



Cover Memorandum/Staff Report

File #: 26-0130 CRA

Agenda Date: 8/27/2026

Item #: 7F.

TO: CRA Board of Commissioners
FROM: Christine Tibbs, Assistant Director
THROUGH: Renée A. Jadusingh, Esq., Executive Director
DATE: August 27, 2026

AWARD REQUEST FOR PROPOSALS CRA NO. 2026-01 - FOR THE DISPOSITION OF THREE CRA-OWNED VACANT LOTS LOCATED AT 630, 704, & 708 SW 4th STREET, FOR THE DEVELOPMENT OF AFFORDABLE /WORKFORCE HOUSING TO DELRAY BEACH COMMUNITY LAND TRUST, INC.

Recommended Action:

Award Request for Proposals CRA No. 2026-01 - for the Disposition of Three CRA-owned Vacant Lots located at 630, 704 & 708 SW 4th Street, for the Development of Affordable/Workforce Housing to the Delray Beach Community Land Trust, Inc. and authorize CRA Staff to enter contract negotiations accordingly.

Background:

At the August 28, 2025, CRA Board meeting, pursuant to Section 163.380, Florida Statutes, the CRA Board authorized CRA Staff to issue a Request for Proposals (RFP) for the disposition of three (3) CRA-owned vacant lots located at 630, 74, & 708 SW 4th Street (Subject Properties) for the development of affordable/workforce single-family housing.

Disposition of the Subject Properties helps the CRA meet one of its core objectives of providing additional affordable/workforce housing opportunities within the CRA District. Furthermore, as identified in the CRA's Redevelopment Plan, developing the Subject Properties would also fall in line with the redevelopment strategy for the residential neighborhoods north and south of West Atlantic Avenue (Northwest and Southwest Neighborhoods of The Set) which includes construction of infill single-family housing on vacant lots.

The Subject Properties (all located within CRA Sub-Area 8) included within the RFP are listed in the table below.

Subject Properties' Location & Legal Description:

Lot	Property Address	Parcel Control Number (PCN)	Zoning Designation and Legal Description
1	708 SW 4 th Street	12-43-46-20-88-000-0010	R1A - Single Family Residential SOUTHWEST 4 th AND 7 th Homes LT 1
2	704 SW 4 th Street	12-43-46-20-88-000-0020	R1A - Single Family Residential SOUTHWEST 4 th AND 7 th Homes LT 2
3	630 SW 4 th Street	12-43-46-20-88-000-0030	R1A - Single Family Residential SOUTHWEST 4 th AND 7 th Homes LT 3

The RFP was issued on January 26, 2026, and had a Proposal Submission Due Date of March 12, 2026; the Proposal Submission Due Date was extended through an Addendum to March 31, 2026.

The purpose of issuing the RFP was to obtain Proposals from qualified not-for-profit entities specializing in the development and construction of affordable/workforce housing, to enter into an agreement with one (1) qualified not-for-profit entity to develop and construct three (3) single-family homes on each of the Subject Properties following the City of Delray Beach Land Development Regulations for the current zoning designation of R-1-A -Single Family Residential, with the end goal of providing for-sale single-family housing that is priced and restricted on a long-term basis for affordable/workforce housing, as per the City of Delray Beach's Workforce Housing Program, Article 4.7. Additionally, submitted Proposals needed to include how the homes would be developed and constructed within an 18-month timeframe, how the development and construction of the homes would be funded by Proposer, if the Proposer is requesting any CRA Funding Assistance and/or Subsidies, how the homes would be priced and sold, and the Proposer's offer price for the Subject Properties.

One (1) Proposer submitted a Proposal by the Proposal Submission Due Date:

- Delray Beach Community Land Trust, Inc. (DBCLT)

An overview of the Proposal is provided in the table below and the full Proposal submitted by the Proposer is included in Exhibits C.

Proposer	Offer Price	Home Sales Prices	Proposed Home	Homes Sale Structure	Funding Source	CRA Funding Assistance & Subsidies
DBCLT	Lot 1: \$5,000 Lot 2: \$5,000 Lot 3: \$5,000	Lot 1: \$299,217 Lot 2: \$295,071 Lot 3: \$281,248	Lot 1: Two-Story 3 Bedrooms 2.5 Bathrooms 1 Car Garage 1962 SF Lot 2: One-Story 3 Bedrooms 2 Bathrooms 1 Car Garage 1939 SF Lot 3: One-Story 3 Bedrooms 2 Bathrooms 1 Car Garage 1867 SF (Three different home models.)	Community Land Trust Model	DBCLT Program Budget	DBCLT Requested: Yes

Proposer's Requests for CRA Funding Assistance and Subsidies:

The RFP provided the opportunity for the Proposer to request CRA Funding Assistance for the following costs:

1. Architectural & Engineering Services
2. Development and Construction Permit Fees, including Impact Fees
3. Construction Financing
4. Roadway, Alley, Sidewalk, Infrastructure Construction as required by the City of Delray Beach

The RFP also provided the opportunity for the Proposer to request CRA Subsidies to assist the homebuyer with the cost to purchase a home built on one of the Subject Properties. Any request for CRA Funding Assistance and/or Subsidies would have needed to be included within the submitted Proposal.

