



**RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCY
REQUEST FOR PROPOSALS FOR
THE ACQUISITION OF CRA PROPERTY FOR THE PURPOSE OF
PROVIDING PUBLIC PARKING AND REDEVELOPMENT
(RFP NO. 2019-01)**

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 interested developers to submit a proposal to acquire property owned by the Agency located on Singer Island at 2441 and 2431 Beach Court, Riviera Beach. The property consists of two adjacent lots that total .1292 acres or 5,628 square feet (.0861 & .0431). The Agency has identified the need for more public parking to be located adjacent to the Municipal Beach Park and Ocean Walk Development owned by the City of Riviera Beach. The attached parking study identifies the need for an additional 151-186 parking spaces. The subject properties are available for a redevelopment project that would include the provision of the above required parking. Interested developers are requested to provide a proposal to acquire the properties and utilize them to provide public parking within a new redevelopment project. This RFP provides guidelines for submission. Proposals will be accepted at the **Riviera Beach Community Redevelopment Agency, 2001 Broadway, Suite #300, Riviera Beach, FL 33404, until Tuesday February 26, at 2:00 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 **2:00 pm on Tuesday February 26, 2019, to Riviera Beach Community Redevelopment Agency, 2001 Broadway, Suite #300, Riviera Beach, FL 33404.** PLEASE SUBMIT SEVEN (7) ORIGINAL COPIES AND TWO (2) USB DRIVES OF YOUR PROPOSAL. A link to a secure cloud file may be provided in lieu of the two (2) USBs.

PUBLISH:

Palm Beach Post	January 26, 2019
CRA website www.rbkra.com	January 26, 2019

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
THE ACQUISITION OF CRA PROPERTY FOR THE PURPOSE OF
PROVIDING PUBLIC PARKING AND REDEVELOPMENT
(RFP NO. 2019-01)**

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

1-1 BACKGROUND

The Riviera Beach Community Redevelopment Agency (CRA) invites interested developers to submit a proposal to acquire property owned by the Agency located on Singer Island at 2441 and 2431 Beach Court, Riviera Beach. The property consists of two adjacent lots that total .1292 acres or 5,628 square feet (.0861 & .0431). The Agency has identified the need for more public parking to be located adjacent to the Municipal Beach Park and Ocean Walk Development owned by the City of Riviera Beach. The attached parking study identifies the need for an additional 151-186 parking spaces. The subject properties are available for a redevelopment project that would include the provision of the above required parking. Interested developers are requested to provide a proposal to acquire the properties and utilize them to provide public parking within a new redevelopment project. The PCN are 56434227040004250 and 56434227040004230.



1-2 **PROPOSAL SUBMISSION AND OPENING**

All submittals must be received by the CRA no later than **2:00 pm (EST) February, 26 2019** in order to be considered. The following is required to be included in the submittal:

Seven (7) original hard copies and two (2) digital copies on individual USBs of a comprehensive submittal (a link to a secure cloud file may be provided in lieu of the two USB's) 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 contacts
 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 summary of the proposed project, key elements, and the proposed approach to providing public parking within the redevelopment project.
 10. Concept Plans for the proposed project including additional properties, requested Right of Ways, and additional property required to complete the project.
 11. Proposed financial terms for the acquisition of the property and the provision of the public parking required for the area.
 12. Response to additional Evaluation Criteria outlined in Part (3) 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 January 24, 2019, 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/Proposer/Development Company, 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)

Any business entity receiving a certification as a Small, Minority or Women Business Enterprise (S/M/WBE) with Palm Beach County's Office of Equal Business Opportunity (OEBO), and or State of Florida.

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 sub-contracting services will exceed 15% to businesses based in Riviera Beach.

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.
4. 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 or the purchase agreement for sale of property and redevelopment 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 or the purchase agreement for sale of property and redevelopment 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.

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>January 26, 2019</u>	RFP Available to Submitters
<u>February 18, 2019</u>	Final Day to Submit Requests for Information
<u>February 26, 2019</u>	Proposals Due no Later than 4:00 p.m.
<u>March, 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 or property sale agreement, 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.

