



Florida's Dynamic
Waterfront Community

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
REQUEST FOR PROPOSALS FOR
ENTREPRENEURS TO
PARTICIPATE IN AN EMERGING MICRO BUSINESS
ENTREPRENEURSHIP PROGRAM
(RFP NO. 2018-06)**

CONTACT PERSON:
Andre' Lewis Project Manager
(561) 844-3408, Phone
(561) 881-8043, Fax
alewis@rbkra.com

The Riviera Beach Community Redevelopment Agency (CRA) invites qualified entrepreneurs to participate in a Micro business entrepreneurship program that will operate in the 500 sq. CRA-owned building located at 2615 Broadway Riviera Beach FL, formerly the Dairy Belle site. The CRA is seeking aspiring individuals who possess a strong business acumen, an innovative business strategy and an ability to invest in the complete buildout of the interior of the building. The mission of the RBCRA Emerging Micro Business Program is to stimulate economic growth within the CRA District, activate the CRA-owned property with a Micro business owner seeking to expand or start their operations in a brick and mortar space, and provide a nurturing environment for local entrepreneurial talent to be successful. The RBCRA plans to allow participation in the program for a time period to not exceed three years but business operations can continue past the three year mark. This solicitation provides guidelines for submission and outlines the essential services desired for the engagement. Proposals will be accepted at the **Riviera Beach Community Redevelopment Agency, 2001 Broadway, Suite #300, Riviera Beach, FL 33404, until Friday, January 25, 2019, at 4:00 p.m. EST.**

Late submittals will not be accepted or considered.

This Public Solicitation document, including a scope of services, may be obtained at the **Riviera Beach Community Redevelopment Agency, 2001 Broadway, Suite #300, Riviera Beach, FL 33404.**

Additionally, the solicitation may be obtained by visiting the CRA website at <http://www.rbkra.com/doing-business-with-rbkra/>.

Responses shall be prepared, addressed and submitted in compliance with the instructions set forth in the solicitation documents. The Riviera Beach CRA reserves the right to reject any or all submittals and to waive technicalities, if such measures are deemed appropriate and in the best interest of the CRA.

Each proposal shall be submitted no later than **4:00 pm on Thursday, January 3, 2018, to Riviera Beach Community Redevelopment Agency, 2001 Broadway, Suite #300, Riviera Beach, FL 33404.**

PLEASE SUBMIT ONE (1) ORIGINAL FIVE (5) COPIES AND ONE (1) USB DRIVES OF YOUR PROPOSAL. A link to a secure cloud file may be provided in lieu of the two USBs.

PUBLISH:

Palm Beach Post	December 19, 2018
CRA website www.rbkra.com	December 19, 2018
Demand star	December 19, 2018

Proposal packages received after this deadline will not be considered.

All Proposals must be delivered or mailed to:

**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
ATTN: ANDRE' LEWIS, PROJECT MANAGER
2001 BROADWAY, SUITE #300
RIVIERA BEACH, FL 33404**

ENVELOPES MUST BE IDENTIFIED AS:

**REQUEST FOR PROPOSALS FOR
MICRO BUSINESS OWNER TO PARTICIPATE IN AN EMERGING MICRO BUSINESS
ENTREPRENEUR PROGRAM
(RFP NO. 2018-06**

The Community Redevelopment Agency reserves the right to provide addenda, reject any or all qualifications, or to negotiate individually with one or more firms, and to select the firm based on what the Selection Committee determines to be in the best interest(s) of the CRA.

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GENERAL INFORMATION

Section 1

BACKGROUND

The Riviera Beach Community Redevelopment Agency (CRA) invites a qualified entrepreneur to participate in an emerging Micro business entrepreneurship program that will be operated out of the 500 sq. RBCRA-owned building located at 2615 Broadway Riviera Beach FL, which was formerly the Dairy Belle.

ELIGIBILITY REQUIREMENTS

The awarded proposer will participate in the Emerging Micro Business Entrepreneurship Program and will operate the business out of the CRA-owned building at the old Dairy Belle Site. Business owner will participate in the program for a period of three years. The successful proposer must meet the following minimum requirements and will be selected based on the following criteria:

Emerging Micro Business Entrepreneur: An entrepreneur is defined as a person who operates a business shouldering the greater than normal financial risk. An emerging Micro business entrepreneur for the purposes of this RFP must meet the following criteria;

- Privately owned & operated
- Operating Staff not exceeding five employees
- An owner seeking a brick & motor location
- Business can only be in operation for less than three years
- Business must be domiciled in Palm Beach County with special considerations to Riviera Beach
- Earning a yearly revenue of less than \$100,000 a year.

Permitting- The submitter must insure that the proposed enterprise complies with all City Ordinances that apply to the CRA District, property location and the square footage of the building and the property.

Business Plan- The proposer should provide a comprehensive business plan that clearly explains the vision of the business, a complete SWOT (strengths, weaknesses, opportunities, and threats) analysis, and how the business venture would be successful in the aforementioned location.

Financial Verification- The proposer will be required to furnish the following documentation so that the businesses financials can be verified.

- Last two years tax returns
- Copy of a completed W-9 form
- A copy of the balance sheet and Profit & Loss statement
- Copy of three most recent bank statements
- Copy of Business Licensing
- Copy of Sunbiz document affirming legal business entity

Business Readiness Certification- As a part of the Emerging Micro Business Entrepreneur Program, the business owner awarded will be required to participate in and successfully complete the Business Readiness Certification Training through the CRA-led Comerica Small Business Resource Center. The training is a six week two hour session that covers the following;

- Marketing Strategies
- Accounting
- Insurances & Licensing
- Credit used as an Asset

The Proposer is required to complete the Micro Business Training Acknowledgement form.

