) delivery methods with a thirty (30)-year term. Proposers were also asked to address public ownership versus leasehold options, outline financing structures and capacity, and demonstrate their experience in delivering projects under DBFOM and DBF modalities. This is

intended to allow for a transparent comparison of proposals on a uniform and equivalent basis (i.e., an apples-to-apples comparison) across all submissions.

- 4) **Building Components** – Highlights the usable spaces of the City Hall building including the building classification and features. The City requested a Category Five (5) hurricane rated, Class A facility with twenty-three (23) distinct use considerations including office space, Commission Chambers, public areas, parking facilities, and others.
- 5) **Building Size** – Defines the gross square footage of the facility, broken down by the use types outlined in the Building Components section. The design framework contemplates accommodating approximately 700 employees (compared to roughly 300 at the previous City Hall), with total gross square footage just under 300,000 sq. ft.

As part of the City's space planning efforts for the new City Hall, it is contemplated that all positions previously located in City Hall will return to the new facility, while certain functions, such as Utility Services, are anticipated to remain offsite. Portions of the Development Services, Parks and Recreation, Public Works, and Transportation and Mobility departments are expected to be distributed between the new City Hall and offsite locations, based on operational needs. Existing and newly created departments that were not previously in City Hall, such as the City Auditor's Office, Capital Projects Department, the Office of Management and Budget, Community Services Department, and Strategic Communications are planned to be located within the new City Hall.

Proposers were asked to identify the cost and timeline impacts of adding 1,000 parking spaces into the building podium to assist the City in evaluating whether to continue using the existing 1,447-space City Hall Garage (743 parking spaces controlled by the City of Fort Lauderdale / 704 parking spaces controlled by Merin-Hunter) or to repurpose that parcel for future development.

The proposed building (facility) size information is:

<b>City Offices / Conference Spaces</b>	<b>Factor %</b>	<b>Sq. Ft.</b>
City Offices and Cubicles		82,660
Conference and Meeting Spaces		19,253
Commons ("Shared Amenities")		10,000
Ancillary Spaces		5,000
Undefined Allocation – Potential Future Growth	10%	11,691
<b><i>City Offices and Conference Spaces – Subtotal</i></b>		<b><i>128,604</i></b>

<b>Community Space and Amenities Programming</b>	<b>Factor %</b>	<b>Sq. Ft.</b>
Lobby		20,000
Commercial Offices (Retail Allocation)		10,000
Commission Chambers & Pre-Function		7,600
Conference Center and Multi-Purpose Space		7,000
Health, Wellness, and Fitness Center		6,500
Police Department Substation and Community Court Facilities		4,500
Print Shop and Mail Room		2,900
Communications Studio and Press Room		2,500
Utility Billing Service Counter		2,000
Café / Coffee Kiosk		1,783
<b>Total Community Space and Amenities Programming - Subtotal</b>		<b>64,783</b>
<b>Net Area (Net Square Feet - NSF)</b>		<b>193,387</b>

<b>Building Support Programming</b>	<b>Factor %</b>	<b>Sq. Ft.</b>
Circulation	35%	67,686
Support Spaces	15%	29,008
General Office Storage	3%	5,802
<b>Total Building Support – Subtotal</b>		<b>102,496</b>
<b>Gross Area (Gross Square Feet - GSF)</b>		<b>295,883</b>

- 6) Instructions – Provides detailed guidance to the shortlisted proposers on preparing and submitting their Request Package responses. This section specifies formatting, delivery method, point of contact, and deadline requirements.
- 7) Response Expectations – Outlines eighteen (18) questions and statements that each shortlisted proposer is required to address in its Request Package response. These items cover a range of topics, including developer financial obligations, capital requirements, developer contributions, proposed payment mechanisms,

financial capacity, anticipated revenue streams, and flexibility in financing structures; project schedules for design, permitting, and construction; ownership structures and options; detailed cost estimates and breakdowns for the design and construction phases; and the proposer's prior experience delivering comparable projects. The objective is to ensure that proposers provide comprehensive and consistent information in direct response to the direction provided by the City Commission.