Seven (7) 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 (2) USB drives. If multiple submittals are being submitted, each must be packaged separately and presented as directed herein.

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

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 the appropriate insurance as determined by CRA legal counsel.

EVALUATION PROCESS

SECTION 3

3.1 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.

3.2 EVALUATION PROCESS

An Evaluation Committee, consisting of appointees designated by the CRA Executive Director, will convene, review, and discuss all submittals submitted. 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.

3.3 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 30 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.

3.4 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).

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4.5 EVALUATION CATEGORIES

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
Experience and Qualifications of the Firm	Outstanding= 20-25 Commendable= 15-19 Satisfactory= 8-14 Needs Improvement= 0-7	
Project Narrative – Approach to the Project and to Provide Public Parking for the Area	Outstanding= 20-25 Commendable= 15-19 Satisfactory= 8-14 Needs Improvement= 0-7	
Proposed Financial Terms for the Acquisition of the Property and the Provision of Public Parking within a Redevelopment Project	Outstanding= 20-25 Commendable= 15-19 Satisfactory= 8-14 Needs Improvement= 0-7	
Concept Plans for the Redevelopment Project Including Parking	Outstanding= 20-25 Commendable= 15-19 Satisfactory= 8-14 Needs Improvement= 0-7	
Proof of Financial Feasibility- letter describing the capacity of the development team to complete the project.	Outstanding= 20-25 Commendable= 15-19 Satisfactory= 8-14 Needs Improvement= 0-7	
Location of Proposing Team	Riviera Beach= 15 Palm Beach County= 10 Within Florida= 4 Outside Florida= 2	
Minority/Women Business Entity or Participation	Response that Meet or Exceeds 15 =15 ≥15% participation=10	
TOTAL	155 POSSIBLE POINTS	

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 – PUBLIC ENTITY CRIMES
2. CERTIFICATE OF TRUTH IN NEGOTIATIONS
3. SCHEDULE 2-LETTER OF INTENT TO PERFORM AS A MINORITY/SUBCONTRACTOR
4. SCHEDULE 4-LETTER OF INTENT TO PERFORM AS A SMALL BUSINESS
5. SCHEDULE 6-LETTER OF INTENT TO PERFORM AS A LOCAL BUSINESS

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

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RIVIERA BEACH COMMUNITY REDEVELOPMENT AGENCYC

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 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: _____

(FIRM/NAME OF LOCAL CONTRACTOR)

1. PARTICIPATION FOR LOCAL BUSINESS AS CONTRACTOR AT LEAST 25%

RFP TITLE: _____

RFP NUMBER: _____

NAME OF PRIME BIDDER: _____

RFP OPENING DATE: _____

CONTACT PERSON: _____

TELEPHONE NUMBER: _____

DEPARTMENT: _____

NAME, ADDRESS & TELEPHONE NUMBER OF MINORITY CONTRACTOR	TYPE & DESCRIPTION OF WORK TO BE PERFORMED	% TO BE PERFORMED BY LOCAL BUSINESS	ESTIMATED DOLLAR VALUE

TOTAL: _____

TO BE COMPLETED BY PRIME PROPOSER:

