



REQUEST FOR PROPOSALS

FOR DEVELOPMENT AND DISPOSITION OF CRA-OWNED PROPERTIES AT CARVER ISLE



RELEASE DATE: Monday, March 25, 2019
SUBMISSION DEADLINE: Wednesday, April 24, 2019 @ 2:00 pm

DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY
20 NORTH SWINTON AVENUE
DELRAY BEACH, FL 33444

INVITATION

The Delray Beach Community Redevelopment Agency (CRA) hereby requests proposals from interested parties for the development and disposition of ten (10) residential properties owned by the CRA, within the Southwest Neighborhood of the CRA District of the City of Delray Beach, Florida, more specifically described in Section C of this RFP. It is the CRA's intention to dispose of said properties to a qualified not-for-profit entity, for the purpose of providing affordable/workforce housing, and to enter into an agreement with the successful proposer in order to provide for-sale single family housing that is restricted on a long-term basis for affordable/workforce housing. It is the CRA's intent that the properties are developed concurrently base on plans prepared by the CRA.

The CRA is vested by the State of Florida pursuant to its powers under Florida Statutes, Chapter 163, Part III, the Community Redevelopment Act of 1969 as amended, with the authority to request proposals for the redevelopment of any area within its district in order to effectuate redevelopment pursuant to the goals and objectives of the CRA Redevelopment Plan.

Factors that the CRA will use in judging the proposals include, but are not limited to, the Proposer's experience in the provision and construction of affordable housing and income qualification of home buyers, the pricing structure, and development fees. Selection criteria are discussed in more detail within this Request for Proposals (RFP).

Upon receipt of an acceptable proposal and a negotiated contract with a successful proposer, as well as the applicant's compliance with conditions precedent to closing, the CRA will close on the properties as described in the RFP, or as agreed to pursuant to the contract(s) negotiated between the proposer(s) and the CRA.

Proposers are required to submit one (1) unbound original and eight (8) copies, sealed and marked on the outside of the package "Proposal for Disposition and Development of CRA-Owned Properties – Carver Isle", delivered to the CRA office located at 20 North Swinton Avenue, Delray Beach, FL 33444 **on or before 2:00 pm on Wednesday, April 24, 2019.**

PROPERTY INFORMATION

A. Description

The subject properties are located within the Southwest Neighborhood of the CRA District (Sub Area #8), specifically the west side of SW 7th Avenue, between SW 3rd and 4th Streets, and 238 SW 6th Avenue.



The majority of the properties are approximately 50' X 130'.

The City of Delray Beach is in the design phase of a Streetscape & Utility Improvements in the Southwest Neighborhood (SW 3rd Court, SW 4th Street, SW 6th Street, and SW 7th Avenue), which includes improvements to utilities (water, sewer, drainage, lighting), alleys, sidewalks, installation of streetlights, and expanding the City's Reclaimed Water System. Sidewalks and parallel parking spaces will also be installed.

B. RFP Schedule

RFP Issued	March 25, 2019
Pre-Bid Conference Delray Beach City Hall, First Floor Conference Room, 100 NW 1 st Avenue, Delray Beach, FL 33444. (Attendance is on a voluntary basis.)	April 5, 2019 10:00 am
Deadline for Questions	April 15, 2019 5:00 pm
RFP Submittal Delray Beach CRA office located at 20 N. Swinton Avenue, Delray Beach, FL 33444.	April 24, 2019 2:00 pm
Selection Committee Ranking	May 1, 2019
CRA Board Approval	May 14, 2019

*The CRA reserves the right to advance or delay scheduled dates.

C. Development Objectives

The CRA's preference for redevelopment of the site is for long-term affordable housing consisting of ten (10) single family homes, based on Construction Documents prepared by the CRA, to be constructed within 270 Days from Notice to Proceed. Exhibit A contains the design development documents which are 85% complete.

