

DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY (CRA)

**REQUEST FOR QUALIFICATIONS (RFQ) FOR
PROFESSIONAL ARCHITECTURAL SERVICES FOR
AFFORDABLE HOUSING DESIGN
CRA PROJECT NO: CRA 2017-03**



WHERE YOU CAN.

RELEASE DATE: Monday, April 17, 2017
SUBMISSION DEADLINE: Thursday, June 5, 2017 at 1:00 P.M.

RFQ-1

**DELRAY BEACH COMMUNITY REDEVELOPMENT AGENCY (CRA)
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SERVICES FOR AFFORDABLE HOUSING DESIGN
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I. GENERAL

The Delray Beach Community Redevelopment Agency (the “CRA”) is seeking proposals from qualified architectural firms to provide pre-design through construction administration services for the Carver Square–Andella project, pursuant to Florida Statute Section 287.055 (Consultants’ Competitive Negotiation Act). The subject sites total approximately 3.92 acres and are generally located between SW 2nd Court to the north, SW 4th Street to the south, SW 6th Avenue to the east, and SW 8th Avenue to the west within The Set (formerly Northwest and Southwest neighborhoods). More information on The Set may be found at <http://thesetdelray.org/>.

Interested firms/teams are invited to submit a complete response for consideration. The response must clearly address all items requested. The CRA intends to negotiate an agreement for these services upon the selection of the consultant firm/team that best satisfies the evaluation criteria and serves the best interest of the CRA.

Sealed responses are to be submitted to the CRA at 20 N. Swinton Avenue, Delray Beach, Florida 33444 **no later than Monday, June 5, 2017, by 1:00 P.M.** Proposals received after the deadline will not be considered.

II. SCOPE OF WORK

The CRA is seeking a qualified architectural firm to provide design, permitting, bidding assistance, and construction administration services for the CRA’s Carver Square-Andella project. Project Description and Historical Information on the specified project are detailed in Exhibits F-J.

The following scope of work provides the basic framework for what the CRA believes to be the minimum steps necessary to implement the project. Proposers must address these steps in their responses to the RFQ but may also include additional approaches to execute their concept for the design of the Carver Square-Andella project.

The selected firm’s work shall involve, at a minimum, the following tasks:

- Conceptual design, including preliminary construction cost estimates
- A maximum of three (3) meetings with the CRA’s housing partners and/or the community at the design development stage.
- Preparation of construction documents, including site improvement plans, specifications, standards, and details.
- Preparation of architectural & engineering estimates of probable construction costs based on the design development and 30%, 60% and 90% construction phase documents.
- Assistance during the site plan approval process (if needed), permitting, and bidding process, including presentation of plans to CRA or applicable City boards (if needed), review and evaluation of the bids
- Construction contract administration.

- Assist the general contractor in providing as-built drawings after construction is completed (if needed).

The following paragraphs elaborate the requirement headings.

Task 1 - Site Plan Analysis and Programming

Work with CRA staff to prepare a lot-fit study that can be developed for each lot within the Carver Square-Andella project. This includes, but is not limited to: refinement of various building footprints and juxtaposition of floor plans and elevations to create a visually interesting streetscape, preparation of final design plans, preliminary cost estimates and construction phasing plan (if applicable), and construction drawings and documents.

Task 2 – Design Development Services

The Architect will prepare a conceptual design report outlining the proposed interior and exterior design of the building. This will describe site plans, floor plans, elevations, construction materials, special considerations, outline specifications, and any other pertinent data to the proposed design project. The report will include drawings in sufficient detail to allow review by the CRA staff.

Selected architect will provide building design development documents to include Civil, Landscape Architectural, Architectural, Structural, Mechanical, Electrical, and Plumbing systems design.

Structural engineering scope of work shall include foundation, wall and roof design for the specified unit design.

Landscape Architecture scope of work shall include landscaping and irrigation system design for each lot.

Civil engineering scope of work will include design for connection to existing water and sewer locations within adjacent right-of-ways. Civil engineering scope of work will include coordination of all services to the building with the Mechanical, Electrical, and Plumbing engineers.

Electrical Engineering scope of work shall include electrical service to the units via the feed from existing Florida Power and Light service as well as interior and exterior electrical and lighting design. Site lighting shall be provided via building mounted and pole mounted lights, as appropriate.

The Architect will then meet with the CRA, its housing partner, and City staff to discuss review comments. After this design review meeting, the CRA staff and City staff will provide written comments to the Architect for use in the preparation of the final project design.

The Architect shall assist in the City of Delray Beach building permit review process, including the provision of sets of signed and sealed drawings. The Architect will provide the CRA staff with one (1) copy of the full size set of plans and electronic versions (both in AutoCAD and pdf or image file formats) of the plans at each design review stage.

Task 3 - Construction Documents

The construction documents shall be based on the approved conceptual design documents, review comments by City and CRA.

The construction documents shall conform to federal, state, and local laws. The project specifications shall include general provisions that will be subject to review by the CRA and the City. The construction documents shall include a bid schedule and description of bid items on a per unit basis. The construction contractor will be selected by the competitive bid process. Construction is anticipated to begin in FY 2017-18.

The Architect and CRA staff will cooperate to obtain all necessary building and other permits as necessary. The Architect will provide the CRA Staff with the required number of signed and sealed construction documents/plans for building permit application plus one original set for the CRA, as well as, electronic copies of the plans (both in AutoCAD and pdf or image file formats) for the CRA's records. The same number of printed and electronic copies shall be provided for any subsequent amendments to the construction documents through permit issuance.

Task 4 - Architectural & Engineering Estimates of Construction Costs

The Architect shall prepare an estimate of probable construction costs at 30%, 60%, and 90% completion of the design phase and prior to calling for bids of construction. The estimate shall be based on the bid schedule, local construction costs and anticipated contingencies.

Task 5 - Assistance During the Bidding Process

The Architect shall assist the CRA Staff during the bidding process. The Architect shall respond to questions from the prospective bidders, conduct pre-bid meetings as needed and shall prepare written addenda as necessary. The Architect will be present at bid opening.

The Architect shall review all bids submitted and make appropriate recommendations on contractors' abilities to complete the work. The Architect's review shall include the preparation of bid abstracts and a bid comparison document.

Task 6 - Construction Administration

The construction management and inspection services provided by the Architect will require at least one qualified individual to inspect and observe the construction phase to determine compliance with the bidding documents.

The Architect shall review and make determinations regarding contractors' Shop Drawings, Submittals, Requests for Information (RFI's) and product substitutions.

The Architect shall call and conduct construction meetings before and at least every two weeks during the construction between the CRA Staff, contractor(s), and other parties as may be applicable.

