ORDINANCE NO. ~~2010-~~ 96

AN ORDINANCE TO AMEND AND UPDATE REGULATIONS RELATED TO THE VIRGINIA PUBLIC-PRIVATE EDUCATION AND INFRASTRUCTURE ACT OF 2002.

BE IT ORDAINED by the Council of the City of Portsmouth, Virginia:

1. That the Code of the City of Portsmouth, Virginia (2006) be, and hereby is, amended and reordained by revising Section 12-290 as follows:

Sec. 12-290. Procedures established.

Pursuant to the requirements of *Code of Virginia*, §56-575.1 et seq., the Public-Private Education Facilities and Infrastructure Act of 2002, the procedures for the consideration and approval of projects for public use involving the creation of public-private partnerships shall be as adopted by the City Council on December 14, 2010 and set out in the document entitled "Public-Private Education and Infrastructure Act of 2002 - Guidelines of the City of Portsmouth (December, 2010)". A copy of said procedures shall be maintained on file for public review and copying in the city purchasing office and also on the City's website.

2. That this ordinance shall take effect on the date of its adoption.

ADOPTED by the Council of the City of Portsmouth, Virginia, at a meeting held on December 14, 2010.

Teste:

City Clerk

Public-Private Education Facilities and Infrastructure Act of 2002, as amended

Guidelines of the City of Portsmouth (December, 2010)

REVISED

December 2010

Public-Private Education Facilities and Infrastructure Act of 2002, as amended

Guidelines of the City of Portsmouth

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INTRODUCTION

Overview

The Public-Private Education Facilities and Infrastructure Act of 2002, as amended, (the "PPEA") grants responsible public entities the authority to create public-private partnerships for the development of a wide range of projects for public use if the public entities determine there is a need for the project and that private involvement may provide the project to the public in a timely or cost-effective fashion. The PPEA defines "responsible public entity" (RPE) to include any public entity that "has the power to develop or operate the applicable qualifying project." Individually negotiated interim or comprehensive agreements between a private entity and an RPE will define the respective rights and obligations of the RPE and the private entity.

In order for a project to come under the PPEA, it must meet the definition of a "qualifying project." The PPEA contains a broad definition of qualifying project that includes public buildings and facilities of all types; for example:

(i) An education facility, including but not limited to a school building (including any stadium or other facility primarily used for school events), any functionally related and subordinate facility and land to a school building and any depreciable property provided for use in a school facility that is operated as part of the public school system or as an institution of higher education;

(ii) A building or facility that meets a public purpose and is developed or operated by or for any public entity;

(iii) Improvements, together with equipment, necessary to enhance public safety and security of buildings to be principally used by a public entity;

(iv) Utility and telecommunications and other communications infrastructure;

(v) A recreational facility;

(vi) Technology infrastructure and services, including but not limited to telecommunications, automated data processing, word processing and management information systems, and related information, equipment, goods and services;

(vii) Technology, equipment, or infrastructure designed to deploy wireless broadband services to schools, businesses, or residential areas;

(viii) Services designed to increase the productivity or efficiency through the use of technology or other means;

(ix) Any improvements necessary or desirable to any unimproved locally- or state-owned real estate; or

(x) A solid waste management facility that produces electric energy from solid waste.

The PPEA establishes requirements that the RPE must adhere to when reviewing and approving proposals received pursuant to the PPEA. In addition, the PPEA specifies the criteria that must be used to select a proposal and the contents of the interim or comprehensive agreement detailing the relationship between the RPE and the private entity.

NOTE: In passing the legislation, the General Assembly directed the Governor and the chairs of the House and Senate Committees on General Laws to facilitate the development of model guidelines to assist in the implementation of the PPEA. The Committee Chairs jointly established a working group consisting of members from state and local government, private entities, and other interested parties. That working group developed Model Guidelines, which became available on September 30, 2002. Subsequent amendments to the Act in 2005, 2006, and 2007, also directed the chairs of the House Committee on General Laws and Senate Committees on General Laws and Technology to reconvene the working group to revise the Model Guidelines to incorporate substantive changes. See http://dls.state.va.us/ppea.htm

Senate Bill 1153, passed during the 2009 legislative session, provides for the review of the Model Guidelines by the working group on an annual basis and they are to make revisions as needed. In addition, the legislation charged the working group to develop best practices recommendations for use by RPEs.

General Guidelines for the review and approval of proposals and projects

The City Council of the City of Portsmouth, a responsible public entity (RPE), is required to adopt Guidelines under the PPEA and to make them publicly available. It is incumbent upon all entities to comply with the provisions of the PPEA and to amend them to conform with the law. However, if the Guidelines are not amended and new PPEA law becomes effective, the guidelines shall be interpreted in a manner to conform with the new law.

Professional Review Requirement

The PPEA requires that:

(i) the City engage the services of qualified professionals, i.e. architect, professional engineer, or certified public accountant, not otherwise employed by the public entity, to provide independent analysis regarding the specifics, advantages and disadvantages and long and short-term costs of any request by a private entity for approval of a qualifying project, unless

(ii) the City Council determines that such an analysis of a request shall be performed by employees of the City.