Cost Breakdown- The proposer should complete the cost breakdown sheet to explain their proposed financial

contributions to the rehabilitation line items. The Agency is prepared to provide supplementary funding to complete the rehab and buildout of the space in the amount of \$33,200 with a nine percent (9%) contingency.

Presentation- The proposer will prepare and execute a presentation to the RFP Evaluation Committee and commit to executing the same presentation to the RBCRA Board of Commissioners if selected.

Performance Report- Upon selection, the program participant is required to provide a report semiannually to demonstrate adequate progress towards predetermined goals for the business. Proposers will submit a draft of their strategic goals (long term and short term) to be submitted with this proposal. Possible goals could include: increasing the staff size, realizing a specified profit margin within the first year, the purchasing of new equipment or increase in the number of customers served. If the applicant is able to meet and or exceed their specified goals, they will be considered eligible for the renewal options for year four and five.

Recommended Usage- the Agency is seeking to occupy the space with an enterprise that will promote business to customer traffic to activate the site, the recommended business are as follows:

- Cookies, cupcakes and other pastries
- Coffee Bar & or Tea Station
- Smoothies & Frozen Drinks
- Candy Shop
- Ice cream shop
- Craft brewery & Wine Bar
- Sandwich Shop
- Soup & Salad Station

Lease Agreement- If selected, the proposer must be willing to enter into a Lease Agreement with the RBCRA. The lease amount for the old Dairy Bell site will be a sliding scale based on performance and will start at \$750 per month and not exceed \$1,460.78 per month during the program period. The program will offer a six-month grace period before the first payment. The agreement will be for a term not to exceed two (2) years, with a two (1) year option. If the owner and the Agency agree to continue the operations at the completion of the program, the rental amount will be increased and capped at \$1,460.78 per month.

LEASE AGREEMENT FINANCIAL MATRIX		
PERIOD	PROFIT MARGIN TARGET FOR INCREASE	ADJUSTED MONTHLY LEASE AMOUNT
FIRST 6 MONTHS	N/A	0
REMAINING 6 MONTHS OF YEAR 1	0%	\$750
YEAR 2	15%	\$950
YEAR 3	30%	\$1,460.78

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1-2 **PROPOSAL SUBMISSION AND OPENING**

All submittals must be received by the CRA no later than **4:00 pm (EST) January 25, 2019** in order to be considered. The following is required to be included in the submittal:

One (1) original five (5) copies and one (1) digital copies on individual USBs of a comprehensive submittal (a link to a secure cloud file may be provided in lieu of the one USB) to include:

a. **Title Page** to include the following:

1. Project name and number
2. Name of firm or individual submitting the submittal
3. Address
4. Telephone number, e-mail address, name of contact person, and date of submittal.

b. **Table of Contents.**

c. **Transmittal Letter** (on company letterhead).

d. **Letter of Interest** (limit to one page):

5. Company overview
6. Name, address, and telephone number
7. Principal company contact
8. Number of years in business

e. **Experience and qualifications** of firm or individuals including experience of key personnel who will be assigned to project and similar project experience.

f. **Narrative** expressing understanding and approach to the project to include the following:

9. An **executive summary**, outlining a brief history of the firm (including form of ownership and name of owners/officers) and describing your understanding of the Project (including the benefits your firm would bring to the Project).
10. An **Organization Chart** indicating the roles and responsibilities for the key personnel proposed for the Project, including those of any sub consultants. For each individual, and six (6) client references relative to this scope of work.

11. Indicate Past CRA Experience and Type of Work: Please provide your experience with the Riviera Beach CRA and/or the City of Riviera Beach over the last five (5).

12. A list of any adjudicated and open litigation against your firm for the past three (3) years.

13. Addenda

14. Last two years of business tax returns

15. Copy of three most recent bank statements

16. Copy of Business Licensing

17. Copy of Sunbiz document affirming legal business entity

18. Complete the Cost Breakdown labeled as Exhibit A

19. Application form Exhibit B

20. Complete the Goal Assessment section of Exhibit C the Performance Report

21. Business Readiness Training Acknowledgement Form Exhibit D

22. Response to the Evaluation Criteria outlined in Part (4) Evaluation Process. The response provided for each category should be tabbed separately but numbered sequentially.

Interested parties should send their completed responses to the following address:

Riviera Beach Community Redevelopment Agency

Attention: Andre' Lewis, Project Manager

2001 Broadway, Suite 300

Riviera Beach, FL 33404

The CRA shall not accept or consider responses submitted via facsimile transmission or email.

1-3 **INQUIRIES**

For additional information, qualified firms are encouraged to contact RBCRA Project Manager Andre' Lewis, 8:30 a.m. to 5:00 p.m., Monday through Friday, at (561) 844-3408 or email alewis@rbcr.com.

1-4 **PROPOSAL DISCLOSURE**

Upon opening, submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Firms submitting submittals must invoke in writing the exemptions to disclosure (provided by law) in the response to this Request for Proposals by referencing the specific statutory authority for claimed exemptions, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary.

1-5 **ACCEPTANCE OR REJECTION OF PROPOSALS**

The CRA reserves the right to reject any and all submittals when (1) such rejection is in the best interest of the CRA; or (2) if the submittal contains any irregularities; provided, however, that the CRA reserves the right to waive any minor irregularities and to accept the most responsive and responsible submittal. The CRA reserves the right to cancel this Request for Proposals at any time and/or to solicit and re-advertise for other submittals. The CRA is not obligated to enter a contract on the basis of any submittal submitted in response to this document.

1-6 **DEVELOPMENT COSTS**

Neither the CRA nor its representatives shall be liable for any expenses incurred in connection with the preparation, submission or presentation of a response to this public solicitation.

