

# REQUEST FOR PROPOSALS

DESIGN GUIDELINES FOR  
MAJOR THOROUGHFARES  
RFP CRA #01-1718



**RELEASE DATE: OCTOBER 4, 2017**

**SUBMISSION DEADLINE: OCTOBER 27, 2017**

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

## **Purpose**

The purpose of this Request for Proposals (RFP) is to solicit qualifications to hire an experienced firm or consultant(s) to develop a set of design guidelines for the City's major thoroughfares that leverages Lake Worth's built environmental assets and strengths and contributes to Lake Worth's unique character as a dense, walkable, culturally diverse City with a strong sense of place. Due to the many architectural styles in the City, the document must assist with the development of a cohesive and complementary character. The envisioned guidelines will include design objectives and diagrams and other necessary information to clearly illustrate appropriate design principles for buildings, storefronts, streetscapes, landscapes, site plans and signage. The guidelines will be made available to property owners, business owners and building owners and potential developers for use when constructing or improving their properties. This final document will also be adopted by ordinance to work in tandem with the City's Land Development Regulations.

The firm selected for this project will provide leadership throughout the planning process. This project should result in a comprehensive set of guidelines to enhance the aesthetic quality of our major thoroughfares. This set of guidelines should be presentable to the public as an easy to follow book-like format and available for review on-line.

## **Background**

The city's current set of major thoroughfare guidelines were drafted by Abell Garcia Architects and adopted in May 2001. The guidelines also include abbreviated historic district guidelines for the City's Old Town Historic District. Since 2001, the city has adopted an aggressive set of comprehensive plan changes in both 2009 and 2012 as well as an entirely new zoning code (land development regulations) in 2013. With these adoptions a variety of inconsistencies and contradictions between the Comprehensive Plan and Land Development Regulations (LDRs) compared to the guidelines became quite evident. These discrepancies lead to confusion and misunderstandings as to how the city wants to see new development and redevelopment occur along its major thoroughfare. Another change that affects the current guidelines is that the city expanded the definition and collection of roadways that qualify as a major thoroughfare. Lastly, the city has been awarded a grant to prepare city specific historic preservation design guidelines, which should be ready for adoption in early 2018.

The City now needs a comprehensive, updated set of concise, clear and predictable guidelines to facilitate development and redevelopment along its seven (7) major thoroughfares. The City has made great strides to encourage private investment dollars and to be "open for business" with a collaborative approach to development. In addition, the City's LDRs have an array of unique features and requirements that could benefit from further explanation and illustrative guidelines to better explain the goals and objectives as well as requirements of the code. A new set of guidelines also would serve as another positive marketing tool for economic development and a branding tool for the City.

## **Scope of Work**

The individual or firm selected to act as the CRA's agent will be responsible for the following, at a minimum:

- Research existing regulations, zoning, land-use, maps, guidelines and public information

- Document the study area with digital photographs to record existing conditions
- Work with City and CRA Staff to identify the design objectives for the area
- Assess other design guidelines from similar communities that represent good examples of quality design that could be applicable to the City of Lake Worth
- Prepare drawings, diagrams and photograph to illustrate the proposed design guidelines
- Provide Draft Design Guidelines to CRA/City Staff for preliminary review

### **Deliverables**

- Urban Design Guidelines that build on the historic, eclectic and artistic character of the City of Lake Worth
- Guidelines which incorporate multi-modal transit within all thoroughfares (ie; bicycle, ride sharing and transit facilities)
- Guidelines which take into consideration the incorporation of future transit oriented development within certain thoroughfares
- Private and public urban design guidelines for future development or redevelopment efforts in the area to enhance the character and improve the aesthetics of the built environment of the various corridors
- A user-friendly, easy to navigate, graphic document that incorporates the intent of each major section in order to clarify the standards and requirements in that section of the code
- The entire document must be prepared for use with on-line applications
  - A tentative design guideline booklet form would include at a minimum the following:
    - Overview of vision for thoroughfares
    - Review of appropriate architectural styles and development patterns
    - A street lighting and site lighting standard for all development
    - A landscape standard for all development
    - A streetscape standard for all development
    - A signage standard for all development
    - A parking standard for all development
    - An overview of the public right of way improvements required as part of a project on a thoroughfare
    - An illustrative guide which includes the Land Development Regulations for each district involved
    - An overview of the incentives that the CRA and the City, including utilities, have in place to encourage economic development
    - Explanation of the options available under the Sustainable Bonus Incentive Program

All responses must be delivered or mailed to:

Lake Worth Community Redevelopment Agency  
29 South "J" Street  
Lake Worth, FL 33460  
Attn: Chris Dabros // 561 493-2550  
[cdabros@lakeworth.org](mailto:cdabros@lakeworth.org)

**ENVELOPE MUST BE IDENTIFIED AS RFP #01-1718 AND RECEIVED AT THE CRA OFFICE NO LATER THAN 3:00pm October 27, 2017**

The documents included or incorporated in this RFP 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 RFP 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 RFP 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 RFP. 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 RFP become the property of the CRA. The CRA has the right to use any or all ideas presented in any response to this RFP, 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.

### RFP Timetable

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

- |                                       |                   |
|---------------------------------------|-------------------|
| ▪ Proposals Due:                      | October 27, 2017  |
| ▪ Short List Announcement(if needed): | November 3, 2017  |
| ▪ Ranking of firms by Committee:      | November 9, 2017  |
| ▪ Firm Approved by CRA Board:         | November 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 RFP. 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 RFP 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 RFP. Any reliance on the contents of this RFP, 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 RFP 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 RFP either before or after receiving proposals, may accept or reject proposals, and may accept proposals which deviate from the non-material provisions of this RFP. In its sole discretion, the CRA may determine the proposals and acceptability of any firm or firms submitting proposals in response to this RFP. 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 RFP 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 RFP, 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 RFP, who responds hereto, fully acknowledges all the provisions of this Discloser and Disclaimer and agrees to be bound by the terms hereof. Any response submitted pursuant to this RFP 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 RFP, 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 proposals 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 RFP and to any subsequent requests for clarification or additional information made by the City through written addenda to this RFP. Submittals failing to comply with the submission requirements, or those unresponsive to any part of this RFP, 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 RFP 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 RFP 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 proposal, 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 RFP 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 RFP shall be subject to applicable Florida Statutes governing public records including without limitation Chapter 119, Florida Statutes.

END OF GENERAL INFORMATION

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#### 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 Firm's 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 five 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 developing urban design guidelines

- 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. Examples of printed work are encouraged.
- The Firm's proposed management and staffing and the name of the designated contact or point person for the firm to the CRA/City
- 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 RFP 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 a proposal.**

**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.**