- 8) Evaluation Criteria – Defines the process and criteria that the City will use in the review and evaluation of the supplemental responses. City staff, in coordination with the City's selected consultants will consider factors such as each proposer's technical and financial capacity, proposed financial structure and feasibility, cost reasonableness and value, litigation history, cost and schedule reliability, and proposer experience.
- 9) Developer Feedback – Provides the shortlisted proposers with the opportunity to submit additional information, recommendations, feedback, or considerations to improve project outcomes or contribute to a more effective public-private partnership for the City Hall project.
- 10) Presentation Materials – Defines the process for each shortlisted proposer to prepare and submit presentation materials in advance of the proposer presentations scheduled for December 2, 2025. This section specifies the required format, delivery deadlines, and other details to ensure readiness for review by City staff, consultants, and the City Commission. The Request Package encouraged proposers to limit their presentations to thirty (30) minutes, exclusive of time allotted for questions and answers.

I will be seeking City Commission feedback as part of the City Manager's Report during the October 23, 2025, City Commission Conference Meeting.

Attachment:

1. Supplemental Information Request Package (Request Package) to City Hall Shortlisted Proposers

c: D'Wayne M. Spence, Interim City Attorney  
David R. Soloman, City Clerk  
Patrick Reilly, City Auditor  
City Manager's Office  
Department Directors



CITY OF FORT LAUDERDALE

# CITY HALL PROJECT

Supplemental Information  
Request Package for  
Shortlisted Proposers





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The information requested in this document is intended solely for informational and evaluation purposes to facilitate an equitable comparison among the shortlisted proposers for the City Hall project. The supplemental materials do not constitute a commitment by either the City or the proposer, nor are the responses intended to serve as a final representation of actual design, construction, or financing costs. The information will, however, be utilized to assess each proposer’s experience with and capability to successfully deliver the City Hall project through a public-private partnership. All terms, conditions, and financial obligations related to the project will be subject to further negotiations – upon selection of a firm – and formalized through an interim agreement and/or a comprehensive agreement.

## 1. Overview

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On May 15, 2025, the City received an unsolicited proposal pursuant to Section 255.065, Florida Statutes, to design, develop, finance, construct, operate, and maintain a new city hall facility on its prior site or at an alternative preferred site.

At the June 3, 2025, City Commission Conference Meeting, staff provided an update on the City Hall project. At the conclusion of the presentation, the City Commission requested that staff prepare a walk-on resolution for the June 3, 2025, City Commission Regular Meeting, providing notice of the City’s intent to enter into a comprehensive agreement for the design, build, financing, construction, operation, and maintenance of a new city hall facility and to accept other proposals for the same project.

Resolution No. 25-96 established a sixty (60)-day competition period, which commenced on June 6, 2025 - following publication in the Sun-Sentinel and Florida Administrative Register - and closed on August 5, 2025, at 5:00 p.m. In accordance with Section 255.065, Florida Statutes, the City invited competing proposals for the unsolicited submission received from Meridiam Infrastructure North America to design, finance, construct, operate, and maintain a new City Hall facility. The City received five (5) additional proposals and a revised proposal from Meridiam Infrastructure North America by the close of the competition period. The six (6) proposers, including updated project team members, include:

- **Balfour Beatty** (Balfour Beatty, DLR Group, Kobi Karp, Chen Moore, and Brizaga)
- **Cypress West** (KAST)
- **Fort Lauderdale Civic Partners** (Meridiam, Suffolk, Zyscovich, Keith, ABM, and Dickey Consulting)
- **FTL Beacon Collaborative** (Gilbane, Project Finance Advisory, Ltd., EllisDon, Arquitectonica, TLC, DDA, Flynn)
- **FTL City Hall Partners** (Plenary, Core, Stiles, PALMA, PGAL, and Consentini)
- **Industry 1 Developments** (Gemstone, Xavier, Feller, FCPE)

After receipt, staff verified proposer disclosures and confirmed that no proprietary exemptions applied; all six (6) proposals were subsequently made available to the public via the City's "Reimagining City Hall" webpage ([spotlightftl.com/reimagining-city-hall](https://spotlightftl.com/reimagining-city-hall)) and distributed in hard copy to the Mayor, City Commissioners, and Charter Officers.

On October 7, 2025, Jacobs Project Management Co. (Jacobs), serving as the City's Owner's Representative, presented its preliminary evaluation of the six (6) unsolicited City Hall proposals during the City Commission Conference Meeting (Commission Agenda Memorandum #25-0400).