The Architect shall review and negotiate construction change order requests and claims.

The Architect shall be responsible for preparing and maintaining up-to-date project files. Files must be arranged in distinct categories such as payments, change orders, general correspondence and RFI's. The CRA shall receive copies of all documentation.

Task 7 - Final As-Built Drawings

The Architect shall assist the general construction contractor in recording and maintaining a set of "As-Built" drawings that will be finalized into a formal AutoCAD and pdf or image file format sets and delivered to the CRA upon completion of the project (if needed). An electronic copy of the construction specifications in Word and pdf formats shall also be provided to the CRA.

Task 8 – Sales and Marketing Materials

The Architect shall assist the CRA with the marketing and sales materials for the units. These documents may include site plans, floor plans, elevations, and/or renderings or graphics for publication of sales brochures, newsletters, and/or website and social media postings. An electronic copy of the marketing materials in the original program format, as well as, pdf or image file formats shall be provided to the CRA.

III. RFQ PROCESS

A. Registration and Addenda

All interested parties must register their name, address, telephone number, and e-mail address at the CRA office to receive any changes, additions, addendums or other notices concerning the Request for Qualifications.

B. Submittal Requirements

Responses to this RFQ must include one (1) original (unbound) and ten (10) copies of the response which addresses the requirements below, along with an electronic version (PDF) of the full response. To ensure that all submittals can be evaluated on an equitable basis, the RFQ requires each proposer to provide the requested information in a prescribed format and organization that excludes supplemental materials. Any supplemental information included with the response must appear **after** the required materials and tabbed "**Additional RFQ Information**", see Section B.6 below. The submittal package should be organized as listed below with one tab for each item.

The submittal package should be organized in the following order:

1. Letter of transmittal--Provide a general cover letter signed by authorized individual of the consulting firm submitting qualifications. Include the organization name, address, telephone and fax numbers, email address and a statement specifying who in the organization will serve as the primary contact. In addition, please address firm/team qualifications, resources, personnel availability, and commitment in the letter.
2. Check List (Exhibit B). This Exhibit must be included in the RFQ immediately after the cover letter.
3. Firm/Team Organization Information - A summary of the firm/team's make up, including descriptions of any proposed partnerships. Identify key members of the firm/team who would be providing the project management services. Include the firm/team's organizational composition depicted in a chart, which includes individual names, position and responsibilities, name of firm, clear designation of person(s) who will be the main contact for the proposer.
4. SF 330 Forms (Parts I and II) (<https://www.gsa.gov/portal/forms/download/116486>)
5. Firm's approach to staffing and project management

6. Professional References – A minimum of three (3) professional references within the last five (5) years is required from clients for whom the firm has provided similar services to projects that have been completed in a timely manner.
7. Additional RFQ Information – Include any additional or unique resources, capabilities or assets the organization would bring to the project. **This section shall be limited to a maximum of six (5) single-sided or three (3) double-sided pages.** All fonts in this section shall be ten (10) point in size.
8. Acknowledgement Letter – Provide Acknowledgement Letter as provided in Exhibit A to this RFQ stating the proposer’s understanding of, and agreement with, the terms and conditions of this RFQ.
9. Indicate if the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985. (Exhibit C)
10. Identification of potential firms, consultants, or joint-venture partners providing subcontract services to the firm. (Exhibit C)
11. Litigation History--List any litigation matter involving the proposer in the past five (5) years. (Exhibit C)
12. Confirm the firm/organization’s ability to comply with the CRA’s insurance requirements as indicated in Exhibit D to this RFQ. (Exhibit C)
13. Required Forms 1-4 (Exhibit E)

C. Limitations on Communications – Cone of Silence/No Lobbying

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

D. Questions

Questions and inquiries concerning the RFQ and specifications of the solicitation shall be submitted in writing and directed to the CRA, 20 N. Swinton Avenue, Delray Beach, FL 33444 (or at shutt@mydelraybeach.com) for receipt no later than May 25, 2017, 5:00 P.M. Oral explanations, information and instructions shall not be considered binding on the CRA. All prospective proposers are encouraged to independently verify the accuracy of any information provided. Neither the CRA nor any of its agents or employees shall be responsible for the accuracy of any oral information provided to any proposer.

E. Submission Deadline and Location

Sealed responses are to be submitted to the CRA 20 N. Swinton Avenue, Delray Beach, FL 33444 **no later than Monday, June 5, 2017 at 1:00 PM**. Responses are to be placed in a sealed envelope, marked in the lower left-hand corner with the RFQ number **CRA PROJECT NO: CRA2017-03**, and title **PROFESSIONAL ARCHITECTURAL SERVICES FOR AFFORDABLE HOUSING**". Proposers are responsible for insuring that their submission is delivered and stamped by the CRA personnel by the deadline indicated. Any response received after the specified deadline whether by mail or otherwise will not be considered and will be returned unopened.

F. Selection Criteria/Evaluation

CRA staff will open all responses that have been timely received and will review them for compliance with the requirements of the RFQ. Submittals may be considered non-responsive based on factors such as failure to include any information required by this RFQ, failure to conform to applicable laws, misstatement or concealment of any material facts, and similar circumstances.

At any time during the process, the CRA may conduct any investigations it deems necessary to evaluate the proposals. Each proposer shall promptly provide the CRA with any additional information reasonably requested by the CRA. The CRA shall have the right to make additional inquiries, interview some or all the proposers, visit the facilities of one or more of the proposers, or take any other action the CRA deems necessary to fairly evaluate a proposal.

Selection will be in accordance with the Consultant's Competitive Negotiations Act, as amended, Section 287.055, Florida Statutes. The CRA will establish a Selection Committee to review and evaluate the RFQ submissions submitted in response to this RFQ. The Selection Committee will evaluate all proposals received and select the proposers considered best qualified to serve the CRA's interest for these assignments.

The Selection Committee will determine whether each proposer is responsible. For the purposes of this RFQ, a responsible proposer means a person or firm/team that has the capacity in all respects to fully perform the contract requirements and has the integrity and reliability that will ensure good faith performance.

