

City of Alexandria
Process to Consider Unsolicited Offer

1. Proposing entity submits summary of unsolicited proposal to the City Manager and submits confidential proprietary proposal details to the City Attorney.
2. City public announcement of receipt of proposal, as well as process and timetable to consider whether or not to create a formal RFP process. City posts public elements of proposal on City's web site.
3. Proposer briefing of community stakeholders including relevant boards and commissions.
4. City staff review of proposal and discussion with stakeholders.
5. City Manager recommendation and City Council decision on whether or not to issue an RFP (first Council Legislative meeting in October is targeted). If yes, then continue. If no, process ends.
6. If process continues, City issues RFP in the fall which any entity can respond to
 - a. RFP needs to satisfy 15.2-2100 et seq. including 40-year maximum lease term
 - b. Formal evaluation criteria to be established and used for evaluation purposes
7. 90 day period for responses to RFP to be submitted.
 - a. Submissions to include details of proposals, financial capability of offerors, proposed business terms, public benefits, etc.
8. Staff review of proposals
 - a. Utilize existing City Real Estate Committee with added subject matter staff.
 - b. Best and final second submission could also be utilized based on the number and quality of the first submissions.
9. Staff recommendation to City Council whether or not to proceed to negotiate an agreement with a proposer deemed to have best met the selection criteria, and if so which proposer.
10. If Council authorizes continuing to contract stage, negotiate at staff level
 - a. Terms and conditions of agreement/lease
 - b. Public use/benefits plan
 - c. DSUP level plans
 - d. Iterative community and stakeholders meetings during planning process
11. Undertake public approval process via Planning Commission and City Council
 - a. Rezoning if needed
 - b. Land lease and business agreements incorporating public use/benefits plan
 - c. Decision on utilization of lease proceeds and tax revenues
 - d. 9.06 process
 - e. DSUP process