1-7 **PUBLIC ENTITY CRIME**

Pursuant to Florida Statutes Section 287.133, as amended: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a submittal on a contract to provide any goods or services to a public entity, may not submit a submittal on a contract with a public entity for the construction or repair of a public building or public work, may not submit submittals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in F.S.S. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

1-8 **CODE OF ETHICS**

If any firm violates or is a party to a violation of the code of ethics of the State of Florida with respect to this submittal, such firm may be disqualified from performing the work or from furnishing the goods or services for which the submittal is submitted and may be further disqualified from submitting on any future solicitations for work, goods, or services for the CRA.

1-9 **EQUAL OPPORTUNITY REQUIREMENTS**

It is the policy of the CRA to comply with all Federal, State, County, and local laws to provide minorities and women equal opportunity for participating in all aspects of the CRA's contracting and procurement programs. It is further the policy of the CRA to prohibit discrimination against any person or business in pursuit of these opportunities on the basis of race, color, national origin, creed, sex, age, handicap or veteran's status. Each firm should state their commitment to meet these same requirements.

1-10 CONTRACTUAL AGREEMENT

Any and all legal action necessary to enforce the award will have venue in Palm Beach County and the contractual obligations will be interpreted according to the law of the State of Florida. Any contract or agreement required by the vendor must be enclosed at the time of submittal.

1-11 INDEMNIFICATION

The Submitter, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the CRA, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services. The Submitter shall secure and maintain General Liability Insurance as will protect him from claims under the Worker's Compensation Acts and from claims for bodily injury, death, or property damage which may arise from the performance of his services under this contract. Further, the submitter shall provide the CRA with evidence and the amount of Errors and Omissions Insurance, i.e., Professional Liability Insurance currently in effect.

1-12 CONE OF SILENCE

As of December 19, 2018, no entity filing a response to this RFP shall through their principal, attorneys, or agents, contact the City Council/CRA Commission nor CRA Staff for the purposes of discussing any aspect of this RFP for any possible decision on the RFP; neither shall any such party approach third parties for the purposes of having those third parties have those types of discussions with the City Council/CRA Commission or CRA Staff. **Any action in violation of this provision shall be cause for disqualification of this RFP.**

1-13 NON-COLLUSION STATEMENT

By signing this offer, the vendor certifies that this offer is made independently and free from collusion. Vendor shall disclose below, to their best knowledge, any Riviera Beach officer or employee, or any relative of any such officer or employee as defined in Section 112.3135 (1) (c), Fla. Stat. (1989), who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement. Any Riviera Beach officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement. For purposes hereof, a person has a material interest if he/she directly or indirectly owns more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the CRA Procurement Code.

Contractor, if doing business under an assumed name, i.e., an Individual, Association, Partnership, Corporation, or otherwise, shall be registered with the Florida Department of State, Division of Corporations.

1-14 **LOBBYING**

Contact with any CRA employee, appointed official or elected official other than the individual identified above for inquiries regarding this RFP, shall be grounds for elimination from the selection process. This restriction includes lobbying any CRA employee, appointed official or elected official.

Lobbying consists of introduction, communication, discussions related to the selection process, or any other discussions or actions that may be interpreted as attempting to influence the outcome of the selection process for the project. This includes holding meetings thereof, engaging in the aforementioned prohibited lobbying and/or prohibited contact; which actions may immediately disqualify the Respondent from further CRA consideration for this project. Lobbying does not include any oral presentations before evaluation/selection teams, contract negotiations, or public presentations made to the CRA during any duly noticed public meeting.

By submitting a submittal, proposal, or other response for this RFP, the firm or individual entity certifies that it or he/she and all of its affiliates and agents have not lobbied or attempted to lobby CRA employees, appointed officials or elected officials as defined herein

1-15 **CONTRACTUAL AGREEMENT**

Any and all legal action necessary to enforce the award will have venue in Palm Beach County and the contractual obligations will be interpreted according to the law of the State of Florida. Any contract or agreement required by the vendor must be enclosed at the time of RFP submittal.

1-16 **ADDENDA TO RFP**

The CRA reserves the right to amend this RFP prior to the RFP opening date indicated. Only written addenda will be binding. If, upon review, material errors in specifications are found, contact the CRA (Andre' Lewis) a minimum of (96) hours prior to the RFP submittal deadline to allow for review and subsequent clarification on the part of the CRA.

No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on the CRA. No employee of the CRA is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that obtained in this written RFP document.

1-17 **REQUEST FOR ADDITIONAL INFORMATION**

Prior to the final selection, submitters may be required to submit additional information which the CRA may deem necessary to further evaluate the submitter's proposal.

1-18 **GRATUITY PROHIBITION**

Submitters shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the CRA for the purpose of influencing consideration of this submittal.

1-19 **RIGHT OF WITHDRAWAL**

A submittal may not be withdrawn before the expiration of ninety (90) days from the submittal due date.

1-20 EXCEPTIONS TO THE RFP

It is anticipated that submitters may find instances where they may take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the CRA, and a description of the advantage to be gained or disadvantages to be incurred by the CRA as a result of these exceptions.

1-21 RIGHT OF NEGOTIATION

The CRA reserves the right to negotiate with the selected submitter the exact terms and conditions of the contract.

Right of Rejection of Lowest Fee Estimate:

The CRA is under no obligation to award this project to the submitter having the lowest fee estimate. Evaluation criteria included in this document shall be used in evaluating submittals.

1-22 DENIAL OF REIMBURSEMENT

The CRA will not reimburse submitters for any costs associated with the preparation and submittal of any submittal, or for any travel and/or per diem costs that are incurred in connection with the preparation, submission or presentation of a response to this RFP.