Public Notice and Posting Requirements

The PPEA requires the posting and publishing of public notice of a private entity's request for approval of a qualifying project, including:

(i) specific information and documentation to be released regarding the nature, timing, and scope of the qualifying project pursuant to § 56-575.4, as amended, unless certain information is waived by the public body;

(ii) it requires advertising a public notice and posting the notice within 10 days of the City's acceptance of an unsolicited proposal or of solicited proposals, more fully described in Sections II. and III. below. If an agreement is reached with a proposer or proposers there are additional public notice requirements, more fully described in Section VII. below; and

(iii) the City shall provide a reasonable time period of at least 45 days during which the City shall receive competing proposals pursuant to § 56-575.4, as amended. Such time period shall also be determined by the City to encourage competition and public-private partnerships in accordance with the goals of the PPEA.

I. General Provisions

A. Proposal Submission

A proposal may be either solicited by the City or delivered by a private entity on an unsolicited basis. Proposers may be required to follow a two-part proposal submission process consisting of an initial conceptual phase and a detailed phase. The initial phase of the proposal should contain specified information on proposer qualifications and experience, project characteristics, project financing, anticipated public support or opposition, or both, and project benefit and compatibility. The detailed proposal should contain specified deliverables.

The PPEA allows private entities to include innovative financing methods, including the imposition of user fees or service payments, in a proposal. Such financing arrangements may include the issuance of debt instruments, equity or other securities or obligations, including, if applicable, the portion of the tax-exempt private activity bond limitation amount to be allocated annually to the Commonwealth of Virginia pursuant to the Economic Growth and Tax Relief Reconciliation Act of 2001 for the development of education facilities using public-private partnerships, and to provide for carryovers of any unused limitation amount. The PPEA is a flexible development tool that allows the use of innovative financing techniques. Depending on the City's authority and the circumstances of each transaction, financing options might include the use of special purpose entities, sale and lease back transactions, enhanced use leasing, property exchanges, development agreements, conduit financing and other methods allowed by law.

Proposals should be prepared simply and economically, providing:

(i) a concise description of the proposer's capabilities to complete the proposed qualifying project and
(ii) the benefits to be derived from the project by the City.

Project benefits to be considered are those occurring during the construction, renovation, expansion or improvement phase and during the life cycle of the project.

Proposals also should include a scope of work and a financial plan for the project, containing enough detail to allow an analysis by the City of the financial feasibility of the proposed project. The cost analysis of a proposal should not be linked solely to the financing plan, as the City may determine to finance the project through other available means.

The City should establish clearly delineated criteria for:

(i) selecting among competing proposals;

(ii) the use of accelerated documentation, review, and selection processes for proposals involving a qualifying project that is deemed a priority; and

(iii) to facilitate the flow of critical information, the City may establish criteria by which the proposer may provide clarification to a submitted proposal.

B. Affected Jurisdictions

Any private entity requesting approval from or submitting a conceptual or detailed proposal to the City must provide each affected jurisdiction with a copy of the private entity's request or proposal by certified mail, express delivery, or hand delivery. Affected jurisdictions that are not RPEs under the proposed qualifying project shall have 60 days from the receipt of the request or proposal to submit written comments to the RPE and to indicate whether the proposed qualifying project is compatible with the (i) local comprehensive plan, (ii) local infrastructure development plans, or (iii) capital improvements budget or other government spending plan. Comments received within the 60-day period shall be given consideration by the City, and no negative inference shall be drawn from the absence of comment by an affected jurisdiction.

C. Proposal Review Fee

The City shall receive an analysis of the proposal from outside advisors or consultants, or City staff if approved by Council, with relevant experience in determining whether to enter into an agreement with the private entity. The City may charge a reasonable fee to the private entity to cover the costs of processing, reviewing, and evaluating any unsolicited proposal or competing unsolicited proposal submitted under the PPEA, including a fee to cover the costs of outside attorneys, consultants, and financial advisors and it should not be greater than the direct costs

associated with evaluating the proposed qualifying project. "Direct costs" may include: (i) the cost of staff time required to process, evaluate, review and respond to the proposal and (ii) the out-of-pocket costs of attorneys, consultants, and financial advisors.

The proposal fee may cover all or part of the initial review process. The City may require a proposal fee in an amount sufficient to cover all anticipated direct costs associated with evaluating the proposal, or may require a smaller initial processing fee with an additional proposal fee to be charged should the project proceed beyond the initial review.

The City may establish a fee schedule for the cost of the proposal review. The City shall set forth in the procedures it has established for the implementation of the PPEA the methodology used to calculate proposal fees. If the cost of reviewing the proposal exceeds the initially established proposal fee, the City may assess the proposer the additional costs deemed necessary to evaluate the proposal.

For rejected proposals, the City may establish a schedule for refunding any portion of fees paid in excess of its direct costs associated with evaluating the proposal. If the cost of reviewing the proposal is less than the initially established proposal fee, the City may refund to the proposer the excess fee. Fees should be refunded entirely if the City decides not to proceed to publication and conceptual-phase review of an unsolicited proposal.

D. Freedom of Information Act

1. General applicability of disclosure provisions.

Proposal documents submitted by private entities are generally subject to the Virginia Freedom of Information Act ("FOIA"), except to the extent that subdivision 11 of § 2.2- 3705.6 and other statutes may exempt certain documents from public disclosure. To the extent that some FOIA exemptions are discretionary, the City may elect to release some or all documents, except documents that are excluded from disclosure and that are marked by the proposer and clearly identified as:

a. trade secrets of the private entity as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.);

b. financial records of the private entity that are not generally available to the public through regulatory disclosure or otherwise, including but not limited to, balance sheets and financial statements; or

c. other information submitted by a private entity, where if the record or document were made public prior to the execution of an interim or comprehensive agreement the financial interest or bargaining position of the public or private entity would be adversely affected.

