



## Cover Memorandum/Staff Report

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**File #:** 23-97 CRA

**Agenda Date:** 4/25/2023

**Item #:** 7K.

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**TO:** CRA Board of Commissioners  
**FROM:** Christine Tibbs, Assistant Director  
**THROUGH:** Renée A. Jadusingh, Executive Director  
**DATE:** April 25, 2023

### **ISSUE REQUEST FOR PROPOSALS (RFP) CRA NO. 2023-03 PROPERTY MANAGEMENT SERVICES FOR CRA-OWNED RESIDENTIAL PROPERTIES (COURTYARD ON 12<sup>TH</sup>)**

#### **Recommended Action:**

Approve the issuance of a RFP for Property Management Services for CRA-Owned Residential Properties for Courtyard on 12<sup>th</sup>.

#### **Background:**

The purpose of issuing the RFP for Property Management Services for CRA-Owned Residential Properties is to obtain Proposals from qualified non-profit entities located within the City of Delray Beach (City) specializing in leasing and managing affordable residential rental properties, including single-family homes, multi-family homes, and apartments, to provide property management services for CRA-owned affordable residential rental properties.

The objective of the RFP is to enter into an agreement with a qualified non-profit entity located within the City that would fully manage, operate, and maintain the following CRA-owned residential properties as affordable rentals:

**Courtyards on 12<sup>th</sup>** consists of six (6) duplexes (two (2) individual units within each duplex for a total of 12 units) that are located south of Atlantic Avenue on the east side of Southwest 12<sup>th</sup> Avenue, between Southwest 2<sup>nd</sup> Street and Southwest 3<sup>rd</sup> Street. Each duplex is approximately 1,352 square feet (each unit within each duplex is approximately 676 square feet). Each duplex has four (4) parking spaces that back-out onto the adjacent alley. Along Southwest 12<sup>th</sup> Avenue, streetscape improvements were completed adjacent to the Subject Properties and include on-street (parallel) parking with landscape nodes and sidewalks.

The rent amounts and guidelines for the properties will be more particularly described in the agreement between the non-profit entity and the CRA. While the properties are not subject to Florida's State Housing Initiatives Program guidelines, the intent of the CRA is to provide affordable housing with the maximum rent to be established consistent with the Florida Housing Finance Corporation's income and rent guidelines for Palm Beach County.

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

To manage and maintain units, advertise units, to lease units, to perform screening of prospective tenants in conformance with CRA policies, to prepare leases, to execute new leases, to renew and/or cancel existing leases, to collect rents and deposits, 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, 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 (if applicable), 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 pay property taxes and property insurance (the non-profit entity shall pay and shall be reimbursed by the CRA), 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. Responsibilities will be more particularly described within the agreement between the selected non-profit entity and the CRA.

The intent of the CRA is to release the RFP on Monday, May 1, 2023, and have the Proposal Submittal Due Date be Thursday, June 1, 2023. The full RFP will be available May 1, 2023, to view online on the CRA's website, [www.delraycra.com](http://www.delraycra.com) <<http://www.delraycra.com>>, or on Bidsync, [www.bidsync.com](http://www.bidsync.com) <<http://www.bidsync.com>>; a hard copy can also be requested.

At this time, CRA staff is seeking approval to issue the RFP for Property Management Services for CRA-Owned Residential Properties.

Attachment(s): Exhibit A - Location Map

### **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