1-23 SMALL BUSINESS ENTERPRISE (SBE)

N/A to this solicitation.

1-24 LOCAL BUSINESS ENTERPRISE (LBE)

An LBE is any local business within the City limits of Riviera Beach and or the County of Palm Beach and has a valid business license, tax receipt, or a state issued contractor's license. Postal Service Box, UPS Box nor any other Business Service Centers will be used for the purpose of establishing a business location for participating on this project. Permanent physical location must be established for a minimum of 12 months prior to the published date of this solicitation.

Permanent locations will be verified through proposer's registration with the Florida Department of State.

1-25 PROJECTED USE OF RIVIERA BEACH BUSINESSES FOR SUBCONTRACTING SERVICES

The CRA encourages submitters to show the extent to which the value of annualized subcontracting services will exceed 15% to businesses based in Riviera Beach. Submitters should use the FY 2018 budget outlined in the included Appendix for projecting the subcontracts with local businesses.

1-26 TRUTH IN NEGOTIATION CERTIFICATE

For all lump sum or cost-plus-a-fixed-fee professional service contracts over \$50,000 the person/firm receiving the award shall execute a truth-in-negotiation certificates stating wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting. A professional service contract under which a certificate is required shall contain a provision that the

contract price shall be adjusted to exclude any significant sums where the agency determines the contract price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. Contract adjustments shall be made within one year following the end of contract.

1-27 MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION

All submitters have an opportunity to increase their opportunity to be awarded a CRA contract/project by declaring as a MBEs in accordance with the CRA’s MBE Participation goals.

The CRA shall have the right to consider price, quality, past performance including meeting qualified MBE commitments, time required for performance and qualifications of the Submitter in making awards.

Consistent with section 3.13.3.2 of the CRA’s Procurement Policies and Procedures, as an incentive for the submitters maximizing the participation of qualified MBEs on the project, additional bonus points shall be added to the submitter’s score for the written proposal based upon the distribution of bonus points indicated in the table below:

Total Qualified MBE Participation in Excess of 15%	Bonus Points Awarded as a Percentage of Total Available Points for Written Score
0% -15%	0%
16%-30	4%
31%-40%	6%
41%-50%	8%
51% and above	10%

The total qualified minority business participation shall be completed by qualified minority businesses. The total qualified minority business participation percentage is non-cumulative; however, one or more qualified minority businesses can comprise the total qualified minority business participation percentage. The percentage of total bonus points awarded of maximum allowable points is non-cumulative and is the percentage of points to be awarded to a submitter based on the total qualified minority business participation.

Bonus points shall be calculated based only upon total points available for scoring written proposal (points for oral interviews shall not be used in calculation). Bonus points are not applicable to the prime but rather to subcontractors and material suppliers contracted by the prime. All proposed qualified minority businesses shall provide a letter of participation on its own letterhead and signed by the chief operating officer stating the actual dollar amount or percentage of work to be completed by its own forces. This information shall be submitted in the sealed proposal packet.

An MBE business is an entity that is at least 51% owned, operated, and controlled by a minority person. Minority persons are African-Americans, Native-Americans, Hispanic-Americans, Asian-Americans, and Women. Women Business owners are females that own operate and control at least 51% of a business entity. Additionally, MBE must have current certification of its MBE status granted/authorized by a Federal Agency or State of Florida, municipality, county or agency.

1-28 PROPOSAL PROTEST COST AND FILING FEES

1. Written Protest. The written protest submitted to the Purchasing Director must be accompanied by a filing fee in the form of a money order or cashier's check in the amount equal to \$500.00

or 2% of the value of the estimated five-year project budget (see 1-2, A.), whichever is greater up to a maximum of \$2,500.

2. Appeal to the CRA Executive Director. The written appeal to the CRA Executive Director must be accompanied by a filing fee in the form of a money order or cashier's check in the amount equal to \$500.00 or 2%, of the value of the estimated five-year project budget (see 1-2, A.), whichever is greater up to a maximum of \$2,500.
3. Appeal to the CRA Board of Commissioners. The written request for an appeal to the CRA Board of Commissioners must be accompanied by a filing fee in the form of a money order or cashier's check in the amount equal to \$500.00, or 2%, of the value of the estimated five-year project budget (see 1-2, A.), whichever is greater up to a maximum of \$2,500.

Refund of Filing Fees. All costs resulting from a protest shall be borne by the Protestor. If a protest is upheld by either the Purchasing Director or CRA Executive Director, as applicable, the filing fee shall be refunded to the Protestor less costs incurred by the CRA. If the protest is denied the filing fee shall be forfeited to the CRA in lieu of payment of costs incurred by the CRA

1-29 LEGAL REQUIREMENTS

Federal, State, County and Local laws, ordinances, rules and regulations that in any manner affect the items covered herein apply. Lack of knowledge by the provider will in no way be a cause for relief from responsibility.

- A. Submitters doing business with the CRA are prohibited from discriminating against any employee, applicant, origin, sex or age with regard to, but not limited to, the following: Employment practices, rates of pay or other compensation methods, and training selection.
- B. Minority Business Enterprise (MBE) indicates a business entity, which is owned and operated by a minority. In this instance, minority group members are citizens of the United States who are Black, Hispanics, Native American, Women, and Others as outlined in Florida Statutes, Chapter 287. Minority owned business wishing to participate in the CRA procurement process may contact the Purchasing Department for information and assistance.

Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the CRA Procurement Policies and Procedures.

