



Delray Beach Community Redevelopment Agency

Regular Board Meeting

Thursday, November 16, 2023 at 4:00 p.m.

Delray Beach City Hall - Commission Chambers



Item 7A.

Update on Redevelopmentt Advisory Committee



Old Business

Initial Timeline

| | |
|--|---|
| September 1, 2023 – October 31, 2023 (60 days) | RAC Appointment Application Open |
| October 19, 2023 | Pre-Submission Meeting Held by CRA Staff for RAC Appointment Application |
| November 16, 2023, CRA Board Meeting | CRA Board Appointment of RAC Members and CRA Board Approval of RAC Meetings Dates |
| January 2024 (TENTATIVE) | RAC's First Meeting |

*****Suggested Updated Timeline*****

| | |
|--|---|
| November 17, 2023 – January 16, 2024 (60 days) | RAC Appointment Application Re-Open |
| December 4, 2023, CRA Social | Second Pre-Submission Meeting Held by Staff for RAC Appointment Application |
| February 27, 2024, CRA Board Meeting (Tentative) | CRA Board Appointment of RAC Members and CRA Board Approval of RAC Meetings Dates |





Item 7B.

98 NW 5th Avenue Award Request for Proposals for Workspace Operator

Old Business

RFP 2023-04 Workspace Operator for 98 NW 5th Avenue Background

| | |
|--|--------------------|
| Issue Date: | June 16, 2023 |
| Extended Due Date: | August 10, 2023 |
| Evaluation Committee Meeting: | September 6, 2023 |
| Oral Presentation to Evaluation Committee: | September 25, 2023 |

OBJECTIVE:

Enter into an Agreement with an entity possessing a proven track record of delivering high-quality services and programming as well as the infrastructure and experience in launching, growing, supporting, and cultivating a community within the shared workspace environment.

WORKSPACE:

3,320 sq. ft.

Turnkey - Fully Furnished

Open work areas, conference rooms, restrooms, break/lounge area, private office spaces, privacy soundproof booths.





RFQ DETAILS:

- Rent: \$10 - \$20 per sq. ft. (\$2,766.67 - \$5,533.33 per month)
- Term: initial 2-year term with 4 one-year options to renew
- Minimum Qualifications: 5 years of experience in programming, activating, managing, overseeing, and maintaining a shared workspace environment

EVALUATION COMMITTEE:

Noted the limited relevant experience of Co-Space as it relates to operating, managing, and programming similar shared workspace environments. Co-Space owns a co-working space in Miami Gardens, Florida, and has been operating, managing, and programming the space since March 2023.

Recommended the CRA Board award the RFQ and enter negotiations with the Proposer based on the success of the programming Co-Space achieved since March 2023, and the programming being proposed for the 98 NW 5th Avenue location – Mental & Physical Wellness, Business Resources and Development, Educational Empowerment & Access – and the steps that will taken to achieve success – the Proposal contained short term goals to create awareness, medium term goals to leverage growing relationships, and long term goals to sustain and stabilize the Workspace.

Co-Space, LLC



I intend to develop and curate 3 streams of programming that will feed into driving memberships and community in the workspace.

I. Mental & Physical Wellness

- a. The Set has a higher rate of chronic health conditions than the rest of Delray Beach. Introducing non-threatening lifestyle changes like yoga, meditation and healthy cooking demos will directly impact the wellbeing of the neighborhood as well establish the workspace to be a community hub.
- b. "Mindful Mondays": Free yoga sessions 2x a month on the 1st & 3rd Monday. Yoga has been proven to promote relaxation and mindfulness while effectively reducing stress and anxiety. This is especially important in The Set, a community that has experienced a lot of economic hardship and social isolation in the past.
- c. "Work-It Wednesday" Free work-out sessions, trainers will range from HIIT to gentler workouts, all will be easy for beginners with availability to modify to intensify workout.
- d. In addition to the physical and mental health benefits, yoga & physical activity can also help to build community. When people come together to practice yoga or complete a workout, they can build relationships and create a sense of belonging.

II. Business Resources and Development

- a. **Small Business Workshops:** workshops will have varying topics covering aspects like starting a business, applying for grants, Demystifying AI (learning ChatGPT) and content creation workshops.
- b. **Small Business Networking events:** curated events to attract various business owners to meet others and create room to collaborate and drive the growth of local small businesses in Delray Beach, specifically from The Set.

