



## Legislation Text

**File #:** 18-0121 CRA, **Version:** 1

**TO:** CRA Board of Commissioners  
**FROM:** Jeff Costello, CRA Executive Director  
**DATE:** September 11, 2018

DISCUSSION - EXTENSION OF THE SUBMITTAL DEADLINE FOR THE REQUEST FOR PROPOSALS FOR THE SW 600-800 BLOCKS OF WEST ATLANTIC AVENUE

### **Recommended Action:**

Provide direction with respect to extending the submittal deadline for the Request for Proposals for the SW 600-800 Blocks on West Atlantic Avenue.

### **Background:**

At the August 15, 2018 CRA Board Meeting, the CRA Board directed CRA Staff to issue a Request for Proposals for SW 600-800 Blocks of West Atlantic Avenue. The current schedule in the RFP is as follows:

RFP Issued	August 21, 2018
Pre-Proposal Conference Delray Beach City Hall, First Floor Conference Room, 100 NW 1 <sup>st</sup> Avenue, Delray Beach, FL 33444. (Attendance is on a voluntary basis. PLEASE NOTE: This will be the only opportunity for applicants to directly address CRA staff regarding the RFP.)	August 29, 2018 2:00 pm
Deadline for Questions	September 24, 2018 5:00 pm
<b>RFP Submittal Delray Beach CRA office located at 20 N. Swinton Avenue, Delray Beach, FL 33444.</b>	<b>October 5, 2018 2:00 pm</b>
Selection Committee Ranking	November 6, 2018
Oral Presentations (if required)	November 13, 2018
CRA Board Approval	December 2018

At the August 27, 2018 CRA Board Budget Workshop, the consensus of the Board was to discuss extending the deadline for the submission of proposals in response to the RFP. Subsequent to the Workshop meeting, on August 29<sup>th</sup>, a pre-submittal meeting was held, which was well attended. There were comments and inquiries that were made by participants that will be addressed in the form of an Addendum to the RFP. If the direction is to extend the submittal deadline, it is recommended that the proposal submittal deadline occur no later than November 2, 2018. This date would afford respondents 74 days to respond, which should be adequate time for respondents to submit proposals based on the extensive discussion concerning the RFP to date. This would also enable the RFP evaluation process to commence prior to the end of the year, and the Thanksgiving and December holiday period. Thus, this item is before the Board for direction.

Attachment(s): None.

**CRA Attorney Review:**

N/A

**Finance Review:**

N/A

**Funding Source/Financial Impact:**

N/A

**Timing of Request:**

N/A