Ranking of firms and final selection will be based on the following criteria:

1. Firm's Experience – Firm's experience with affordable housing projects of similar type and size and complexity in an urban environment with an emphasis on community redevelopment areas. Attention should be given to projects completed with other local government agencies. (30 points)
2. Firm's personnel qualifications - The firm shall name the actual Project Manager assigned to the CRA and other key staff to be assigned to projects, describe their ability and experience and indicate the function of each individual within the organization and their proposed role on related projects. (20 points)
3. Firm's approach to project management - The firm shall detail the technical approach to be utilized to provide design services and managing projects including, but not

limited to, coordination with the CRA, governmental agencies, coordination with other utility companies, and community organizations. (25 points)

4. Firm's resources and commitment. The firm's demonstrated commitment to completing project on time and within budget. Firm must also demonstrate flexibility to complete projects per client's specifications. (15 points)
5. Location of office and assigned Project Manager. (10 points)
6. Indicate if the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985 (Yes/No)

At its option, the Selection Committee may allow each proposer on the short-list to make a presentation to the committee. If presentations are allowed, the Selection Committee shall perform a final ranking of short-listed proposers. The final ranking will be performed by the members of the Selection Committee. The Selection Committee will present its recommendation to the CRA Board for approval and the award of the contract.

Up to three (3) of the top ranked proposers may be invited to make a presentation at a scheduled and advertised CRA Board Meeting. Please note that the Selection Committee and the CRA Board may select the successful proposer without allowing any presentations or interviews by any proposer. For this reason, each proposer must ensure that its proposal contains all the information requested in this RFQ.

At a CRA Board Regular Meeting, the CRA Board of Commissioners will then rank the top three (3) firms/teams, and then commence negotiations with the top ranked firms/teams. The CRA reserves the right to negotiate such terms and conditions with the successful proposer as it deems to be in the CRA's best interest. In the event an agreement is not negotiated to the CRA's satisfaction with the top ranked firm(s)/team(s), the CRA may abandon such negotiation, and negotiate with the next ranked firm(s)/team(s).

G. Preliminary Schedule

1. RFQ Advertised: Monday, April 17, 2017
2. Pre-submission Meeting: Wednesday, May 3, 2017, 1:00 P.M. Delray Beach, CRA, 20 N. Swinton Avenue, Delray Beach, FL 33444. Attendance is on a voluntary basis. PLEASE NOTE that this will be the only opportunity for applicants to directly address CRA staff regarding the RFQ.
3. Question and Inquiries Deadline: May 25, 2017 at 5:00 P.M.
4. RFQ Response Deadline: Monday, June 5, 2017 at 1:00 P.M., Delray Beach CRA, 20 N. Swinton Avenue, Delray Beach, FL 33444.
5. Review, ranking, and selection of top proposers by Selection Committee no later than: July 3, 2017.
6. Award of RFQ by the CRA Board of Commissioners no later than: CRA Meeting of July 27, 2017.

7. Contract execution by the CRA Board of Commissioners in August 2017.

(Note: Dates above are subject to change—registered proposers will be notified by e-mail of changes, if any.)

H. Other

Relevant documents and plans will be made available on the CRA's website (www.delraycra.org) and <https://www.periscopeholdings.com/bidsync/>.

I. Insurance

The CRA reserves the right to ensure and require that the insurance coverages provided by the successful firms/teams are proper and that the insurers are licensed or otherwise qualified to do business in Florida. If at any time during the term of the contract, the CRA should determine that it is in its best interests to insist on an alternative insurance provider, it may do so and the firms agree to comply with the CRA's decision. The CRA also reserves the right to review, modify, or amend any required coverages, limits, and endorsements during the life of a contract and any extensions thereof. The CRA further reserves the right, but not the obligation, to review and reject any insurer providing coverage on the firms' behalf because of the insurer's poor financial condition or due to the insurer's failure to operate legally in the State of Florida.

The CRA reserves the right to ensure and require that the insurance coverages provided by the successful firms/teams are proper and that the insurers are licensed or otherwise qualified to do business in Florida. If at any time during the term of the contract, the CRA should determine that it is in its best interests to insist on an alternative insurance provider, it may do so and the firms/teams agree to comply with the CRA's decision. The CRA also reserves the right to review, modify, or amend any required coverages, limits, and endorsements during the life of a contract and any extensions thereof. The CRA further reserves the right, but not the obligation, to review and reject any insurer providing coverage on the firms'/teams' behalf because of the insurer's poor financial condition or due to the insurer's failure to operate legally in the State of Florida.

J. Disclosure and Disclaimer

The CRA reserves the right to withdraw this RFQ either before or after receiving proposals, reject any or all responses submitted, accept proposals which deviate from the RFQ, and to disqualify any responses that do not contain the documentation requested in this RFQ. The CRA may, at its sole discretion, elect to waive requirements either for all responses or for a specific response which the CRA in its sole discretion deems non-material. All costs and expenses incurred by any firm/team in preparing and responding to this RFQ are the sole responsibility of the proposer. Any and all decisions by the CRA to modify the schedule described herein, request additional information, reject insufficient or unclear proposals, formulate an objective point system for review, rate and rank responses, negotiate agreements, abandon negotiations, approve agreements, etc., and shall be at the CRA's sole and absolute discretion.

Following submission of a response, the proposer 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 proposer including the proposer's affiliates, officers, directors, partners and employees, as requested by the CRA.

The information contained herein is provided solely for the convenience of proposers. It is the responsibility of a proposer to assure itself that information contained herein is accurate and complete and to obtain and verify the accuracy of any other information necessary for purposes of the response. The CRA does not provide any assurances as to the accuracy of any information in this RFQ. Any reliance on the contents of the RFQ or on any communications with CRA representatives shall be at each proposer's own risk. Proposers should rely exclusively on their own investigations, interpretations and analyses in connection with this matter. 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 proposer or other party shall have recourse to the CRA if any information herein contained shall be inaccurate or incomplete. No warranty or representation is made by the CRA that any proposal conforming to these requirements will be selected for consideration, negotiation or approval. Any response submitted pursuant to this RFQ is at the sole risk and responsibility of the party submitting such response.

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

The CRA and the proposer will be bound only if and when a proposal, as it may be modified, is approved and accepted by the CRA, and the applicable written agreements pertaining thereto, are approved, executed and delivered by the proposer and the CRA and then only pursuant to the terms of written agreements executed by the proposer and the CRA.

NOTE: 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. In the event of any differences between this Disclosure and Disclaimer and the balance of the RFQ, the provisions of this Disclosure and Disclaimer shall govern.

EXHIBIT A

Acknowledgement Letter

Proposers shall incorporate in their submittal package the following letter and disclosure and disclaimer attachment on the proposer's letterhead.

RE: RFQ for Profession Architectural Services for Affordable Housing Design
(Carver Square-Andella, CRA Project No. CRA 2017-03)

To Whom It May Concern:

The undersigned has read the Delray Beach CRA Request for Qualifications for qualified professional consulting firms/teams to provide pre-design, design, bidding, permitting, and construction administration services for the CRA's Affordable Housing Design project. On behalf of our proposal team, we agree to and accept the terms, specific limitations, and conditions expressed therein.