III. Educational Empowerment & Access:

- a. Only 22.4% of residents in The Set have a bachelor's degree or higher. Access to free & discounted educational resources will help the community feel empowered to continue their educational journey.
- b. Workshops to teach transferrable skills like typing, Microsoft Word, Microsoft Excel & coding. Will partner to offer certification workshops for job-ready skills like Project Management Professional (PMP), Certified Scrum Master (CSM), and AWS Certified Solutions Architect (Amazon).
- c. Will host Ted-Talk like seminars to cover various educational topics that resonate with the area.

Financial Plan

22. According to LoopNet, the average rent for office spaces in Delray Beach overall is \$18 - \$25 per square foot. I would propose \$10 per square foot to allow the focus for the workspace to remain on building a community hub for the residents of Delray. I would also propose a rent-free period of 3 months to maximize recruitment and build brand awareness in order to attract the ideal clientele from the Delray population.

These modifications will ensure that the workspace is well-occupied, which will benefit all involved. When the pressure of rent is softened, it stops a business from having to debate which priority to satisfy, eliminating missteps focused on overhead versus the higher goal.

a. Fee Structure:

- i. Monthly Membership: \$150
- ii. Business Membership: \$800 (includes up to 10 memberships)
- iii. Day-Pass: \$25
- iv. Booking Workspace for events: \$250 per hour (min 2 hours)
- v. Content Creation/Photo Studio time: \$100 per hour
- vi. Podcast Recordings: \$100 per hour
- vii. Shirts & merchandise: \$25 & up

3-PHASED APPROACH

PHASE I BUILD

community-needs
assessment

(networking events, find local coworking options)

connecting with community
advocates & stakeholders

leverage social & local media

--

begin hiring & training 2
employees

--

I will spend 3 - 4 full days per
week in Delray; with daily virtual
check-ins

PHASE II LAUNCH

pre-grand opening events
(free coworking days, business workshops)

offer intro-member rates

build programming calendar

host grand opening

--

elevated OJT for employees

--

I will spend 1 - 2 full days per week
in Delray; 3 virtual check-ins

PHASE III GROW

adjust rates comparative to
market

batch staple events,
bookable services

continue relationships with
local businesses & partners

--

Consistent performance
reviews for employees

--

at least 1 full day per week in
Delray; 2 virtual check-ins

projected

BUSINESS NEEDS

PARTNERSHIP

Assistance with community connections and at least 6-months of business mentorship with a local business leader. Leveraging the various relationships the CRA has in place to help drive awareness & opportunities for the coworking space.

FUNDING

Funding of at least \$100,000 to support the launch and growth of the coworking space. Funding will allow for immediate hiring of at least 2 employees, cover overhead for programming that will improve the lives of local business owners and residents and ensure the sustainable growth of the new business.

RENT FORBEARANCE

With rent forbearance for at least 12-months, I will be able to focus on the organic growth of the coworking space without the pressure of making rent.

I will reallocate these funds into marketing and outreach to attract new members and learn the market; hosting events and hiring facilitators for business and other skill-based workshops.

projected

BUSINESS NEEDS

Costs

Remaining

| | | |
|---------------|----------------------|---------------------|
| Total: | \$ 109,650.00 | \$(9,650.00) |
|---------------|----------------------|---------------------|

Co-Space Delray Beach

Wages

| | Hourly | Wkly Hours | annually | |
|-----------------|----------|------------|--------------|--------------|
| 1 – Manager | \$ 25.00 | 40 | \$ 26,000.00 | |
| 2 – Concierge 1 | \$ 20.00 | 25 | \$ 13,000.00 | |
| 3 – Concierge 2 | \$ 20.00 | 25 | \$ 13,000.00 | |
| | | | | \$ 52,000.00 |

Contractors

| | Per Session | Monthly Sessions | annually | |
|--------------------|-------------|------------------|-------------|--------------|
| yoga instructor | \$ 200.00 | 4 | \$ 9,600.00 | |
| business coach | \$ 150.00 | 2 | \$ 3,600.00 | |
| biz tax accountant | \$ 200.00 | 2 | \$ 4,800.00 | |
| cleaners | \$ 250.00 | 2 | \$ 6,000.00 | |
| | | | | \$ 24,000.00 |

