



Cover Memorandum/Staff Report

File #: 23-135 CRA

Agenda Date: 7/25/2023

Item #: 7F.

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

AWARD OF REQUEST FOR PROPOSALS CRA NO. 2023-03 PROPERTY MANAGEMENT SERVICES FOR CRA-OWNED RESIDENTIAL PROPERTIES- COURTYARDS ON 12th

Recommended Action:

1. Award the Request for Proposals for Property Management Services for CRA-Owned Residential Properties for Courtyards on 12th to the Delray Beach Community Land Trust and authorize the CRA Legal Advisor to prepare agreements for the services being provided; and
2. Authorize the CRA Board Chair to execute the agreements, and any related documents, in a form acceptable to the CRA Legal Advisor.

Background:

On May 1, 2023, the CRA issued a Request for Proposals for Property Management Services for CRA-Owned Residential Properties - Courtyards on 12th (RFP) seeking qualified non-profit entities located within the City of Delray Beach (City) specializing in leasing and management of 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 was to enter into an agreement with one 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 12th 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 12th Avenue, between Southwest 2nd Street and Southwest 3rd 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 12th Avenue, streetscape improvements adjacent to the properties include on-street (parallel) parking with landscape nodes and sidewalks.

See Exhibit A for Property Map.

The rent amounts and guidelines for each of the properties will be more particularly described in the agreement between the non-profit entity and the CRA.

On June 1, 2023, the CRA received one (1) Proposal in response to the RFP:

1. Delray Beach Community Land Trust (CLT)

CRA staff reviewed the Proposal for compliance with the RFP requirements and found that the Proposal was responsive. As such, the Proposal was provided to the Evaluation Committee for review. On July 14, 2023, the Evaluation Committee held a public meeting and scored the Proposal based on the Evaluation Criteria outlined within the RFP (See Exhibit C for Evaluation Committee Results.)

As stated in the RFP, the term of the agreement between the CRA and the awarded non-profit entity will be for an initial five (5) year period and may be renewed for up to one (1) additional five (5) period thereafter, subject to the mutual agreement of both parties.

The RFP requires that the proposer must submit a detailed disclosure of any prior or pending bankruptcies and legal and/or administrative actions which occurred during the past ten (10) years with the proposer. See RFP, V(6), p. 11. After the RFP proposal submission due date of June 1, 2023, the CRA, on July 5, 2023, was served with a lawsuit complaint with the case style *Carla Wright v. Delray Beach Community Redevelopment Agency and Delray Beach Community Land Trust, Inc.*, Case No. 502023CA006263XXXXMB, regarding an alleged slip and fall incident that occurred on July 13, 2020, at Palm Manor Apartments, 45 SW 9th Avenue, Delray Beach, Florida. The CLT currently manages that property, under a property management agreement, for the CRA.

Based on the Evaluation Committee's results, CRA Staff recommends the CRA Board award the RFP to the Delray Beach Community Land Trust for the management of Courtyards on 12th, subject to the negotiation of an acceptable agreement. Additionally, CRA Staff recommends that the CRA Board authorize the CRA Board Chair to execute the negotiated agreements, and any related documents in a form that is acceptable to the CRA Legal Advisor.

Attachments: Exhibit A - Property Map; Exhibit B - RFP for Property Management Services for Courtyards on 12th and Proposal Submitted; Exhibit C - Evaluation Committee Results

CRA Attorney Review:

The CRA Legal Advisor will draft the agreements per the terms set forth by the CRA Board.

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