Contractor, if doing business under an assumed name, i.e. an Individual, Association, Partnership, Corporation, or otherwise, shall be registered with the Florida Department of State, Division of Corporations

1-30 RIVIERA BEACH CRA CONTRACT

The Contract for Professional Services shall prevail as the basis for contractual obligations basis for contractual obligations between the selected firm and the CRA. The terms, and conditions of the solicitation shall be incorporated into the CRA's contract.

1-31 RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY CONTRACT

The Contract for Consulting/Professional Services shall prevail as the basis for contractual obligations between the selected firm and the Riviera Beach Community Redevelopment Agency for any terms and conditions not specifically stated in this Request for Proposals.

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INFORMATION SECTION 2

2-1 PROCUREMENT SCHEDULE

The CRA will use the following time lines which will result in selection of qualified firms. Dates are subject to change if necessary.

<u>December 19, 2018</u>	RFP Available to Submitters
<u>January 17, 2019</u>	Non Mandatory Site Visit
<u>January 18, 2019</u>	Final Day to Submit Requests for Information
<u>January 25, 2019</u>	Proposals Due no Later than 4:00 p.m.
<u>February 11, 2019</u>	Evaluation Committee Meeting & Selection

2-2 AWARD OF CONTRACTS

A recommendation of the top ranked submittals will be made to the CRA Executive Director regarding the award of this contract. The Executive Director, in turn, will then present a recommendation to the CRA Board of Commissioners for Selection.

The CRA reserves the right to reject any or all offers or to accept any offers which is in its best interest. The CRA also reserves the right to waive any informalities, irregularities and technicalities in procedure.

The CRA reserves the right, before awarding any contract, to require a firm to submit such evidence of qualifications and any current or updated information that was requested in the RFP as it may deem necessary and may consider any information available to it of the financial, technical, and other qualifications and abilities of a submitter, including past performance with other governmental agencies. Submitters are advised that requests for additional information or site visitation are not to be construed as an indication that a submitter will receive or is in the best position to receive a contract award.

The CRA reserves the right to cancel the contract, or portions thereof, without penalty at any time.

Based on the combined score of the Evaluation Selection Committee and the Oral Interview Committee a recommendation will be presented to the CRA Executive Director, who in turn, will present a recommendation to the CRA Board of Commissioners for selection. The CRA Board will select the submittal which best meets the best interests of the CRA. The decision of the CRA Board of Commissioners will be final.

The award will be made in a timely manner. Following notification of the firm selected, the CRA will expect a contract to be executed by the parties within fourteen (14) business days. The CRA will engage in negotiations with the top ranked firm and so on in order of ranking until a firm is selected. The term of the contract will be for three (3) years with the option to renew for two (2) additional twelve (12) month periods based on favorable annual performance. Any additional requirements or changes will be added to future renewals as written addendums.

2-3 INSTRUCTIONS TO SUBMITTERS

Proposals not conforming to the instructions provided herein may be subject to disqualification at the option of the CRA.

All questions concerning this Request for Proposal document shall be submitted in written form. Only questions submitted in writing shall be responded to by addendum. No questions may be submitted After the cut off for questions specified in Section 2-1, Procurement Schedule. All questions shall be Submitted to:

Andre' Lewis, Project Manager
Riviera Beach CRA
2001 Broadway, Suite 300
Riviera Beach, FL 33404
alewis@rbkra.com or Phone: 561-844-3408

Contacting other CRA Staff regarding this solicitation may be grounds for dismissal.

If a submittal is transmitted by U.S. Mail or other delivery medium, the Submitter shall be responsible for its timely delivery to the designated RBCRA office.

Proposals received after the stated time and date will not be considered and will be returned unopened to the Submitter.

five (5) printed hard copies with one marked "Original" and containing a manual signature, bound with tabbed dividers separating each section. The original and hard copies shall not exceed ninety-five (95) pages, inclusive of any schedules, charts or other illustrations (*Appendix section does not count toward total page count*). Each page shall be numbered consecutively and shall not exceed 8-1/2" x 11" in size. Each text page shall be printed in font 11 and have a minimum 1" margin and include the required responses specified in Section 1-2 PROPOSAL SUBMISSION. An additional two (2) digital copies on individual USB drives (PDF format and bookmarked to the same specifications as the hard copy) of the submittal shall be submitted by the proposing firm. A link to a secure cloud file may be provided in lieu of the two USBs. . If multiple submittals are being submitted, each must be packaged separately and presented as directed herein.

Following submittal of the proposal, firms shall not add or substitute team members, including sub-consultants, unless approved by the Project Manager, Andre' Lewis. Any change in the proposed team shall be requested in writing to the Project Manager, Andre' Lewis. The request shall include an explanation of the reason for the substitution and a resume with the background and experience of the substitute team member.

Proposals and USBs shall be sealed within a container (box, envelope, package, etc.) and labeled in a Prominent place on the exterior of the package as follows:

Firm Name-

Request for Proposals-"Title Name" and number

The Submitter shall have a place of business for contact by the CRA during normal hours on normal working days. An emergency phone number and the name of a responsible managing employee of the successful submitter shall be provided to the CRA.

