

**PUBLIC-PRIVATE PARTNERSHIP
PRELIMINARY PROPOSAL APPLICATION FORM**

PROPOSAL SUBMISSION PROCESS AND INSTRUCTIONS:

Proposals are accepted for review at any time. A processing fee of \$5000.00 must be submitted with each proposal to cover staff costs related to the review of the application and proposed project. Checks should be made payable to "Hernando County." Proposals must meet the criteria outlined in this form or they will be returned as submitted. Preference will be given to proposals that match specific partnership needs already identified by Hernando County. Proposals will be reviewed for initial compatibility within 60 days of receipt. Should the proposal be deemed compatible, County staff will contact the proposer within 60 days to schedule a meeting to obtain additional information and determine the next steps, if any. Proposals rejected "with conditions" can be modified and resubmitted.

Submit all proposals to:

Carla Rossiter-Smith
Chief Procurement Officer
15470 Flight Path Drive
Brooksville, FL 34604

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CONTACT INFORMATION:

Name of Submitting Organization: _____

State of Incorporation: _____ Tax ID: _____ Non-Profit? Yes No 501(c)3? Yes No

Contact Name (First, Last): _____

Contact Address (Street, City, State, Zip): _____

Contact Phone Number: (_____) _____ Contact Email Address: _____

GENERAL PROJECT INFORMATION:

Name of Proposed Project: _____

Preferred Location: _____

Summary Description of Proposed Project (please type or print clearly):

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PROJECT CRITERIA:

To be considered, the proposed project must meet the following criteria and guidelines. Any proposals that do not meet the following criteria will be returned to the proposer as submitted.

I. ALIGNMENT WITH COUNTY PRIORITIES

Please provide a statement describing how your project aligns with:

- Hernando County's Capital Improvement Plan
- The needs of Hernando County
- Master plan for the proposed location (if applicable)

II. FINANCIAL/COMMERCIAL VIABILITY

Please provide a statement describing:

- The preliminary cost estimates to implement and operate the proposed project
- The estimated capital value of the assets once the project is completed
- The costs being covered by the proposing organization to implement and operate the proposed project
- The resources Hernando County is being asked to contribute to implement or operate the proposed project
- The source(s) of the financial resources being contributed by the proposing organization
- Market research supporting the need/demand for the proposed project/services

Please also attach:

- Preliminary business and/or operational plan outlining proposed programs and services, projected use and visitation levels, proposed staffing levels, and projected revenues and expenditures for the first five years, showing how the proposed project will be sustained and managed

III. DEVELOPMENT IMPACTS

Please provide a statement describing:

- The size, type and quantity of the proposed improvements
- Proposed utility needs
- Impacts to existing transportation infrastructure
- Parking needs specific to the proposed project
- Potential environmental impacts (all proposals should consider the following: proposed developable area may be required to meet tree conservation and storm water management regulations)
- Compatibility with zoning and adjacent land use
- Anticipated noise levels or issues
- The need for nighttime lighting

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PROJECT CRITERIA (cont):

Please also attach:

- A map showing the proposed location and footprint of the proposed project. Create your map at a size and scale that will allow staff to pinpoint the exact location of your proposed project (recommended scale is 1:50).
- Facility drawings and/or pictures of sample facilities illustrating the proposed facility/amenity

IV. COMMUNITY BENEFIT

Please provide a statement describing:

- The proposed programs and services to be provided by the proposed project
- The target audience for the proposed services and programs
- Description of any reduced fee, discount, or free programs or services to be provided
- Any accommodations made to meet ADA regulations
- Accommodations, if any, to address the needs of users with limited English proficiency or those requiring ASL or other similar assistance

V. PROFESSIONAL QUALIFICATIONS

Please provide a statement describing:

- Profile, experience, and qualifications of the proposer and all proposed subcontractors
- Descriptions and samples of similar projects performed within the past five years

Please also attach:

- Most recent audit or tax return for the proposer
- References with contacts, telephone numbers, project descriptions, contract duration, contract amounts, and the date of project for all similar projects listed above
- If a non-profit, include mission statement and list of Board members