The CRA intends to dispose of the ten (10) properties to one qualified not-for-profit entity specializing in affordable housing, for the purpose of providing long-term and/or permanent affordable/workforce housing. The ten (10) single family homes MUST be constructed in one phase. Proposals shall state the proposer's ability to develop the properties as stated herein.

D. Location &. Legal Description:

<u>ID</u>	<u>PROPERTY ADDRESS</u>	<u>LOT/BLOCK</u>	<u>ZONING</u>
1	238 SW 6 th Avenue	Lot 32 & 33 / Block 15	R1A
2	SW 7 th Avenue	Lot 37 / Block 8	R1A
3	SW 7 th Avenue	Lot 36 / Block 8	R1A
4	SW 7 th Avenue	Lot 35 / Block 8	R1A
5	202 SW 7 th Avenue	Lot 34 / Block 8	R1A
6	SW 7 th Avenue	Lot 33 / Block 8	R1A
7	SW 7 th Avenue	Lot 32 / Block 8	R1A
8	322 SW 7 th Avenue	Lot 31 / Block 8	R1A
9	SW 4 th Street	Lot 26-30 / Block 8	R1A

E. Land Use Regulations

The Construction Documents are based on the current R-1-A (Single Family Residential) zoning for the properties and shall be subject to the City of Delray Beach approval process.

For additional information, visit <https://www.delraybeachfl.gov/>, Planning and Zoning Department, Land Development Regulations, Section 4.4.3, and 4.4.6.

F. Survey

The CRA will provide surveys for the identified properties.

G. Palm Beach County Impact Fees

Development of the property will be subject to Palm Beach County Impact Fees. Please contact Impact Fee Coordinator for PBC, Willie Swope @ 561-233-5025 for specific information regarding impact fees applicable to the proposed development, or go to www.co.palm-beach.fl.us/pzb/impactfees/ to download relevant information.

SUBMITTAL REQUIREMENTS AND EVALUATION CRITERIA

The following describes certain information that the CRA will require for the Proposal. Failure to provide any of the information or failure to provide the information in the required format may be cause for reject of the Proposal at the sole and absolute discretion of the CRA. The Proposer shall submit one (1) original (unbound) and eight (8) copies of the Proposal which describes the project and the proposer's qualifications in the following format with each section tabbed for ease of review.

The CRA reserves the right to validate any and all information submitted by the proposers. At its sole and absolute discretion, the CRA may disqualify any proposer if the CRA determines that their submittal does not sufficiently document experience and qualifications, or may at its discretion require that additional information be provided by the proposer(s).

Proposals must include the following:

SECTION 1 - INTRODUCTION:

Please include a general introduction statement identifying the party(ies) responding to this RFP and its understanding and commitment to the project.

SECTION 2 – PROPOSERS INFORMATION, QUALIFICATIONS, AND EXPERIENCE:

The Proposer must submit information which permits an understanding of the Proposer's organizational structure, its members, qualifications, and financial strength. The following information is required in the submission for this paragraph.

- a. Description of the legal organizational structure of the Proposer (and its parent entity, if it is a subsidiary). If the Proposer intends to create a separate entity solely for the purpose of developing the proposed project, then each partner or stockholder or member should describe their respective legal organizational structure.
- b. Identification of the Proposer's principals, partners, officers, or co-venturers, including names, addresses, telephone and fax numbers and federal business identification numbers. The submittal must include:
- c. A copy of the not-for-profit determination letter, or a copy of the application for 501(c)(3), tax exempt status submitted to the Internal Revenue Service. Failure to provide this information shall deem the Proposal non-responsive.
- d. A complete list of the Entity's Board of Directors including names, addresses and phone numbers and the name of the Entity's Executive Director. If the Entity is affiliated with another entity, please provide a statement representing the nature of the affiliation along with the other entity's name, address, phone number, and a listing of the Board of Directors.

e. A minimum of three (3) professional references.

