

# REQUEST FOR QUALIFICATIONS

## REAL ESTATE, PROPERTY NEGOTIATION AND ACQUISITION SERVICES

RFQ #02-1617



**RELEASE DATE: JANUARY 3, 2017**  
**SUBMISSION DEADLINE: JANUARY 31, 2017**

THE LAKE WORTH COMMUNITY REDEVELOPMENT AGENCY  
29 SOUTH "J" STREET  
LAKE WORTH, FL 33460  
[WWW.LAKEWORTHCRA.ORG](http://WWW.LAKEWORTHCRA.ORG)

The purpose of this Request for Qualifications (RFQ) is to solicit qualifications to hire an experienced firm or consultant(s) for the purpose of acting as the CRA's buyer's agent in the negotiation, acquisition and conveyance/ disposal of real property. The CRA is interested in purchasing properties in the District to assist with Redevelopment efforts. Parcels may be purchased as part of an assemblage, for City/ CRA purposes or to incentivize development.

The funding source for acquisitions will primarily be from a recently obtained CRA line of credit. The selected firm will enter into a one year agreement with the CRA with an option to renew for additional years.

### **Scope of Work**

The individual or firm selected to act as the CRA's agent will be responsible for all aspects of property purchases and eventual conveyance, including but not limited to:

- Research regarding commercial real estate opportunities as requested by Staff
- Due diligence on properties for consideration including coordination with the Palm Beach County Tax Collectors Office
- Property appraisals and surveys
- Property sale negotiation and acquisition
- All aspects of closing and recording
- Related services that the CRA may request once agreed upon by both parties

The Lake Worth CRA is a quasi-public agency governed by a seven (7) member Board of Commissioners who are appointed by the City Commission. Their role is to direct CRA activities in accordance with the approved Lake Worth Redevelopment Plan and approve expenditures for projects. Revenue is generated for CRA projects through Tax Increment Financing.

The Lake Worth CRA engages in various programs and projects to accomplish its goal to redevelop its commercial and residential areas. Activities include capital improvement projects such as infrastructure, streetscape and parking, economic development, housing and other community improvement projects.

All responses must be delivered or mailed to:

Lake Worth Community Redevelopment Agency  
29 South "J" Street  
Lake Worth, FL 33460  
Attn: Chris Dabros  
cdabros@lakeworth.org

**ENVELOPE MUST BE IDENTIFIED AS RFQ #02-1617 AND RECEIVED AT THE CRA OFFICE NO LATER THAN 3:00pm JANUARY 31, 2017**

The documents included or incorporated in this RFQ constitute the complete set of instructions, scope of work, specification requirements and forms. It is the responsibility of the submitter to insure that all pages are included.

All must be typed or written in ink, and must be signed in ink by an officer having authority to represent the company. Signatures are required where indicated; failure to do so shall be cause for submittal rejection.

### Changes and Interpretations

Changes to this RFQ will be made by written addenda. A written addendum is the only official method whereby interpretation, clarification or additional information can be given. All addenda will be posted on the CRA's website - [www.lakeworthcra.org](http://www.lakeworthcra.org). It is the sole responsibility of each Proposer to check the CRA's website for posted addenda. The CRA will not mail or fax any addenda to a Proposer.

All questions regarding this RFQ should be submitted in writing via mail or e-mail and must be received by the CRA no later than ten (10) calendar days prior to the due date for submissions:

CRA Office  
Chris Dabros, Deputy Director  
29 South "J" Street  
Lake Worth, FL 33460  
[cdabros@LakeWorth.org](mailto:cdabros@LakeWorth.org)

All questions will be answered via addenda. If a question is not answered, the submitting firm should assume all relevant information is contained within this RFQ. The CRA will strive to issue all addenda at least three (3) business days before the proposal due date; however, the CRA reserves the right to issue any addenda at any time.

### Property of the CRA

All materials submitted in response to this RFQ become the property of the CRA. The CRA has the right to use any or all ideas presented in any response to this RFQ, whether amended or not, and selection or rejection of a proposal(s) does not affect this right. No variances to this provision shall be accepted.

### RFQ Timetable

The **anticipated** schedule for this RFQ and contract approval is as follows:

- |                                       |                |
|---------------------------------------|----------------|
| ▪ Qualifications Due:                 | Jan. 31, 2017  |
| ▪ Short List Announcement(if needed): | Feb. 17, 2017  |
| ▪ Ranking of firms by Committee:      | Feb. 28, 2017  |
| ▪ Firm Approved by CRA Board:         | March 14, 2017 |

The CRA reserves the right to amend the anticipated schedule as it deems necessary.