Jacobs' evaluation focused on proposer qualifications, experience with civic and municipal facilities, financial capacity, litigation history, references, and compliance with Section 255.065, Florida Statutes.

The Jacobs' comparative matrix identified FTL City Hall Partners as the only team meeting all nine (9) evaluation criteria. Balfour Beatty, Fort Lauderdale Civic Partners, and FTL Beacon Collaborative each satisfied eight (8) of the nine criteria, while Cypress West met five (5), and Industry 1 Developments met three (3).

Based on Jacobs' findings, City staff recommended advancing (shortlisting) the four (4) highest-ranked proposers - Balfour Beatty, Fort Lauderdale Civic Partners, FTL Beacon Collaborative, and FTL City Hall Partners - for continued evaluation and consideration.

A corresponding motion was approved by the City Commission at the October 7, 2025, City Commission Regular Meeting to formally approve the shortlisted proposers (Commission Agenda Memorandum #25-1039).

## 2. Evaluation Process and Timeline

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The City plans to further evaluate the shortlisted proposers through this request for supplemental information. While the City understands that a guaranteed maximum price (GMP) cannot be determined at this point in the project timeline, each proposer is requested to provide a more detailed financial plan that includes the estimated project cost, financing methods, the cost of each modality, and other relevant information, together with the proposer's experience, if any, in structuring and delivering such financial plans. While the information provided does not constitute a contractual commitment, it will be reviewed for accuracy, completeness, and consistency with comparable South Florida developments, as well as to assess the proposer's experience, capability, and capacity to deliver a project of this scale and complexity in the City of Fort Lauderdale.

The evaluation process for the shortlisted proposers will occur in three (3) phases as follows:

- ▶ **Phase One (Completed)** – Phase One involved City staff refining the City Hall project scope including the gross square footage, building occupants, potential future growth space, building amenities, and additional parking space needs. The outcome yielded a 295,883 square foot building/facility which is further defined and detailed within this document. Phase One also includes the distribution of the supplemental information request to each shortlisted developer.

- ▶ **Phase Two** – Phase Two includes the shortlisted proposers providing supplemental materials including updated design concepts (as may be needed), construction cost estimates, project schedules, and financial statements. Each proposer should substantiate and defend its cost estimates and underlying assumptions against recognized industry standards and prevailing local market benchmarks. The Phase Two deliverable includes a supplemental information packet that will be reviewed as part of Phase Three. Shortlisted proposers will have fourteen (14) business days to update their proposals, with a deadline date of November 7, 2025 (as further defined in this section).
- ▶ **Phase Three** – Phase Three includes an evaluation by the City and its consultants to review and validate the responses for supplemental information from each shortlisted proposer. The additional information requested and criteria for this review are further defined in Section Seven and Section Eight. Phase Three also includes developer presentations to the City Commission. The presentation material deadline is November 20, 2025 (as further defined in this section), with presentations anticipated to occur on December 2, 2025. Additional information on the presentation expectations can be found in Section Ten.

Following the presentations, it is anticipated that the City Commission will rank the shortlisted proposers and determine next steps.

Milestone	Deadline
Request Package Distribution	Tuesday, October 21, 2025
Proposer Questions to the City & City Responses to the Proposer	<u>Proposer Question Submission Deadline:</u> Wednesday, October 29, 2025 (4:59 p.m.)  <u>City Response Deadline:</u> Friday, October 31, 2025 (4:59 p.m.)
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\*Section Six (Instructions) includes instructions for material submission

### 3. Project Considerations

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Proposers should ensure that their supplemental information responses address the following project considerations.