Expenses

| | Per Month | annually | |
|-----------|-----------|-------------|--------------|
| Utilities | \$ 800.00 | \$ 9,600.00 | |
| internet | \$ 300.00 | \$ 3,600.00 | |
| snacks | \$ 300.00 | \$ 3,600.00 | |
| | | | \$ 16,800.00 |

Equipment: Podcast Studio & Coworking

| | per unit | units needed | total | |
|-------------------|-----------|--------------|-------------|-------------|
| mics & stands | \$ 250.00 | 4 | \$ 1,000.00 | |
| noise panels | \$ 100.00 | 10 | \$ 1,000.00 | |
| digital converter | \$ 350.00 | 1 | \$ 350.00 | |
| power banks | \$ 50.00 | 10 | \$ 500.00 | |
| | | | | \$ 2,850.00 |

Décor

| | per unit | units needed | total | |
|-----------------|-------------|--------------|-------------|--------------|
| wall treatments | \$ 1,000.00 | 1 | \$ 1,000.00 | |
| contractor work | \$ 3,000.00 | 1 | \$ 3,000.00 | |
| branded items | \$ 5,000.00 | 1 | \$ 5,000.00 | |
| signage | \$ 5,000.00 | 1 | \$ 5,000.00 | |
| | | | | \$ 14,000.00 |



Recommended Action:

1. Accept the Evaluation Committee's scores and Award Request for Proposals (RFP) CRA No. 2023-04 for a Workspace Operator for 98 NW 5th Avenue to Co-Space, LLC;

AND

2. Authorize the CRA Executive Director to negotiate an Agreement for the Workspace Operator for 98 NW 5th Avenue with Co-Space, LLC;

OR

3. Reject the Evaluation Committee's scores and cancel the RFP, and/or reject the submitted Proposal, and/or direct CRA Staff to re-issue the RFP.



Item 7C.

Status of Request for Qualifications for NW 600 Block

Old Business



RFQ CRA No. 2021-01

Professional Architectural & Engineering Services for a Redevelopment Project - (NW 600 Block – West Atlantic Avenue)

Approve the Agreement between SRS and the CRA for up to \$639,000 to provide professional architectural and engineering services for a mixed-use redevelopment project and authorize the CRA Board Chair to execute the Agreement, and any related documents, in a form acceptable to the CRA Legal Advisor;

OR

Reject the Agreement between SRS and the CRA, cancel the RFQ, and/or direct CRA staff to re-issue the RFQ, and provide direction as it relates to the redevelopment of the NW 600 Block.





Item 8A.

Request for Qualifications for West Atlantic Redevelopment Plan Update

New Business



Provide direction to CRA Staff as follows:

- **Updating only Section 5 – Implementation Plan of the West Atlantic Master Plan;**

OR

- **Updating the entire West Atlantic Master Plan.**

➤ *If updating only Section 5 – Implementation Plan of the West Atlantic Master Plan:*

- ☐ Direct CRA staff to conduct outreach and meetings with community stakeholders and residents to gather feedback and input to update Section 5 – Implementation Plan in house;

OR

- ☐ Direct CRA staff to seek proposals from consultants to update Section 5 – Implementation Plan of the WAMP and authorize the CRA Executive Director to negotiate and execute an agreement in a form legally acceptable to the CRA Legal Advisor.

➤ *If updating the entire West Atlantic Master Plan:*

- ☐ Direct CRA staff to seek proposals from consultants to update the WAMP and, if the proposals come back under \$65,000, authorize the CRA Executive Director to negotiate and execute an agreement in a form legally acceptable to the CRA Legal Advisor;

AND

- ☐ If over \$65,000 authorize CRA staff to draft and issue a Request for Proposals seeking submissions from qualified consultants to update the WAMP.



CRA Director Updates





The 2023 Florida Redevelopment Association (FRA) Conference

THE FLORIDA
REDEVELOPMENT
ASSOCIATION



Thank you to all those who attended!

