



## Cover Memorandum/Staff Report

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**File #:** 23-293 CRA

**Agenda Date:** 2/27/2024

**Item #:** 7F.

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**TO:** CRA Board of Commissioners  
**FROM:** Christine Tibbs, Assistant Director  
**THROUGH:** Renée A. Jadusingh, Executive Director  
**DATE:** February 27, 2024

### **ISSUE REQUEST FOR PROPOSALS CRA NO. 2024-02 FOR PROPERTY MANAGEMENT SERVICES FOR THE CRA-OWNED COMMERCIAL BUILDING LOCATED 98 NW 5TH AVENUE**

#### **Recommended Action:**

Approve the issuance of a Request for Proposals (RFP) for Property Management Services for the CRA-owned two-story commercial building located at 98 NW 5<sup>th</sup> Avenue.

#### **Background:**

RFP CRA No. 2023-01 for Property Management Services for 98 NW 5<sup>th</sup> Avenue was originally issued on January 25, 2023, with an extended due date of March 16, 2023, seeking an entity experienced in commercial property management to oversee and maintain the building located at 98 NW 5<sup>th</sup> Avenue and aid in managing the tenants that will be located in the building. Numerous questions were submitted seeking clarification and additional information related to the monthly rent amount expected from tenants, which was not established at the time. On the RFP due date, only one (1) Proposal was timely submitted. In the best interests of the CRA, that RFP was cancelled. Now the monthly rent amount has been established, and additionally, CRA staff has reviewed and revised the minimum qualifications and experience requirements stated within the RFP with the intent of receiving Proposals from Proposers who will be able to serve in the best interests of the CRA, the CRA District, and perform the necessary property management services required. At this time, RFP 2024-02 for Property Management Services for 98 NW 5<sup>th</sup> Avenue is ready to be issued.

The purpose of issuing this RFP for Property Management Services for 98 NW 5<sup>th</sup> Avenue is to obtain proposals from qualified local not-for-profit entities specializing and experience in providing property management services to oversee and maintain the commercial building located at 98 NW 5<sup>th</sup> Avenue and aid in managing the tenants that will be located in the building.

The objective of the RFP is to enter into an agreement with a qualified local not-for-profit entity that would fully manage, operate, and maintain the two story building located at 98 NW 5<sup>th</sup> Avenue:

**BUILDING DESCRIPTION**

Two-Story Commercial Building  
Approximately 6,617 sq. ft.  
Elevator and Stair Access

**First Floor:**

Five (5) Units (Each Unit is Approximately: 650 sq. ft. - 664 sq. ft.)  
Each Unit Contains: One (1) Bathroom and One (1) Janitor's Closet

**Second Floor: Co-Working Space**

Approximately 3,320 sq. ft.  
Fully Furnished, Open Work Areas, Conference Rooms,  
Restrooms, Office Suites, Private Telephone Booths

The responsibilities of the awarded non-profit entity may include, but are not limited to, the following:

To provide the staff and resources for the day-to-day management and 24/7 oversight of tenants and building, and regular building maintenance including roofing, HVAC, plumbing, electrical, pressure washing, landscaping, etc., to collect rents from tenants, to institute and prosecute actions and recover possession of leased units and rents due and/or to settle, compromise, or reinstate tenancies when in the best interest of the CRA, to hire, discharge, and pay all administrators, janitors, and other employees and/or subcontractors, to make all necessary repairs and replacements in a timely manner, to enter in all agreements for utility services, supplies, and maintenance, to pay all related repair, replacement, maintenance, and utility bills, maintain ongoing contracts for security, monthly pest control, landscaping, elevator maintenance and inspections, and fire inspections, to manage and maintain operating account for expenses and use all funds collected pursuant to the agreement with the CRA, to provide quarterly financial and property reports to the CRA, to pay property taxes and property insurance (reimbursement basis), to have an employee available 24 hours a day, seven (7) days a week during the entirety of the term of the agreement with the CRA, to establish procedures for tenant complaints and requests, to notify the CRA of all paid invoices that are paid on behalf of the CRA as the Owner of the property.

The responsibilities of the awarded non-profit entity will be more particularly described within the agreement between the non-profit entity and the CRA.

The intent of the CRA is to release the RFP on Wednesday, March 6, 2024, and have the Proposal Submittal Due Date be Friday, April 5, 2024. The full RFP will be available to view online on the CRA's website, [www.delraycra.com](http://www.delraycra.com) <<http://www.delraycra.com>>, or on Periscope Holdings (fka Bidsync), [www.periscopeholdings.com/s2g](http://www.periscopeholdings.com/s2g) <<http://www.periscopeholdings.com/s2g>>; a hard copy can also be requested.

At this time, CRA staff is seeking approval to issue the RFP for Property Management Services for the CRA-owned commercial building located at 98 NW 5<sup>th</sup> Avenue.

Attachment(s): Exhibit A - Location Map; Exhibit B - RFP for Property Management Services

**CRA Attorney Review:**

The CRA Legal Advisor will review all RFP documents per the CRA Purchasing Policies and Procedures.

**Finance Review:**

N/A

**Funding Source/Financial Impact:**

N/A

**Overall need within the Community Redevelopment Area from Delray Beach CRA**

**Redevelopment Plan:**

Removal of Slum and Blight

Land Use

**Economic Development**

Affordable Housing

Downtown Housing

Infrastructure

Recreation and Cultural Facilities