- ▶ **Delivery Methods** - The City is continuing to evaluate the most appropriate project delivery approach. Proposers should provide detailed information outlining how the City Hall project could be delivered under the following two (2) potential structures:
  - *Scenario A* - Design-Build-Finance-Operate-Maintain (DBFOM)
  - *Scenario B* - Design-Build-Finance (DBF)
- ▶ **Agreement Phasing** – Upon the selection of a developer by the City Commission, the City intends to negotiate two (2) agreements: an interim agreement and a comprehensive agreement. The interim agreement will encompass the pre-construction scope of work including planning, design, site exploration, due diligence investigations (including environmental and survey work), permitting support, conceptual and schematic design development, cost estimating, value engineering, financial modeling, scheduling, risk management framework, stakeholder engagement, and preparation of the GMP proposal. During the interim agreement period, the parties will start negotiations for the comprehensive agreement. The GMP will be included as part of the City Commission’s consideration to determine if the City advances the project through a comprehensive agreement or concludes the process at the end of the interim agreement period. The City expects the selected developer to share in the City’s cost associated with negotiations and due diligence, including outside counsel fees, leading up to and through the interim agreement period.
- ▶ **Agreement Term** – The term for the interim agreement will be mutually determined with the selected proposer. The comprehensive agreement term will be determined as part of the negotiations; however, for the purpose of this financial assessment and to ensure standardized responses amongst the shortlisted proposers, proposers should assume a thirty (30)-year term commencing upon the issuance of the temporary certificate of occupancy (TCO).
- ▶ **Financials** – The City’s consultant(s) will conduct an independent financial review of the supplemented proposals. The review includes the proposed financing mechanisms (e.g., tax-exempt bonds, taxable bonds, federal programs, and private equity), the proposed capital stack, projected financial costs (e.g., annual budgetary impacts, life cycle cost), and potential credit and bond capacity implications, along with the total cost of ownership. The City’s consultant will also verify construction cost estimates against available benchmarks and prevailing local market data with a particular focus on whether assumptions regarding project components, materials, and amenities are supportable and defensible. As part of this effort, the City or its consultants may reach out to the developer teams directly to clarify any information.
- ▶ **Building Components and Size** – The City seeks to have directly comparative responses from each proposer; therefore, the development teams should base their supplemental information responses solely on baseline requirements contained within this document. The responses should not include additional space, amenities, features, or considerations beyond those specified, as that would limit the City’s ability to compare proposals on an equal basis. The City welcomes recommendations as part of Section Nine, provided that any additional elements are clearly identified and separated from the baseline response.

## 4. Building Components

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The new City Hall shall be designed and constructed as a Class A office building that is modern, resilient, and community-focused. The facility must support efficient municipal operations within a flexible, technology-enabled workplace, while providing an inviting experience for the public. Key features include an accessible ground-floor lobby and a variety of indoor and outdoor gathering spaces that promote civic engagement. The fundamental principles include: durable materials; right-sized, adaptable office floors; secure but open public interfaces; and integrated features that reduce lifecycle costs.

The building shall be engineered to withstand a Category Five (5) hurricane, or the highest hurricane classification in effect at the time of design. Structural, envelope, and critical systems shall be hardened in accordance with the Florida Building Code and applicable wind-load and impact resistance standards, ensuring continuity of operations during and after major storm events.

The site and building should establish a welcoming, accessible, and connected environment. The ground-floor should feature a prominent lobby opening onto a shaded outdoor public plaza, weather-protected entrances, and well-defined pedestrian connections to adjacent streets and transit facilities. Above, green decks/roof gardens should function as outdoor rooms for staff and community use, supplementing interior collaboration and amenity areas. The public-facing program—Commission Chambers, pre-function areas, and public meeting rooms—should be conveniently located and intuitively way-found from the main lobby.

The City is still considering the future utilization of the existing parking garage parcel. As such, the City is requesting information to understand the costs and timeline impacts of including a 1,000-space parking garage within the City Hall building podium. The final determination on the facility parking needs will be included during planning and design efforts and included as part of the interim agreement period.

Through a series of community workshops and charrettes, City residents and stakeholders highlighted the need for welcoming architecture, effective shade and weather protection, accessible public-meeting space(s), and a resilient, energy-efficient facility. These priorities should inform the lobby, chambers, public meeting area(s), and outdoor plaza/terrace design.

### Community Space & Amenities Programming

- ▶ **Civic Lobby & Public Commons** – A double-height arrival hall with public information/concierge, security screening, seating alcoves, and exhibition walls for City history and rotating art, with direct sightlines to chambers access and public counters.
- ▶ **Commission Chambers & Pre-Function** – City Commission chamber with integrated broadcast and audio-visual (A/V) technology, dais, accessible public seating, assistive listening, and adjacent pre-function galleries for queuing and overflow. Incorporating shared or adjacent multi-purpose rooms to accommodate committee meetings. Pre-function and support areas should also include a small kitchenette or catering preparation area to accommodate refreshments as well as break-out hospitality rooms for elected officials, staff, and visitors, as well as a smaller meeting room suitable for closed-door sessions.