Additionally, to the extent that access to proposal documents submitted by private entities

are compelled or protected from disclosure by a court order, the City will comply with the provisions of such order.

2. Invoking of protection from mandatory disclosure for certain documents submitted by a private entity.

Before a document of a private entity may be withheld from disclosure, the private entity must make a written request to the City at the time the documents are submitted designating *with specificity* the documents for which the protection is being sought and a clear statement of the reasons for invoking the protection with reference to one or more of the classes of records provided for under the Code of Virginia and cite the applicable Code provisions. (See Section I.D.1.)

Upon the receipt of a written request for protection of documents, the City shall determine whether the documents contain (i) trade secrets, (ii) financial records, or (iii) other information that would adversely affect the financial interest or bargaining position of the City or private entity. The City shall make a written determination of the nature and scope of the protection to be afforded by the City. If the written determination provides less protection than requested by the private entity, the private entity should be accorded an opportunity to withdraw its proposal. Once a written determination has been made by the City, the documents afforded protection under this subdivision shall continue to be protected from disclosure when in the possession of the City or any affected jurisdiction to which such documents are provided, unless the parties agree otherwise.

If a private entity fails to designate trade secrets, financial records, or other confidential or proprietary information for protection from disclosure, such information, records or documents shall be subject to disclosure under FOIA.

3. Protection from mandatory disclosure for certain City documents.

The City may withhold from disclosure memoranda, staff evaluations, or other records prepared by the City, its staff, outside advisors, or consultants exclusively for the evaluation and negotiation of proposals where (i) if such records were made public prior to or after the execution of an interim or a comprehensive agreement, the financial interest or bargaining position of the City would be adversely affected, and (ii) the basis for the determination required in clause (i) is documented in writing by the City.

Cost estimates relating to a proposed procurement transaction prepared by or for the City shall not be open to public inspection.

4. The City will disclose:

(a) procurement records submitted by proposers other than those subject to the written determination of the City as being excluded or exempted under FOIA or other applicable statutes;

(b) information concerning the terms and conditions of any interim or comprehensive agreement, service contract, lease, partnership, or any agreement of any kind entered into by the City and the private entity;

(c) information concerning the terms and conditions of any financing arrangement that involves the use of any public funds once the terms are known; or

(d) information concerning the performance of any private entity developing or operating a qualifying transportation facility or a qualifying project.

However, to the extent that access to any procurement record or other document or information is compelled or protected by a court order, the City must comply with such order.

E. Use of Public Funds

Virginia constitutional and statutory requirements as they apply to appropriation and expenditure of public funds apply to any interim or comprehensive agreement entered into under the PPEA. Accordingly, the processes and procedural requirements associated with the expenditure or obligation of public funds shall be incorporated into planning for any PPEA project or projects.

F. Applicability of Other Laws

Nothing in the PPEA shall affect the duty of the City to comply with all other applicable law not in conflict with the PPEA. The applicability of the Virginia Public Procurement Act (the "VPPA") is limited as set forth in the PPEA (§56-575.16).

II. Solicited Proposals

The City may issue Requests for Proposals (RFPs) or Invitations for Bids (IFBs), inviting proposals from private entities to develop or operate qualifying projects. The City may use a two-part proposal process consisting of an initial conceptual phase and a detailed phase. An RFP may invite proposers to submit proposals on individual projects identified by the City. The City will set forth in the RFP the format and supporting information that is required to be submitted, consistent with the provisions of the PPEA. The City may establish suggested timelines for selecting proposals for the review and selection of solicited proposals.

The RFP will:

(i) specify information and documents that must accompany each proposal and the factors that will be used in evaluating the submitted proposals;

(ii) will be posted in such public areas as are normally used for posting of the City's notices, including the City's website. Notices shall also be published in a newspaper or other publications of general circulation and shall be advertised in

Virginia Business Opportunities and posted on the Commonwealth's electronic procurement site.

(iii) In addition, solicited proposals should be posted pursuant to the Posting Requirements under Section III.B.

(iv) The RFP should also contain or incorporate by reference other applicable terms and conditions, including any unique capabilities or qualifications that will be required of the private entities submitting proposals. Pre-proposal conferences may be held as deemed appropriate by the City.

III. Unsolicited Proposals

The PPEA permits public entities to receive, evaluate and select for negotiations unsolicited proposals from private entities to develop or operate a qualifying project.

The City may publicize its needs and may encourage interested parties to submit unsolicited proposals subject to the terms and conditions of the PPEA. *When such proposals are received without issuance of an RFP, the proposal shall be treated as an unsolicited proposal.* The City may establish suggested timelines for selecting proposals for the review and selection of unsolicited proposals.

A. Decision to Accept and Consider Unsolicited Proposal

Decision to Consider Phase. Upon receipt of any unsolicited proposal or group of proposals and payment of any required initial review fee by the proposer or proposers, the City shall determine whether to accept the unsolicited proposal for the purpose of publication and conceptual-phase consideration.

If the City chooses not to accept the proposal and decides it will not proceed to publication and conceptual-phase consideration, it should return the proposal, together with all fees and accompanying documentation, to the proposer.