**INSURANCE REQUIREMENTS
SECTION 3**

The successful firm or individual entering a resulting contract with the CRA shall provide, pay for, and maintain in full force and effect at all times during the services to be performed insurance as set forth below:

<u>Type of Coverage</u>	<u>Amount of Coverage</u>
Commercial General Liability (Products/Completed Operations, Contractual, Insurance Broad Form Property, Independent Contractor, Personal Injury)	\$1,000,000 per Occurrence \$1,000,000 Annual Aggregate
Automobile (Owned, Non-Owned, & Hired)	\$1,000,000 Single Limits
Worker's Compensation, As Applicable	\$1,000,000 per Accident \$1,000,000 Disease Each Employee \$1,000,000 Disease Policy Limit
Including Employer's Liability Insurance	\$1,000,000 per Occurrence

The commercial general liability and excess liability policies will name the CRA as an additional insured, and proof of such coverage shall be furnished to the CRA by way of an endorsement to same or a certificate of insurance no later than ten (10) days prior to the provision of services under the awarded contract and upon renewal of each policy each year the awarded contract remains in effect and for a period of one (1) year after the termination of the contract. All such insurance must be with an insurance carrier approved and authorized to do business in the state of Florida, and who must have a rating of no less than "excellent" by A.M. BEST, or as mutually agreed upon by the CRA and the successful Respondent. All such insurance policies may not be modified or terminated without the express written authorization of the CRA. The insurance requirements set forth herein may be modified by the CRA in its sole discretion in competitive negotiations.

Misrepresentation of any material fact, whether intentional or not, regarding the Respondent's insurance coverage, policies or capabilities may be grounds for rejection of the submittal and rescission of any resulting. **Evidence of ability to obtain appropriate insurance coverage shall be provided in each proposing firm's or individual's submittal.**

EVALUATION PROCESS

SECTION 4

4.1 GENERAL OVERVIEW

The purpose of the Evaluation Process is to equitably judge each submittal submitted in response to the requirements specified by the Request for Proposals; each responsive submittal will be evaluated by the Evaluation Committee using the process outlined herein. Final award is subject to approval by the Riviera Beach Community Redevelopment Agency Board of Commissioners.

All issues and questions regarding this project shall be addressed through the CRA. There shall be no communication between Evaluation Committee Members, their Staff, CRA staff and/or its Owners Representative or Consultant and the Submitters or their sub-consultants regarding this solicitation. Evaluation Committee Members are not allowed to meet separately and discuss the project or contents of the submittals.

4.2 EVALUATION PROCESS

An Evaluation Committee, consisting of appointees designated by the CRA Executive Director, will convene, review, and discuss all submittals submitted. Purchasing personnel will participate in an advisory capacity.

The evaluation of submittals shall be to establish the ranking order of the Submitters. The Evaluation Committee shall evaluate all responsive submittals to establish the final ranking order of all submitters.

Each Committee Member shall award points for each category based upon their assessment of the written response to the requirements of the criteria described in each category. The points indicated as Points Possible are the maximum that may be awarded for category. As specified in the criteria, the point award for certain categories shall be established and/or verified by the Purchasing Department. The points awarded for all categories shall be tabulated on a Tabulation Form to achieve the Total Points awarded to each Submitter. The Tabulation Form shall be the basis for determining the ranking order of the Submitters. The total points awarded to each Submitter will be ranked 1,2,3,4, etc. with the highest point total ranked 1, the next highest point total ranked 2, etc.

4.3 ORAL INTERVIEWS

The Selection Committee shall review each submittal and rank them based on the Evaluation Method and Criteria noted within this solicitation and select a short list of finalists. The finalists will then present an oral presentation (not to exceed 40 Minutes) to the Selection Committee and Oral Interview Committee for final selection. The evaluation method for the oral interviews will be communicated upon invitation to the finalists to present and will focus substantially on the information presented in Section 1-2 of this solicitation.

The Selection Committee and Oral Interview Committee will be appointed by the CRA Executive Director.

4.4 FINAL SELECTION

A recommendation of the top three (3) ranked submittals will be made to the CRA Executive Director regarding the award of this contract. The Executive Director in turn will then present a recommendation to the CRA Board of Commissioners for approval.

The CRA reserves the right to reject any or all offers or to accept any offers which is in its best interest. The CRA also reserves the right to waive any informalities,

Irregularities and technicalities in procedure.

The CRA reserves the right, before awarding any contract, to require a firm to submit such evidence of qualifications and any current or updated information that was requested in the RFP as it may deem necessary and may consider any information available to it of the financial, technical, and other qualifications and abilities of a submitter, including past performance with other governmental agencies. Submitters are advised that requests for additional information or site visitation are not to be construed as an indication that a submitter will receive or is in the best position to receive a contract award.

The CRA reserves the right to cancel the contract, or portions thereof, without penalty at any time.

The award will be made in a timely manner. Following notification of the firm selected, the CRA will expect a contract to be executed by the parties within fourteen (14) business days. The CRA will engage in negotiations with the top ranked firm and so on in order of ranking until a firm is selected. The term of the contract will be for three (3) years with the option to renew for two (2) additional twelve (12) month periods based on favorable annual performance. Any additional requirements or changes will be added to future renewals as written addendums.

Award for this service is subject to negotiation of a contract acceptable to the CRA. The Evaluation Committee reserves the right to negotiate further terms and conditions, including price with the highest ranked submitter. If the Evaluation Committee cannot reach a mutually beneficial agreement with the first selected submitter, the Committee reserves the right to enter into negotiations with the next highest ranked submitter and continue this process until agreement is reached.

The CRA Commission will award a contract or reject any or all submittal(s).