We have read, rely upon, acknowledge, and accept the Disclosure and Disclaimer section which is fully incorporated by reference into this letter.

Sincerely,

(Name and Title)
(Organization)
(Proposer Name)

EXHIBIT B

Submission Checklist:

Note:

- 1) The tabbed sections of the RFQ Package must be put together in order of this checklist.
- 2) Any supplemental materials must appear after those listed below and tabbed "Additional RFQ Information"

- ___ Letter of transmittal--Provide a general cover letter signed by authorized individual of the consulting firm submitting qualifications. Include the organization name, address, telephone and fax numbers, email address and a statement specifying who in the organization will serve as the primary contact. In addition, please address firm/team qualifications, resources, personnel availability, and commitment in the letter.
- ___ Check List (Exhibit B). This Exhibit must be included in the RFQ immediately after the cover letter.
- ___ Firm/Team Organization Information - A summary of the firm/team's make up, including descriptions of any proposed partnerships. Identify key members of the firm/team who would be providing the project management services. Include the firm/team's organizational composition depicted in a chart, which includes individual names, position and responsibilities, name of firm, clear designation of person(s) who will be the main contact for the proposer.
- ___ SF 330 Forms (Parts I and II) (<https://www.gsa.gov/portal/forms/download/116486>)
- ___ Firm's approach to staffing and project management
- ___ Professional References – A minimum of three (3) professional references within the last five (5) years is required from clients for whom the firm has provided similar services to projects that have been completed in a timely manner.
- ___ Additional RFQ Information – Include any additional or unique resources, capabilities or assets the organization would bring to the project. This section shall be limited to a **maximum of six (6) single-sided or three (3) double-sided pages**. All fonts in this section shall be ten (10) point in size.
- ___ Acknowledgement Letter – Provide Acknowledgement Letter as provided in Exhibit A to this RFQ stating the proposer's understanding of, and agreement with, the terms and conditions of this RFQ.
- ___ Indicate if the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985. (Exhibit C)
- ___ Identification of potential firms, consultants, or joint-venture partners providing subcontract services to the firm. (Exhibit C)
- ___ Litigation History--List any litigation matter involving the proposer in the past five (5) years. (Exhibit C)
- ___ Confirm the firm/organization's ability to comply with the CRA's insurance requirements as indicated in Exhibit D to this RFQ. (Exhibit C)
- ___ Required Forms 1-4 (Exhibit E)

EXHIBIT C
PROPOSER INFORMATION

**THE DETAILED DATA REQUESTED HEREIN MUST BE SUBMITTED IN THIS FORMAT ONLY.
USE AS MANY PAGES AS NEEDED TO PROVIDE THE FOLLOWING REQUIRED INFORMATION:**

1. SUBMITTING/PRIME FIRM NAME: _____
OFFICE LOCATION (Address): _____
CONTACT PERSON: _____ TITLE: _____
CONTACT PERSON _____
PHONE/FAX/EMAIL _____
2. TYPE OF FIRM: _____ INDIVIDUAL: _____ OTHER: _____
CORPORATION: _____
3. IF CORPORATION, COMPLETE THE FOLLOWING:
A. Date Incorporated: _____
B. State Incorporated: _____
C. Date Authorized in Florida: _____
D. President: _____
E. Vice President: _____
- IF PARTNERSHIP, COMPLETE THE FOLLOWING:
A. Date organized: _____
B. Type: General: _____ Limited: _____
C. Name of Partners: _____
4. SECRETARY OF STATE'S DOCUMENT #: (Attach Copy) _____
5. FL STATE BOARD OF PROFESSIONAL REGISTRATION OR CERTIFICATION # _____
(EXPIRATION DATE: _____ Attach Copy)
6. FEDERAL EMPLOYEERS IDENTIFICATION NUMBER: _____
7. ABILITY TO MEET INSURANCE REQUIREMENTS? (Exhibit D) YES _____ NO _____
FL PROFESSIONAL LIABILITY INSURANCE? YES _____ NO _____
IF YES, ANSWER THE FOLLOWING:
A. Policy Number: _____
B. Company Name: _____
C. Amount: _____
D. Florida Company Code _____
8. REQUIRED LEGAL INFO (Section III.B.11) Legal history included? Statement of no legal history included?
YES _____ NO _____ YES _____ NO _____
9. PALM BEACH COUNTY CERTIFIED SBE OR STATE CERTIFIED M/WBE: * _____ YES _____ NO If YES, Check all that apply:
* SBE : ___BL ___H ___WBE ___O(Other) ___White Male
* M/WBE: ___BL ___H ___WBE ___O(Other)

*ATTACH APPLICABLE COPY OF DOCUMENTATION OF PALM BEACH COUNTY SBE OR STATE M/WBE CERTIFICATION

10. PROPOSED PROJECT TEAM

Firm Names by Discipline	Name & Address of Office Providing Services	Structural	Professional Registration/ Certificate # (if different than Prime)	Expiration Date
Civil				
Landscaping				
Mechanical/Electrical/Plumbing				
Structural				

KEY STAFFING

(Complete one sheet for each individual staff member)

INDIVIDUAL'S NAME & TITLE: _____

AREA OF EXPERTISE: _____

FIRM NAME: _____

EDUCATION (DEGREE/YEAR/SPECIALIZATION): _____

ACTIVE REGISTRATION (STATE/DISCIPLINE/NO.): _____

PERMANENT RESIDENCE (CITY, COUNTY, STATE): _____

General Notes:

- List last five (5) projects completed under the direction of each named individual. If work was performed by another firm, provide the name of that firm.
- Include a key staffing sheet for each proposed consultant staff member providing services to the CRA.
- THE CRA RESERVES THE RIGHT TO APPROVAL ALL PERSONNEL BILLING TIME TO ITS CONTRACTS.

	Project Name	Date Completed	Client Name/Address/Telephone
1.			
2.			
3.			
4.			
5.			

EXHIBIT D
DELRAY BEACH CRA INSURANCE REQUIREMENTS
ARCHITECTURAL SERVICES

Without limiting any of the other obligations or liabilities of the ARCHITECT, the ARCHITECT shall, at his own expense, provide and maintain in force, until all of its services to be performed under this Agreement have been completed and accepted by the CRA (or for such duration as it otherwise specified herein), the following insurance coverage's:

- A. Worker's Compensation Insurance to apply to all of the ARCHITECT's employees in compliance with the "Worker's Compensation Law" of the State of Florida and all applicable Federal Laws.

Employer's Liability with limits of \$100,000 per person, \$500,000 per occurrence and \$100,000 per each disease.

