# Cover Memorandum/Staff Report

**File #:** 23-118 CRA **Agenda Date:** 6/1/2023 **Item #:** 9C.

**TO:** **CRA Board of Commissioners**
**FROM:** **Alexina Jeannite, Community Engagement Director**
**THROUGH:** **Renée A. Jadusingh, Executive Director**
**DATE:** **June 1, 2023**

**ISSUANCE OF REQUEST FOR PROPOSALS (RFP) CRA NO. 2023-04 WORKSPACE OPERATOR FOR SECOND FLOOR OF CRA-OWNED PROPERTY (98 NW 5TH AVENUE), IN SUBSTANTIALLY THE ATTACHED FORM.**

## Recommended Action:

Approve the issuance of a RFP for a Workspace Operator for Second Floor of CRA-Owned Property at 98 NW 5th Avenue, in substantially the attached form.

## Background:

At the April 24, 2023 Regular CRA Board Meeting, CRA Staff requested direction on how to structure the language in the RFP for an Operator/Tenant of the second floor workspace at 98 NW 5th Avenue. The board conveyed their preference, wherein the second floor workspace is managed by a tenant other than the CRA. The Board also expressed the expectation that although the CRA would be the Landlord, the approach should not just involve the physical management of the space, but should incorporate regular programming, events, and community-building initiatives, enabling the Workspace Operator to implement their unique programming and cultivate a sense of community within the shared workspace.

The Board's feedback has been incorporated into the RFP for a Workspace Operator and CRA Staff seeks to issue the RFP in the coming weeks. The purpose of issuing this RFP is to obtain Proposals from qualified, experienced, and innovative Workspace Operators to manage the second floor workspace at the CRA-owned commercial property located at 98 NW 5th Avenue, Delray Beach, Florida, 33444.

The objective of the RFP is to enter into a Workspace Operator Agreement ("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 managing small companies within a shared workspace environment. Services and programming under the Agreement are to be restricted to the second-floor workspace, which consists of an open floor plan of approximately 3,320 square feet. It is fully furnished with multiple open work areas, conference rooms, restrooms, office suites, private telephone booths, and access to public parking.

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

To manage and maintain the space, develop and implement relevant programs and events, advertise the space and related programming, to charge and collect user fees, to perform screening of prospective users in conformance with CRA policies, to prepare user agreements, 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 staff the space during operating hours for the entirety of the term of the agreement with the CRA, to establish procedures for user complaints and requests. Responsibilities will be more particularly described within the agreement between the selected entity and the CRA.

At this time, CRA staff is seeking board input regarding the following:

1) Rent amount for the second floor workspace tenant
2) Option of providing a one-time grant to the Successful Proposer for programming

The intent of the CRA is to release the RFP on Monday, June 12, 2023, and have the Proposal Submittal Due Date be Thursday, July 27, 2023. The full RFP will be available June 12, 2023, to view online on the CRA's website, www.delraycra.com <http://www.delraycra.com>, or on Bidsync, www.bidsync.com <http://www.bidsync.com>; a hard copy can also be requested.

The considerations provided by the CRA Board will then be incorporated into the RFP document and the RFP for a Workspace Operator for CRA-Owned Property at 98 NW 5th Avenue shall be issued accordingly, in substantially the attached form.

Attachment(s): Exhibit A - Location Map; Exhibit B - RFP Document

## 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