B. Posting Notice and Advertising Requirements

If the City chooses to accept an unsolicited proposal for publication and conceptual-phase consideration, it shall post a notice **within 10 working days** in a public area regularly used by the City for posting of public notices for a period of not less than 45 days. The City shall also publish the same notice for a period of not less than 45 days in one or more newspapers or periodicals of general circulation in the jurisdiction to notify any parties that may be interested in submitting competing unsolicited proposals. In addition, the notice should be advertised in *Virginia Business Opportunities* and on the Commonwealth's electronic procurement website.

The notice shall state that the City:

(i) has received an unsolicited proposal under the PPEA,

(ii) intends to evaluate the proposal,

(iii) may negotiate an interim or comprehensive agreement with the proposer based on the proposal, and

(iv) will receive for simultaneous consideration any competing proposals that comply with the procedures adopted by the City and the PPEA.

(v) The notice also shall summarize the proposed qualifying project or projects, and identify their proposed locations and comply with the Posting Requirements below in B.

To ensure that sufficient information is available upon which to base the development of a serious competing proposal, representatives of the City familiar with the unsolicited proposal and the guidelines established by the City shall be made available to respond to inquiries and meet with private entities that are considering the submission of a competing proposal. The City or its consultants will conduct an analysis of the information pertaining to the unsolicited proposal included in the notice so that such information sufficiently encourages competing proposals. Further, the City will establish criteria, including key decision points and approvals, for proper consideration of the extent of competition from available private entities prior to selection.

C. Posting Requirements

1. Conceptual proposals, whether solicited or unsolicited, shall be posted by the City **within 10 working days** after acceptance of such proposals in the following manner:

posting shall be on the City's website, or, by publication in a newspaper of general circulation in the area in which the contract is to be performed, of a summary of the proposals and the location where copies of the proposals are available for public inspection. Posting may also be on the Virginia Department of General Service's web-based electronic procurement program commonly known as "eVA," in the City's discretion.

2. Nothing shall be construed to prohibit the posting of the conceptual proposals by additional means deemed appropriate by the City so as to provide maximum notice to the public of the opportunity to inspect the proposals.

3. In addition to the posting requirements, at least one copy of the proposals shall be made available for public inspection. Trade secrets, financial records, or other records of the private entity excluded from disclosure under the applicable provisions of Code of Virginia § 2.2-3705.2 and 2.2-3705.6 shall not be required to be posted, except as otherwise agreed to by the City and the private entity. Any inspection of procurement transaction records shall be subject to

reasonable restrictions to ensure the security and integrity of the records.

D. Initial Review by the City at the Conceptual Stage

1. Only proposals complying with the requirements of the PPEA that contain sufficient information for a meaningful evaluation and that are provided in an appropriate format will be considered by the City for further review at the conceptual stage. Formatting suggestions for proposals at the conceptual stage are found below in Section IV. A.

2. The City will determine at the initial stage of review whether it will proceed using:

a. Standard procurement procedures consistent with the City's Procurement Ordinances and the applicable VPPA statutes; or

b. Guidelines or procedures developed by the City that are consistent with procurement of other than professional services through "competitive negotiation" as found in City Code Sec. 12-276 and in § 2.2-4301 of the Code of Virginia. The City may proceed using this method only if it makes a *written determination* that doing so is likely to be advantageous to the City and the public based upon either:

(i) the probable scope, complexity or priority of need; or

(ii) the risk sharing including guaranteed cost or completion guarantees, added value or debt, or equity investments proposed by the private entity; or

(iii) the increase in funding, dedicated revenue or other economic benefit that would otherwise not be available.

3. After reviewing the original proposal and any competing proposals submitted during the notice period, the City may determine:

(i) not to proceed further with any proposal;

(ii) to proceed to the detailed phase of review with the original proposal;

(iii) to proceed to the detailed phase with a competing proposal;

(iv) to proceed to the detailed phase with multiple proposals; or

(v) to request modifications or amendments to any proposals.

4. Discussions between the City and private entities about the need for infrastructure improvements shall not limit the ability of the City to later determine to use standard procurement procedures to meet its infrastructure needs. The City retains the right to reject any proposal at any time prior to the execution of an interim or comprehensive agreement.

5. At some point during the proposal review process, but at least 30 days prior to entering into an interim or comprehensive agreement, the City shall hold a public hearing on the proposals that have been received.

IV. Proposal Preparation and Submission

A. Format for Submissions at Conceptual Stage

The City may require that proposals at the conceptual stage contain information in the following areas:

(i) qualifications and experience,

(ii) project characteristics,

(iii) project financing,

(iv) anticipated public support or opposition, or both,

(v) project benefit and compatibility, and

(vi) any additional information as the City may reasonably request to comply with the requirements of the PPEA.

Suggestions for formatting information to be included in proposals at this stage may include some or all of the items listed below, as well as any additional information or documents that the City may request:

1. Qualification and Experience

a. Identify the legal structure of the firm or consortium of firms making the proposal. Identify the organizational structure for the project, the management approach and how each partner and major subcontractor in the structure fits into the overall team.

b. Describe the experience of the firm or consortium of firms making the proposal and the key principals involved in the proposed project including experience with

projects of comparable size and complexity. Describe the length of time in business, business experience, public sector experience and other engagements of the firm or consortium of firms. Include the identity of any firms that will provide design, construction and completion guarantees and warranties, and a description of such guarantees and warranties.

c. Provide the names, addresses, and telephone numbers of persons within the firm or consortium of firms who may be contacted for further information.