- B. Comprehensive General Liability with minimum limits of one million dollars (\$1,000,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Comprehensive General Liability policy, without restrictive endorsements other than ISO Endorsement GL 21 06, as Filed by the Insurance Services Office and must include:

1. Premises and/or Operations
2. Independent Contractors
3. Products and Completed Operations – ENGINEER shall maintain in force until at least three years after completion of all services required under this Agreement, coverage for Products and Completed Operations, including Broad Form Property Damage.
4. Broad Form Property Damage.
5. Contractual Coverage applicable to this specific Agreement.
6. Personal Injury Coverage with minimum limits of coverage equal to those required for Bodily Injury Liability.

The CRA shall be named as an additional insured on the ARCHITECT'S policy.

- C. Business Automobile Liability with minimum limits of three hundred thousand dollars (\$300,000.00) per occurrence combined single limit for Bodily Injury Liability and Property Damage Liability. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability policy, without restrictive endorsements, as filed by the Insurance Services Office and must include:

1. Owned Vehicles
2. Hired and Non-Owned Vehicles
3. Employers' Non-Ownership

The CRA shall be named as an additional insured on the ARCHITECT'S policy.

- D. Professional Liability Insurance with minimum limits per occurrence applicable to CRA projects as follows:

EXHIBIT D (Continued)

	<u>Construction Cost Range</u>	<u>Limit</u>
1.	\$0 - \$99,000	\$ 250,000
2.	100,000 - 299,000	500,000
3.	300,000 - 499,000	750,000
4.	500,000 – Above	1,000,000

Coverage shall be afforded on a form acceptable to the CRA. ARCHITECT shall maintain such professional liability insurance until at least one year after a Certificate of Occupancy is issued. ARCHITECT shall insure that sub-consultants used for any portion of the project, maintain adequate levels of Professional Liability Insurance.

- E. Prior to commencement of services, the ARCHITECT shall provide to the CRA Certificates of Insurance evidencing the insurance coverage specified in the foregoing Paragraphs A, B, C, and D. All policies covered within subparagraphs A, B, C, and D, shall be endorsed to provide the CRA with thirty (30) days' notice of cancellation and/or restriction. The CRA shall be named as an additional insured as to ARCHITECT'S liability on policies referenced in Subparagraph B. The required Certificates of Insurance shall not only name the types of policies provided, but also shall refer specifically to this Agreement and section and to the above paragraphs in accordance with which insurance is being furnished, and shall state that such insurance is as required by such paragraphs of this Agreement. The ARCHITECT shall also make available to the CRA a certified copy of the professional liability insurance policy required by paragraph D above for the CRA's review. Upon request, the ARCHITECT shall provide copies of all other insurance policies.
- F. If the initial insurance policies required this Agreement expire prior to the completion of the services, renewal Certificates of Insurance of policies shall be furnished thirty (30) days prior to the date of their expiration. For Notice of Cancellation and/or Restriction; the policies must be endorsed to provide the CRA with thirty (30) days' notice of cancellation and/or restriction.
- G. The ARCHITECT'S insurance shall apply on a primary basis.
- H. A waiver of Subrogation shall be provided on all policies of insurance.

EXHIBIT E

PUBLIC ENTITY CRIMES (FORM 1)

NOTIFICATION OF PUBLIC ENTITY CRIMES LAW

Pursuant to Section 287.133, *Florida Statutes*, you are hereby notified that a person or affiliate who has been placed on the convicted contractors list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity; may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit proposals on leases or real property to a public entity; may not be awarded or perform work as a contractor, supplier, sub-proposer, 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 Section 287.017 [F.S.] for Category Two [\$35,000.00] for a period of thirty-six (36) months from the date of being placed on the convicted contractors list.

Acknowledged by:

Firm Name

Signature

Name and Title (Print or Type)

Date

CONFLICT OF INTEREST DISCLOSURE FORM (FORM 2)

The award of this contract is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose within their proposal: the name of any officer, director, or agent who is also an employee or relative of an employee of the CRA.

Furthermore, all Proposers must disclose the name of any CRA employee or relative(s) of a CRA employee who owns, directly or indirectly, an interest in the Proposer's firm or any of its branches.

The purpose of this disclosure form is to give the CRA the information needed to identify potential conflicts of interest for key personnel involved in the award of this contract.

The term "conflict of interest" refers to situations in which financial or other personal considerations may adversely affect, or have the appearance of adversely affecting, an employee's professional judgment in exercising any CRA duty or responsibility in administration, management, instruction, research, or other professional activities.

Please check one of the following statements and attach additional documentation if necessary:

To the best of our knowledge, the undersigned firm has no potential conflict of interest as defined in Chapter 112, Florida Statutes and Section 2-443, Palm Beach County Code of Ordinances.

The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other Cities, Counties, contracts, or property interest for this RFQ.

Acknowledged by:

Firm Name

Signature

Date

Printed Name and Title (Print or Type)

ACKNOWLEDGEMENT OF ADDENDA (Form 3)

The Submitter hereby acknowledges the receipt of the following addenda, which were issued by the CRA and incorporated into and made part of this RFQ. The proposer acknowledges that it is solely responsible for ensuring that it is aware of, and in receipt of, all addenda.

ADDENDUM NUMBER	DATE RECEIVED	PRINT NAME OF PROPOSER'S AGENT	TITLE OF PROPOSER'S AGENT	SIGNATURE OF PROPOSER'S AGENT

JOINT BIDDING, CO-OPERATIVE PURCHASING AGREEMENT: Will extend same price, terms, and conditions of this bid/RFQ to other CRAs, Palm Beach, Martin and Broward County Governmental agencies?

- Yes No

BID INFORMATION WAS OBTAINED FROM:

- BidSync Newspaper Ad City Hall Other, please spec

DRUG-FREE WORKPLACE (Form 4)

In the event a tie exists at the conclusion of evaluations, preference will be given to the supplier(s) who certifies it has a drug-free workplace program in accordance with Section 287.087, Florida Statutes. The drug-free workplace preference is applied as follows:

TIE: Whenever two or more proposals are equal with respect to scoring for the evaluation criteria (e.g., price, experience, quality, service) are received for the procurement of commodities or contractual services, a proposal received from a supplier that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing a tie will be followed if none of the tied suppliers have submitted this Form 4 and/or have a drug-free workplace program.

As the person authorized to sign this statement, I certify that this firm complies fully with the following requirements:

- 1) This firm publishes 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) This firm informs 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) This firm gives 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), this firm notifies 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 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) This firm imposes a sanction on or requires 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) This firm will continue to make a good faith effort to maintain a drug-free workplace through implementation of this section.