d. The proposer must make available for inspection at his or her place of business, a current (audited, if available) financial statement of the proposing entity which includes a balance sheet, a three-year statement of past income, and a projected one-year income statement for the current fiscal year for the proposer (and its parent entity if it is a subsidiary). If the proposing entity is to be created specifically for the intended project or if the proposing entity is less than three years old, then each partner or stockholder must submit its own financial statement as described above. Tax returns may be substituted for financial statements. Information regarding any legal or administrative actions, past or pending, that might impact the capacity of the proposer (or its principals or affiliates) to complete the project must be disclosed. Disclosure of any bankruptcies and legal actions by any of the above or related entities during the past ten (10) years must be made with the RFP.

SECTION 3 – OFFERING PRICE & DEVELOPMENT COSTS:

The Proposer must state the offering price for the ten (10) properties referenced in Section C. The offering price should state the terms of payment, the anticipated closing date, and any conditions, contingencies, and additional requirements that affect the purchase.

The Proposer must submit a total project cost analysis stating, by category, the major elements of the project and development fees. The major cost items shall include, at a minimum, land costs and construction costs. See Exhibit A for design development documents that shall be the basis for the project cost analysis.

SECTION 4 – PROJECT SCHEDULE:

The Proposer must submit a Construction Schedule for the completion of the houses in ONE phase.

SECTION 5 – SAMPLE PROJECTS:

a. Provide a detailed description of at least three (3) but completed development projects within in the last ten (10) years that are similar in size and scope to what is proposed for this project. Please provide physical address for each sample project.

b. Provide pictures, architectural rendering or plans, site plans, or other documents to thoroughly describe the project as built.

c. Provide total project costs, the financing structure, timeline from design to completion, and other elements related to financing and completing the project.

Note: Please note that in assessing the qualifications of the Proposer(s) the CRA may visit each project site submitted.

SECTION 6 – ADDITIONAL CONSIDERATIONS:

Identify any additional or unique resources, capabilities, or assets which the Proposer believes is beneficial to consider in reviewing the Proposer qualifications.

DRAFT

EVALUATION CRITERIA & SELECTION PROCEDURE

Sealed proposals may be filed with the CRA at 20 N. Swinton Avenue, Delray Beach, Florida, 33444 until **2:00 pm Wednesday, April 24, 2019**, following which the CRA intends to open all such proposals for the purposes of logging said proposals as eligible for consideration. CRA staff will open the proposals after that time and review them for compliance with submission requirements. The CRA will establish a Review Committee to review and rank all qualified proposals in accordance with the selection criteria listed above and the redevelopment philosophy of the CRA. The CRA Board will select the top ranking proposal no later than the May 12, 2019 CRA Board Meeting.

The CRA reserves the right to negotiate such terms and conditions with the Successful Proposer as it deems in the public interest at its sole and absolute discretion. In the event a contract is not negotiated to the CRA's satisfaction, the CRA may abandon such negotiations, and at its sole and absolute discretion may commence negotiations with the next ranked proposer. All proposers should be familiar with the requirements of Florida Statutes Chapter 163.380 to which this solicitation is subject.

Proposals will be evaluated by an Evaluation/Selection Committee that will evaluate and rank Proposals on the criteria listed below. The CRA reserves the right to evaluate and rank each type of Program service package independently. The Evaluation/Selection Committee will be comprised of appropriate CRA and City personnel and/or members of the community, as deemed necessary, with the appropriate experience and/or knowledge. The criteria are itemized with their maximum scores for a maximum total of Twenty-Five (25) points per Evaluation/Selection Committee member.