d. Provide a current or most recently audited financial statement of the firm or firms and each partner with an equity interest of twenty percent or greater. The proposer should be aware that if the information is generally available to the public through regulatory disclosure or otherwise it will be disclosed to the public and for inspection. If the proposer claims that the information is not generally available to the public, the proposer must clearly mark the document indicating in writing whether part or all of the financial information submitted is requested to be protected from disclosure under the Virginia Freedom of Information Act (VFOIA), the VPPA and/or PPEA. The proposer must cite the applicable Virginia Code section(s) that they are claiming provides an exclusion from disclosure. The proposer understands and agrees that City will make the final determination regarding disclosure in accordance with the VFOIA, VPPA and/or PPEA.

e. Identify any persons known to the proposer who would be obligated to disqualify themselves from participation in any transaction arising from or in connection to the project pursuant to the Virginia State and Local Government Conflict of Interest Act, Chapter 31 (§ 2.2-3100 et seq.) of Title 2.2.

2. Project Characteristics

a. **Proposers should provide a description of the project, including the conceptual design and should be aware that part or all of the description may be used in the Notice and Posting required by the PPEA.** Describe the proposed project in sufficient detail so that type and intent of the project, the location, and the communities that may be affected are clearly identified.

b. Identify and fully describe any work or obligations to be performed by the City.

c. Include a list of all federal, state, and local permits and approvals required for the project and a schedule for obtaining such permits and approvals.

d. Identify any anticipated adverse social, economic, and environmental impacts of the project. Specify the strategies or actions to mitigate known impacts of the project.

e. Identify the projected positive social, economic, and environmental impacts of the project.

f. Identify the proposed schedule for the work on the project, including the estimated time for completion.

g. Propose allocation of risk and liability for work completed beyond the agreement's completion date, and assurances for timely completion of the project.

h. State assumptions related to ownership, legal liability, law enforcement, and operation of the project and the existence of any restrictions on the City's use of the project.

i. Provide information relative to phased or partial openings of the proposed project prior to completion of the entire work.

j. List any assumptions relied on for the project to be successful.

k. List any contingencies that must occur for the project to be successful.

3. Project Financing

a. Provide a preliminary estimate and estimating methodology of the cost of the work by phase, segment, or both.

b. Submit a plan for the development, financing, and operation of the project showing the anticipated schedule on which funds will be required. Describe the anticipated costs of and proposed sources and uses for such funds including any anticipated debt service costs. The operational plan should include appropriate staffing levels and associated costs. Include any supporting due diligence studies, analyses, or reports.

c. Include a list and discussion of assumptions underlying all major elements of the plan. Assumptions should include all significant fees associated with financing given the recommended financing approach. In addition complete disclosure of interest rate assumptions should be included. Any ongoing operational fees, if applicable, should also be disclosed as well as any assumptions with regard to increases in such fees.

d. Identify the proposed risk factors and methods for dealing with these factors.

e. Identify any local, state, or federal resources that the proposer contemplates requesting for the project. Describe the total commitment, if any, expected from governmental sources and the timing of any anticipated commitment. Such disclosure should include any direct or indirect guarantees or pledges of the City's

credit or revenue.

f. Identify the amounts and the terms and conditions for any revenue sources.

g. Identify any aspect of the project that could disqualify the project from obtaining tax-exempt financing.

4. Project Benefit and Compatibility

a. Identify who will benefit from the project, how they will benefit, and how the project will benefit the overall community, region, or state.

b. Identify any anticipated public support or opposition, as well as any anticipated government support or opposition, for the project.

c. Explain the strategy and plans that will be carried out to involve and inform the general public, business community, and governmental agencies in areas affected by the project.

d. Describe the anticipated significant benefits to the community, region or state, including anticipated benefits to the economic condition of the City and whether the project is critical to attracting or maintaining competitive industries and businesses to the City or the surrounding region.

e. Describe compatibility with the local comprehensive plan, local infrastructure development plans, the capital improvements budget, or other government spending plan.

f. Provide a statement setting forth participation efforts that are intended to be undertaken in connection with this project with regard to the following types of businesses: (i) minority-owned businesses, (ii) woman-owned businesses, and (iii) small businesses.

B. Format for Submissions at the Detailed Stage of Review

If the City decides to proceed to the detailed phase of review with one or more proposals, the following information should be provided by the private entity unless waived by the City:

1. A topographical map (1:2,000 or other appropriate scale) depicting the location of the proposed project;

2. A list of public utility facilities, if any, that will be crossed by the qualifying project and a statement of the plans of the proposer to accommodate such crossings;

3. A statement and strategy setting out the plans for securing all necessary property;

4. A detailed listing of all firms that will provide specific design, construction and completion guarantees and warranties, and a brief description of such guarantees and warranties;

5. A total life-cycle cost specifying methodology and assumptions of the project or projects and the proposed project start date. Include anticipated commitment of all parties; equity, debt, and other financing mechanisms; and a schedule of project revenues and project costs. The life-cycle cost analysis should include, but not be limited to, a detailed analysis of the projected return, rate of return, or both, expected useful life of facility, and estimated annual operating expenses;

6. A detailed discussion of assumptions about user fees or rates, and usage of the project or projects;

7. Identification of any known government support or opposition, or general public support or opposition for the project. Government or public support should be demonstrated through resolution of official bodies, minutes of meetings, letters, or other official communications;

8. Demonstration of consistency with appropriate local comprehensive or infrastructure development plans or indication of the steps required for acceptance into such plans;