**EVALUATION CATEGORIES
SECTION 5**

*The Evaluation Committee shall rank all submitters received, which meet the submittal requirements.
The evaluation committee will consider the following factors when ranking the submittals received:*

EVALUATION CATEGORIES	SCORING RUBRIC	SCORING RESULTS
Resumes of the Proposed Personnel	Outstanding= 20-25 Commendable= 15-19 Satisfactory= 8-14 Needs Improvement= 0-7	
Quality rating for proposers submitted business plan.	Outstanding= 20-25 Commendable= 15-19 Satisfactory= 8-14 Needs Improvement= 0-7	
Submitted Financials for verification	\$75,000< Submitter Income=35 Submitter Income >\$75,000=0	
Experience in the industry of proposer operating a business entity	0-1years =2 1-3 years= 5	
Proof of financial feasibility- <i>the amount of savings available to allocate to this venture.</i>	0-\$500= 2 \$1,000-\$3,000=5 \$3,000-\$5,000=7 \$5,000-\$10,000=10 \$10,000>=15	
The proposed usage for the location and will it activate the site.	Outstanding= 20-25 Commendable= 15-19 Satisfactory= 8-14 Needs Improvement= 0-7	
Management expertise and proposers commitment to success	Outstanding= 20-25 Commendable= 15-19 Satisfactory= 8-14 Needs Improvement= 0-7	
Location of Business	Riviera Beach= 15 Palm Beach County= 10 Within Florida= 4 Outside Florida= 2	
Minority/Women business entity or participation	Meet or Exceeds 15 =15 ≥15% participation=10	
TOTAL	185 POSSIBLE POINTS	

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REQUIRED FORMS

IN ADDITION TO A FORMAL PROPOSAL, THE FORMS LISTED BELOW ARE TO BE COMPLETED AND SUBMITTED WITH YOUR RESPONSE.

1. STATEMENT OF BUSINESS RESPONSIBILITY
2. DRUG FREE WORKPLACE
3. CERTIFICATE OF TRUTH IN NEGOTIATIONS
4. SCHEDULE 2-LETTER OF INTENT TO PERFORM AS A MINORITY/SUBCONTRACTOR
5. SCHEDULE 4-LETTER OF INTENT TO PERFORM AS A SMALL BUSINESS
6. SCHEDULE 6-LETTER OF INTENT TO PERFORM AS A LOCAL BUSINESS
7. EXHIBIT A COST SCHEDULE
8. EXHIBIT B EMERGING MICRO BUSINESS ENTREPRENEUR PROGRAM FORM
9. EXHIBIT C GOAL ASSESSMENT PORTION OF THE PERFORMANCE REPORT
10. EXHIBIT C BUSINESS READINESS TRAINING ACKNOWLEDGEMENT FORM

NOTE: PLEASE ENSURE THAT ALL OF THESE DOCUMENTS ARE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL IN ACCORDANCE WITH THE INSTRUCTION SHEET ON THE PRECEDING PAGE. FAILURE TO DO SO MAY RESULT IN YOUR PROPOSAL NOT BEING CONSIDERED FOR AWARD.

IT IS THE SUBMITTER'S RESPONSIBILITY TO CONTACT THE PURCHASING DEPARTMENT PRIOR TO SUBMITTING A PROPOSAL TO ASCERTAIN IF ANY ADDENDA HAVE BEEN ISSUED, TO OBTAIN ANY AND ALL SUCH ADDENDA AND RETURN EXECUTED ADDENDA WITH THIS PROPOSAL.

DRUG FREE WORKPLACE

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this form complies fully with the above requirements.

THIS CERTIFICATION is submitted by _____ the
(INDIVIDUAL'S NAME)

_____ Of _____
(TITLE/POSITION WITH COMPANY/VENDOR) (NAME OF COMPANY/VENDOR)

who does hereby certify that said Company/ Vendor has implemented a drug free workplace program which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

SIGNATURE

DATE

RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, Florida Statutes (1995), you are hereby notified that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 [F.S.] for CATEGORY TWO [\$10,000.00] for a period of 36 months from the date of being placed on the convicted vendor list.

Acknowledged by:

Firm Name

Signature

Name & Title (Print or Type)

TRUTH IN NEGOTIATIONS CERTIFICATE

This is to certify that, to best of my knowledge and belief, the cost or pricing data submitted, either actually or by specific identification in writing, to the Contracting Officer or the Contracting Officer's representative in support Of _____

*

Are accurate, complete, and current as of _____ **

This certification includes the cost or pricing data supporting any advance agreements and forward pricing rate agreements between proposer and the Agency that are part of the proposal.

FIRM: _____

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____ ***

*Identify the proposal, request for price adjustment, or other submission involved, giving the appropriate identifying number (e.g., RFP No.).

** Insert the day, month, and year when price negotiations were concluded and price agreement was reached, of, if applicable, an earlier date agreed upon between the parties that is as close as practicable to the date of agreement on price.

*** Insert the day, month, and year of signing, which should be as close to practicable to the date when the price negotiations were concluded and the contract price was agreed to.

LETTER OF INTENT TO PERFORM AS A SMALL BUSINESS ENTERPRISE

TO: _____

The undersigned intends to perform work in connection with the above RFP as (check one):

An individual a corporation a partnership a joint venture

The undersigned is prepared to perform the following described work in connection with the above project (specify in detail particular work items or parts thereof to be performed):

Type of Service to be provided:

At the following price: \$ _____

You have projected the following commencement date of such work, and the undersigned is projecting completion of such work as follows:

<u>Items:</u>	<u>Projected Commencement Date:</u>	<u>Projected Completion:</u>
---------------	-------------------------------------	------------------------------

_____ % of the dollar value of the subcontract will be sublet and/or awarded to non-minority contractors and/or non-minority suppliers. The undersigned will enter into a formal agreement for the work with you, conditioned upon your execution of a contract with the Riviera Beach CRA.

NAME OF SMALL BUSINESS ENTERPRISE CONTRACTOR

LETTER OF INTENT TO PERFORM AS A MINORITY/SMALL BUSINESS ENTERPRISE

TO:

The undersigned intends to perform work in connection with the above RFP as (check one):

An individual a corporation a partnership a joint venture

The undersigned is certified as an M/WBE.