0 = failure to meet RFP criteria	1 = significant deficiencies to meet RFP criteria	2 = minimal deficiencies to meet RFP criteria	3 = meets RFP criteria to accomplish CRA goals	4 = exceeds RFP criteria to benefit the CRA goals	5 = greatly exceeds RFP criteria to benefit CRA goals
---	--	--	---	--	--

1. The qualifications (previous experience and capabilities) of the respondent in the provision of affordable/workforce housing and financial capacity of the proposer as they would indicate its ability to complete the project.
2. The extent to which the proposal meets the criteria set in the Development Objectives (Section "C").
3. Experience of the development team and contractors in the construction of affordable / workforce single-family homes.
4. Affordability of the homes.
5. Experience with income qualifying home buyers.

GENERAL TERMS AND CONDITIONS

A. Bid Bond

The Proposer must submit with his proposal a Bid Bond represented by a Cashier's Check or money order in favor of the Delray Beach CRA in the amount of \$2,500.00. The initial bid bond will be returned within ninety (90) days from the date of delivery to any Proposer who has not been selected to negotiate a contract with the CRA during that period. For the successful proposer, the bid bond will be applied to subsequent contractual deposit requirements. Withdrawal from the RFP process after submission of a proposal will result in a forfeiture of the bid deposit.

B. Future Deposit

The contract for purchase between the CRA and the Successful Proposer will require a deposit at the time of execution. The Successful Proposer must provide a deposit equal to five percent (5%) of the combined proposed purchase price for all of the parcels included in this RFP. The CRA, in its sole discretion, reserves the right to waive this requirement if such waiver is found to be in the best interest of the CRA. If the Successful Proposer cannot provide a deposit, the Successful Proposer should indicate the reasons for its inability to provide a deposit and request a waiver of this requirement.

C. Buy-Back Provision

The CRA may require a buy-back and/or reversionary provision to be negotiated as part of the final contract in the event the purchaser fails to complete its obligations for the commencement of the project within an agreed upon time.

D. Site Visits

Any interested party may visit the properties at any time.

E. Cone of Silence/No Lobbying

As to any matter relating to this RFP, any Proposer, team member, or anyone representing a proposer is advised that they are prohibited from contacting or lobbying the CRA Chair, any CRA Commissioner, CRA staff, or any other person working on behalf of the CRA on any matter related to or involved with this RFP. For purposes of clarification, a team's representatives shall include, but not be limited to, the proposer's employees, partners, attorneys, officers, directors, consultants, lobbyists, or any actual or potential subcontractor or consultant of the proposer and the proposer's team. There will be an opportunity for inquiries to be made of CRA staff during the scheduled Pre-Submission meeting. All inquiries must be in writing and directed to the CRA (jadusinghr@mydelraybeach.com). Any violation of this condition may result in rejection and/or disqualification of the proposer. This "Cone of Silence/No Lobbying" is in effect from the date of publication of the RFP and shall terminate at the time the CRA Board selects a

proposal, rejects all proposals, or otherwise takes action which ends the solicitation process.

F. Questions

Questions and inquiries concerning the proposal and specifications of the solicitation shall be submitted in writing and directed to the Delray Beach Community Redevelopment Agency, 20 N. Swinton Avenue, Delray Beach, FL 33444 (or jadusinghr@mydelraybeach.com) for receipt no later than ten (10) calendar days prior to the date set for receiving proposals (April 15, 2019 @ 5:00 p.m.). Oral explanations, information and instructions shall not be considered binding on the CRA. All Proposer are encouraged to independently verify the accuracy of any information provided. Neither the CRA nor any of its agents or employees shall be responsible for the accuracy of any oral information provided to any proposer.

DISCLOSURE AND DISCLAIMERS

This RFP is being issued by the CRA. As more fully set forth in this RFP, any action taken by the CRA in response to proposals made pursuant to this RFP, or in making any award or failure or refusal to make any award pursuant to such proposals, or in any cancellation of award, or in any withdrawal or cancellation of this RFP, either before or after issuance of an award, shall be without any liability or obligation on the part of the CRA.

In its sole discretion, the CRA may withdraw this RFP either before or after receiving proposals, may accept or reject proposals, and may accept proposals which deviate from this RFP. In its sole discretion, the CRA may determine the qualifications and acceptability of any party or parties submitting proposals in response to this RFP (each such party being hereinafter a "Proposer").