9. Explanation of how the proposed project would impact local development plans of each affected jurisdiction;

10. Identification of the executive management and the officers and directors of the firm or firms submitting the proposal. In addition, identification of any known conflicts of interest or other disabilities that may impact the City's consideration of the proposal, including the identification of any persons known to the proposer who would be obligated to disqualify themselves from participation in any transaction arising from or in connection to the project pursuant to the Virginia State and Local Government Conflict of Interest Act, Chapter 31 (§ 2.2-3100 et seq.) of Title 2.2;

11. Additional material and information as the City may reasonably request.

12. In the event that more than one proposal will be considered in the detailed phase of review, the City shall consider and make a decision as to whether the unsuccessful proposer should be reimbursed for costs incurred in the detailed phase of review. Such reasonable costs may be assessed to the successful proposer in the comprehensive agreement.

V. Proposal Evaluation and Selection Criteria

There are many factors that the City may consider when evaluating and selecting a proposal under the PPEA. The following are some of the factors that may be considered by the City in the evaluation and selection of PPEA proposals.

A. Qualifications and Experience

Factors to be considered in either phase of the City's review to determine whether the proposer possesses the requisite qualifications and experience include but are not limited to:

1. Experience with similar projects;
2. Demonstration of ability to perform work;
3. Leadership structure;
4. Project manager's experience;
5. Management approach;
6. Financial condition; and
7. Project ownership.

B. Project Characteristics

Factors to be considered in determining the project characteristics include but are not limited to:

1. Project definition;
2. Proposed project schedule;
3. Operation of the project;
4. Technology; technical feasibility;
5. Conformity to laws, regulations, and standards;
6. Environmental impacts;

7. Condemnation impacts;

8. State and local permits; and

9. Maintenance of the project.

C. Project Financing

Factors to be considered in determining whether the proposed project financing allows adequate access to the necessary capital to finance the project include:

1. Cost and cost benefit to the City;

2. Financing and the impact on the debt burden of the City;

3. Financial plan, including the degree to which the proposer has conducted due diligence investigation and analysis of the proposed financial plan and the results of any such inquiries or studies;

4. Opportunity costs assessment;

5. Estimated cost;

6. Life-cycle cost analysis;

7. The identity, credit history, past performance of any third party that will provide financing for the project and the nature and timing of their commitment, as applicable; and

8. Such other items as the City deems appropriate.

In the event that any project is financed through the issuance of obligations that are deemed to be tax-supported debt of the City, or if financing such a project may impact the City's debt rating or financial position, the City may select its own finance team, source, and financing vehicle.

D. Project Benefit and Compatibility

Factors to be considered in determining the proposed project's compatibility with the

appropriate City or regional comprehensive or development plans include but are not limited to:

1. Community benefits;

2. Community support or opposition, or both;

3. Public involvement strategy;
4. Compatibility with existing and planned facilities; and

5. Compatibility with local, regional, and state economic development efforts.

E. Other Factors

Other factors that may be considered by the City in the evaluation and selection of PPEA proposals include but are not limited to:

1. The proposed cost of the qualifying project;

2. The general reputation, industry experience, and financial capacity of the private entity;

3. The proposed design of the qualifying project;

4. The eligibility of the project for accelerated documentation, review, and selection;

5. Local citizen and government comments;

6. Benefits to the public, including financial and nonfinancial;

7. The private entity's compliance with a minority business enterprise participation plan
or good faith effort to comply with the goals of such plan;

8. The private entity's plans to employ local contractors and residents;

9. The recommendation of a committee with members representing the City and the appropriating body, which may be established to provide advisory oversight for the project; and

10. Other criteria that the City deems appropriate.

VI. Additional Review Procedures.

A. Public Private Partnership Oversight Advisory Committee

Upon receipt of a proposal(s) under the PPEA or if the City decides to solicit proposals under the PPEA, if the City wishes to consider the proposal(s), may establish an advisory committee consisting of members representing the City and the appropriating body to review the terms of a proposed interim or comprehensive agreement. The review criteria should include, but not be limited to, the scope, total cost and duration of the proposed project, and whether the project involves or impacts multiple public entities. Timelines for the work of the committee should be developed and made available to proposers.

B. Appropriating Body

If the City, or any other RPE, appropriating or authorizing funding to pay for a qualifying project, is different from the RPE reviewing or approving the project, then the RPE reviewing or approving the project should establish a mechanism for that appropriating body to review any proposed interim or comprehensive agreement prior to execution. For example, when a school board is the RPE, review by the local governing body is required and shall satisfy this requirement.

VII. Interim and Comprehensive Agreements

At least 30 days prior to entering into an interim or comprehensive agreement, the City shall hold a public hearing on the proposals that have been received.

Prior to developing or operating the qualifying project, the selected private entity shall enter into a comprehensive agreement with the City. Prior to entering into a comprehensive agreement, an interim agreement may be entered into that may permit a private entity to perform compensable activities related to the project. The City may designate a working group to be responsible for negotiating any interim or comprehensive agreement. Any interim or comprehensive agreement shall define the rights and obligations of the City, or of any other RPE, and the selected proposer with regard to the project.

A. Interim Agreement Terms

The scope of an interim agreement may include but is not limited to:

1. Project planning and development;
2. Design and engineering;
3. Environmental analysis and mitigation;
4. Survey;

5. Ascertaining the availability of financing for the proposed facility through financial
and revenue analysis;

6. Establishing a process and timing of the negotiation of the comprehensive agreement;
and

7. Any other provisions related to any aspect of the development or operation of a qualifying project that the parties may deem appropriate prior to the execution of a comprehensive agreement.