### Cone of Silence

In accordance with the Palm Beach County Lobbyist Registration Ordinance and the City of Lake Worth's procurement code, the City's procurement cone of silence will be in effect as of the due date for proposers in response to this RFQ. A complete copy of the City's procurement code is available on-line and at [municode.com](http://municode.com) under the City's code of ordinances (Sections 2-111-2-117). All Firms are highly encouraged to review the ordinance. In summary, the code of silence prohibits communication between certain City/CRA official's employees and agents and any entity or person seeking to be awarded a contract. The cone of silence terminates at the time of award, rejection of all responses or some other action by the City/CRA to end the selection process.

### **Ethics Requirement**

This RFQ is subject to the State of Florida Code of Ethics and the Palm Beach County Code of Ethics. Accordingly, there are prohibitions and limitations on the employment of City officials and employees and contractual relationships providing a benefit to the same. Respondents are highly encouraged to review both the Florida Code of Ethics and the Palm Beach County Code of Ethics in order to insure compliance with the same.

### **Disclosure and Disclaimer**

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

In its sole discretion, the CRA may withdraw this RFQ either before or after receiving qualifications, may accept or reject qualifications, and may accept qualifications which deviate from the non-material provisions of this RFQ. In its sole discretion, the CRA may determine the qualifications and acceptability of any firm or firms submitting qualifications in response to this RFQ. Following submission of a response, the Firm agrees to promptly deliver such further details, information and assurances, including, but not limited to, financial and disclosure data, relating to the response and/or the Firm, including the Firm's affiliates, officers, directors, shareholders, partners and employees, as requested by the CRA. Any action taken by the CRA in response to submittals made pursuant to this RFQ or in making any award or failure or refusal to make any award pursuant to such responses, or in any cancellation of award, or in any withdrawal or cancellation of this RFQ, either before or after issuance of an award, shall be without any liability or obligation on the part of the CRA, or their advisors.

Any recipient of this RFQ, who responds hereto, fully acknowledges all the provisions of this Disclosure and Disclaimer and agrees to be bound by the terms hereof. Any response submitted pursuant to this RFQ is at the sole risk and responsibility of the party submitting such response.

### **Contract Agreement**

The terms and conditions of the resulting contract for the services to be rendered will be negotiated with the successful respondent. If the CRA and the successful respondent cannot agree on the terms and conditions of the resulting contract, the CRA reserves the right to terminate negotiations with the successful respondent and move to the next ranked respondent to commence negotiations. Negotiations may continue in this process until the CRA is able to enter into a contract with a respondent that best meets the needs of the CRA.

### **Insurance Requirements**

Prior to execution of the resulting contract derived from this RFQ, the awarded firm shall obtain and maintain in force at all times during the term of the resulting contract insurance coverage as required herein. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Certificates shall clearly indicate that the firm has obtained insurance of the type, amount, and classification as required for strict compliance with this provision and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the CRA. Compliance with the foregoing requirements shall not relieve the firm of its liability and obligations under the resulting contract.

- A. The firm shall maintain during the term of the contract, standard Professional Liability Insurance in the minimum amount of \$1,000,000.00 per occurrence.
- B. The firm shall maintain, during the life of the contract, commercial general liability, including public and contractual liability insurance in the amount of \$1,000,000.00 per occurrence (\$2,000,000.00 aggregate) to protect the firm from claims for damages for bodily and personal injury, including wrongful death, as well as from claims of property damages which may arise from any operations under the contract, whether such operations be by the firm or by anyone directly or indirectly employed by or contracting with the firm.
- C. The firm shall carry Workers' Compensation Insurance and Employer's Liability Insurance for all employees as required by Florida Statutes.

All insurance, other than Professional Liability and Workers' Compensation, to be maintained by the firm shall specifically include the Lake Worth CRA and the City of Lake Worth as an "Additional Insured".

### Evaluation and Award

The CRA will assemble an Evaluation Committee to evaluate the qualifications from respondents. The Evaluation Committee will convene for a public meeting to evaluate and rank the most advantageous responses and make a recommendation for contract award to the CRA Board. CRA Staff will notify all submitting Respondents and advertise the Evaluation Committee meeting in the appropriate media as directed by law. The CRA Board is not bound by the recommendation of the Evaluation Committee and the CRA Board may deviate from the recommendation in determining the best overall response which is most advantageous and in the best interest of the CRA District.

Each Response will be evaluated individually and in the context of all other responses. Submittals must be fully responsive to the requirements described in this RFQ and to any subsequent requests for clarification or additional information made by the City through written addenda to this RFQ. Submittals failing to comply with the submission requirements, or those unresponsive to any part of this RFQ, may be disqualified. The CRA reserves the right to award the contract to the Respondent submitting the best overall responsive submittal which is most advantageous and in the best interest of the CRA District. The CRA shall be the sole judge of the submissions and the resulting contract that is in its best interest and its decision shall be final.