The undersigned is prepared to perform the following described work in connection with the above project (specify in detail particular work items or parts thereof to be performed):

Type of Service to be provided: _____

At the following price: \$_____

You have projected the following commencement date of such work, and the undersigned is projecting completion of such work as follows:

Items: _____ Projected Commencement Date: _____ Projected Completion: _____

_____ % of the dollar value of the subcontract will be sublet and/or awarded to non-minority contractors and/or non-minority suppliers. The undersigned will enter into a formal agreement for the work with you, conditioned upon your execution of a contract with the Riviera Beach CRA.

(FIRM\NAME OF LOCAL CONTRACTOR)

ATTACHMENT A

Building Rehab

Cost Breakdown

****Please fill out the cost breakdown assigning a percentage point for each item****

2615 BROADWAY REHAB LIST			
	PROPOSED ESTIMATES	SUBMITTERS PROPOSED CONTRIBUTION	CRA GRANT AMOUNT
Sign removal	\$ 500		
Exterior Door replacement	\$ 2,000		
Stucco Repairs	\$ 3,500		
Window replacement	\$ 1,000		
Concrete walk and deck repair	\$ 2,000		
Termite treatment	\$ 1,500		
Interior walls & ceiling repair. Painting	\$ 5,000		
Floor Tile	\$ 2,000		
Cabinet replacement	\$ 1,500		
Masonry block wall repairs	\$ 2,500		
Water heater replacement	\$ 500		
Electrical repairs	\$ 5,000		
HVAC replacement	\$ 1,200		
TOTAL	\$28,200		\$28,200
ADDITIONAL COSTS ASSOCIATED WITH THE BUILD OUT			
ITEMS	PROPOSED ESTIMATES	SUBMITTERS PROPOSED CONTRIBUTION	CRA GRANT AMOUNT
TOTALS			\$5,000

SITE LOCATION



**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
REQUEST FOR PROPOSALS
FOR
EMERGING MICRO BUSINESS ENTREPRENEUR PROGRAM**

ATTACHMENT B

Company Name	
Contact Name	
Address	
Phone	
Email	

Please type out the questions and your Responses

1. Please identify the industry sector or sectors that would best characterize your business.
2. Please describe the products or services to be offered.
3. At what stage of development are the products or services you wish to market through your business?
4. Please submit the following with your application:
 - Completed business plan or concept paper
 - Business summary
5. Are you pursuing this business on a full-time or part-time basis?
6. How many people, including you, are employed in the business (provide a list of names and titles)?
7. Do you have a management team established for this venture? If yes, what areas of expertise does the management team possess (attach resumes)?
8. Do you have adequate financial resources to operate your business for at least six months? Please describe, indicating the source of funds.
9. Please describe your business goals for the next three months, one year, and three years.
10. Please provide a brief description of the challenges your business is facing to achieve your identified goals and how your company would benefit from Incubation.
11. Do you anticipate hiring employees in the next three months, one year, or three years? If so, how many employees and for what positions?

I, _____ as an authorized representative of _____
hereby submit this application to the Rivera Beach Community Redevelopment Agency for review and
consideration; I have read and understand the requirements for participation in the Emerging Micro Business
Entrepreneur Program and I will make myself available for interviews as well as throughout the selection
process, based on the above timeline or as revised by the Agency; I certify that all the information provided
within this application is true and correct.

Signature: _____ Date: _____

EXHIBIT C



EMERGING MICRO BUSINESS ENTREPRENEUR PROGRAM PERFORMANCE REPORT

Company Name			
Contact Name			
Address			
Phone			
Email		Fiscal Year	

**Document the goals and objects for the current fiscal year, and identify the impediments that hindered the business from reaching its forecasted goals.*

I. Please provide a forecasted goal for the current fiscal year.							
Rate your performance on this goal by checking the box.	<input type="checkbox"/>	UNDER PERFORMED	<input type="checkbox"/>	MET FORECASTED GOAL	<input type="checkbox"/>	EXCEEDED FORECASTED GOAL	<input type="checkbox"/>
Please provide a brief explanation of the impediments that prevented your business from meeting or exceeding this goal.							
What will be your plan of action to address these impediments?							
What assistance can be provided by this Agency to assist your business to reach this goal in the future							

2. Please provide a forecasted goal for the current fiscal year.								
Rate your performance on this goal by checking the box.	<input type="checkbox"/>	UNDER PERFORMED	<input type="checkbox"/>	MET FORECASTED GOAL	<input type="checkbox"/>	<input type="checkbox"/>	EXCEEDED FORECASTED GOAL	<input type="checkbox"/>
Please provide a brief explanation of the impediments that prevented your business from meeting or exceeding this goal.								
What will be your plan of action to address these impediments?								
What assistance can be provided by this Agency to assist your business to reach this goal in the future								

3. Please provide a forecasted goal for the current fiscal year.								
Rate your performance on this goal by checking the box.	<input type="checkbox"/>	UNDER PERFORMED	<input type="checkbox"/>	MET FORECASTED GOAL	<input type="checkbox"/>	<input type="checkbox"/>	EXCEEDED FORECASTED GOAL	<input type="checkbox"/>
Please provide a brief explanation of the impediments that prevented your business from meeting or exceeding this goal.								
What will be your plan of action to address these impediments?								
What assistance can be provided by this Agency to assist your business to reach this goal in the future								

Additional Comments _____

**Owner
Representative
Signature**

**Staff
Signature**

EXHIBIT D



**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
BUSINESS READINESS TRAINING
ACKNOWLEDGEMENT FORM**

I, _____, A Principal / Owner / Proprietor of _____, acknowledge and agree to complete the Business Readiness Certification Training as a part of my participation in the Emerging Micro Business Entrepreneurs Program.

Note: All proposers must complete this form and submit along with the completed packet.

Company Name

Print Name

Signature

Title

Date

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