

## REQUEST FOR LETTERS OF INTEREST AND QUALIFICATIONS

The Village of Wellington is seeking letters of interest from qualified firms/organizations for the development of the 10-acre property located at 2175 Wellington Green Drive. This property is commonly identified as Wellington Green Park, PCN# 73-41-44-1301-0160-000.

*Proposers must demonstrate experience in organizing a development, of their choosing. This would include design, permitting, constructing and operating of a development that would be beneficial to Wellington. The Village will weigh the value added of an out-right-sale of the 10-acre property, versus a partnership or lease arrangement with the qualified firm.*

Letter of Interest (LOI) document may be downloaded online at [www.demandstar.com](http://www.demandstar.com) or at [www.wellingtonfl.gov/purchasing](http://www.wellingtonfl.gov/purchasing) starting on **January XX, 2023**.

- Complete letters of interest shall be emailed to Danielle Zembrzusi [Dzembrzusi@wellingtonfl.gov](mailto:Dzembrzusi@wellingtonfl.gov) by 5:00 PM Local time on **XXXXXX**.
- No Letter of Interest (LOI) may be withdrawn for a period of 120 days after the posting of the recommended award.

Letters of interest will be reviewed by Village Staff and a Staff report with Staff's recommendation will be presented to Council. The offer (s) which are the most advantageous and, in the Village's best interest will be selected by Wellington's Council. The Village reserves the right to reject all letters of interest and pursue alternative option for the site.

To be eligible for consideration, the qualified firms/organizations must show evidence of successfully *developing* the type of development proposed and demonstrate the financial capabilities to design, market, and construct a development. The following information shall be provided as part of the development proposal:

1. Company name, contact person, address, telephone number and e-mail address.
2. Approach and methodology proposed for a development; including designing, permitting, constructing and operating, the type of development proposed.
3. Description of qualifications and examples of the past 5-years of experience in designing, permitting, constructing and operating, a development.
4. The method of compensation (i.e. out-right-sale, lease or partnership.) to be paid to the Village.
5. Proposal shall include the following:
  - a. A narrative outlining the development program; including estimated square footages, site amenities, off-site improvements etc.
  - b. A narrative outlining the architectural intent of the proposed development.
  - c. The proposed offer, outlining any qualification or options to the offer.
  - d. Portfolio of development projects, minimum past five years.
  - e. A schedule, that in general terms, outlines the development program, design, permitting, site approvals and construction timeframes.

**EVALUATION OF PROPOSERS:**

Following the reception of the Letters of Interest (LOI), the submittals will be evaluated by staff with a report summarizing each proposal, including a recommendation to Council.

Selection by Council to be made to the responsible proposer (s) whose qualifications and proposed development program are determined to be the most advantageous to Wellington by Village Council.

In the event the Village determines that negotiations are in the Village’s best interest, any such negotiations shall be conducted by the Village’s Purchasing Manager. Any negotiations are subject to Sunshine Law, even if portions of the meetings are exempt and closed.

The selected developer (s) shall be notified of the selection by Wellington’s Council. Upon notification, the selected developer (s), will be allotted 90 days in which to prepare a development packet. This packet would include the corresponding site plan to the development narrative, renderings that reinforces the architectural intent, a market study, and financials that provide evidence that the development, as proposed can be successfully funded.

Submittals shall detail the following information to be considered responsive in order for the Village to fully evaluate the development submittal.

**LOI SUBMITTAL INSTRUCTIONS:**

All responses must include the following sections, organized in a clear and concise manner:

**Section 1: Title Page**

This must list the proposers name, physical address, telephone number, email address, and date.  
Maximum one page.

**Section 2: Background**

Approach and methodology, with Professional Qualifications and examples of the experience.  
Maximum three pages.

**Section 3: Letter of Interest (LOI)**

Method of compensation to the Village. Maximum two page.

**Section 4: Proposal**

- 4.1 Narrative of the development program; square footages, site amenities, off-site improvements etc.  
Maximum three page.
- 4.2 Architectural intent/proposed style. Maximum two page.
- 4.3 General itemized schedule that outlines the development program. Maximum one page.