



## Cover Memorandum/Staff Report

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**File #:** 23-263 CRA

**Agenda Date:** 1/23/2024

**Item #:** 71.

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**TO:** CRA Board of Commissioners  
**FROM:** Ashlyn Darden, Legal Advisor  
**THROUGH:** Renée A. Jadusingh, Executive Director  
**DATE:** Tuesday, January 23, 2024

### **CANCELLATION OF REQUEST FOR PROPOSALS CRA NO. 2023-04 WORKSPACE OPERATOR FOR 98 NW 5TH AVENUE**

#### **Recommended Action:**

Cancel Request for Proposals (RFP) CRA NO. 2023-04 Workspace Operator for 98 NW 5<sup>TH</sup> Avenue

#### **Background:**

On June 16, 2023, the RFP CRA No. 2023-04 Workspace Operator for 98 NW 5<sup>th</sup> Avenue was issued with the purpose of seeking an entity to program, activate, manage, oversee, and maintain the second-floor workspace at the CRA-owned commercial property.

On the extended Proposal Submittal Due Date of August 10, 2023, only one Proposal was submitted by Co-Space, LLC. On November 16, 2023, after the CRA Board of Commissioners awarded the RFP to Co-Space, LLC, and authorized CRA staff to begin negotiations with the successful Proposer.

On November 17, 2023, Co-Space, LLC, provided written notice of its decision to withdraw its Proposal.

On page 19 of the RFP, the CRA reserves the right to negotiate such terms and conditions with the successful proposer as it is determined to be in the CRA's best interest, which is determined at the CRA's sole and absolute discretion. In the event a contract is not negotiated to the CRA's satisfaction, the CRA may abandon such negotiations, and at its sole and absolute discretion, may commence negotiations with the next ranked Proposer. However, the CRA is under no obligation to enter into or continue contract negotiations with any proposer. Additionally, the CRA "reserves its right to cancel this RFP at any time, and/or reject all submitted Proposals, and/or re-issue the RFP."

To ensure that the CRA contracts with an entity that serves the best interest of the CRA and the CRA District, and the necessary workspace operator service is performed, CRA staff recommends canceling the RFP. The CRA will evaluate all options and present such options at an upcoming CRA Board meeting.

Attachments: Exhibit A - RFP CRA No. 2023-04 and Addenda

#### **CRA Attorney Review:**

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

#### **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