Following submission of a proposal, the Proposer agrees to promptly deliver such further details, information and assurances including, but not limited to, financial and disclosure data, relating to the proposal and/or the Proposer, including the Proposer's affiliates, officers, directors, shareholders, partners and employees, as requested by the CRA.

The information contained herein is provided solely for the convenience of Proposers. It is the responsibility of a Proposer to assure itself that information contained herein is accurate and complete. Neither the CRA, nor its representatives, provide any assurances as to the accuracy of any information in this proposal. Any reliance on the contents of this RFP, or on any communications with CRA representatives shall be at each Proposer's own risk. Proposers should rely exclusively on their own investigations, interpretations and analyses in connection with this matter. This RFP is being provided by the CRA without any warranty or representations, express or implied, as to its content, accuracy or completeness, and no Proposer or other party shall have recourse to the CRA if any information herein contained shall be inaccurate or incomplete. No warranty or representation is made by the CRA that any proposal conforming to these requirements will be selected for consideration, negotiation or approval.

The CRA shall have no obligation or liability with respect to this RFP, or the selection and award process contemplated hereunder. The CRA does not warrant or represent that any award or recommendation will be made as a result of the issuance of this RFP. All costs incurred by a Proposer in preparing and responding to this RFP are the sole responsibility of the Proposer. Any recipient of this RFP who responds hereto fully acknowledges all the provisions of this Disclosure and Disclaimer and agrees to be bound by the terms hereof. Any proposal submitted pursuant to this RFP is at the sole risk and responsibility of the party submitting such proposal.

This RFP is made subject to correction of errors, omissions, or withdrawal without notice. Information contained in the RFP is for guidance only and each recipient hereof is cautioned and advised to independently verify all of such information. In the event of any differences between this Disclosure and Disclaimer and the balance of the RFP, the provisions of this Disclosure and Disclaimer shall govern.

The CRA reserves the right to select the proposal which, in the opinion and sole discretion of the CRA, will be in the best interest and/or most advantageous to the CRA. The CRA reserves the right to waive any irregularities and technicalities and may, at its discretion, request re-submittal of proposals. All expenses in preparing the proposal and any re-submittals shall be borne by the Proposer.

The CRA and the Proposer will be bound only if and when a proposal, as it may be modified, is approved and accepted by the CRA, and the applicable agreements pertaining thereto are approved, executed and delivered by the Proposer to the CRA, and then only pursuant to the terms of the agreements executed by the Proposer and the CRA. All or any responses to this RFP may be accepted or rejected by the CRA for any reason, or for no reason, without any resultant liability to the CRA.

The CRA is governed by the Sunshine Law and the Public Records Law of the State of Florida and all proposals and supporting data shall be subject to disclosure as required by such laws. All proposals shall be submitted in sealed bid form and shall remain confidential to the extent permitted by the Public Record Law until the date and time selected for opening responses.

PROPOSAL SUBMITTAL SIGNATURE PAGE

By signing this Proposal, the Proposer certifies that it satisfies all legal requirements as an entity to do business with the CRA.

Proposer's Name: _____

Street Address: _____

Mailing Address (if different from Street Address):

Telephone Number(s): _____

Fax Number(s): _____

Email Address: _____

Federal Employer Identification Number: _____

Signature:

(Signature of authorized agent)

Print Name: _____

Title: _____

Date: _____

By signing this document, the Proposer agrees to all terms and conditions of this solicitation and the resulting contract/agreement.

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL, FOR NOT LESS THAN 90 DAYS, AND THE PROPOSER'S UNEQUIVOCAL OFFER TO BE BOUND BY THE TERMS AND CONDITIONS SET FORTH IN THIS SOLICITATION. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE, BY AN AUTHORIZED REPRESENTATIVE, SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE CRA MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS PROPOSAL.