- ▶ **Public Meeting & Multipurpose Rooms** – A grouping of reservable rooms (small, medium, large) with operable partitions, integrated A/V, hybrid meeting capability, and after-hours access controls.
- ▶ **Community Collaboration Hub** – Informal co-worktables, banquettes, and touch down counters with public Wi-Fi and charging stations; can double as pre-function and exhibition space.
- ▶ **Café / Coffee Kiosk** – Lobby-adjacent food service with indoor seating integrated with the plaza or green deck for community events.
- ▶ **Outdoor Plaza / Green Decks / Roof Gardens** – Outdoor and common-use areas shall include at-grade and above-grade landscaping designed to provide shade, visual appeal, and stormwater attenuation. These spaces should be programmed with seating clusters, shade structures, and power/data connections to support community events. Coordinate all landscaped areas with structural and waterproofing systems to ensure long-term durability and ease of maintenance.
- ▶ **Health, Wellness, & Fitness Center** – The on-site wellness center functions as a dedicated health suite designed to accommodate employee medical visits, wellness appointments, and preventive care services (e.g., nurse consultations, health screenings, flu shots, or visiting practitioners). The center should include private exam and consultation rooms, a waiting and reception space, and restrooms to support short-duration medical visits. Adjacent to the health suite, provide a fitness area with gym and multipurpose studio space for classes or wellness programs. Where feasible, the fitness rooms should have direct access to the green deck or terrace to support outdoor wellness and fitness activities.
- ▶ **Public Service Counters** – Consolidated customer service zone for high-volume interactions (payments, permits, records) with queuing, ADA-compliant counter heights, and adjacent self-service kiosks.
- ▶ **Art / History & Gallery Walls** – Indoor and outdoor curated temporary and permanent displays for highlighting City heritage and local artists, integrated wayfinding, and digital information boards. The City encourages the utilization of art to create placemaking throughout the entire project.
- ▶ **Commercial Offices (Retail Allocation)** – Ground-floor commercial and retail bays fronting the plaza, totaling approximately 10,000 square feet, designed to support neighborhood-serving uses such as other government agencies, not-for-profit organizations, food and beverage services, convenience retail, or a childcare facility. Space should be fitted with separated utilities, storefront systems, and back-of-house access to allow flexible leasing to private tenants. Retail programming may also include pop-up kiosks or market stalls to activate the plaza throughout the day and evening.
- ▶ **Circulation and Wayfinding** – Vertical and horizontal circulation systems shall include public and staff elevators, secure stair towers, and clear wayfinding signage that distinguishes public, restricted, and service routes. Circulation zones must accommodate ADA accessibility, queuing areas near chambers and meeting rooms, and clear sightlines from the main lobby to public destinations. The circulation space is reflective of useable square footage (non-useable square footage will be contemplated during the planning and design efforts as part of the interim agreement period).
- ▶ **Future Growth** – Provide flexible office space within the building to accommodate potential future growth, new services, or emerging technology needs. These spaces should be delivered as shells with operational building systems so that they may be leased or used for storage, flexible offices, or collaboration until reassigned.