An Interim Agreement will usually be less detailed than a Comprehensive Agreement and will leave open items for further negotiations to be included in the Comprehensive Agreement. An Interim Agreement may be used in situations where information is needed to further develop the concept of the project and perhaps even the feasibility of going forward with the qualifying project. An Interim Agreement may be appropriate in order to have the selected private entity perform certain tasks, such as architectural and engineering (A/E) drawings and feasibility studies, so that the City may determine how the final qualifying project might be developed or even if the project should proceed before entering into a more detailed and final Comprehensive Agreement.

An Interim Agreement may also be used to allow the private entity to start work on tasks, e.g. A/E design and drawings, while the remainder of the Comprehensive Agreement is completed. Therefore, an Interim Agreement should establish a process and timing for the continued negotiations and completion of a Comprehensive Agreement. **In addition, the Interim Agreement should allow the City or private entity to terminate the Interim Agreement if matters do not work out during continued negotiations.** This type of clause in the Interim Agreement may allow for termination of the agreement and provide for payment of an agreed-upon compensation to the private entity for the scheduled work that the private entity completed pursuant to the Interim Agreement and prior to its termination.

B. Comprehensive Agreement Terms

In accordance with Code of Virginia § 56-575.9, the scope of the comprehensive agreement shall include but not be limited to:

1. The delivery of maintenance, performance and payment bonds or letters of credit in
connection with any acquisition, design, construction, improvement, renovation, expansion, equipping, maintenance, or operation of the qualifying project;

2. The review of plans and specifications for the qualifying project by the City;

3. The rights of the City to inspect the qualifying project to ensure compliance with the
comprehensive agreement;

4. The maintenance of a policy or policies of liability insurance or self-insurance reasonably sufficient to insure coverage of the project and the tort liability to the public and employees and to enable the continued operation of the qualifying project;

5. The monitoring of the practices of the private entity by the City to ensure proper maintenance;

6. The terms under which the private entity will reimburse the City for services provided;

7. The policy and procedures that will govern the rights and responsibilities of the City
and the private entity in the event that the comprehensive agreement is terminated or there is a material default by the private entity, including the conditions governing assumption of the duties and responsibilities of the private entity and the transfer or purchase of property or other interests of the private entity by or to the City. In the event of a material default by the private entity, the City may elect to assume the duties of the private entity and in such case it shall succeed to all of the rights, title and interest in such qualifying project subject to liens to persons providing financing and it shall have all other rights provided under law (§ 56-575.11);

8. The terms under which the private entity will file appropriate financial statements on
a periodic basis;

9. The mechanism by which user fees, lease payments, or service payments, if any, may
be established from time to time upon agreement of the parties. Any payments or fees shall be set at a level that is the same for persons using the facility under like conditions and that will not materially discourage use for the qualifying project;

   a. A copy of any service contract shall be filed with the City.

   b. A schedule of the current user fees or lease payments shall be made available by the private entity to any member of the public upon request.

   c. Classifications according to reasonable categories for assessment of user fees may be made.

10. The terms and conditions under which the City may contribute financial resources, if any, for the qualifying project;

11. The terms and conditions under which existing site conditions will be assessed and addressed, including identification of the responsible party for conducting the assessment and taking necessary remedial action;

12. The terms and conditions under which the City will be required to pay money to the private entity and the amount of any such payments for the project;

13. Other requirements of the PPEA or other applicable law; and

14. Such other terms and conditions as the City may deem appropriate.

15. The comprehensive agreement may provide for the development or operation of phases or segments of a qualifying project.

Any changes in the terms of the interim or comprehensive agreement as may be agreed upon by the parties from time to time shall be added to the interim or comprehensive agreement by written amendment.

C. Public Hearing, Notice, Posting and Filing Requirements

1. In accordance with § 56-575.17 of the PPEA, during the proposal review process and at least 30 days prior to entering into an interim or comprehensive agreement, the City shall hold a public hearing on the proposals that have been received.

2. Once the negotiation phase for the development of an interim or a comprehensive agreement is complete but before an interim or comprehensive agreement is entered into, the City shall post the proposed agreement in the following manner:

a. The City shall post on its website or by publication, in a newspaper of general circulation in the area in which the contract work is to be performed, a summary of the proposals and the location where copies of the proposals are available for public inspection. Posting may also be on the Department of General Service's web-based electronic procurement program commonly known as "eVA," in the discretion of the City.

b. At least one copy of the proposals shall be made available for public inspection. Trade secrets, financial records, or other records of the private entity excluded from disclosure under the provisions of subdivision 11 of § 2.2-3705.6 or other applicable law shall not be required to be posted, except as otherwise agreed to by

the City and the private entity.

c. Any studies and analyses considered by the City in its review of a proposal shall be disclosed to the appropriating body at some point prior to the execution of an interim or comprehensive agreement.

3. Once an interim agreement or a comprehensive agreement has been entered into, the City shall make procurement records available for public inspection, upon request.

a. Such procurement records shall include documents, such as information concerning the terms and conditions of any financing arrangement that involves the use of public funds, that would be protected from disclosure during the negotiation phase on the basis that the release of such documents would have adverse affect on the financial interest or bargaining position of the City or private entity in accordance with Section I.D.3. and 4.

b. Such procurement records shall not include (i) trade secrets of the private entity as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.) or (ii) financial records, including balance sheets or financial statements of the private entity that are not generally available to the public through regulatory disclosure or otherwise, or (iii) other information where if the document were made public prior to the execution of an interim or comprehensive agreement would adversely effect the financial interest or bargaining position of the City.