Acknowledged by:

Firm Name

Signature

Date

Printed Name and Title

EXHIBIT F
Property Control Number and Legal Description, Location Map, and Survey

CARVER SQUARE

PCN 12-43-46-17-31-000-0110
700 SW 2nd Court, Delray Beach, Florida 33444
Carver Square, Lot 11

PCN 12-43-46-17-31-000-0210
702 SW 2nd Terrace, Delray Beach, Florida 33444
Carver Square, Lot 21

PCN 12-43-46-17-31-000-0120
SW 2nd Court, Delray Beach, Florida 33444
Carver Square, Lot 12

PCN 12-43-46-17-31-000-0220
704 SW 2nd Terrace, Delray Beach, Florida 33444
Carver Square, Lot 22

PCN 12-43-46-17-31-000-0130
SW 2nd Court, Delray Beach, Florida 33444
Carver Square, Lot 13

PCN 12-43-46-17-31-000-0230
708 SW 2nd Terrace, Delray Beach, Florida 33444
Carver Square, Lot 23

PCN 12-43-46-17-31-000-0140
SW 2nd Court, Delray Beach, Florida 33444
Carver Square, Lot 14

PCN 12-43-46-17-31-000-0240
712 SW 2nd Terrace, Delray Beach, Florida 33444
Carver Square, Lot 24

PCN 12-43-46-17-31-000-0150
716 SW 2nd Court, Delray Beach, Florida 33444
Carver Square, Lot 15

PCN 12-43-46-17-31-000-0250
716 SW 2nd Terrace, Delray Beach, Florida 33444
Carver Square, Lot 25

PCN 12-43-46-17-31-000-0160
SW 2nd Court, Delray Beach, Florida 33444
Carver Square, Lot 16

PCN 12-43-46-17-31-000-0260
717 SW 3rd Street, Delray Beach, Florida 33444
Carver Square, Lots 26 & 27

PCN 12-43-46-17-31-000-0170
713 SW 2nd Terrace, Delray Beach, Florida 33444
Carver Square, Lot 17

PCN 12-43-46-17-31-000-0280
709 SW 3rd Street, Delray Beach, Florida 33444
Carver Square, Lot 28

PCN 12-43-46-17-31-000-0180
709 SW 2nd Terrace, Delray Beach, Florida 33444
Carver Square, Lot 18

PCN 12-43-46-17-31-000-0290
705 SW 3rd Street, Delray Beach, Florida 33444
Carver Square, Lot 29

PCN 12-43-46-17-31-000-0190
705 SW 2nd Terrace, Delray Beach, Florida 33444
Carver Square, Lot 19

PCN 12-43-46-17-31-000-0300
701 SW 3rd Street, Delray Beach, Florida 33444
Carver Square, Lot 30

PCN 12-43-46-17-31-000-0200
703 SW 2nd Terrace, Delray Beach, Florida 33444
Carver Square, Lot 20

ANDELLA

PCN 12-43-46-16-01-008-0260
SW 4th Street, Delray Beach, Florida 33444
Town of Delray, Lots 26, 29, & 30

PCN 12-43-46-16-01-008-0340
SW 7th Avenue, Delray Beach, Florida 33444
Town of Delray, Lot 34

PCN 12-43-46-16-01-008-0270
SW 4th Street, Delray Beach, Florida 33444
Town of Delray, Lots 27 and 28

PCN 12-43-46-16-01-008-0350
SW 7th Avenue, Delray Beach, Florida 33444
Town of Delray, Lot 35 and 36

PCN 12-43-46-16-01-008-0310
322 SW 7th Avenue, Delray Beach, Florida 33444
Town of Delray, Lot 31

PCN 12-43-46-16-01-008-0370
SW 7th Avenue, Delray Beach, Florida 33444
Town of Delray, Lot 37

PCN 12-43-46-16-01-008-0320
SW 7th Avenue, Delray Beach, Florida 33444
Town of Delray, Lot 32

PCN 12-43-46-16-01-015-0320
238 SW 6th Avenue, Delray Beach, Florida 33444
Town of Delray, Lot 32 and 33

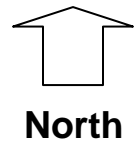
PCN 12-43-46-16-01-008-0330
SW 7th Avenue, Delray Beach, Florida 33444
Town of Delray, Lot 33