- ▶ **Police Department Substation & Community Court Facilities** – A shared public safety and community outreach suite, to house community court operations and a police neighborhood substation for public interface and security presence. This area would preferably have an independent access point.
- ▶ **Hoteling / Remote Work Suites** – Provide reservable touchdown workstations with power/data access, designated to support hybrid work and visiting staff from other City facilities. Include quiet zones and flexible layouts to accommodate short-term use and collaboration.
- ▶ **Mechanical / Electrical / Plumbing (MEP) Rooms** – Each floor shall include distributed MEP closets, with primary mechanical and electrical rooms consolidated for ease of access and maintenance. Provide clear access pathways for the replacement of major equipment and ensure redundancy for all critical systems. The building design should accommodate centralized mechanical equipment such as the chiller plant, cooling tower, fire suppression and domestic water pumps, and associated support systems. The Fire Command Room shall be located on the first floor, adjacent to a main building entrance for direct access by emergency personnel. The design shall also include a dedicated Telecommunications Service Entrance Facility, housing the Main Distribution Frame, with provisions for future technology expansion and connectivity to intermediate distribution frames on each floor.
- ▶ **Storage & Archives** – Dedicated records and general storage rooms shall be located on lower levels with humidity control, shelving, and fire-rated enclosures for secure document retention. Include distributed storage on each floor for departmental supplies and seasonal equipment.
- ▶ **Janitorial Closets** – Provide janitor closets on each floor with mop sinks, chemical storage, and ventilation; include a central janitorial room to store bulk supplies, carts, and waste management equipment.
- ▶ **Loading & Waste Management** – A secure loading dock to accommodate deliveries, waste and recycling compactors, and facility operations vehicles. The dock should connect directly to a back-of-house circulation corridor and freight elevator for internal distribution.
- ▶ **Print Shop and Mail Room** – Centralized area for high-volume printing, copying, scanning, and mail services that support all departments. Includes secure zones for mail handling, large-format printing, and supply storage, with direct access to loading and receiving areas for efficient distribution.
- ▶ **Communications Studio and Press Room** – Professional studio and press space for the Strategic Communications team to produce videos, media briefings, and digital content. Includes flexible recording areas, editing workstations, and A/V infrastructure to support live and recorded City communications.
- ▶ **Commons (“Shared Amenities”)** – Common and shared spaces, along with employee dedicated functions; designed to encourage employee use of the building as an extension of their workspace and to foster collaborative interactions within a department and interactions between departments.
- ▶ **Departmental Ancillary Space** – Provide dedicated ancillary areas within each department to support specialized functions or operational needs not otherwise defined in this program. These spaces should accommodate unique workflows, equipment, or service delivery requirements specific to each department. Ancillary areas may include specialized storage, payment processing facilities, service counters, waiting areas for public interactions, workrooms, lactation rooms, staging areas, operational equipment, or other spaces necessary for programmatic support. The design should allow flexibility for future reconfiguration as departmental needs evolve.

- ▶ **Parking Garage** – A standard concrete parking garage with 1,000 parking spaces that is contained within the podium of the building. The garage should include modern amenities such as security camera systems, eco-friendly lighting, open floorplans, secured access, pedestrian separation from primary drive paths, external covering (mesh/landscaping), direct access to City Hall, and other standard Class A office building parking garage features. The City envisions a dedicated short-term parking area on the ground level with no less than twenty-five (25) parking spaces.

## 5. Building Size

For purposes of the supplemental information response and to standardize comparisons, each proposer shall use the program and gross building area shown below when developing construction costs, schedules, and financial analyses. The final building size and components will be determined with the selected developer during the interim agreement planning and design period and may vary from these evaluation assumptions. For the avoidance of doubt, the standardized gross square footage (GSF) is an evaluation baseline only and is not a commitment by the City.

### Estimated City Hall Space Utilization

City Offices / Conference Spaces	Factor %	Sq. Ft.
City Offices and Cubicles		82,660
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Commons ("Shared Amenities")		10,000
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<b>Gross Area (Gross Square Feet - GSF)</b>		<b>295,883</b>

<b>Parking Garage</b>	<b>Spaces</b>
Podium Parking Garage	1,000

## 6. Instructions

Shortlisted proposers are instructed to respond to this request by submitting supplemental information. The City is not seeking a full update of the previously submitted proposal, but rather a concise response that fully addresses the information and needs contained within this document. The submission deadline for the supplemental information response is Monday, November 10, 2025, at 12:00 p.m. (EST). Late submissions will not be accepted.

Each proposer shall:

- ▶ Deliver twelve (12) hard copies and one (1) electronic copy of the supplemental information response to the City Manager’s Office, 101 NE 3 Avenue, Suite 2100, Fort Lauderdale, Florida 33301, Attention: Ben Rogers, Assistant City Manager – Reimagining City Hall. Hard copies must be received by the submission deadline.
- ▶ The electronic copy should consolidate all content into a single PDF format, clearly labeled with the shortlisted proposer’s company name and submission date (e.g., “Company Name – Supplemental Information Response – November 10, 2025”).
- ▶ Include all components – technical, financial, and narrative – within one cohesive package. Supplemental attachments should be included as appendices, not separate files.
- ▶ **Public Records Notice: All materials submitted in response to this request are subject to State of Florida Public Records Laws.**

## Questions and Clarifications

All questions, requests for clarification, or coordination related to submission logistics shall be submitted in writing via email to Ben Rogers, Assistant City Manager, at [brogers@fortlauderdale.gov](mailto:brogers@fortlauderdale.gov) with a copy to Angela Salmon, Program Manager at [asalmon@fortlauderdale.gov](mailto:asalmon@fortlauderdale.gov). The City will compile all questions received and may issue written responses, if necessary, to ensure consistent interpretation among proposers. The deadline for questions is Wednesday, October 29, 2025, at 4:59 p.m. (EST).