The DBCLT made a request for Funding Assistance for hard and soft construction costs, site development, and the performance and payment bond. In addition, the DBCLT requested CRA Subsidies, to help homebuyers purchase a home on as needed basis. The DBCLT's CRA Funding Assistance and Subsidies are shown below:

Lot	Funding Assistance: Construction Costs	Funding Assistance: Site Development	Funding Assistance: Performance & Payment Bond	Subsidies	Total Requested CRA Funding Assistance & Subsidies
1	\$115,495	\$27,494	\$8,333	Up to \$85,000	Up to \$236,322
2	\$115,495	\$31,506	\$8,333	Up to \$85,000	Up to \$240,334
3	\$115,495	\$27,199	\$8,333	Up to \$85,000	Up to \$236,027

On May 4, 2026, the Evaluation Committee, which consisted of two (2) CRA Staff members and one (1) City of Delray Beach Staff member, met, reviewed, discussed, and scored the Proposal based on the criteria stated within the RFP, which is provided in the table below.

REQUIREMENTS	EVALUATION CRITERIA	POINTS
Qualifications and Experience & Financial Capacity	- Qualifications and experience of the Proposer to develop and construct affordable and/or workforce single-family homes - Project and Professional References - Financial capacity of the Proposer to complete the development and construction of the home on each of the Subject Properties included within their Proposal within the allotted time frame per this RFP - Income Qualification, Buyer Selection & Facilitation of Home Sales	35 Points
Development and Construction Plan(s) & Development and Construction Costs	- Proposed Development and Construction Plan(s) - Proposed Development and Construction Schedule - Development and Construction Costs and Analysis (including any developer fees)	35 Points
Home Sales Price(s) & Offer Price	- Offer Price for each of the Subject Properties included in the Proposal (including any conditions, terms, etc.) - Sales Price(s) for the single-family homes	30 Points
Total Maximum Points Available		100 Points

At the Evaluation Committee, CRA Staff provided comments on the submitted Proposal as it related to the responsiveness of the submitted Proposal and its compliance with the requirements stated within the RFP. CRA Staff noted that the submitted Proposal was responsive.

The RFP provided the option for the Evaluation Committee to request Oral Presentations. The Evaluation Committee was presented with the option to request an Oral Presentation from the Proposer, and the Evaluation Committee did not request an Oral Presentation.

Following a discussion by the Evaluation Committee, Committee members provided their scores and the total score for the Proposer is provided in the table below. The Evaluation Committee's Composite Score Sheet is included in Exhibit D.

PROPOSER	TOTAL SCORE (MAXIMUM SCORE: 300)
Delray Beach Community Land Trust, Inc.	259

Based on the scores, the Evaluation Committee recommended that the RFP be awarded to the Delray Beach Community Land Trust, Inc.

Subsequent to the Evaluation Committee, the DBCLT submitted a letter to the CRA notifying the CRA of the need to change the general contractor included in their Proposal (DBCLT's letter is included in Exhibit E.) The CLT reiterated that no other changes would be made to their submitted Proposal. Significantly, no items and/or criteria considered by the Evaluation Committee as to the Development and Construction Plans, Development and Construction Costs, Homes Sales Price and Offer Price would be changed or affected.

At this time, CRA Staff is requesting the CRA Board accept the Evaluation Committee's recommendation, award RFP CRA No. 2026-01 - for the Disposition of Three CRA-owned Vacant Lots for the Development of Affordable/ Workforce Housing to the Delray Beach Community Land Trust, Inc., and authorize CRA Staff to enter into contract negotiations with the Delray Beach Community Land Trust, Inc. During contract negotiations, CRA Staff will confirm that the requested CRA Funding Assistance and Subsidies be made available only for eligible costs as stated within the RFP and have the eligible costs and the reimbursement process reflected in the negotiated agreement. The negotiated agreement, with the finalized terms for the CRA Funding Assistance and Subsidies, will be brought before the CRA Board for approval.

Attachment(s): Exhibit A - Location Map; Exhibit B - RFP CRA No. 2026-01 and Addenda; Exhibit C - Delray Beach Community Land Trust, Inc. Proposal; Exhibit D - Evaluation Committee Composite Scores; Exhibit E - Delray Beach Community Land Trust, Inc., Letter

CRA Attorney 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