While the CRA allows Responders to specify any desired variances to the RFQ terms, conditions, and specifications, the number and extent of variances taken will be considered in determining the Respondent who is most advantageous to the CRA. **Evaluation Scoring Criteria has been incorporated into the RFQ document.**

### Representations by Submittal of Firms

By submitting a response, the Firm warrants, represents and declares that:

- A. Person(s) designated as principal(s) of the Firm are named and that no other person(s) other than those therein mentioned has (have) any interest in the submittal or in the anticipated contract.
- B. The submittal is made without connection, coordination or cooperation with any other persons, company, firm or party submitting another qualifications, and that the Firm submitted is, in all respects, fair and in good faith without collusion or fraud.

C. The Firm understands and agrees to all elements of the submission unless otherwise indicated or negotiated, and that the response may become part of any contract entered into between the CRA and the Firm.

D. By signing and submitting a response, Submitter certifies that Firm and any parent corporations, affiliates, subsidiaries, members, shareholders, partners, officers, directors or executives thereof are not presently debarred, proposed for debarment or declared ineligible to bid or participate in any federal, state or local government agency projects.

E. Pursuant to 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted firm list maintained by the State of Florida may not submit a submittal to the CRA/City of Lake Worth for 36 months following the date of being placed on the convicted firm list. Proposer certifies that submittal of its proposal does not violate this statute.

F. Proposer recognizes and agrees that the CRA will not be responsible or liable in any way for any losses that the Firm may suffer from the disclosure or submittal of response information to third parties.

#### Protests

Any actual Firm who is aggrieved in connection with this RFQ may protest such procurement. The protest must be filed with the CRA in accordance with the City's procurement code. A complete copy of the City's procurement code is available on-line at [municode.com](http://municode.com) under the City's code of ordinances (sections 2-111 – 2-117). The protest procedures are set forth at section 2-115. There are strict deadlines for filing a protest. Failure to abide by the deadlines will result in a waiver of the protest.

#### Compliance

All proposals received in accordance with this RFQ shall be subject to applicable Florida Statutes governing public records including without limitation Chapter 119, Florida Statutes.

END OF GENERAL INFORMATION

---

#### SUBMITTAL REQUIREMENTS:

Submittals must contain the following documents, each fully completed and signed as required.

##### Letter of Transmittal

Each submittal must include a letter of transmittal containing the Firms interest in the providing services and the signature of the representative authorized to enter into signed contracts for the prime contractor. This letter should not exceed three pages in length. The following items shall be provided in the order specified. Each firm is asked to submit one unbound original and four bound copies plus one copy of the submittal on a portable drive or CD.

Written submittals should be concise and clearly outlined and include:

- The Firm's ability to conduct the scope of work
- The Firm must show the qualifications of the team members, with specific expertise in real estate, land acquisition, and appraisal services

- A description of previous projects that your firm has conducted for organizations of similar size and complexity. Provide names and information of references from these organizations
- The Firm's proposed management and staffing and the name of the designated contact or point person for the firm to the CRA/City
- A brief description of the firm's related experience and individuals experience in property negotiation and acquisition
- All related licenses and/or certifications
- Confirmation of a Drug-Free Workplace

### Process for Consideration of Proposals

#### Selection Criteria and Points

Background/ Experience – 25 points

Skill – Firm's understanding of the project, capacity and skill – 25 points

References – Firms references evidencing record of performance and ability to successfully complete projects on time and within budget – 25 points

Team - Proposers strength of team qualifications, experience and understanding of the Lake Worth community – 25 points

Total – 100 points

CRA Staff will be responsible for ensuring all submittals responded to the RFQ accordingly and have provided all the necessary information to be considered "responsive." This includes handing qualifications in by the time and date specified earlier in this request. The CRA will establish an evaluation committee to review the submittals and rank them according to the point system explained above. The evaluation committee will then make a formal recommendation to the CRA Board for approval.



**SUBMITTING FIRM'S INFORMATION PAGE**

Company Name: \_\_\_\_\_

Authorized  
Signature: \_\_\_\_\_  
Signature Print Name

Title: \_\_\_\_\_

Physical  
Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip Code

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Web Site: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_

**This is a requirement of every Firm who submits qualifications.**



**CONFIRMATION OF DRUG-FREE WORKPLACE \*\***

In accordance with Section 287.087, Florida Statutes, whenever two or more proposals are equal with respect to price, quality, and service which are received by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. 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 proposal 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 proposal, 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 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 this statement on behalf of \_\_\_\_\_, I certify that \_\_\_\_\_ complies fully with the above requirements.

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Position

**\*\* If this form is not returned, the CRA will assume the responding Firm has not implemented a drug-free workplace program.**