## 7. Response Expectations

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### Financial Considerations

Proposers should provide responses to the following questions. If the responses differ for Scenario A (DBFOM) and Scenario B (DBF), please include an answer for each scenario. If the answers are the same, only one response is required for each question.

1. Describe the City’s anticipated financial obligations during the interim agreement period.
2. Describe the City’s anticipated financial obligations during the comprehensive agreement period.
3. Identify any upfront capital requirements for the construction of the building.
4. Confirm that the developer will be responsible for the City costs associated with negotiations and due diligence, including outside counsel fees, leading up to and through the interim agreement period up to a maximum of \$350,000.

5. Describe the proposed payment mechanism(s) that are being proposed (e.g., availability payments, lease/concession payments, milestone, or revenue-based models).
6. Define any anticipated revenue streams, funding sources, and assumptions regarding debt, equity, and public contributions.
7. Based on the updated construction costs, identify the proposed lease or concession terms, including payment structures, escalation formulas, and provisions for operating expenses, maintenance reserves, and capital reinvestment.
8. In relation to your proposed financial structures please specifically address:
  - If the proposal requires a component of private equity, identify the amount as a percentage of the total capital stack.
  - If the proposer desires private financing and/or conduit financing, provide information on the specific financing entities that will be used.
  - Specify the cost of capital as of November 1, 2025. Provide the cost of capital detail by the component of financing (private equity, taxable or tax-exempt bonds).
  - Provide the inflationary and contingency factors utilized in the construction cost estimates.
  - Specify the anticipated source of repayment.
9. Outline relevant experience preparing financial plans of this nature and provide projected costs for each proposed financing modality. Cite representative transactions and roles.
10. Comment on willingness to provide flexibility in the funding structure, including whether certain components (private equity, taxable financing, conduit financing) are required, or if the City may separately arrange financing.

## Development and Agreement Terms

11. Define the respective roles of the City and Developer/Private Partner during the following stages of development: design, permitting, financing, construction, operations, and long-term maintenance.
12. Provide a proposed timeline for the project indicating the anticipated quarters for completion of the design, permitting, and construction phases.
13. Confirm that the City will maintain ownership of the underlying land.
14. Identify ownership of the building improvements, infrastructure, and air rights during and after the term of the comprehensive agreement.

## Design and Construction Costs

15. Identify the updated total construction costs based on information included in this document, and specifically defined in Section Four (Building Components) and Section Five (Building Size).
16. Clearly itemize costs under the following categories: (a) Direct Costs, (b) Indirect Costs, (c) Overhead/Administrative Costs, and (d) Contingency. Each proposer shall use the same format and cost definitions to ensure comparability across submissions.
17. Clearly separate construction costs from all other cost components. Provide the construction cost on a per-square-foot basis, along with an escalated per-square-foot cost based on the anticipated midpoint of construction.
18. Provide cost estimates for the planning, design, and construction phases to deliver the project. Indicate the primary cost drivers for each phase.

## 8. Evaluation Criteria and Process Overview

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The supplemental information responses submitted by the shortlisted proposers will be evaluated collectively by the City and its selected consultants, including but not limited to Jacobs Project Management Co. and PFM Financial Advisors LLC.