EXHIBIT F (Cont.)
Location Map

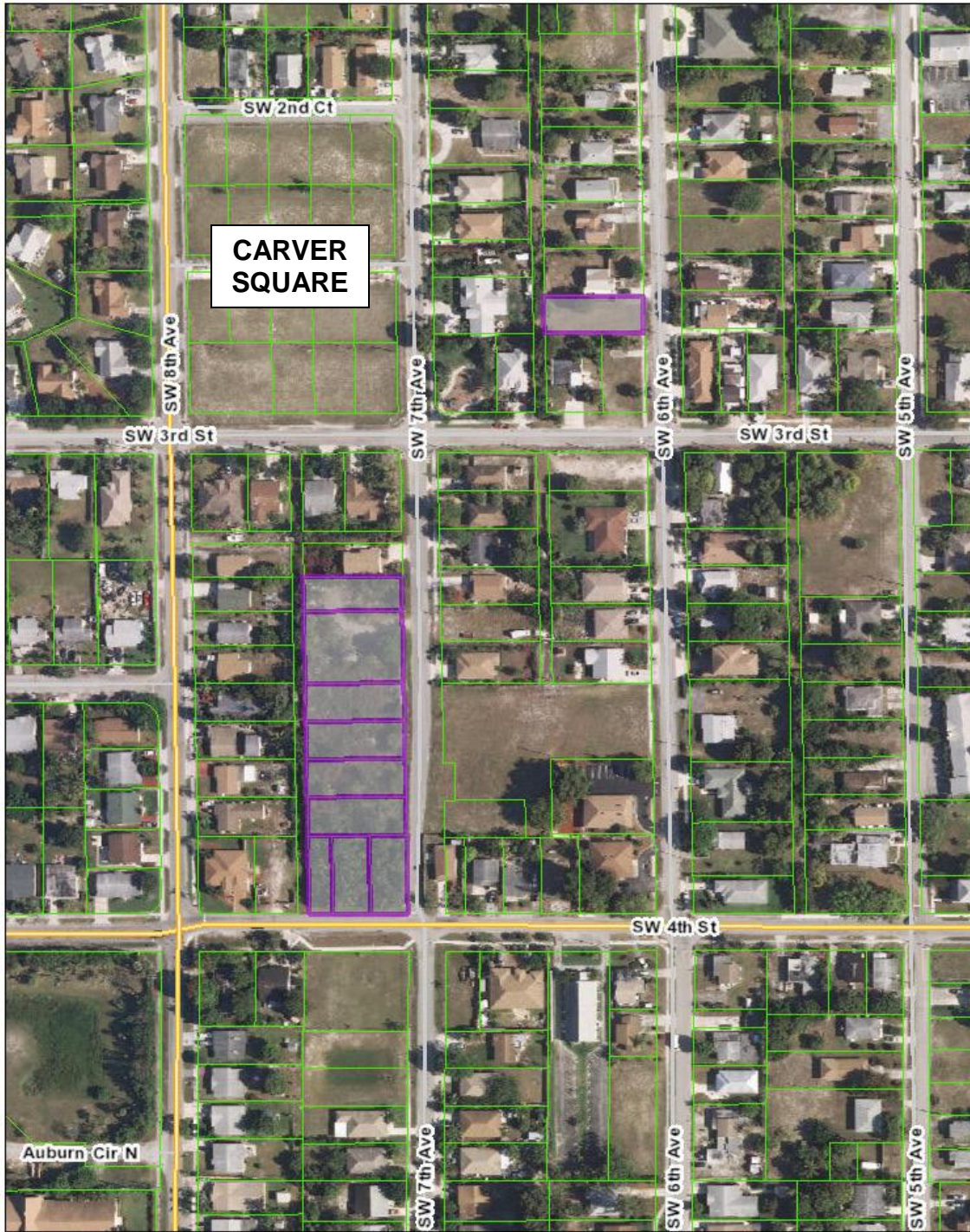
CARVER SQUARE



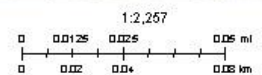
Not to Scale



ANDELLA



SW 6TH & 7TH AVE PROPERTIES



1:2,257

Created by: P. BC. Property Appraiser

October 12, 2016

EXHIBIT F (Cont.)

Survey

CARVER SQUARE

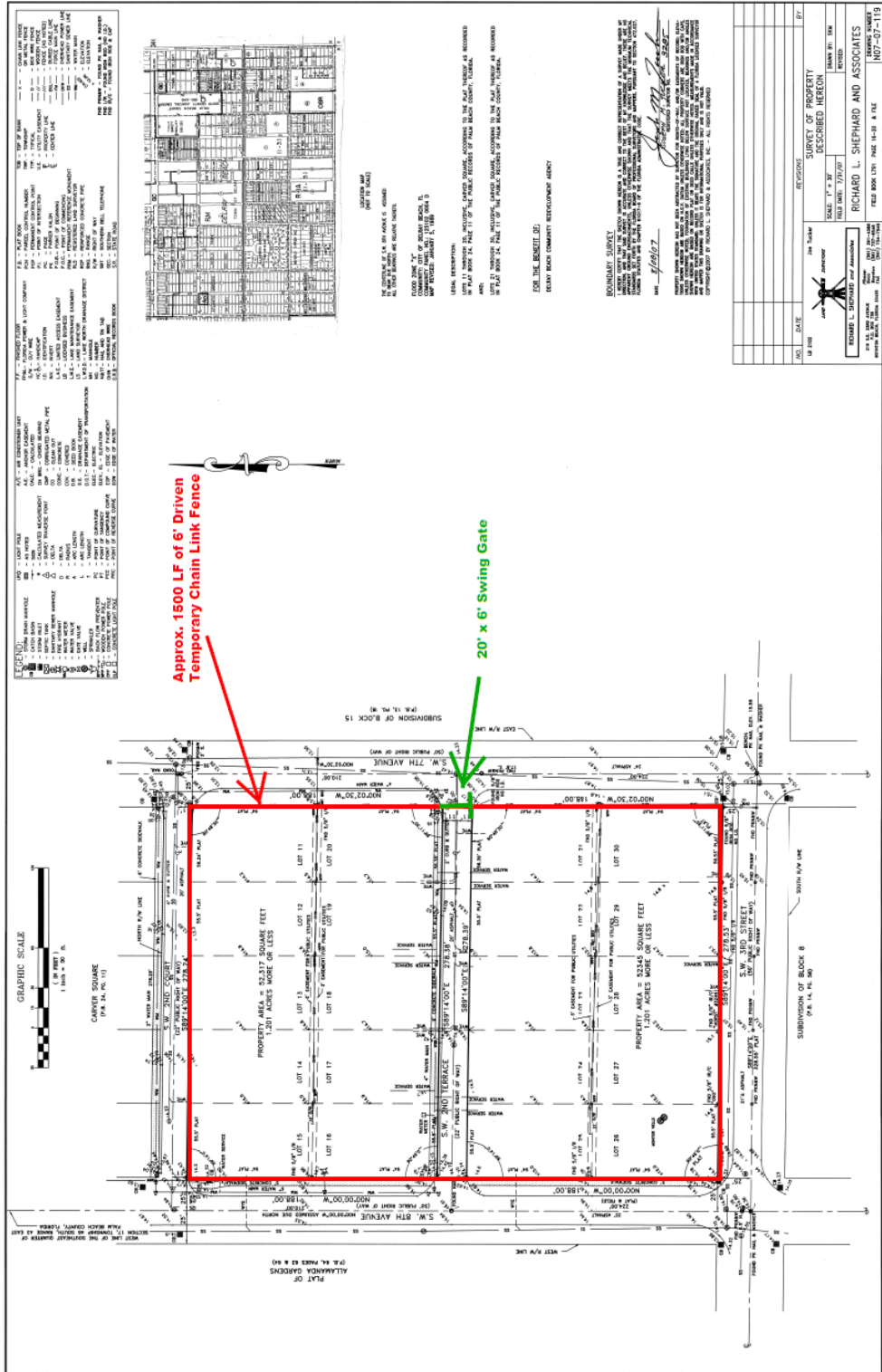


EXHIBIT G
Description and History

A. Description and Property History

CARVER SQUARE

The subject properties are located within the Southwest Neighborhood of The Set (Sub Area #8) within the CRA District. The majority of the properties is 55' X 94' and were acquired and remediated by the CRA over a ten (10) year period. A Site Rehabilitation Completion Order – No Further Action Without Conditions was issued by Florida Department of Environmental Protection (FDEP) on November 17, 2014. All the properties are vacant.

Street improvements were constructed by the City of Delray Beach on SW 2nd Terrace, between SW 7th Avenue and SW 8th Avenue. Homes must be designed in accordance with new urbanism design principles with front porches and less emphasis on garages.