The 2024 FRA Annual Conference will be held on October 22 – 25, 2024 in Tampa, Florida.

WAREHOUSE MARKET

**Saturday
November 18th**
10am - 3pm



**Arts
WAREHOUSE**

A Project of the Delray Beach CRA
313 NE 3rd Street
Delray Beach, FL 33444

POP-UP
Indoor Market feat.
20+ Makers,
Creatives, & Specialty
Goods Vendors

**FREE
ENTRY!**

Live Music
ART ACTIVITY

FOOD/BEV

family friendly

**PRE-HOLIDAY
SHOPPING WHILE
SUPPORTING LOCAL!**

JOIN US

Join us for the Annual Warehouse Market
this Saturday, November 18th from 10 AM
– 3PM.

The Warehouse Market will be featuring
18 vendors and their unique wares for
purchase. Visitors can also enjoy live
music, Gallery exhibitions, Artist studios,
free art activities, and food vendors.

Warehouse Market

**Saturday, November 18th from 10 AM –
3PM**

**Arts Warehouse: 313 NE 3rd Street, Delray
Beach, 33444**

**Arts
WAREHOUSE**
Gallery | Studios | Workshops | Events



AN OPEN AIR MARKETPLACE

CRAFTED ON THE AVE

Locally And Specially Crafted For You

JOIN US FOR A
FUN-FILLED DAY
OF CRAFTS,
MUSIC,
& VIBRANCY

SATURDAY
DECEMBER 2ND
1PM-5PM

@ LIBBY WESLEY PLAZA

2 SW 5TH AVE, DELRAY BEACH, FL 33444

Featuring:

Smooth Bounce
Entertainment



www.delraycra.org

Please contact 561-276-8640 or crainfo@mydelraybeach.com for more information

SAVE
THE DATE

2024 Dates:

Saturdays from 10 AM - 2 PM

*(*At a NEW time in 2024)*

January 27, 2024

March 2, 2024

April 6, 2024

May 4, 2024

October 5, 2024

November 2, 2024

December 7, 2024

Location: Libby Wesley Plaza

At the corner of SW 5th Ave and
West Atlantic Avenue





JOIN US

Join us for another interactive CRA Social on
Monday, December 4th from 5:00 – 7:00 PM
at 98 NW 5th Avenue, Delray Beach, FL
33444.

CRA 101: Info Session

Learn more about what a CRA is, why we
were created, how our projects are funded,
and what resources we have available to
help our community.

CRA Social

Monday, December 4th, 2023

5:00 – 7:00 PM

Location: 98 NW 5th Avenue

Delray Beach, FL 33444



DELRAY BEACH CRA
COMMUNITY REDEVELOPMENT AGENCY

CRA SOCIALS

Come talk about
what CRAs can do
for you!



CRA 101: INFO SESSION

**MONDAY,
DECEMBER 4TH**

5:00PM - 7:00PM

98 NW 5th Avenue,
Delray Beach, FL 33444

SCAN HERE



Contact Us:

📞 (561)-276-8640

🌐 WWW.DELRAYCRA.ORG

📍 20 N SWINTON AVENUE,
DELRAY BEACH, FL 33444

RIBBON CUTTING *Ceremony*

Wednesday, December 6th
from 11:00 AM - 1:00 PM

HATCHER
CONSTRUCTION & DEVELOPMENT



20 NW 6TH AVENUE,
DELRAY BEACH, FL



Join us for a historic ribbon cutting in the heart of the
Northwest Neighborhood/The Set!



Hatcher Construction & Development Ribbon Cutting Ceremony

Wednesday, December 6, 2023

11:00 AM – 1:00 PM

Location: 20 NW 6th Avenue, Delray Beach, FL 33444

After a thriving presence in Delray for over two decades and years of construction anticipation, Hatcher Construction & Development, Inc. will soon have their own dedicated building in the northwest neighborhood. The CRA has worked closely with Hatcher Construction as they leveraged two significant CRA Incentive Programs: the Land Value Investment Program and the Development Infrastructure Assistance Program!

For more information about the project, scan the QR code below.





HAPPY THANKSGIVING



FROM ALL OF US AT THE DELRAY BEACH CRA





Thank you!

FOLLOW US ON SOCIAL MEDIA