The purpose of this evaluation is to gain a clear understanding of each proposer's technical and financial capacity to deliver a modern, cost-effective, and operationally efficient City Hall that meets the City's programmatic needs. The evaluation process will include qualitative and quantitative criteria designed to ensure an equitable, data-driven comparison among all shortlisted development teams. The key evaluation components may include:

### Financial Structure and Feasibility

Assesses the financial integrity, feasibility, and comparative value of each proposed financing approach, including:

- ▶ Review and analysis of each proposer's financial plan, including funding sources, capital stack, and life-cycle cost assumptions
- ▶ Comparison of financing modalities (e.g., taxable/tax-exempt bonds, federal credit programs such as TIFIA, private equity structures)
- ▶ Assessment of projected budgetary impacts over the term of the agreement, including debt service or availability payment implications

- ▶ Verification of construction cost assumptions within financial models, available benchmarks, including industry references, and subscription-based datasets (e.g., RSMeans, ENR), and local market comparables
- ▶ Evaluation of credit implications, bonding capacity, and risk allocation associated with each structure

## Cost Reasonableness and Value

Validation of the reasonableness of each proposal's construction cost and confirmation that proposed pricing aligns with current industry standards ensuring that each proposer's submission reflects both fair market construction costs and a transparent record of any legal proceedings or disputes relevant to the proposer's experience and capacity to deliver the project.

This review will verify:

- ▶ Construction cost estimates per gross square foot, escalated to the projected midpoint of construction
- ▶ Breakout of direct construction costs versus soft costs, financing, operations, and maintenance
- ▶ Alignment and consistency with prevailing market pricing for Class A facilities in South Florida
- ▶ Evaluation of cost assumptions and contingencies, including escalation, escalation indices, and risk allowances
- ▶ Confirmation of critical building system costs, including mechanical, electrical, plumbing, and technology infrastructure elements
- ▶ Validation of the proposer's schedule, sequencing, and phasing assumptions for constructability and efficiency

## Responsiveness and Completeness

City staff, and its consultants, will evaluate the responses for complete, clear, and concise responses. The information provided should address the requests within and should not have additional elements, factors, or criteria that create challenges in comparison with other responses. The information and analysis completed previously will be utilized to further evaluate each proposer's qualifications, experience, financial capacity, organizational approach, and compliance with statutory and procurement requirements. These elements will remain part of the overall framework used to assess the shortlisted teams. In addition, per direction from the City Commission on October 7, 2025, additional research on the litigation history of each development team will be conducted and included as part of the staff recommendation.

## Overall Evaluation Objective

The combined review will produce an integrated evaluation summary aligning financial feasibility, cost validation, technical competency, and compliance. The collective findings will serve as the foundation for a staff recommendation to the City Commission.

## 9. Developer Feedback

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The City is interested in learning more about the shortlisted developer's feedback and recommendations for the project. Please feel free to provide any additional information, observations, or recommendations that may enhance the project's delivery, design efficiency, financial feasibility, or long-term operations. The City also invites proposers to identify any considerations, preferences, or alternative approaches that the City should take into consideration to improve outcomes or ensure a more effective public-private partnership. Information provided for this section should not be integrated with the requirements of the response, rather it should be clearly identified in a separate section.

## 10. Presentation Materials

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The City Commission intends to hear presentations from the remaining four (4) development teams. Each development team should compile presentation materials in an electronic format that will be published with the City Commission agenda. The deadline for presentation materials is November 20, 2025 (as defined in Section Four). The presentation materials should be submitted in PDF or PowerPoint format via email to Ben Rogers, Assistant City Manager, at [brogers@fortlauderdale.gov](mailto:brogers@fortlauderdale.gov) with a copy to Angela Salmon, Program Manager, at [asalmon@fortlauderdale.gov](mailto:asalmon@fortlauderdale.gov) and David Soloman, City Clerk, at [dsoloman@fortlauderdale.gov](mailto:dsoloman@fortlauderdale.gov). If the file is too large to send via email, a file share service link can be provided by the City (email Ben with a copy to Angela to request the file share service information).

City staff encourages proposers to limit the presentation content to thirty (30) minutes (not including time for questions/answers).

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# CITY OF FORT LAUDERDALE

## City Manager's Office

101 NE 3rd Avenue, Suite 2100, Fort Lauderdale, Florida 33301

### For Questions, Contact:

- ▶ Ben Rogers, Assistant City Manager: [brogers@fortlauderdale.gov](mailto:brogers@fortlauderdale.gov)
- ▶ Angela Salmon, Program Manager: [asalmon@fortlauderdale.gov](mailto:asalmon@fortlauderdale.gov)

If you would like this publication in an alternate format, please call (954) 828-4755 or email [strategiccommunications@fortlauderdale.gov](mailto:strategiccommunications@fortlauderdale.gov).