ANDELLA

Also located within the Southwest Neighborhood within The Set, the Andella assemblage is approximately 1.5 acres and consists of ten (10) R-1-A (Single Family Residential) zoned vacant lots. The majority of the properties are 50'x130' in size. These properties are identified in the Community Redevelopment Plan for potential acquisition under Project #1.3 – Southwest Neighborhood Redevelopment Plan, Map B.2, Parcels AA and U-Z. The location of the lots provides an opportunity to continue the stabilization efforts through infill development of affordable single family housing, as indicated in the objectives of the Community Redevelopment Plan and the Southwest Area Neighborhood Redevelopment Plan. The CRA is in the process of acquiring these lots with closing anticipated by the end of April 2017.

B. Land Use Regulations and Site Design Criteria

All proposals shall be subject to the City of Delray Beach approval process.

All 20 platted lots are zoned R-1-A (Single Family Residential). For a list of Permitted, Conditional, and Accessory Uses allowed in these districts, visit www.mydelraybeach.com, Planning and Zoning Department, Land Development Regulations, Section 4.4.3. The R-1-A zoning district regulations prescribes a review and approval process for development as well as development standards. The R-1-A zoning district allows single family residences. A single-family dwelling is permitted to be constructed on each of the existing platted lots.

Pursuant to Resolution No. 20-07, Carver Square Lots 11-30 shall comply with the property development standards of LDR Section 4.4.3(F)(3), Carver Square Brownfield Area Development Standards, and Section 4.4.3(G)(2), R-1-A Supplemental District Regulations. The special property development regulations allow for the following setbacks and encroachments:

Setbacks:

- (1) Front: 20'
- (2) Side (Street): 10'
- (3) Side (Interior): 7.5'
- (4) Rear 10'

Setbacks for Garages, Carports and Porte-Cocheres: Required parking is not allowed in the front or street side setback. Garages, carports and porte-cocheres must have a minimum 20' setback when the entrance faces a public street or alley.

Porch Encroachments: Front porches may extend 5' into the front or side street setback and cannot be enclosed in any manner.

In addition, all affordable/workforce housing units provided as part of this RFP must comply with Article 4.7 of the City's Land Development Regulations (<http://mydelraybeach.com/sites/default/files/assets/departments/planning%20and%20zoning/LDR%20Article%204.7.pdf>)

Irrigation: Within the Carver Square Brownfield Area, all irrigation must be connected to a City water system and the provision of irrigation from a well system is prohibited.

C. Survey

The CRA will provide surveys for the identified properties.

D. Construction Cost Goals

Design of the homes should not exceed construction costs of \$100 per square foot.

E. Minimum Building Design Requirements

1. Unit Size (minimum 1,300 sq. ft. under a/c)
 - 4 bedrooms/3 baths or 2.5 baths, 2 story
 - 4 bedrooms/2 baths, 1 story
 - 3 bedrooms/2.5 baths, 2 story
 - 3 bedrooms/2 baths, 1 story
 - minimum 1 car garage or combination 1 car garage and 1 tandem carport
2. Unit amenities (50% minimum front porch coverage on first story, French doors instead of sliding glass)
3. Type of Construction (CBS, Structural Insulated Panels, or Insulated Concrete Forms)
4. Energy Efficiency and Green Building (see Exhibit H)
5. Streetscape (landscaping, building mass/scale – alternating one or two-story preferred, identical building elevation not permitted adjacent to or directly in front of

the same elevation - monotony code may specify an elevation may be repeated every 3rd lot)

6. Other unique and creative site design elements that would support the urban lifestyle of the neighborhood (e.g. pedestrian scale, neighborhood amenities, trellises, arbors, etc.)

7. Other unique and creative architectural elements that would enhance the character of the homes (e.g. multi-paned windows, front porches, decorative vents, proportioned fenestration, dormers, durable exterior finishes, shutters, recesses and projects, etc.)

EXHIBIT I
Sample Elevations



EXHIBIT I (Cont.)

Alternative Carport Options and Traditional Neighborhood Concept

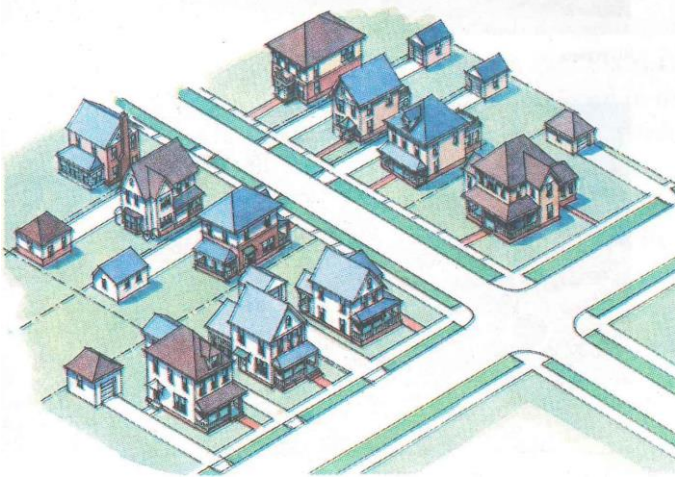


EXHIBIT J
Energy Efficiency Checklist

The proposer will ensure that, to the greatest extent possible, all affordable housing products designed by the proposer for the CRA will be design to meet the following minimum standards.

Through the execution of this Exhibit, the proposer is certifying that the following elements checked below will be incorporated into their design documents.

Energy-efficient Construction Techniques and Products

- Proper installation of insulation to ensure even temperatures throughout the housing unit per FBC-Residential requirements
- Installation of high performance impact windows per Florida Building Code (FBC) - Residential requirements
- Installation of energy-efficient HVAC systems – Energy Star compliant
- Installation of new Energy Star compliant products including light fixtures, LED bulbs, ventilation and exhaust fans and appliances (refrigerators, dishwashers, and washer/dryer machines)

Improved Indoor Environments

- Building envelope, duct systems and vents must be properly sealed to prevent cracks and holes
- Carpet, pads, and other surface materials and installation must comply with the Carpet and Rug Institute's Green Label Certification
- Utilization of only low Volatile Organic Carbon paints, finishes, and sealants
- Utilization of proper water vapor barrier and other applicable sealing methods to eliminate any possibility of mold
- Installation of programmable thermostats in all units

Increased Water Efficiency

- Installation of low volume, non-spray irrigation system
- Incorporation of landscape practices recommended by the University of Florida's Florida Friendly Landscape Program (fyn.ifas.ufl.edu/index/html) and compliance with Section 4.6.16, Landscape Regulations of the City of Delray Beach (<http://mydelraybeach.com/sites/default/files/assets/departments/planning%20and%20zoning/LDR%20Article%204.6.pdf>)
- Installation of low flow toilets and sink faucets

I, _____ (Proposer's Signature and Printed Name) certify that the items checked above will be incorporated into the development plan.