RFP PRICE: _____ OR

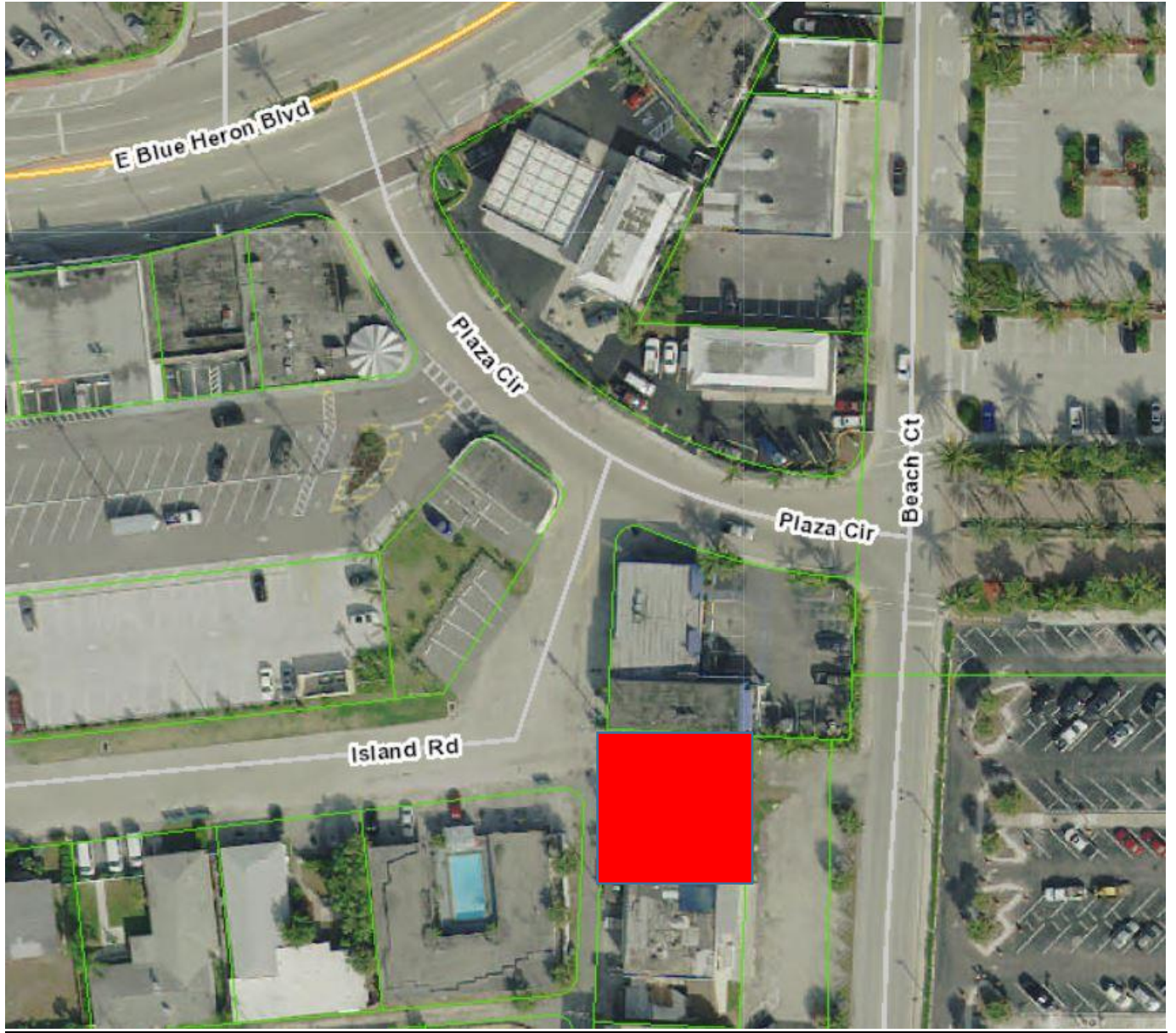
TOTAL PARTICIPATION: _____

(FIRM\NAME OF CONTRACTOR)

DATE: _____

BY: SIGNATURE OF CONTRACTOR

SITE LOCATION



Submittal Requirements Form

I, _____ as an authorized representative of

hereby submit this proposal to the Rivera Beach Community Redevelopment Agency for the provision of public parking and review and consideration; I have read and understand the requirements for submittal and I will make myself available for interviews as well as throughout the selection process, based on the projected timeline or as revised by the Agency; I certify that all the information provided within this application is true and correct.

Signature: _____

Date: _____

Exhibit A

**Parking Analysis – Desman Parking.
CRA is seeking an additional
151-186 public parking spaces.**