To the extent access to procurement records are compelled or protected by a court order, then the City must comply with such order.

4. The City shall electronically file a copy of all interim and comprehensive agreement and any supporting documents with the Auditor of Public Accounts. Such agreements and supporting documents should be provided within 30 days of the execution of the interim or comprehensive agreement. However, if the electronic file is too large for the Auditor of Public Accounts website, a paper copy with a CD may be mailed to:

The Auditor of Public Accounts
P.O. Box 1295
Richmond, VA 23218

A link to the PPEA agreements is available at: http://datapoint.apa.virginia.gov/ppea.cfm

VIII. Governing Provisions

In the event of any conflict between these guidelines and the PPEA, the terms of the PPEA shall control. Terms and definitions provided under the PPEA are included below.

Terms and Definitions

"Affected jurisdiction" means any county, city, or town in which all or a portion of a qualifying project is located.

"Appropriating body" means the body responsible for appropriating or authorizing funding to pay for a qualifying project.

"Comprehensive agreement" means the comprehensive agreement between the private entity and the responsible public entity that is required prior to the development or operation of a qualifying project.

"Conceptual stage" means the initial phase of project evaluation when the public entity makes a determination whether the proposed project serves a public purpose, meets the criteria for a qualifying project, assesses the qualifications and experience of a private entity proposer, reviews the project for financial feasibility, and warrants further pursuit.

"Cost-benefit analysis" means an analysis that weighs expected costs against expected benefits in order to choose the best option. For example, a city manager may compare the costs and benefits of constructing a new office building to those of renovating and maintaining an existing structure in order to select the most financially advantageous option.

"Detailed stage" means the second phase of project evaluation where the public entity has completed the conceptual stage and accepted the proposal and may request additional information

regarding a proposed project prior to entering into competitive negotiations with one or more private entities to develop an interim or comprehensive agreement.

"Develop" or **"development"** means to plan, design, develop, finance, lease, acquire, install, construct, or expand.

"Interim agreement" means an agreement between a private entity and a responsible public entity that provides for phasing of the development or operation, or both, of a qualifying project. Such phases may include, but are not limited to, design, planning, engineering, environmental analysis and mitigation, financial and revenue analysis, or any other phase of the project that constitutes activity on any part of the qualifying project.

"Lease payment" means any form of payment, including a land lease, by a public entity to the private entity for the use of a qualifying project.

"Lifecycle cost analysis" means an analysis that calculates cost of an asset over its entire life span and includes the cost of planning, constructing, operating, maintaining, replacing, and when applicable, salvaging the asset. Although one proposal may have a lower initial construction cost, it may not have the lowest lifecycle cost once maintenance, replacement, and salvage value is considered.

"Material default" means any default by the private entity in the performance of its duties that jeopardizes adequate service to the public from a qualifying project.

"Operate" means to finance, maintain, improve, equip, modify, repair, or operate.

"Opportunity cost" means the cost of passing up another choice when making a decision or the increase in costs due to delays in making a decision.

"Private entity" means any natural person, corporation, general partnership, limited liability company, limited partnership, joint venture, business trust, public benefit corporation, nonprofit entity, or other business entity.

"Public entity" means the Commonwealth and any agency or authority thereof, any county, city or town and any other political subdivision of the Commonwealth, any public body politic and corporate, or any regional entity that serves a public purpose.

"Qualifying project" means (i) any education facility, including, but not limited to a school building, any functionally related and subordinate facility and land of a school building (including any stadium or other facility primarily used for school events), and any depreciable property provided for use in a school facility that is operated as part of the public school system or as an institution of higher education; (ii) any building or facility that meets a public purpose and is developed or operated by or for any public entity; (iii) any improvements, together with equipment, necessary to enhance public safety and security of buildings to be principally used by a public entity; (iv) utility and telecommunications and other communications infrastructure; (v) a

recreational facility; (vi) technology infrastructure and services, including, but not limited to, telecommunications, automated data processing, word processing and management information systems, and related information, equipment, goods and services; (vii) any technology, equipment, or infrastructure designed to deploy wireless broadband services to schools, businesses, or residential areas; (viii) any services designed to increase the productivity or efficiency through the use of technology or other means; (ix) any improvements necessary or desirable to any unimproved locally- or state-owned real estate; or (x) any solid waste management facility that produces electric energy derived from solid waste.

"Responsible public entity" means a public entity that has the power to develop or operate the applicable qualifying project.

"Revenues" means all revenues, income, earnings, user fees, lease payments, or other service payments arising out of or in connection with supporting the development or operation of a qualifying project, including without limitation, money received as grants or otherwise from the United States of America, from any public entity, or from any agency or instrumentality of the foregoing in aid of such facility.

"Service contract" means a contract entered into between a public entity and the private entity pursuant to § 56-575.5.

"Service payments" means payments to the private entity of a qualifying project pursuant to a service contract.

"State" means the Commonwealth of Virginia.

"User fees" mean the rates, fees, or other charges imposed by the private entity of a qualifying project for use of all or a portion of such qualifying project pursuant to the comprehensive agreement pursuant to § 56-575.9.